

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

Functional Area - Testing Operations

Title	Formulate work schedule for laboratory / on-site testing
Code	105754L6
Range	This unit of competency (UoC) covers the abilities to formulate work schedule for laboratory / on-site testing activities to meet operational requirements by critically justifying the resource requirements.
Level	6
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Determine testing work requirements and resources availability</p> <ul style="list-style-type: none"> • Determine and prioritise demand for laboratory services in work area for the planning period. • Access and verify information on orders/service requests, stocks and delivery. • Critically justify the resource requirements, e.g. the personnel, material and equipment required to deliver services. <p>2. Formulate work schedules</p> <ul style="list-style-type: none"> • Plan work schedules which meet the demand for services and balance the best use of available resources with skill development opportunities. • Distribute work schedules to team or appropriate personnel and confirm contents with them. • Monitor workflow and outputs against schedules and assess any variations or potential disruptions. • Critically evaluate possible causes for the variations and revise schedules in response to operational variations. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Evaluate work schedule critically in accordance with work requirements.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • formulate work schedules that are efficient and satisfy operational requirements without compromising safety, quality, accuracy and ethics, • assess potential disruptions to planned timetable and revise schedules and resource requirements efficiently in response to variations.
Remark	