Modification history

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

| FBPLAB2006 | Record laboratory data |
| --- | --- |
| Application | This unit of competency describes the skills and knowledge required to record and store laboratory data, to perform simple calculations, and interpret relevant information in tables, charts and graphs in a wine operations laboratory environment.  This unit applies to individuals who are responsible for recording laboratory results and information required for standard analytical procedures and other tests determined by the scope and classification of the laboratory. All work is carried out to comply with workplace procedures and the principles of good laboratory practice (GLP) under general supervision, with limited autonomy and accountability for their own work.  No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.  All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace. |
| Prerequisite Unit | Nil |
| Unit Sector | Laboratory (LAB) |

| Elements | Performance Criteria |
| --- | --- |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Record and store laboratory data | 1.1 Confirm work instructions and identify potential WHS hazards and controls  1.2 Select personal protective equipment and clothing for safety  1.3 Calculate results as required  1.4 Code and transcribe laboratory data appropriately  1.5 Record data according to documented workplace quality assurance requirements  1.6 Enter data into laboratory information system or record sheets  1.7 Store and retrieve data using appropriate files and application software |
| 2. Interpret laboratory data | 2.1 Identify the appropriate source for information and retrieve data  2.2 Interpret and apply information in tables, charts and graphs  2.3 Identify deviations in performance and report anomalies in data to supervisor  2.4 Rectify errors in data according to job role |
| 3. Maintain accurate records | 3.1 Transcribe information in a timely manner  3.2 Verify the accuracy of records  3.3 File and store workplace records  3.4 File reference documents in a logical manner, keep up-to-date and secure where necessary  3.5 Maintain workplace confidentiality standards |

| 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. | |
| --- | --- |
| Skill | Description |
| Reading | * Interpret procedures relating to recording and storing laboratory data |
| Writing | * Check and record data against specifications, standards and previous test results |
| Numeracy | * Record results in the required format as required including scientific notation, unit conversions, multiples and submultiples, significant figures and rounding-off * Calculate percentages, ratios and proportions |
| Navigate the world of work | * Apply workplace procedures relevant to own responsibilities * Understand main tasks, responsibilities and boundaries of own role, including use of personal protective clothing and equipment, personal hygiene and housekeeping standards and procedures and quality requirements |
| Interact with others | * Communicate and report operational and safety information to relevant persons * Use active listening, observational and questioning techniques to confirm information about the testing program * Select and use appropriate terminology when communicating with and explaining information to personnel |
| Get the work done | * Identify and access information management system to interpret and verify laboratory data * Use the main features and functions of digital tools to complete computational analysis and recording of results * Manage and prioritise tasks and timelines * Recognise and act on opportunities for continuous improvement in accordance with workplace practices |

|  |  |  |  |
| --- | --- | --- | --- |
| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPLAB2006 Record laboratory data | FDFLAB2006A Record laboratory data | Updated to meet Standards for Training Packages | Equivalent unit |

|  |  |
| --- | --- |
| 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 FBPLAB2006 Record laboratory data |
| --- | --- |
| 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 accurately stored, recorded and interpreted laboratory data on at least one occasion, including:   * coding, recording and checking the documentation of data * using a simple spreadsheet or database program to store and retrieve data * calculating results using whole numbers, simple fractions and decimals * verifying calculations by using estimation techniques and rectifying mistakes * reading and applying information from simple graphs, charts and tables * identifying and correcting deviations in performance * maintaining the confidentiality and security of data according to workplace procedures * keeping records up-to-date. | |

| Knowledge Evidence |
| --- |
| 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:   * purpose and principles of workplace information management system * document control * verification: * consulting standards * specifications * analytical tolerances * document version control * signatories and dates * confidentiality * workplace policy and procedures with regard to: * coding laboratory data (tank location, batch, analysis details, vintage, variety, stage of production and symbols) * entering, storing, retrieving, communicating and verifying laboratory data, and correcting mistakes * mathematical symbols and diagrams * mathematical and estimation processes: * addition * subtraction * multiplication * division * percentage * ratio * proportion * purpose of graphs, charts and tables: * graphs, histograms * bar charts * pie charts * control charts * tables * spreadsheets * common expressions of concentration: * weight per volume of solution (w/v) * percentage weight per volume (% (w/v)) * parts per million (ppm) * milligrams per litre (mgL-1) * weight per weight of solution (w/w) * volume per volume of solution (v/v) * percentage volume of solution (% (v/v)) * molarity (M) * normality (N) * presentation of laboratory data in the information management system * procedures and responsibility for reporting problems. |

| Assessment Conditions |
| --- |
| Assessment of skills must take place under the following conditions:   * physical conditions: * a workplace or an environment that accurately represents workplace 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 * documentation and recording requirements and procedures * specifications: * work procedures, including advice on company practices, safe work practices, food safety, quality and environmental requirements * instructions, information, specifications and schedules as required * 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. |

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