# Skills Assessment

**Assessment event 2 of 2**

## Criteria

### Unit code, name and release number

MSL933005 - Maintain the laboratory/field workplace fit for purpose (1)

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

MSL30118 - Certificate III in Laboratory Skills (1)

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is my own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: 1.0

Date created: 10/10/2019

Date modified: 20/01/2020

For queries, please contact:

Innovative Manufacturing, Robotics and Science SkillsPoint

Hamilton Campus

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your skills as would be required to:   * Clean laboratory work surfaces * Clean laboratory/field equipment * Monitor stocks * Maintain a safe work environment |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a skill based assessment and will be assessing you on your ability to demonstrate skills required in the unit.  This assessment is in 3 parts:   1. Practical 2. Observation Checklist 3. Assessment Feedback   The Assessment will take place on two occasions. The same observation checklist will be used on each occasion.  You will be provided with your marked Knowledge Assessment to complete Demonstration 4 of this Assessment. |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking. Ensure you have written your name at the bottom of each page of this assessment. The Knowledge Assessment is to be handed back to the Assessor with the completed Skills Assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To successfully complete this assessment the student will be available at the arranged time to complete all the assessment criteria as outlined in the assessment instructions.  All parts of the observable task must be performed to a satisfactory level as indicated in the criteria section of the Observation Checklist.  All oral questions must be answered correctly to be deemed satisfactory in this assessment task; however, Assessors may ask questions to clarify understanding. |
| **What do I need to provide?** | Pens, personal protective equipment (PPE) |
| **Due date/time allowed/venue** | Dates to be confirmed / 2 x 1 hour 30 minutes / TAFE laboratory |
| **Assessment feedback, review or appeals** | In accordance with the TAFE NSW policy *Manage Assessment Appeals,* all students have the right to appeal an assessment decision in relation to how the assessment was conducted and the outcome of the assessment. Appeals must be lodged within **14 working days** of the formal notification of the result of the assessment.  If you would like to request a review of your results or if you have any concerns about your results, contact your Teacher or Head Teacher. If they are unavailable, contact the Student Administration Officer.  Contact your Head Teacher for the assessment appeals procedures at your college/campus. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine whether the tasks and activities have been satisfactorily completed. Use these instructions and criteria to ensure you demonstrate the required skills and knowledge.

If this assessment requires you to record additional information, your assessor will provide you with an appropriate document/template.

The Assessment will take place on two occasions. The same Observation Checklist will be used for each occasion.

## Part 1: Practical

To complete this part of the assessment, you will be required to complete the demonstrations below.

These practicals will be observed by your assessor.

Your responses will be used as part of the overall evidence requirements of the unit.

You should refer to the list of criteria in the Observation Checklist to understand what you need to demonstrate in this section of the assessment. This Checklist outlines the assessment criteria used to assess your performance.

Once completed you will need to submit this assessment and any tasks and activities you are required to complete to your assessor for marking.

The task will be stopped immediately for any breach of safety.

**Demonstration 1: Work safely**

You are required to maintain a safe work environment throughout each of the following 3 demonstrations. This includes:

1. following laboratory procedures for demonstrations 1-4 ensuring all safety protocols are followed
2. wearing correct PPE
3. ensuring your personal safety and that of others in the area by monitoring or all processes in the area and taking any appropriate action
4. reporting hazards/maintenance issues if they arise and recording on the Assessment Record Sheet
5. minimise wastes and environmental impacts
6. disposing of wastes correctly including sorting and place in allocated waste bins.

Your assessor will be observing these throughout all demonstrations.

**Demonstration 2: Clean a work preparation area**

You will be allocated 2 particular surfaces in the laboratory to clean. You are to use the appropriate equipment and cleaning materials. This includes for each surface:

1. recognising there has been a spill and identifying the nature of the spill
2. obtaining and reading the SOP/SDS for the particular spill material and following clean-up instructions
3. obtaining the necessary clean-up equipment and materials and noting on the Assessment Record Sheet
4. cleaning the area appropriately
5. collecting and segregating wastes for approved disposal
6. completing the required paperwork, Assessment Record Sheet: Cleaning Preparation Area.

**Demonstration 3: Clean and store equipment**

You will be allocated 2 pieces of equipment to clean and return to storage. You will need to check the equipment prior to cleaning to ensure it is not faulty. This includes for each piece of equipment:

1. collecting allocated piece of equipment and noting on the Assessment Record Sheet
2. checking equipment for faults and remove from service if necessary following laboratory procedures
3. obtaining relevant SOP for cleaning of the equipment
4. using appropriate cleaning techniques for the equipment
5. storing clean equipment appropriately
6. completing required paperwork, Assessment Result Sheet: Equipment.

**Demonstration 4: Monitor stocks of materials and equipment**

In the Knowledge Assessment you completed a question on identifying materials and equipment in an allocated area of a laboratory. This information will be the basis of your actual assessment. You are to monitor the stocks of materials and equipment identified in the allocated area. The Assessor will indicate which 2 items you are to monitor for the stocktake from your list in the Knowledge Assessment. The demonstration includes for each item:

1. noting the equipment and reagents to be checked and monitored
2. counting and recording number of each item available, checking for obvious signs of deterioration such as discolouration, crystallisation and out of date and notifying Laboratory store person if stock falls by more than 5% from the first count
3. ensuring stock is returned according to procedures by checking where required:

* labelling is GHS compliant
* has no cracks or chips
* electrical tag and test date is compliant if equipment is electrical

1. completing the required paperwork Assessment Record Sheet: Stocktake Monitoring.

**ASSESSMENT RECORD SHEET: Cleaning Preparation Area**

|  |  |  |
| --- | --- | --- |
|  | Date: | Date: |
| **Work Area ID** |  |  |
| SOP Name |  |  |
| SOP No. |  |  |
| PPE required |  |  |
| Cleaning agents |  |  |
| Cleaning equipment |  |  |
| Spill control |  |  |
| Waste disposal |  |  |
| Laboratory notifications / actions |  |  |

**ASSESSMENT RECORD SHEET: Equipment**

|  |  |  |
| --- | --- | --- |
|  | Date: | Date: |
| **Equipment ID** |  |  |
| SOP Name |  |  |
| SOP No. |  |  |
| PPE required |  |  |
| Inspection result/Actions |  |  |
| Cleaning agents/apparatus |  |  |
| Storage requirements |  |  |
| Waste disposal methods |  |  |
| Notifications/Actions (hazards/maintenance) |  |  |

**ASSESSMENT RECORD SHEET: Stocktake Monitoring**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date |  | Date: |  |
| **Equipment/Glassware** | **Number** | **Comments/actions** | **Number** | **Comments/actions** |
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| **Reagents** | **Quantity** | **Comments/actions** | **Quantity** | **Comments/actions** |
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| **Notifications / Actions** |  |  |  |  |

## Part 2: Observation Checklist

The Observation Checklist will be used by your assessor to mark your performance in the demonstrations. Use this Checklist to understand what skills you need to demonstrate in the demonstrations.

The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask additional questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed. These will recorded at the end of the observation checklist.

Table 2 Observation Checklist

| Demo | Task/Activity Performed |  | Occasion 1 | | Occasion 2 | | Assessor Comments: (Describe the student’s ability in demonstrating the required skills and knowledge)  . |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | |  | |
|  |  | | S | US | S | US |
|  | Student: Note: the assessment will be stopped for any breach of laboratory safety. PPE (safety glasses, coat, enclosed shoes) is mandatory | | | | | | |
| **1** | **Works Safely** | | | | | | |
| 1.1 | Follows laboratory procedures for demonstrations 1-4 ensuring all safety protocols are followed | |  |  |  |  |  |
| 1.2 | Wears correct PPE | |  |  |  |  |  |
| 1.3 | Ensures own safety and that of others in the area by continual monitoring of all processes in the area and taking all appropriate action | |  |  |  |  |  |
| 1.4 | Reports hazards/maintenance issues and notes on Assessment Record sheet | |  |  |  |  |  |
| 1.5 | Minimises wastes and environmental impacts | |  |  |  |  |  |
| 1.6 | Disposes of wastes correctly by sorting and placing in allocated waste bins | |  |  |  |  |  |
| **2** | **Cleans a work preparation area** | | | | | | |
| 2.1 | Recognises there has been a spill and identifies the nature of spill | |  |  |  |  |  |
| 2.2 | Obtains and reads SOP/SDS for clean-up of particular spill type and follows instructions for clean-up | |  |  |  |  |  |
| 2.3 | Obtains clean-up equipment and materials required for the cleaning of the particular area and completes the required information on the Assessment Record Sheet | |  |  |  |  |  |
| 2.4 | Cleans the area | |  |  |  |  |  |
| 2.5 | Collects and segregates wastes for approved disposal | |  |  |  |  |  |
| 2.6 | Completes required Paperwork | |  |  |  |  |  |
| **3** | **Cleans and stores equipment** | | | | | | |
| 3.1 | Collects allocated equipment and notes identity on the Assessment Record Sheet | |  |  |  |  |  |
| 3.2 | Checks equipment for faults and removes from service if necessary, following laboratory procedures | |  |  |  |  |  |
| 3.3 | Obtains relevant SOP (if necessary) | |  |  |  |  |  |
| 3.4 | Uses appropriate cleaning techniques for the equipment | |  |  |  |  |  |
| 3.5 | Stores clean equipment | |  |  |  |  |  |
| 3.6 | Completes required paperwork | |  |  |  |  |  |
| **4** | **Monitor stocks of materials and equipment** | | | | | | |
| 4.1 | Notes equipment and reagents to be checked and monitored | |  |  |  |  |  |
| 4.2 | Counts and records number of each item available, checking for obvious signs of deterioration such as discolouration, crystallisation and out of date and notifying Laboratory store person if stock falls by more than 5% from the first count | |  |  |  |  |  |
| 4.3 | Ensures stock is returned according to procedures by checking where required:   * labelling is GHS compliant * has no cracks or chips * electrical tag and test date is compliant | |  |  |  |  |  |
| 4.4 | Completes required paperwork for the laboratory or the Assessment | |  |  |  |  |  |
| *Additional questions(if required):*  Question:  Student Response:  Question:  Student Response: | | | | | | | |

## Part 3: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***