



Animal Sciences Training Services

MSL60116 ADVANCED DIPLOMA OF LABORATORY OPERATIONS

RPL Self-assessment document



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Candidate self-assessment

Candidate Name:	
Date of report:	
Assessor Name:	

Self-Assessment Information

The purpose of this self-assessment is to enable candidates who feel they already have the required competencies to assess their skills and knowledge against the qualification requirements. Should you feel you are ready there will be additional questioning and observation conducted to complete your assessment process.

To complete the self-assessment, answer all the following questions by placing a ✓ in the column (Always, Sometimes, Never) that best reflects your current level of skills and knowledge.

As you answer each question, make a note of any evidence you have that could be used to verify your skills. For example, if you claim to be able to work collaboratively with others when conducting workplace activities, you need to be able to provide examples of this.

Some examples of different types of evidence that you could provide include:

- workplace documents you complete (completed)

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- a résumé describing where you have worked and the duties you have performed
- work meeting records
- testimonials from clients or other staff you have worked with
- job descriptions and references
- photographs, samples of work
- records of formal or informal training you may have done on the job
- discussion of the work you have done and where you have done the work with an assessor
- Demonstration of the task to an assessor (either in the workplace or at a training facility).

Self-Assessment Checklist

Place a ✓ in the column (Yes, No, Unsure) that best reflects your current level of skills and knowledge.

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Core units				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
MSMENV472 Implement and monitor environmentally sustainable work practices: <ol style="list-style-type: none"> 1) Identify target area where environmental regulations apply 2) Measure current resource use in a work area 3) Set targets for improvement through consultation with internal and external stakeholders 4) Implement new initiatives within the workplace 5) Monitor output 6) Make recommendations/ alterations to plan 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
MSL916001 Develop and maintain laboratory				

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<p>documentation:</p> <ul style="list-style-type: none">1) Analyse current documents for deficiencies2) Develop new documents addressing deficiencies3) Implement use of new/ revised template/ document4) Monitor use and seek feedback				
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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
MSL916002 Manage and develop teams: <ol style="list-style-type: none"> 1) Establish team roles 2) Provide mentoring 3) Provide conflict resolution 4) Provide training opportunities 5) Offer roster rotation to encourage skills/ knowledge development 6) Review staff performance 7) Record staff performance 				

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Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>MSL916003 Supervise laboratory operations in work/functional area:</p> <ol style="list-style-type: none"> 1) Ensure all protocols are disseminated to work force 2) Check that all work done is in accordance with legislation 3) Monitor tests/ procedure for quality control/ assurance 4) Identify and troubleshoot problems with the area 5) Design rosters 6) Offer staff mentoring and professional development opportunities 7) Establish effective communication channels 8) Work within a budget 9) Monitor and optimise processes 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?

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<p>MSL916004 Maintain registration and statutory or legal compliance in work/functional area:</p> <ol style="list-style-type: none"> 1. Interpret and communicate current legislation, codes and standards 2. Ensure that work practices meet compliance requirements 3. Monitor, analyse, adjust and report performance 4. Investigate, rectify and report non-conformance 				
<p>Do you regularly apply the following skills:</p>	<p align="center">Yes</p>	<p align="center">No</p>	<p align="center">Not sure</p>	<p align="center">What evidence can you provide?</p>
<p>MSL936001 Maintain quality system and continuous</p>				

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<p>improvement processes within work/functional area:</p> <ol style="list-style-type: none"> 1. Develop and maintain quality framework within work area 2. Maintain quality documentation 3. Provide training in quality systems and improvement processes 4. Optimise and report performance 5. Evaluate relevant components of quality system 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
MSMENV472 Implement and monitor OHS and environmental management systems:				

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1. Investigate current practices in relation to resource usage 2. Set targets for improvements 3. Implement performance improvement strategies 4. Monitor performance				
Can you demonstrate your knowledge for the following:	Yes	No	Not sure	
Occupational health and Safety Act				
Principles of the 3 R's (of animal use)				
Quarantine Act				

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Animal Husbandry and Maintenance recommendations (codes of practices)				
S8 and S4 drug storage and usage				
Zoonotic diseases				
Environmental sustainability				
NHMRC guidelines				
AQIS				
Office of the Gene Technology Regulator				
Equal opportunity employment Act				

Is there anything else you have achieved/delivered or are qualified in, which has not been identified here? If so, please provide details.

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Elective unit				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
MSL916005 Manage complex projects:				

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<ol style="list-style-type: none"> 1. Interpret brief and design feasible project plan 2. Establish and implement approved project plan 3. Manage project 4. Finalise project 5. Evaluate project methodology 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>MSL976003 Evaluate and select appropriate test methods and/or procedures:</p> <ol style="list-style-type: none"> 1. Determine sample characteristics and testing requirements 				

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<p>2. Evaluate possible test methods and/or procedures</p> <p>3. Recommend appropriate test methods and/or procedures</p> <p>4. Confirm and document selected methods and/or procedures</p>				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>MSL936002 Conduct an internal audit of the quality system:</p> <p>1) Develop an audit plan according to work brief/instructions</p> <p>2) Notify relevant staff</p>				

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<p>3) Conduct the audit within the parameters established</p> <p>4) Report findings</p> <p>5) Make corrective measures</p>				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>MSL915001 Provide information to customers:</p> <p>1. Assess the request for information and/or advice</p> <ul style="list-style-type: none"> • Clarify request and prioritise • Redirect to appropriate person • Record receipt of request <p>2. Prepare response</p> <ul style="list-style-type: none"> • Locate information • Seek approval for release of information if 				

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<p style="text-align: center;">unsure</p> <p>3. Provide information and/or advice</p> <ul style="list-style-type: none"> • Keep customer informed if information cannot be provided immediately • Inform customer of any charges or charge of cost <p>4. Record details of the request and response</p> <ul style="list-style-type: none"> • Record interaction • File according to workplace procedures 				
Do you regularly apply the following skills:	Yes	No	Not sure	What evidence can you provide?
<p>MSL915002 Schedule laboratory work for a small team:</p> <p>1) Establish work that needs to be done in conjunction with users</p> <p>2) Develop a roster to cater to work flow</p>				

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<p>3) Monitor work output</p> <p>4) Adjust schedules accordingly</p>				
<p>Do you regularly apply the following skills:</p>	<p>Yes</p>	<p>No</p>	<p>Not sure</p>	<p>What evidence can you provide?</p>

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<p>MSL935004 Maintain instruments and equipment: Manage the maintenance of specialist machinery such as: X-Rays Autoclaves Anaesthetic machinery Fume hoods Changing cabinets Cage washers Bottle washer Box filler Bottle filler Dunk tanks Pass through ports</p>				
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