



Australian Government

Department of Education, Employment and Workplace Relations

SUGPCPS1A Collect and prepare samples

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This is a Specialist unit. It covers the skills and knowledge to collect and prepare a range of samples. It typically applies to an operator who has primary responsibility for sampling and/or testing.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Element	Performance criteria
1. Prepare for sampling	1.1 Sampling requirements are identified 1.2 Sampling method is determined to suit sampling requirement 1.3 Confirm that sampling tools and containers are available and fit for use
2. Collect and prepare samples	2.1 Collect samples in accordance with sampling schedule 2.2 Identify and report atypical observations made during sampling 2.3 Store and handle samples to preserve characteristics of sample 2.4 Prepare samples as required by sampling procedure
3. Record sampling information	3.1 Record sampling information according to workplace requirements 3.2 Sample labeling procedures are followed according to workplace requirements

Required Skills and Knowledge

Not applicable.

Evidence Guide

Evidence guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Access workplace information such as the sampling plan to identify sampling requirements
2. Select, fit and use personal protective clothing and/or equipment
3. Confirm that necessary tools, containers and chemicals are available and fit for purpose
4. Handle chemicals safely. Typically this includes handling preservatives. Safe handling requires demonstration of correct handling and preparation procedures and use of appropriate protective clothing and equipment
5. Demonstrate correct manual handling and safe work practices
6. Demonstrate sampling collection and preparation procedures
7. Return plant to operating conditions as required
8. Identify and report any obvious non-conformance
9. Maintain and store chemicals, containers and sampling tools as required
10. Sort, collect, treat, recycle or dispose of sample material
11. Label samples as required
12. Record sampling information
13. Maintain work area to meet housekeeping standards

Knowledge of:

14. Purpose of a sampling plan. This includes a basic understanding of the nature of representative samples and importance of maintaining the integrity of samples
15. Awareness of cane analysis program requirements relating to sampling for cane payment tests
16. Terminology relating to the types of samples and related methods used
17. Safe work procedures including appropriate and safe manual handling, safe practices in accessing the sampling point, hazards associated with specific sampling requirements such as working with equipment under pressure, at high temperatures and storage of chemicals used
18. Specific sample collection and preparation methods/procedures
19. Sampling regimes implemented in response to special causes or non-conformance
20. Inspection points for sampling
21. Typical characteristics of materials sampled to and common contaminants
22. Sample disposal procedures
23. Labelling requirements
24. Reporting and recording systems

Relationship with other standards

Pre-requisite units

There are no pre-requisite units for this competency standard.

Co-assessment of related units

Other units of competency relevant to the work role should be assessed in conjunction with this unit.

Resources required for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- Sampling schedule
- Sampling tools, chemicals, containers and related equipment
- Materials to be sampled
- Sampling methods and procedures
- Sample preparation equipment
- Personal protective clothing and equipment
- Communication systems and equipment
- Housekeeping standards and procedures
- Sample labeling and recording systems, requirements and procedures

Assessment requirements

For information on how to assess this competency standard and who can assess, refer to the Assessment Guidelines for this Training Package.

Range Statement

Range statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- Work is carried out in accordance with company policies and procedures, licensing requirements, manufacturer's recommendations, legislative requirements, codes of practice and industrial awards and agreements. Codes of practice include the Sugar Milling Operations Industry Code of Practice
- Workplace information can include Standard Operating Procedures (SOPs), specifications, sampling schemes and schedules
- Equipment may include forks, shovels, scrapers, sample containers and purpose-related tools
- Sample preparation may include addition of preservatives, fibre preparation such as disintegrator, and cutter-grinders and sub-sampling to give a representative sample from given set of samples
- Work may require the ability to work within a team environment
- Information systems may be print or screen based
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Unit Sector(s)

Not applicable.