# Unit Assessment Guide

## Criteria

### Qualification/Course code, name and release number

MSL60118 Advanced Diploma of Laboratory Operations Release 1

MSL50118 Diploma of Laboratory Technology Release 1

MSL40118 Certificate IV in Laboratory Operations Release 1

MSL30118 Certificate III in Laboratory Skills Release 1

\*\*Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in\*\*

### Unit code, name and release number

MSL924003 - Process and interpret data Release 1

## Unit details

Table 1 Unit details

| Section | Description |
| --- | --- |
| **Unit description** | This unit of competency describes the skills and knowledge to retrieve data, evaluate formulae and perform scientific calculations, present and interpret information in tables and graphs and keep accurate records. The unit requires personnel to solve problems of limited complexity where the information may be less obvious, but not contradictory, and can be determined by direct reasoning. This unit of competency applies to laboratory assistants, field/laboratory technicians and instrument operators 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-requisites** | Nil |
| **Learning outcomes** | In this unit, you will gain the knowledge and skills to:   1. Retrieve and check data 2. Calculate scientific quantities 3. Present data 4. Interpret data 5. Keep accurate records   <https://training.gov.au/Training/Details/MSL924003> |
| **Assessments** | The assessments in this unit, are a combination of written and skill based assessments. The types of assessments you will be completing are:   * Seven topic tests * One written assessment |
| **Learning materials** | The learning materials for this unit include:   * Student Workbook: Process and interpret data |
| **Assessment Information** | You must submit assessment work and attend scheduled assessments on the required dates.  You will be able to refer to your Student Workbook while you undertake the topic tests. After each test is completed your teacher will arrange for you to receive feedback and view your completed test.  For further information, refer to Every Students Guide to Assessment in TAFE NSW. |
| **Achieving a satisfactory result** | Your assessor will assess your competence against the requirements of the unit and the completion of the assessments listed in this Unit Assessment Guide. |
| **Reporting assessment outcomes** | Your Transcript of Academic Record will list all results of your study to date. If you have achieved competency in a unit but are unable to finish the Qualification or Course, you will receive a Record of Results showing only the units you have completed.  You can access a report of your final results by logging into the [Student Portal](https://my.tafensw.edu.au/). |
| **Recognition** | **Credit Transfer (CT) –** you can apply for credit if you have previously completed this unit at TAFE NSW or another Registered Training Organisation (RTO).  **Recognition of Prior Learning (RPL) –** you can apply to have your previous study, work and or life experiences recognised.  Please see the [TAFE NSW website](https://www.tafensw.edu.au/enrol/recognition-credit-transfers) for further information about Recognition or discuss this with your Assessor. |
| **Assessment feedback, review or appeals** | Your Assessor will provide feedback no later than 10 days after all assessment activities have been conducted and you will be requested to acknowledge the outcome. You will be able to view your completed topic tests when receiving feedback and then your Assessor will retain the tests.  If you would like to request a review of your results or if you have any concerns about your results, contact your Assessor or Head Teacher.  You have three weeks from the date you receive your results in which to make an appeal and request a review.  You will receive a response within ten days of the receipt of the request.  Your Head Teacher will address the appeal in accordance with Every Students Guide to Assessment or TAFE NSW Student Guide. |
| **Reasonable adjustment** | If you have a permanent or temporary condition that may prevent you from successfully completing the assessment event(s) in the way described, you should talk to your assessor about ‘reasonable adjustment’. This is the adjustment of the way you are assessed to take into account your condition, this must be approved BEFORE you attempt the assessment. |
| **Educational Support Services** | Please refer to the [TAFE NSW website](https://www.tafensw.edu.au/student-services) for specific information on the educational support services that are available to you.  You may also contact your Head Teacher or Trainer/Assessor for further information. |
| **Student Declaration** | Your Trainer/Assessor will provide you with the Student Declaration document for you to sign to ensure that you have received and understood your assessment requirements as per this Assessment Unit Guide.  You may receive this in hardcopy or you will be required to acknowledge your understanding online. |

## Assessment events and schedule

Table 2 Assessment events and schedule

| Event Number/Name | Method of collecting evidence | Venue | Assessment date or submission due date |
| --- | --- | --- | --- |
| Topic test 1 – Metrology | Test |  |  |
| Topic test 2 – Data | Test |  |  |
| Topic test 3 – Calculating scientific quantities | Test |  |  |
| Topic test 4 – Descriptive statistics | Test |  |  |
| Topic test 5 – Presenting data | Test |  |  |
| Topic test 6 – Interpreting data | Test |  |  |
| Assignment – Data in the workplace | Written assignment |  |  |

## Contact details

Table 3 Contact details

| Position | Name | Contact phone | Email | Region / Campus |
| --- | --- | --- | --- | --- |
| **Trainer/Assessor** |  |  |  |  |
| **Head Teacher** |  |  |  |  |
| **Education Administration Support** |  |  |  |  |