



Australian Government

Assessment Requirements for MSL916001 Develop and maintain laboratory documentation

Release: 1

Assessment Requirements for MSL916001 Develop and maintain laboratory documentation

Modification History

Release 1. Supersedes and is equivalent to MSL916001A Develop and maintain laboratory documentation

Performance Evidence

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

- recognising problems in workplace documentation and systems
- analysing, developing and maintaining workplace documentation and systems in response to identified information requirements or changes in laboratory policy or external accreditation requirements
- developing and amending workplace documents and systems using established workplace procedures
- producing documentation that is accurate and meets specifications, free from editorial errors and omissions, and understood by others
- using internal and external information sources efficiently
- critically analysing information
- obtaining and incorporating relevant feedback on draft documentation
- communicating information and developments effectively
- completing the preparation and distribution of documentation in the given timeframe.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- the laboratory's business goals, key performance indicators (KPIs), organisational structure, delegations and responsibilities
- how work health and safety (WHS), environmental, registration/accreditation and other legislative requirements, regulations and codes govern laboratory documentation
- standard operating procedures (SOPs) relevant to the laboratory's operations and scope of testing
- scientific, technical and workplace terminology; and technical developments in the sector (such as current methodologies, ranges and interpretations)
- workplace procedures for developing/amending and tracking documentation; records management and maintenance
- workplace communication protocols and reporting.

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:
 - MSL916004 Maintain registration and statutory or legal compliance in work or functional area
 - MSL936001 Maintain quality system and continuous improvement processes within work or functional area
 - MSL946001 Implement and monitor WHS and environmental management systems
- Holistic assessment methods include:
 - examination of workplace documentation amended and developed by the candidate
 - feedback from peers and supervisors that documentation developed by the candidate is accurate and user friendly and that workplace procedures were followed.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - information directories and databases
 - workplace documents and procedures.
- 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 competency 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.

Links

Companion Volume implementation guides are found in VETNet -

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