

COGSS12

Prepare and present demonstrations and information and provide advice to support learning within safety services



Overview

This unit is about your contribution to disseminating the health and safety message.

It deals with the following:

- 1 Selecting and adapting learning materials and facilities to support oral and visual training methods
- 2 Presenting information to learners
- 3 Demonstrating skills, methods and procedures

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

Previous version:

Unit SS6 National Occupational Standards in Safety Services Oil & Gas Extraction – January 2003

COGSS12

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Performance criteria

- You must be able to:*
- P1 effectively identify and select learning materials relevant to learning outcomes
 - P2 effectively adapt materials where appropriate recognising copyright implications
 - P3 prepare written and visual support material for presentation and demonstration as appropriate
 - P4 ensure that the facilities are adequate and appropriate for the training method
 - P5 effectively maintain all equipment in full operating condition
 - P6 ensure that materials, facilities and equipment selected are within agreed budgets
 - P7 work safely in accordance with operational requirements
 - P8 effectively deliver your presentation
 - P9 effectively use visual support material
 - P10 encourage learners to ask questions, seek clarification and make comment as appropriate
 - P11 provide accurate supplementary information on request
 - P12 effectively maintain visual aid equipment
 - P13 base your demonstration on accurate and structured analysis of process skill components
 - P14 provide an accurate reflection of real practice
 - P15 provide a demonstration which is designed to maximise learning
 - P16 use realistic demonstration equipment and highlight differences between demonstration and the real working environment
 - P17 encourage learners to ask questions, seek clarification and make comment as appropriate
 - P18 choose demonstration sites that maximise visibility

COGSS12

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Knowledge and understanding

You need to know and understand:

- K1 how to access and interpret all relevant information
- K2 how to differentiate between an accident and an incident
- K3 how to operate and maintain equipment
- K4 how to agree budgets and ensure that they are met
- K5 the design of learning materials
- K6 how to successfully assess audience needs
- K7 the principles and practice of copyright legislation
- K8 the types of training facility available and how to select them
- K9 the components of effective delivery (to include clear and accurate information, tone, manner, pace, style)
- K10 the components of effective visual support material use (to include legibility, accuracy and provision of support to presentation)
- K11 methods of assessing the needs and capabilities of learners
- K12 the principles of group dynamics
- K13 how and when to adapt during a presentation (to include style, tone, manner, pace)
- K14 the principles of presentational techniques
- K15 how to operate and maintain visual aid equipment
- K16 how to perform analysis of process and manual skill component (to include analysis of skills, job and task)
- K17 how to maximise learning (to include pace, sequence)
- K18 the different demonstration techniques
- K19 the need to pace and sequence the demonstration
- K20 the importance of appropriate demonstrations, locations and equipment

COGSS12

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Additional Information

Scope/range related to knowledge and understanding

Within the limits of your responsibility you must demonstrate that you know and understand:

- 1 how to select, use and care for Personal Protective Equipment (PPE) (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- 2 the implications of statutory and organisational requirements
- 3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

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