# Assessment Mapping (for streamlined units from new Training Packages)

*This document is used to demonstrate content validity of the assessment tool*

Table 1 Main details

| Details | Unique description |
| --- | --- |
| **Unit Code, name and release number** | MSL953003 - Receive and prepare samples for testing (1) |
| **Skills Team** |  |
| **Region/Campus** |  |
| **SkillsPoint (owned by)** | Innovative Manufacturing, Robotics and Science |

*NOTES:*

* *Event columns can be added or deleted as required*
* *Rows for elements and performance criteria, etc. can be added or deleted as required*
* *Each component of the unit must be mapped to at least* ***one assessment criteria*** *or* ***question*** *in one or more assessment events*
* *Do NOT delete the section labelled Foundation Skills. If the Foundation skills ARE EXPLICIT in the performance criteria, they do not need to be listed. However, if the Foundation skills ARE NOT incorporated in the performance criteria they must be listed and mapped.*
* *Dimensions of Competency must be considered when selecting assessment types to ensure that the range of tasks you have chosen cover the following:*
  + *Task Skills*
  + *Task Management Skills*
  + *Contingency Planning Skills*
  + *Job Role Environment Skills*

## Unit component mapping to assessment event/s

Table 2 Unit component mapping to assessment event/s

| Element number | Element name | Performance criteria number | Performance criteria description | Learning resources | Knowledge assessment  1 of 3 | Project assessment: receive samples  2 of 3 | Project assessment: prepare samples  3 of 3 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Log samples | 1.1 | Record date (and time of arrival, if required) of samples at workplace |  |  | Item 2 | Task 1b  Task 3b |
|  |  | 1.2 | Check and match samples with request forms before they are accepted |  | P3: Q1, Q2 | Item 2 | Task 1b |
|  |  | 1.3 | Enter details of samples into the laboratory information management system (LIMS) |  |  | Item 4 | Task 1f |
|  |  | 1.4 | Apply required document tracking procedures |  | P1: Q1 | Item 2  Item 4 | Task 1b, 1e, 1f  Task 3b |
|  |  | 1.5 | Process 'urgent' test requests according to workplace requirements |  |  | Item 2 | Task 1d |
|  |  | 1.6 | Ensure security and traceability of all information, laboratory data and records |  | P1: Q1, Q2 | Item 2  Item 4 | Task 1c  Task 3b |
| 2 | Address client and customer service issues | 2.1 | Report to referring client/supervisor when samples and request forms do not comply with workplace requirements |  | P1: Q4, Q5 | Item 2  Item 3 |  |
|  |  | 2.2 | Maintain confidentiality of all client/workplace data and information |  | P1: Q3  P2: Q4 |  |  |
|  |  | 2.3 | Ensure that information provided to customers is accurate, relevant and authorised for release |  | P2: Q3 | Item 2  Item 3 |  |
|  |  | 2.4 | Deal with customers politely and efficiently and in accordance with workplace procedures |  | P1: Q4  P2: Q2 | Item 2  Item 3 |  |
| 3 | Prepare samples for testing | 3.1 | Perform physical separation of the samples, as required |  |  | Item 5 | Task 2a  Task 3a, 3d |
|  |  | 3.2 | Prepare the required number of sub-samples |  |  |  | Task 2a  Task 3a |
|  |  | 3.3 | Perform chemical separation of the samples, as required |  |  |  | Task 2d |
|  |  | 3.4 | Place samples in appropriate transport media, as required |  |  |  | Task 3c |
|  |  | 3.5 | Monitor and control sample conditions before, during and after processing |  |  | Item 5 |  |
| 4 | Distribute samples | 4.1 | Group samples requiring similar testing requirements |  | P1: Q10 |  | Task 2d |
|  |  | 4.2 | Distribute samples to workstations maintaining sample integrity |  |  |  | Task 2d |
|  |  | 4.3 | Distribute request forms for data entry or filing in accordance with workplace procedures |  |  | Item 4 | Task 1e |
|  |  | 4.4 | Check that samples and relevant request forms have been received by laboratory personnel |  |  | Item 7 | Task 6d |
| 5 | Maintain a safe work area and environment | 5.1 | Apply safe work practices to ensure personal safety and that of other laboratory personnel |  | P1: Q6  P3: Q3 | Item 1 | Task 6a |
|  |  | 5.2 | Use appropriate personal protective equipment (PPE) to ensure personal safety when sampling, processing, transferring or disposing of samples |  | P1: Q7  P2: Q1  P3: Q3 | Item 1 | Task 1a |
|  |  | 5.3 | Report all accidents and spillages to supervisor |  | P1: Q7 |  |  |
|  |  | 5.4 | Clean up splashes and spillages immediately using appropriate techniques and precautions |  |  | Task 6 | Task 6c |
|  |  | 5.5 | Minimise the generation of wastes and environmental impacts |  | P1: Q8 | Item 6 |  |
|  |  | 5.6 | Ensure the safe disposal of hazardous materials and other laboratory wastes |  | P1: Q9 | Item 6 | Task 6b |

## Foundation skills NOT explicit in the performance criteria

Table 3 Foundation skills NOT explicit in the performance criteria

| Foundation skills | Description | Learning resources | Knowledge assessment  1 of 3 | Project assessment: receive samples  2 of 3 | Project assessment: prepare samples  3 of 3 |
| --- | --- | --- | --- | --- | --- |
| All other foundation skills are explicit in the performance criteria | | | | | |
| This section describes those language, literacy, numeracy and employment skills that are essential to performance. skills to | 1. Writing skills to accurately label samples. |  |  |  | Task 5a |

## Performance evidence

Table 4 Performance evidence

| Performance evidence | Description | Learning resources | Knowledge assessment  1 of 3 | Project assessment: receive samples  2 of 3 | Project assessment: prepare samples  3 of 3 |
| --- | --- | --- | --- | --- | --- |
|  | There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and: |  |  |  |  |
| PE1 | Safely received and registered at least 10 samples into a laboratory information management system LIMS (or simulated to reflect an actual LIMS), checking samples for history, acceptable transport conditions and complete documentation |  |  | Item 2 | Task 1f |
| PE2 | Appropriately prepared at least 3 different types of samples for testing in accordance with workplace procedures, including:   * accurately labelling, preparing, sub-sampling and storing samples to maintain sample integrity and traceability. |  |  |  | Task 2a – 2d  Task 3a – 3d  Task 4a – 4b  Task 5a |

## Knowledge evidence

Table 5 Knowledge evidence

| Knowledge evidence | Description | Learning resources | Knowledge assessment  1 of 3 | Project assessment: receive samples  2 of 3 | Project assessment: prepare samples  3 of 3 |
| --- | --- | --- | --- | --- | --- |
|  | There must be evidence the candidate has knowledge of: |  |  |  |  |
| KE1 | Workplace procedures for the receipt, labelling, preparation, processing, documentation, distribution and storage of samples used in job role |  | P1: Q10  P2: Q5, Q6, Q7, Q8  P3: Q1, Q2, Q5, Q6, Q7, Q20 |  |  |
| KE2 | Requirements of specified sample types for specific tests handled in job role |  | P3: Q18 |  |  |
| KE3 | Potentially hazardous and unstable nature of samples |  | P3: Q19 |  |  |
| KE4 | Importance of maintaining effective customer relations |  | P3: Q10 |  |  |
| KE5 | Importance of and requirements for sample storage and transport to maintain sample integrity |  | P3: Q11, Q12, Q23 |  |  |
| KE6 | Preparation processes for samples |  | P3: Q5, Q18, Q21 |  |  |
| KE7 | Sample preparation equipment used in job role |  | P3: Q21 |  |  |
| KE8 | Commonly identified non-conformances identified during sample reception and processing |  | P3: Q4 | Item 2 |  |
| KE9 | Safe work practices that must be followed: |  |  |  |  |
| KE9.1 | * handling, and storing hazardous materials and equipment in accordance with labels, (safety data sheets) SDS, manufacturer instructions, and workplace procedures and regulations |  | P3: Q8, Q9 |  |  |
| KE9.2 | * labelling of reagents and hazardous materials correctly |  | P3: Q8, Q9 |  |  |
| KE9.3 | * regularly cleaning and/or decontaminating equipment and work areas |  | P1: Q6  P3: Q14 | Item 6 |  |
| KE9.4 | * using PPE, such as hard hats, hearing protection, gloves, safety glasses, goggles, face guards, coveralls, gowns, body suits, respirators and safety boots |  | P3: Q3, Q13 | Item 1 | Task 1a |
| KE10 | Awareness of environmental sustainability issues as they relate to the work task |  | P3: Q22 |  |  |
| KE11 | Legal, ethical and work health and safety (WHS) requirements specific to the work task including traceability, confidentiality and security requirements of all client information, and laboratory data and records. |  | P1: Q7  P2: Q1  P3: Q3, Q13, Q15, Q16, Q17 |  |  |

## Assessment conditions

Table 6 Assessment conditions

| Assessment conditions | Description |
| --- | --- |
|  | Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:  use of suitable facilities, equipment and resources, including:   * a laboratory information management system (LIMS) system (or simulated to reflect an actual LIMS), and workplace procedures covering the receipt and preparation of samples for testing * sample containers, tubes, request forms and sample documentation * simulated samples when authentic samples are unavailable or inappropriate.   Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors. |