



Australian Government

MSL924004 Use laboratory application software

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 MSL924002 Use laboratory application software. Changes to performance criteria. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge to use and apply computer software for analysing and reporting in the laboratory, field and/or production plants.

This unit of competency applies to technical officers and laboratory technicians in all industry sectors. It describes the application and use of software packages, this software would be for the storage, retrieval, analysis and display of information. There is no expectation that candidates would be able to customise the software to meet specific needs.

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

Data

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1 **Access
application
software**

1.1 Identify software required for the task

1.2 Open software from a personal computer or network terminal

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.3	Use information sources to locate details of software features and instructions for its use
2	Use software for specified purposes	2.1	Input a range of scientific data into a computing system
		2.2	Conduct searches for the retrieval of required data
		2.3	Use application features for efficient computation
		2.4	Construct data sets and databases for numerical and graphical analyses
3	Produce reports of retrieved data and/or processed data	3.1	Analyse data using features of the software package
		3.2	Select options for constructing data reports
		3.3	Print the results of data analyses using features of the software package
		3.4	Integrate data from diverse application software units in a report
		3.5	Report the outcomes and rationale for database searches
		3.6	Reference data sources according to the style requirements of the workplace
4	Perform simple record housekeeping	4.1	Maintain archived data according to workplace standard procedures
		4.2	Maintain hard copy data according to workplace standard procedures

Foundation Skills

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

- Problem solving skills to refine searches to retrieve data.

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

Unit Mapping Information

Equivalent to MSL924002 Use laboratory application software, 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 MSL924004 Use laboratory application software

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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 used the most appropriate software for the analysis, reporting and management of 2 different sets of laboratory or field data and information.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- terminology associated with the software packages used in job role
- basic knowledge of the types of spreadsheet, database and data analysis packages that are available
- application of specific software package features to laboratory tasks relevant to job role
- relationship between the protocol for data input and file storage of the data
- general file and record maintenance
- importance of antivirus software and standard quarantine procedures
- 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:
 - a computer network, personal computer or laptop
 - software packages that cover databases, spreadsheets, statistical analysis and simple graphics output

- input and output data.

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

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