



Australian Government

MSL913004 Plan and conduct laboratory/field work

Release: 1

MSL913004 Plan and conduct laboratory/field work

Modification History

Release	Comments
Release 1	This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>. Supersedes and equivalent to MSL913002 Plan and conduct laboratory/field work. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit of competency describes the skills and knowledge to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.

This unit of competency applies to instrument operators, laboratory assistants and technical assistants working in all industry sectors.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Communication/organisation

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|--|---|
| 1 Plan and organise daily work activities | 1.1 Clarify allocated work activities and required resources if necessary

1.2 Prioritise work activities as directed |
|--|---|

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.3	Break down work activities into small achievable components and efficient sequences
		1.4	Review work plan in response to new information, urgent requests, changed situations or instructions from appropriate personnel
2	Complete allocated work	2.1	Locate relevant workplace procedures for required tasks
		2.2	Undertake tasks following prescribed and routine work-related sequences
		2.3	Seek assistance from relevant personnel when difficulties cannot be handled
		2.4	Record completion of activities to confirm outputs in accordance with plan
3	Identify and resolve work problems	3.1	Recognise problems or opportunities for improved work performance
		3.2	Apply agreed problem-solving strategies to consider possible causes and solutions
		3.3	Identify and access appropriate sources of help
		3.4	Consider available alternatives and keep them open before deciding on the most appropriate action
4	Work in a team environment	4.1	Cooperate with team members to negotiate and achieve agreed outcomes, timelines and priorities
		4.2	Recognise personal abilities and limitations when undertaking team tasks
		4.3	Confirm personal role and responsibility within the team for particular outputs
		4.4	Demonstrate sensitivity to the diversity of other team members' backgrounds and beliefs

Elements describe the essential outcomes.

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

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|---|--|-----|---|
| 5 | Update knowledge and skills as required | 5.1 | Recognise own strengths and weaknesses |
| | | 5.2 | Take advantage of skill development opportunities |

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.

Unit Mapping Information

Equivalent to MSL913002 Plan and conduct laboratory/field work, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet -

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

Assessment Requirements for MSL913004 Plan and conduct laboratory/field work

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- effectively planned, prioritised and completed 2 laboratory/field work tasks on 2 separate occasions, including:
 - working independently
 - working in a team context.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace procedures/guidelines for work
- ethical and professional work performance
- problem-solving strategies
- effective interpersonal communication and conflict resolution techniques
- effective team operations for groups
- strategies to maintain work flow
- awareness of environmental sustainability issues as they relate to the work task
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:

- workplace procedures
- equipment and materials for relevant technical tasks.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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