# Unit Assessment Guide

## Criteria

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

MSL40118 - Certificate IV in Laboratory Techniques (1)

MSL30118 - Certificate III in Laboratory Skills (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

MSL953003 - Receive and prepare samples for testing (1)

## Unit details

Table 1 Unit details

| Section | Description |
| --- | --- |
| **Unit description** | This unit of competency describes the skills and knowledge to log samples, check sample documentation, and schedule and prepare samples for testing in accordance with workplace procedures.  This unit does not include testing, tissue processing or similar techniques. This unit of competency applies to field and laboratory assistants in all industry sectors who receive and prepare samples as part/all of their job in a sample reception area.  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. Log samples 2. Address client and customer service issues 3. Prepare samples for testing 4. Distribute samples 5. Maintain a safe work area and environment   <https://training.gov.au/Training/Details/MSL953003> |
| **Assessments** | The assessments in this unit, are a combination of written and skill based assessments. The types of assessments you will be completing are:   * Project assessment x 2 * Knowledge assessment |
| **Learning materials** | The learning materials for this unit include:   * Laboratory Manual (if developed for other units) * Specimen Reception Manual (if developed for other units) * Student Workbook |
| **Assessment Information** | You must submit assessment work and attend scheduled assessments on the required dates.  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** | 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. |
| **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 Unit Assessment 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 |
| --- | --- | --- | --- |
| Assessment 1 of 3:  Knowledge assessment | Written assessment | Classroom | TBA |
| Assessment 2 of 3: Project assessment – receive samples | Practical assessment | Simulated laboratory | TBA |
| Assessment 3 of 3: Project assessment – prepare samples | Practical assessment | Simulated laboratory | TBA |

## Contact details

Table 3 Contact details

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