Workplace Learning Record

VCE VET Laboratory Skills



MSL30118 Certificate III in Laboratory Skills

**Student name**:

Modification history

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| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 1.0 | Current |  | Original document |

Authorised and published by the Victorian Curriculum and Assessment Authority  
Level 7, 2 Lonsdale Street  
Melbourne VIC 3000

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SWL Recognition

Structured Workplace Learning (SWL) recognition provides you with the opportunity to gain credit into your VCE or VCAL for undertaking SWL that matches your VCE VET program.

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET course. Your reflections are to be recorded in the three sections of this Workplace Learning Record (WLR).

About this workplace learning record

This WLR helps you gather evidence for assessment and is part of the requirement for obtaining SWL recognition.

To be eligible for one unit of credit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 nominal hours of units of competency (UoCs) from the MSL30118 Certificate III in Laboratory Skills
* undertake a minimum of 80 hours (equivalent to 10 days of work) in a laboratory industry placement
* reflect on a minimum of six UoCs from your program including the WHS UoC (MSL943004 - see page 8).

VCE VET Laboratory Skills

MSL30118 / Certificate III in Laboratory Skills

The VCE VET Laboratory Skills program is drawn from a national training package and offers a qualification recognised throughout Australia.

MSL30118 Certificate III in Laboratory Skills provides students with the knowledge and skills to enhance their employment prospects in all sectors requiring laboratory personnel. It enables participants to gain a recognised credential and to make an informed choice of vocation or career path.

Work may be undertaken as part of a team and would be performed under supervision in a laboratory such as a mining, food testing or water testing lab.

Workplace Learning Record

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET UoCs in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

Section 1: Learner profile

Complete the learner profile and discuss this with your host employer on or before your first day of placement.

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET course?** | |
|  | |
| **List the other subjects that you are undertaking.** | |
|  | |
| **Explain why you have chosen this overall program.** | |
|  | |
| **Outline what interests you about the industry.** | |
|  | |
| **What is your planned career path or future career aspiration?** | |
|  | |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** | |
|  | |
| **How have you developed these skills?** | |
|  | |

Section 2: Learning about VET units of competency in the workplace

This WLR contains three key questions per UoC designed to draw out related experiences you may be exposed to in a workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have experienced in the workplace and reflect on actual observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas requiring further training or practical experience.

You are encouraged to take photos and/or video where appropriate to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment/processes/events
* video of workplace activities.

**Note**: please speak to your host employer before taking photos or video. Do not use the names or details of any clients / stakeholders external to the organisation / other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

MSL30118 Certificate III in Laboratory Skills

UoCs included in this program are listed below. There are compulsory UoCs, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Indicate the year you are undertaking each UoC.

| Unit code | Unit of Competency | Nominal Hours | Year | Page |
| --- | --- | --- | --- | --- |
| **Work, Health and Safety Units** | | | | |
| MSL943004 | Participate in laboratory or field workplace safety | 40 |  | 8 |
| **Compulsory** | | | | |
| MSL913003 | Communicate with other people | 40 |  | 9 |
| MSL913004 | Plan and conduct laboratory/field work | 40 |  | 10 |
| MSL922001 | Record and present data | 40 |  | 11 |
| MSL933006 | Contribute to the achievement of quality objectives | 30 |  | 12 |
| MSL973014 | Prepare working solutions | 50 |  | 13 |
| MSL973016 | Perform aseptic techniques | 40 |  | 14 |
| MSL973019 | Perform microscopic examination | 40 |  | 15 |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |  | 16 |
| **Electives** | | | | |
| MSL933005 | Maintain the laboratory/field workplace fit for purpose | 30 |  | 17 |
| MSL953003 | Receive and prepare samples for testing | 30 |  | 18 |
| MSL954004 | Obtain representative samples in accordance with sampling plan | 40 |  | 19 |
| MSL973013 | Perform basic tests | 60 |  | 20 |
| MSL973015 | Prepare culture media | 30 |  | 21 |
| MSL973017 | Assist with fieldwork | 40 |  | 22 |

List any other units you are undertaking and include comments regarding additional units on page 23.

VCE VET units of competency

MSL943004 Participate in laboratory or field workplace safety

This unit of competency describes the skills and knowledge to follow work health and safety (WHS) policies and procedures, deal with the identification and control of hazards, work safely at all times, follow emergency response procedures and contribute to the maintenance of workplace safety.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What safe work practices were explained to you during your time at the workplace? |  |
| What was the workplace procedure for reporting incidents and injuries? |  |
| Did any incidents or injuries occur that you observed?  If yes, explain what happened and how it was handled. |  |

MSL913003 Communicate with other people

This unit of competency describes the skills and knowledge to receive and pass on written and oral messages, provide relevant information in response to requests within timelines and demonstrate effective interpersonal skills.

This unit of competency applies to laboratory assistants and instrument operators working in all industry sectors.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What communication methods did you observe being used in the workplace? |  |
| What are some of the workplace documents that you saw being used? |  |
| Give examples of scientific/technical terminology that you observed being used in the workplace. |  |

MSL913004 Plan and conduct laboratory/field work

This unit of competency describes the skills and knowledge to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice. Work plans may need to be modified with supervisor agreement to suit changing conditions and priorities.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the daily work activities that you observed in the workplace. |  |
| Describe how you cooperated with team members to work in a team environment in the workplace. |  |
| Give an example of how a problem was resolved in the workplace. |  |

MSL922001 Record and present data

This unit of competency covers the ability to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit of competency requires personnel to solve predictable problems using clear information or known solutions. Where alternatives exist, they are limited or apparent.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What methods to record and store data did you observe in the workplace? |  |
| What methods did you observe being used to present data? |  |
| Describe some of the calculations that you observed being carried out in the workplace. |  |

MSL933006 Contribute to the achievement of quality objectives

This unit of competency describes the skills and knowledge to apply quality principles to laboratory/field work to achieve quality outcomes.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the procedures for recording data that you observed in the workplace. |  |
| Describe an SOP (Standard Operating Procedure) that you observed in the workplace. |  |
| How were customer relationships maintained in the workplace. How were customers communicated with? |  |

MSL973014 Prepare working solutions

This unit of competency describes the skills and knowledge to prepare working solutions and to check that existing stocks of solutions are suitable for use. Working solutions include those required to perform laboratory tests. Personnel are required to calculate quantities and make dilutions.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| List the working solutions that you observed being prepared in the workplace. |  |
| Describe the workplace procedures for preparing solutions. |  |
| How was the shelf life of working solutions monitored in the workplace? |  |

MSL973016 Perform aseptic techniques

This unit of competency describes the skills and knowledge to perform aseptic techniques to maintain the integrity of both the sample source and the sample. It applies to sampling techniques in tissue culture and to generic microbiological procedures.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the preparations for aseptic sampling or transfer that you observed in the workplace. |  |
| What sterilisation techniques did you observe being used in the workplace? |  |
| How did the workplace deal with the hazards involved in performing aseptic techniques? |  |

MSL973019 Perform microscopic examination

This unit of competency describes the skills and knowledge to set up a light microscope for optimum resolution, to prepare routine samples and to observe, identify and report sample characteristics.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the process for setting up and checking the microscope in the workplace. |  |
| Describe how samples were prepared for examination in the workplace? |  |
| What sample types were examined?  What counts, measurements, calculations were carried out on the samples? |  |

MSMENV272 Participate in environmentally sustainable work practices

This unit describes the skills and knowledge required to comply with environmental regulations, identify environment issues and minimise the risks of negative impact on work and carry out improvements in own work area.

This unit applies to operators and team members who are required to follow procedures to work in an environmentally sustainable manner.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How was information about environmental and sustainability issues communicated in the workplace? |  |
| What environmental regulations, guidelines / procedures did you observe being followed in the workplace? |  |
| What resources did you observe being used in the workplace?  Describe the workplace procedures regarding resource use to minimise inefficiency. |  |

MSL933005 Maintain the laboratory/field workplace fit for purpose

This unit of competency describes the skills and knowledge to clean laboratory work surfaces, clean and store laboratory equipment and monitor laboratory stocks under direct supervision.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the workplace procedures you observed for the cleaning of work preparation areas, materials and equipment. |  |
| How were stocks and materials monitoried in the workplace? |  |
| Describe the equipment checks that you observed being carried out in the workplace. |  |

MSL953003 Receive and prepare samples for testing

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.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the process for recording samples that you observed in the workplace. |  |
| How were samples prepared for testing? |  |
| Describe the procedures for dealing with cusomers that you observed in the workplace. |  |

MSL954004 Obtain representative samples in accordance with sampling plan

This unit of competency describes the skills and knowledge to obtain a range of samples that are representative of the source material and to prepare the samples for testing. All sampling activities are conducted in accordance with a defined sampling plan. This unit does not cover the subsequent testing of the samples.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the processes you observed being used in the workplace to obtain a representative sample of source material. |  |
| How was information about the samples recorded? |  |
| What equipment did you observe being used to collect samples? |  |

MSL973013 Perform basic tests

This unit of competency describes the skills and knowledge to prepare samples and perform tests and measurements using standard methods with access to readily available advice from supervisors.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What tests did you observe being carried out in the workplace? |  |
| What equipment did you observe being used to carry out the tersts? |  |
| What were the workplace procedures for dealing with unexpected or unusual results? |  |

MSL973015 Prepare culture media

This unit of competency describes the skills and knowledge to prepare culture media which is free of contamination to facilitate optimal growth of organisms and cells. It includes the ability to organise the materials, equipment and work environment and follow standard methods. Media may be prepared from formulated powders obtained from microbiological companies or by first principles under supervision of a technical officer or scientist.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How was culture media prepared in the workplace? |  |
| What sterilisation techniques did you observe being used when culture media was being prepared in the workplace? |  |
| How was the media checked for contamination? |  |

MSL973017 Assist with fieldwork

This unit of competency describes the skills and knowledge to perform tasks associated with the organisation of fieldwork and field surveys. It also covers basic field survival skills and collection of samples in the field. This unit of competency does not include gaining clearance for animal trapping, tagging, keeping or experimentation. It does not cover animal handling techniques.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What supplies and equipment did you observe being used for fieldwork? |  |
| What fieldwork activities did you observe in the workplace? |  |
| Describe the safety procedures you observed being implemented when fieldwork was carried out in the workplace. |  |

Comments/observations on any other unit(s) of competency not listed

|  |  |
| --- | --- |
| **Unit(s)** | **Comments/observations** |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations. Assessment of SWL recognition is based on a discussion of each of the sections from this booklet with a school representative.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly, or reading and writing.

|  |
| --- |
|  |

How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

|  |
| --- |
|  |

How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

|  |
| --- |
|  |

How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised.

|  |
| --- |
|  |

How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

|  |
| --- |
|  |

How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry), or being able to learn new skills from the technology used in this industry.

|  |
| --- |
|  |

How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

|  |
| --- |
|  |

How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

|  |
| --- |
|  |

Summary of industry learning

At the conclusion of your SWL for this VET Qualification, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken work placement with:

|  |  |
| --- | --- |
| **Employer/Company/Business name** | **Total hours of placement** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name** (Block letters)

**Date**