Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceuticals Training Package Version 2.0. |

| FBPLAB3001 | Use computer technology for laboratory applications |
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| Application | This unit of competency describes the skills and knowledge required for information and data storage, retrieval, analysis and reporting in the winery laboratory environment.  This unit applies to individuals who are responsible for accessing, storing retrieving and analysing laboratory information via computer interfaces. Operators, under broad direction, exercise autonomy and judgement in the selection and use of available resources, and carry out all work to comply with workplace procedures and the principles of good laboratory practice (GLP).  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Laboratory (LAB) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Access equipment | 1.1 Select personal protective equipment and clothing, and ensure correct fit  1.2 Identify work health and safety hazards, assess risks and implement control measures  1.3 Identify appropriate equipment required for information management  1.4 Access software from a personal computer or network terminal |
| 2. Use application software | 2.1 Enter laboratory information into the computing system according to specified procedure  2.2 Conduct searches for information output  2.3 Use application features for calculations  2.4 Construct data sets and databases for numerical and graphical analysis  2.5 Obtain data from diverse applications and integrate |
| 3. Analyse data and document reports | 3.1 Analyse data using software package applications  3.2 Select appropriate options for constructing data reports  3.3 Document results of data analysis using appropriate document format and design  3.4 Reference data sources appropriately  3.5 Print report using software package functions |
| 4. Complete software applications | 4.1 Back up data and archive as scheduled  4.2 File and distribute hard copies  4.3 Use anti-virus software as required  4.4 Secure data and records as required |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Interpret laboratory information using computer interfaces * Interpret laboratory practices and procedures |
| Writing | * Generate reports in a timely manner and in the required format |
| Numeracy | * Undertake simple statistical analysis and graphical/visual analysis using software packages * Present results in the form of graphs, tables, graphics and spreadsheets as required |
| Navigate the world of work | * Apply knowledge of regulations and policies relevant to laboratory testing environment * Identify and describe responsibilities, skills, knowledge and experience within context of job role * Seek and provide feedback on current work performance |
| Interact with others | * Select and use communication strategies when interacting with work colleagues * Use active listening, observational and questioning techniques to confirm information about the laboratory testing program and instances of non-conformance * Ask questions to clarify understanding or seek further information * Recognise personal strengths and challenges associated with interacting with others in the workplace |
| Get the work done | * Devise and implement solutions for oversight and maintenance of data storage and retrieval * Use problem-solving skills to investigate abnormal results and revise procedures where necessary * Manage and prioritise tasks and timelines * Recognise and act on opportunities for continuous improvement in accordance with workplace practices |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPLAB3001 Use computer technology for laboratory applications | FDFLAB3001A Use computer technology for laboratory applications | Updated to meet Standards for Training Packages  Removal of prerequisites due to no longer required by industry | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4> |

| TITLE | Assessment requirements for FBPLAB3001 Use computer technology for laboratory applications |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has used computer technology for laboratory applications on at least one occasion, including:   * selecting the appropriate software package for the data processing operation * using routine commands and instruction of the software package to complete the required operation * using software packages to analyse data: * simple statistical analysis * graphical/visual analysis * presenting accurate results in the required format: * graphs * tables * graphics * spreadsheets * identifying deviations in performance and taking appropriate action * backing up electronic files * following procedures to troubleshoot basic software problems * using virus scanning software * maintaining the confidentiality of data * generating reports in a timely manner in the required format * securing records as required * interpreting hardware and/or software technical manuals. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * how the software package can be applied to wine laboratory information management * functions and commands associated with the software package * relationship between the package instructions and the data processing performed * types of database models available * relationship between procedures for data input and file storage * file and record maintenance * basic statistical concepts * methods of comparing quantitative data. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * resources, equipment and materials: * personal protective clothing and equipment as required * equipment, services and corresponding information as required * products and materials as required * cleaning procedures, materials and equipment as required * specifications: * work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements * instructions, information, specifications and schedules as required * documentation and recording requirements and procedures * relationships (internal and/or external): * internal and external customers and suppliers as required.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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