



**Australian Government**

**MSL913004 Plan and conduct  
laboratory/field work**

**Release: 1**

## MSL913004 Plan and conduct laboratory/field work

### Modification History

Release	Comments
Release 1	<p>This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>.</p> <p>Supersedes and equivalent to MSL913002 Plan and conduct laboratory/field work. Range of conditions removed. Assessment requirements amended. Equivalent outcome.</p>

### Application

This unit of competency describes the skills and knowledge to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.

This unit of competency applies to instrument operators, laboratory assistants and technical assistants working 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.

- |   |  |     |   |
|---|--|-----|---|
| 1 | <b>Plan and organise daily work activities</b> | 1.1 | Clarify allocated work activities and required resources if necessary |
|   |  | 1.2 | Prioritise work activities as directed                                |

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	<ul style="list-style-type: none"><li>1.3 Break down work activities into small achievable components and efficient sequences</li><li>1.4 Review work plan in response to new information, urgent requests, changed situations or instructions from appropriate personnel</li></ul>
<b>2 Complete allocated work</b>	<ul style="list-style-type: none"><li>2.1 Locate relevant workplace procedures for required tasks</li><li>2.2 Undertake tasks following prescribed and routine work-related sequences</li><li>2.3 Seek assistance from relevant personnel when difficulties cannot be handled</li><li>2.4 Record completion of activities to confirm outputs in accordance with plan</li></ul>
<b>3 Identify and resolve work problems</b>	<ul style="list-style-type: none"><li>3.1 Recognise problems or opportunities for improved work performance</li><li>3.2 Apply agreed problem-solving strategies to consider possible causes and solutions</li><li>3.3 Identify and access appropriate sources of help</li><li>3.4 Consider available alternatives and keep them open before deciding on the most appropriate action</li></ul>
<b>4 Work in a team environment</b>	<ul style="list-style-type: none"><li>4.1 Cooperate with team members to negotiate and achieve agreed outcomes, timelines and priorities</li><li>4.2 Recognise personal abilities and limitations when undertaking team tasks</li><li>4.3 Confirm personal role and responsibility within the team for particular outputs</li><li>4.4 Demonstrate sensitivity to the diversity of other team members' backgrounds and beliefs</li></ul>

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

- |   |  |     |   |
|---|--|-----|---|
| 5 | <b>Update<br/>knowledge and<br/>skills as required</b> | 5.1 | Recognise own strengths and weaknesses            |
|   |  | 5.2 | Take advantage of skill development opportunities |

## 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 MSL913002 Plan and conduct laboratory/field work, 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>