Course
Pre-Enrolment Guide

Training Area:
Laboratory Operations

Training Product:

Your **Future.**
Your **Choice.**
Your **TAFE.**

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.

Your **Campus.**
Your **Training.**
Your **Career.**

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

Course Information

MSL50122 – Diploma of Laboratory Technology

Release number	4.00
Required number of units for course completion	Total number of units = 18 units • 5 core units • 13 elective units
Duration	2 years to allow for part-time student
Location	Geraldton Campus
Delivery mode	Flexible or online, Blended

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

This qualification reflects the role of laboratory personnel who apply a broad and advanced range of laboratory technologies to perform scientific and technical tests across diverse industry sectors, utilising specialist technical knowledge. Learners conduct both routine and complex, specialised tests, including those involving non-standard or atypical samples and instruments with multiple operating variables.

Participants will:

- Apply specialist technical knowledge to laboratory operations.
- Communicate sample requirements and test procedures to colleagues.
- Liaise with suppliers to troubleshoot technical issues or resolve product non-conformance.
- Demonstrate laboratory methods to others.
- Train team members to collect samples and perform basic tests accurately.
- Maintain detailed documentation and ensure compliance with quality systems, such as ISO 17025.

This program is offered as self-paced external; with students completing all practical work at a suitable approved workplace. Students will have six months from the date of enrolment to complete units. Core units are completed first to provide the underpinning knowledge and skills to work in the industry.

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study in Bachelor of science at university. Further details can be found on our website here.

National Course Entry Requirements

Entry requirements apply to this course is open to individuals who:

- hold a Certificate IV in Laboratory Techniques OR

- hold a Certificate IV or higher-level qualification in a science, technology, engineering or mathematics (STEM) discipline OR

- can provide evidence of technical laboratory skills, knowledge and employment experience.

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

This program is designed for learners who school leavers, mature-age learners, and Culturally and Linguistically Diverse (CaLD) learners, typically aged 16 and above of any gender. Participants may have existing knowledge and skills, such as completion of a Certificate IV or higher in a related discipline, and some prior industry experience or work history, which can support accelerated progression through the course. Student must be working in a laboratory with approval to be assessed for practical tasks.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the method of LLND review will be an informal interview with your lecturer to discuss your current LLND skills and how they relate to this course's content.

Examples of required LLND skills include:

- Reading skills to interpret work instructions, workplace policies and procedures correctly
- Writing skills to enter data into workplace information systems
- Writing skills to present information using appropriate grammar, spelling and punctuation
- Language skills to report hazards and incidents
- Numeracy skills to calculate simple scientific quantities using given formulae and data
- Digital skills to use sampling and measuring equipment

Digital skills to use online reporting systems

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website here.

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:
- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website here.

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will be provided with the following learning resources for your course:
- Printed materials (learner guides, fact sheets, handouts, procedures)

Learners will have full access to college suites of applications, including:
- Microsoft 365 - Word, PowerPoint, Excel, Teams
- Adobe
- Web link
- Blackboard LMS
- Team tutorials

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:

- Access to suitable equipment and workplace
- Steel cap lace up boots (essential for some industrial site visits)
- Calculator, ruler, pens, pencils and other writing implements
- Paper/A4 exercise books, folder (Ring and display), protector sheets

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website here. Library staff are available to assist you as required.

My Portal

There is a variety of information available to students on our website under Current Students myPortal. Once you are enrolled, the Student Portal will allow you to view the following:
- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website here.

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to provide feedback and make complaints. Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details here.

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:
- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our website.

Contacts:

Lecturer contact details:

Name: Belinda Campbell

Phone number: 08 9956 2720

Email: Belinda.campbell@crtafe.wa.edu.au

Building: B block B037

Availability: Monday to Friday (08.00 am – 16.00 pm)

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.
Alternatively, you can complete an online enquiry form https://www.centralregionaltafe.wa.edu.au/contact-us.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website here.

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
	MSL924005	Process and interpret data [OEY08]				42.00	4.00	46.00	15.00	Flexible/Online	Core	
	MSL924006	Use laboratory application software [OEY01]				40.00	5.00	45.00	15.00	Flexible/Online	Core	
	MSL934008	Maintain instruments and equipment [OEX96]				35.00	4.00	39.00	10.00	Flexible/Online	Core	
	MSL934009	Apply quality system and continuous improvement processes [OEY19]				25.00	4.00	29.00	10.00	Flexible/Online	Core	
	MSL935008	Monitor the quality of test results and data [OEX82]				40.00	4.00	44.00	15.00	Flexible/Online	Core	MSL934009, MSL924005
	MSL904003	Perform standard calibrations [OEY23]				35.00	4.00	39.00	10.00	Flexible/Online	Elective	
	MSL905004	Perform non-standard calibrations [OAC67]				45.00	5.00	50.00	10.00	Flexible/Online	Elective	MSL904002
	MSL915003	Provide information to customers [OAC80]				40.00	4.00	44.00	15.00	Flexible/Online	Elective	
	MSL915004	Schedule laboratory work for a small team [OAC06]				40.00	4.00	44.00	15.00	Flexible/Online	Elective	
	MSL916011	Develop and maintain laboratory documentation [OEY17]				30.00	5.00	35.00	10.00	Flexible/Online	Elective	
	MSL916012	Manage and develop teams [OEY16]				35.00	4.00	39.00	15.00	Flexible/Online	Elective	
	MSL916013	Supervise laboratory operations in work or functional area [OEY12]				35.00	4.00	39.00	15.00	Flexible/Online	Elective	
	MSL925005	Analyse measurements and estimate uncertainties [OEX99]				40.00	5.00	45.00	10.00	Flexible/Online	Elective	MSL925006, MSL924005
	MSL925006	Analyse data and report results [OEX98]				60.00	5.00	65.00	10.00	Flexible/Online	Elective	MSL924005
	MSL935005	Authorise the issue of test results [OAC27]				35.00	5.00	40.00	10.00	Flexible/Online	Elective	MSL925004
	MSL935006	Assist in the maintenance of reference materials [OAC61]				25.00	4.00	29.00	10.00	Flexible/Online	Elective	

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	MSL954007	Obtain representative samples in accordance with sampling plan [OEY14]				35.00	4.00	39.00	10.00	Flexible/Online	Elective	
	MSL973021	Conduct field-based acceptance tests for construction materials [OAB99]				40.00	4.00	44.00	10.00	Flexible/Online	Elective	
	MSL973022	Conduct laboratory-based acceptance tests for construction materials [OAC92]				40.00	4.00	44.00	10.00	Flexible/Online	Elective	
	MSL973027	Perform techniques that prevent cross-contamination [OEX87]				35.00	4.00	39.00	10.00	Flexible/Online	Elective	
	MSL973028	Perform microscopic examination [OEX89]				35.00	4.00	39.00	10.00	Flexible/Online	Elective	
	MSL974016	Perform physical and mechanical tests [OAC79]				35.00	4.00	39.00	10.00	Flexible/Online	Elective	
	MSL974018	Conduct geotechnical site investigations [OAC41]				40.00	4.00	44.00	15.00	Flexible/Online	Elective	
	MSL974022	Undertake environmental field-based monitoring [OAC28]				35.00	5.00	40.00	15.00	Flexible/Online	Elective	
	MSL974026	Perform tests to determine the properties of construction materials [OAC40]				40.00	4.00	44.00	10.00	Flexible/Online	Elective	MSL973022
	MSL974032	Perform chemical tests and procedures [OEX97]				70.00	5.00	75.00	15.00	Flexible/Online	Elective	
	MSL974034	Perform biological procedures [OEY18]				70.00	5.00	75.00	15.00	Flexible/Online	Elective	
	MSL975042	Design and supervise complex environmental field surveys [OAC19]				20.00	10.00	30.00	25.00	Flexible/Online	Elective	MSL974022
	MSL975051	Supervise geotechnical site investigations [OAC07]				35.00	5.00	40.00	15.00	Flexible/Online	Elective	MSL974018
	MSL975066	Apply routine chromatographic techniques [OEX86]				55.00	5.00	60.00	15.00	Flexible/Online	Elective	MSL974032

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
	MSL975067	Perform complex tests to measure chemical properties of materials [OEY13]				65.00	5.00	70.00	15.00	Flexible/Online	Elective	MSL974032
	MSL975068	Apply complex instrumental techniques [OEX83]				65.00	5.00	70.00	15.00	Flexible/Online	Elective	MSL974032
	MSL975069	Apply routine spectrometric techniques [OEX95]				65.00	5.00	70.00	15.00	Flexible/Online	Elective	MSL974032
	MSMENV472	Implement and monitor environmentally sustainable work practices [AWC68]				20.00	4.00	24.00	10.00	Flexible/Online	Elective	
		Total	0.00	0.00	0.00	1,402.00	156.00	1,558.00	435.00			

Cluster	Unit Of Competency	Core / Elective

Central Regional TAFE WA

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