

## COGLS17

### Develop and provide training for life sciences related work activities



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#### Overview

This standard identifies the competences you need to develop and provide training for in the workplace for life sciences related work activities, in accordance with approved procedures.

You will be expected to take responsibility for overall courses of action. You will exercise autonomy and judgement within fairly broad parameters and understand different perspectives or approaches used within the workplace.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

The activity is likely to be undertaken by someone whose work role carries out life science related work activities. This could include individuals working in hospitals, scientific laboratories, schools and universities.

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### Performance criteria

- You must be able to:*
- P1 analyse the training requirements for the life sciences related work activity in the area of your responsibility
  - P2 develop plans for the delivery of the agreed training activities
  - P3 discuss and present the training requirements needed with the relevant people and gain agreement on areas to deliver training
  - P4 analyse the training materials and check to see if they will meet the needs of the plan and the individuals to be trained
  - P5 ensure any gaps in the plan are brought to the attention of the relevant people and gain agreement on the way forward
  - P6 select and prepare training materials to deliver these activities
  - P7 assess and manage risks associated with the training and instruction to be delivered
  - P8 deliver the required training to the individuals that have been selected for training
  - P9 monitor and review training activities
  - P10 record and present the results of the impact of the training to the appropriate people, in accordance with departmental and organisational procedures

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### Knowledge and understanding

*You need to know and understand:*

- K1 why it's important to understand and keep up with the strategic direction of the life sciences agenda across the UK and globally and how this will influence the organisation
- K2 why it's important to understand the latest technological developments in the life sciences industry and how to keep up-to-date with them
- K3 how to ensure that anyone using new technology process for life sciences is fully trained
- K4 the health and safety requirements of the life sciences area in which you are carrying out the activities
- K5 the implications of not taking account of legislation, regulations, standards and guidelines when conducting the work activities
- K6 the importance of document version control
- K7 the organisational requirements for maintaining the security of the workplace and keeping confidential
- K8 the workplace business aims and goals and the planning process
- K9 the workplace organisational structure, its values and culture
- K10 how your scientific or technical activities add value through delivering workplace products, services and processes
- K11 the lines of communication and responsibilities in your department, and the links with the rest of the organization
- K12 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K13 how to develop training plans
- K14 how to analyse that the training material will meet the needs of the trainee
- K15 how to update training material
- K16 how to assess the skills of trainees
- K17 how to conduct a training needs analysis
- K18 how to assess the trainee's progress in acquiring and applying job skills and skills in working with others
- K19 how to gather trainee feedback on their progress and achievements
- K20 the methods used for giving the trainee feedback on their progress and

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achievements

K21 the procedures for keeping training records

K22 how to write a report on the impact of the training that has been carried out

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