



Australian Government

MSL915004 Schedule laboratory work for a small team

Release: 1

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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 MSL915002 Schedule laboratory work for a small team. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to schedule laboratory work for a small team to meet operational requirements. It covers the ability to identify resource requirements and then document, monitor and adjust schedules in response to operational variations and in consultation with relevant personnel.

This unit applies to technical officers and laboratory technicians who have responsibility for the work outputs of a small work team 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 | Determine work requirements and laboratory | 1.1 | Determine and prioritise demand for laboratory services in work area for the planning period |
| | | 1.2 | Access and verify information about orders/service |

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
resources		requests, stocks and delivery	
		1.3	Determine the personnel, material and equipment required to deliver services
2	Develop schedules in consultation with relevant personnel	2.1	Prepare schedules which meet the demand for services and balance the best use of available resources with skill development opportunities
		2.2	Distribute work schedules to team or appropriate personnel and confirm contents with them
3	Monitor schedules	3.1	Monitor work flow and outputs against schedules and recognise any variations or potential disruptions
		3.2	Identify possible causes for the variations and discuss possible adjustments with senior personnel
4	Adjust schedules in consultation with senior personnel	4.1	Adjust schedules in response to operational variation
		4.2	Maintain or renegotiate outputs in accordance with work requirements
		4.3	Update documented schedules and distribute to appropriate personnel

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 MSL915002 Schedule laboratory work for a small team, 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 MSL915004 Schedule laboratory work for a small team

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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 and scheduled 2 different laboratory work services for a small team, including:
 - recognising operational variations, potential disruptions and non-standard behaviour in samples and equipment
 - monitoring and adjusting schedules and resources in consultation with relevant personnel
 - documenting and communicating schedule and any variations.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- workplace business goals, information systems, procedures and equipment in work area as a basis for decision making and actions
- scope of typical laboratory services
- basic planning and scheduling processes:
- identification of resources to maintain work flow:
 - monitoring and interpreting information about production, orders, stocks and deliveries
 - analysing and prioritising job tasks
 - determining appropriate human resource, material and equipment requirements
- monitoring of work outputs
- adjustment of work schedules as agreed with senior personnel to accommodate unplanned events

- appropriate communication with team members:
 - explaining and distributing work schedules, priorities and sequences
 - maintaining required outputs
- documentation of outputs and resource usage:
 - quality and quantity of outputs
 - supplies of stock materials
 - maintenance and servicing of equipment
- scientific and technical details underpinning the processes or techniques involved
- standard operating procedures (SOPs) for the processes or techniques involved
- laboratory and/or production schedules and typical times for the processes or techniques involved
- operational factors that may affect the type of tasks scheduled
- resource requirements of the work to be scheduled
- quality requirements for the tasks scheduled
- 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, information and data, such as production data and run schedules
- modelling of industry operating conditions, including:
 - interactions with laboratory staff.

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

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