



Australian Government

MSL912001 Work within a laboratory or field workplace (induction)

Release: 1

MSL912001 Work within a laboratory or field workplace (induction)

Modification History

Release 1. Supersedes and is equivalent to MSL912001A Work within a laboratory/field workplace (induction)

Application

This unit of competency covers the induction of an employee into scientific/technical work within a workplace.

This unit of competency is applicable to samplers/testers, production operators and field assistants working in all industry sectors.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Work within workplace structure and culture	1.1	Demonstrate broad knowledge of workplace business ethics, goals, products and/or scientific/technical services
		1.2	Identify key workplace sites and functions and their contribution to product range and quality
2	Work in accordance with workplace	2.1	Locate key workplace information and apply it correctly
		2.2	Follow workplace policy and procedures relating to

	agreements and/or legislative requirements		employment, security, confidentiality and reporting lines
		2.3	Perform all work activities in accordance with relevant environmental management procedures, including sustainability principles and work practices
3	Provide scientific/technical support	3.1	Identify workplace roles and responsibilities of scientific/technical personnel
		3.2	Identify typical tasks and calendar of events in work area
		3.3	Recognise and locate the equipment and resources required for everyday work
		3.4	Interpret work instructions correctly and seek clarification if necessary
		3.5	Follow work instructions to perform scientific/technical tasks safely and efficiently
		3.6	Maintain own work area, equipment and materials in a safe and organised manner according to workplace policy and procedures
4	Organise daily work efficiently	4.1	Assess and prioritise work load according to level of responsibility
		4.2	Advise supervisor if additional resources or support are required to improve performance
		4.3	Undertake duties in a positive manner to enhance workplace cooperation and efficiency
5	Accept responsibility for quality of own work	5.1	Monitor and adjust work practices to ensure that the quality of outputs is maintained
		5.2	Identify and report opportunities for improvements in procedures, processes and equipment in work area
6	Identify own learning needs	6.1	Identify career options and training opportunities in the workplace

- 6.2 Consult appropriate personnel to identify own learning needs for future work requirements and career aspirations

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering safety in laboratories, and quality and environmental management
- Australian codes covering good manufacturing practice for medicinal products (GMP), and Australian Dangerous Goods Code
- principles of good laboratory practice (GLP)
- national work health and safety (WHS) standards and codes of practice

Business ethics

Business ethics include:

- working diligently and responsibly in accordance with workplace policy and procedures
- behaving honestly and openly, respecting others and treating them with courtesy and impartiality
- ensuring confidentiality of information, including client identification and test results

Workplace sites

Workplace sites include, but are not limited to, one or more of:

- laboratories, head office functions, production or processing plants, supplier services and consultancy services

Key functions

Key functions include one or more of:

- production
- packaging, warehouse and distribution
- quality assurance
- purchasing, sales and marketing
- human resources (personnel, training and employee relations)

Sources of workplace information

Sources of workplace information include, but are not limited to, one or more of:

- noticeboards, public address or paging systems
- standard operating procedures (SOPs), manuals, work instructions, signs and notices, and material safety data sheets (MSDS)
- telephone or contact details, email systems and websites
- emergency exits, routes and collection points
- workplace recording and reporting procedures, quality manuals, and equipment and operating/technical manuals
- test methods (validated and authorised)
- schematics, workflows, laboratory layouts and production and laboratory schedules

Workplace agreements, policies and procedures

Workplace agreements, policies and procedures include, but are not limited to, one or more of:

- industrial awards, workplace bargaining agreements and individual contracts
- health, safety and environment procedures covering hazards, controls, safe work methods, emergencies, accidents and incidents, and incident and accident/injury reports
- quality of customer services

Legislative requirements

Legislative requirements involve, but are not limited to, one or more of:

- WHS and workers compensation
- environmental protection
- equal employment, anti-discrimination and anti-harassment
- ethics, copyright, intellectual property (IP) and privacy

Sustainable energy principles and work practices

Sustainable energy principles and work practices include one or more of:

- examining work practices that involve excessive use of electricity, gas and/or water and switching off equipment when not in use
- regularly cleaning filters
- minimising waste, recycling and reusing materials wherever feasible

Scientific and technical support

Scientific and technical support include one or more of:

- routine site sampling of raw materials and products
- packaging, labelling, storing and transporting samples
- visual inspection of products and packaging
- routine site measurements that take a short time and involve a narrow range of variables or easily recognised control limits
- cleaning of equipment and housekeeping of work areas

Equipment and resources

Equipment and resources will be determined by the scope and nature of the workplace's products, scientific/technical functions and services

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL912001A Work within a laboratory/field workplace (induction)

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>

Assessment Requirements for MSL912001 Work within a laboratory or field workplace (induction)

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Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- following workplace procedures to complete tasks within the required timeframe without compromising safety, quality and ethics
- complying with legislative and workplace requirements in everyday work and efficiently organising own daily work
- using personal protective clothing (PPE), equipment and containment facilities as required
- accepting responsibility for quality of own work
- working efficiently when alone and with others
- identifying and reporting suggestions for improvements
- identifying own learning needs.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- range of workplace products and services
- workplace structure and reporting lines
- role of quality assurance and/or scientific/technical services in the workplace
- own role, rights, responsibilities and key tasks
- workplace procedures that govern personal work, health, safety and environment
- basic ethical values and principles, including respect for the law, responsibility, courtesy, diligence and confidentiality
- use and names of equipment, materials and other resources relevant to work function
- work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.

- This unit of competency is to be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - MSL922001 Record and present data
- Holistic assessment methods include:
 - observation of candidate performing a range of scientific/technical tasks
 - feedback about performance from peers and supervisors
 - oral or written questioning to check required knowledge
 - review of workplace documentation completed by the candidate.
- Access is required to instruments, equipment, materials, workplace documentation, procedures, and specifications associated with this unit, including, but not limited to:
- relevant documentation, such as workplace standard operating procedures (SOPs), legal/regulatory requirements and codes of practice
- organisational charts and flow diagrams showing links between workplace functions and/or production processes
- employment, training and career information.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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