

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Testing Operations

Title	Establish and evaluate laboratory operations in functional area
Code	105753L6
Range	This unit of competency (UoC) covers the abilities to plan, allocate and coordinate the tasks among laboratory personnel, to ensure quality assurance within the laboratories, to monitor the resource usage, to critically evaluate and report operations, and to develop new operations in testing laboratories.
Level	6
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of laboratory operations</p> <ul style="list-style-type: none"> • Analyse the characteristics enterprise business, strategic and operational plans, laboratory services, customers, and quality assurance. • Employ the principles of budgeting, operational planning and efficient resource use. • Describe legislation, codes of practice, and standards relevant to the work area or function. • Command problem solving techniques and contingency planning, team leadership and development techniques, mentoring and coaching techniques. • Exercise judgement in allocation of tasks and work sequences. • Interpret the new/changed standards relating to laboratory services. <p>2. Establish and evaluate laboratory operations within functional area</p> <ul style="list-style-type: none"> • Plan and organise daily work activities within functional area to ensure the smooth operation in the laboratory. • Allocate job tasks to laboratory personnel and assign the work sequences. • Establish resource requirements and performance management criteria. • Manage laboratory personnel within functional area and provide training opportunities for staff development. • Procure resources to achieve operational plans. • Critically evaluate laboratory operations and report findings to the management of enterprise. • Critically analyse and predict the market trend in the business of laboratory services to develop new operations in accordance with the new/changed standards. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Identify and resolve work problems. • Monitor and optimise operational performance of the laboratory.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • establish laboratory operational plans and performance management criteria, • manage laboratory operations and personnel so that planned outcomes are achieved within agreed resources, • monitor outputs, analyse processes to identify work problems, and formulate ways to improve operations, • develop new operations for laboratory services by analysing the market trend and interpreting the new/changed standards.
Remark	