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**Overview**

This standard covers the skills you need to demonstrate methods, techniques and skills to others in the workplace, in accordance with approved procedures and practices. You will be expected to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. You will be expected to complete tasks and procedures as well as exercise autonomy and judgement within specified parameters, including, where relevant, taking responsibility for supervising or guiding others. You will also be aware of different perspectives or approaches used within the workplace and review how effective the methods you use have been. You will be expected to work to instructions, with a minimum of supervision, either on your own or as part of a team.

This type of activity requires meticulous planning from start to finish and includes agreement of the activity, preparation of the location, materials and equipment, learners involved and report of the work.

Your underpinning knowledge will enable you to use factual, procedural and theoretical understanding to complete workplace tasks and address problems and to interpret and evaluate relevant workplace information and ideas.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits and junior employees.

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**Performance  
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures to protect yourself and others
  - P2 agree the learning/training objectives of the demonstration with the relevant people
  - P3 gather relevant and accurate information and prepare the content of the demonstration to meet the learning needs of the learner/students
  - P4 confirm that the location for the demonstration is suitable and conforms to health and safety requirements and regulations and guidelines
  - P5 prepare answers to anticipated questions and encourage questions from the learner/student
  - P6 demonstrate scientific or similar methods, techniques and skills in a manner appropriate to learner/student needs
  - P7 communicate the required information about the work done to authorised people

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## Knowledge and understanding

### You need to know and understand:

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the techniques and processes you must use correctly in the workplace
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 how to select the materials and equipment and prepare resources for the demonstration activity
- K5 how to demonstrate the scientific and related methods, best working practice, techniques and skills to others in the workplace
- K6 how to monitor learner/student's learning activities and encourage them to ask questions
- K7 what learning activities can be prepared by learners/students, and how to help them to prepare for the demonstration activities
- K8 how to identify problems or hazards that might occur in the demonstration and take appropriate action
- K9 when and how to use remedial, supportive and/or prohibitive actions
- K10 the reasons why effective communication is important, and the methods used for communicating effectively

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