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### Overview

This standard identifies the skills you need to provide training for life sciences and related industries in the workplace, in accordance with approved procedures. You will be expected to identify and use relevant understanding, methods and skills to complete tasks and address problems that, whilst well defined, have a measure of complexity. You will be expected to initiate and complete tasks and procedures as well as exercise autonomy and judgement within limited parameters. This may include taking responsibility for supervising and 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

This standard is recommended for senior laboratory staff.

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**Performance**

**criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures
  - P2 discuss the training and instruction activities needed with the relevant person or persons
  - P3 analyse the training needs of the individuals to be trained
  - P4 assess and manage risks associated with the training and instruction to be delivered
  - P5 develop plans for the delivery of the training and instruction activities
  - P6 select and prepare training and instruction resources to deliver these
  - P7 activities
  - P8 deliver training for individuals in the life sciences and related industries
  - P9 evaluate and review trainee progress during the training process
  - P10 monitor and refine training activities to improve the trainee's attainment of required scientific or technical skills
  - P11 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

## 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 or your work area
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 how to assess the scientific or similar skills, conduct a training needs analysis, identify, prioritise and deliver a training plan for trainees
- K5 the checks to be made to ensure trainees can learn safely and apply job skills in the workplace
- K6 how to give trainees on-the-job instruction and supervise their work
- K7 how to assess and gather feedback on the trainee's progress and achievements in acquiring and applying job skills and skills in working with others
- K8 the methods used for giving the training feedback on their progress and achievements
- K9 the procedures for keeping training records and reporting trainees' progress and update performance and development records
- K10 how to work with colleagues and make use of unplanned opportunities
- K11 how to ensure resources are available for training and timescales are realistic
- K12 how to ensure you show fairness, integrity and consistency in your decision making
- K13 what is meant by SMART (Specific, Measurable, Achievable, Realistic and Time-bound) learning objectives
- K14 how to evaluate effectiveness of training completed and feedback to the relevant people
- K15 the organisational requirements for maintaining the security and confidentiality of any training records kept
- K16 the document control and reporting procedures that should be used
- K17 the reasons why effective communication is important and the methods used for communicating effectively

## COGLS311

Develop and provide training in life sciences and related industries



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<b>Developed by</b>	Cogent
<b>Version number</b>	1
<b>Date approved</b>	October 2013
<b>Indicative review date</b>	October 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Cogent
<b>Original URN</b>	COGLS311
<b>Relevant occupations</b>	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
<b>Suite</b>	Life Sciences and Related Industries 3
<b>Key words</b>	Health; safety; workplace hazards; manual handling; unsafe practices

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