



Unit Details The unit outline is provided to every student by your teacher at the start of each new unit. It tells you how and when a unit is being delivered and assessed.

Course Title	Certificate IV in Laboratory techniques - MSL40109				
Unit Title	Prepare Practical Science Classes and Demonstrations – MSL914001A				
Semester	2	Year	2011	Class	L41
Day/s	Tuesday	Time	3 - 5	No. of Weeks	18
Room/s	1B54	Location	Werribee	Total Hours	60

Contact Details It is normal practice for students to make contact with teachers in class or via email.

	Name	Telephone	Email
Teacher	Steve Hammond	99198138	Steve.hammond@vu.edu.au
Course Coordinator			
Program Manager	Julie Hayles	99198148	julie.hayles@vu.edu.au
Department Office	SCHOOL SPORT & SCIENCE 1B39, WERRIBEE CAMPUS		
Course Information	School of Sport and Science noticeboard outside office 1B39. Training.gov.au http://www.training.gov.au www.staff.vu.edu.au/steveh		
Unit Information	A Note book; Other relevant stationary; SOME NOTES WILL BE PROVIDED		

Delivery Mode “Activities” and “project” time are usually additional recommended hours of private or group research and study completed outside the classroom.

Class Time (Face to face)	Activities Time (Practical application)	Work placement (LiW)	Total Nominal Hours
18	12	30	60

Assessment Summary Students need to be in attendance in order for assessment to be undertaken. If you miss a class you need to make arrangements for re-assessment (rescheduling is not always possible).

This module is **competency based**. Competency will be determined by the following assessment methods:

- Assignments (A1 and A2)
- Class Demonstrations (D)
- Workplacement (WP)
- Observation of class work and in class questions (O&Q)
- Test (T)

To be deemed competent you must perform satisfactorily in all of the above assessments.



Semester 1

2011 Delivery & Assessment Schedule There are 2 terms in semester 1

Unit: Prepare Practical Science Classes and Demonstrations		
Time Frame	Topic / Activities	Assessment
Weeks 1-15	<ul style="list-style-type: none"> • using problem solving techniques and contingency planning • clarifying/designing practical activities and assessing resource needs • working with teaching staff and students to assess risks, develop and implement controls and monitor their effectiveness • preparing laboratory experiments and demonstrations on time with the correct materials and equipment • maintaining the laboratory fit for purpose • obtaining stocks of materials and equipment • scientific terminology used in common practical activities • relevant legislation, regulations and codes governing practical activities • technical details of sampling, testing, equipment and instrumentation used in common practical activities • enterprise procedures for the purchase, handling and storage of materials and equipment • principles of budgeting, operational planning and efficient resource use • principles of risk assessment, risk management and hierarchy of control <p>relevant enterprise health, safety and environment requirements</p>	<p>Observation of class work and in class questions (O&Q)</p> <p>Assignments (A1 and A2)</p>
Week 16 & 17	Class Demonstrations	Practical demonstration
Week 18	Test	



MSL91400A – Prepare Practical Science Classes and Demonstrations						
1	Ensure safe work practices	A1	A2	D	WP	T
1.1	Organise and perform risk assessments to identify hazards and analyse risks associated with planned practical activities	✓	✓	✓	✓	✓
1.2	Select and implement appropriate controls for identified risks and monitor their effectiveness	✓	✓	✓	✓	✓
1.3	Ensure preparation and conduct of practical activities are performed in accordance with relevant regulations, codes, guidelines and enterprise procedures	✓	✓	✓	✓	
1.4	Select, fit and use personal protective clothing and equipment and ensure that it is used by students and teachers	✓	✓	✓	✓	✓
1.5	Ensure materials and equipment are handled, prepared, stored and disposed of safely	✓	✓	✓	✓	
1.6	Address incidents and emergencies as they arise			✓	✓	
2	Plan work schedule	A1	A2	D	WP	T
2.1	Plan schedule of classes and demonstrations in consultation with teaching staff to ensure timely delivery				✓	
2.2	Communicate effectively with staff and students using appropriate negotiation and conflict resolution skills			✓	✓	
2.3	Prioritise work activities and manage time to meet deadlines	✓		✓	✓	✓
2.4	Modify work plan to deal with contingencies as they arise			✓	✓	
3	Organise experiments and demonstrations	A1	A2	D	WP	T
3.1	Collect materials and equipment from appropriate sources			✓	✓	
3.2	Perform pre-use checks, prepare material and equipment and organise ready for use			✓	✓	
3.3	Demonstrate practical skills, techniques and use of materials and equipment, as required			✓	✓	
3.4	Organise clean-up operations and recycling or disposal of wastes			✓	✓	
3.5	Trial experiments and demonstrations and recommend variations or alternatives			✓	✓	
4	Manage resources	A1	A2	D	WP	T
4.1	Operate practical activities within approved budgets		✓		✓	✓
4.2	Maintain and control stocks of materials and equipment		✓		✓	
4.3	Maintain storerooms, preparation areas and laboratories fit for purpose				✓	
4.4	Evaluate and select materials and equipment and make recommendations for purchase		✓		✓	✓
4.5	Order, receive and store materials and equipment using enterprise procedures				✓	
4.6	Organise quotes and bookings for transport and accommodation for field trips, as necessary		✓		✓	
4.7	Service and/or repair laboratory equipment where feasible				✓	
4.8	Arrange for the servicing or repair of equipment by appropriate personnel or accredited service agents, as necessary				✓	