



Australian Government

MSL922002 Record and present data

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSL922001 Record and present data. Minor changes to Performance Criteria. Range of Conditions removed with small amount of information added to Knowledge Evidence. Performance Evidence significantly reworked for improved clarity and to remove examples. Minor wording changes to Knowledge Evidence.

Application

This unit of competency describes the skills and knowledge to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

This unit of competency is applicable to production operators, field assistants and laboratory 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

Data

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Record and check data	1.1 Enter data into laboratory information system in accordance with workplace procedures 1.2 Check data to identify transcription errors or atypical entries 1.3 Rectify errors in data using workplace procedures
2. Calculate simple scientific quantities	2.1 Calculate simple scientific quantities using given formulae and data 2.2 Confirm calculated quantities are consistent with estimations and expectations

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.3 Report all calculated quantities with appropriate precision and units
3. Present data	3.1 Present data accurately using given formats and scales 3.2 Recognise and report obvious features and trends in data
4. Store data	4.1 File and store data in accordance with workplace procedures 4.2 Maintain workplace confidentiality standards in accordance with workplace and regulatory requirements

Foundation Skills

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

- Reading skills to interpret detailed factual data and familiar workplace procedures.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Supersedes and is equivalent to MSL922001 Record and present data.

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 MSL922002 Record and present data

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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:

- accurately coded, checked, recorded and stored data in the required format
- performed each of the following calculations involving scientific quantities at least once, with or without a calculator or computer software:
 - decimals
 - fractions
 - ratios
 - proportions
 - percentages
 - unit conversion, multiples and submultiples
 - use of significant figures, rounding off, estimation and approximation
 - substitution of data in formulae
- performed at least 4 of the following calculations:
 - dimensions
 - basic trigonometry
 - concentration
 - enumeration of microbiological organisms
 - percentage content
 - food properties
 - statistical values
- prepared 1 table by hand or using computer software
- prepared 1 graph or chart of data by hand or by using computer software
- recognised obvious features and trends in data, including:
 - maximum and minimum values
 - spread of data
 - increasing/decreasing data, rate of change
 - outliers, data beyond control limits or normal range.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- basic measurement concepts, including repeatability, precision, accuracy and significant figures
- the international system of units (SI)
- scientific quantities and calculations relevant to job role
- workplace procedures for:
 - coding, entering, storing, retrieving and communicating data
 - verifying data and rectifying mistakes
 - maintaining and filing records, and security of data.
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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:
 - data sets and records
 - calculator, computer and relevant software or laboratory information management system
 - workplace procedures.

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

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