

COGSS4

Facilitate individual learning through coaching within safety services



Overview

This unit is about your contribution to coaching others in order to facilitate their learning. This unit has been designed for those working in the area of training and development.

It deals with the following:

- 1 Coaching individual learners
- 2 Assisting individual learners to apply their learning

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

Previous Version:

Unit 4 National Occupational Standards in Safety Services Oil & Gas Extraction – January 2003

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Performance criteria

- You must be able to:*
- P1 prepare for knowledge coaching through accurate identification of individual needs, learning style and agree learning objectives
 - P2 prepare for skills coaching through accurate analysis of the required skills and the learning sequence which maximises understanding
 - P3 deliver coaching in a manner and pace appropriate to learners
 - P4 check learners' progress regularly and modify coaching as appropriate
 - P5 give timely, positive and encouraging feedback on all aspects of learning
 - P6 accurately identify and explore factors which are inhibiting learning
 - P7 accurately identify a range of opportunities to enable learners to apply what they have learnt
 - P8 identify opportunities to enable learners to achieve agreed learning objectives, practice skills, acquire knowledge, and gain experience in a structured way
 - P9 accurately identify ways of integrating different learning opportunities and agree these with learners
 - P10 give clear and accurate information to learners about other people and resources involved in helping them to apply their learning
 - P11 give timely, positive and encouraging feedback on all aspects of learning
 - P12 accurately identify and explore factors which are inhibiting learning
 - P13 clearly explain to learners the on-going support available to them
 - P14 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 how to identify individual learning needs
- K2 how to match coaching opportunities with individual learning needs and learning objectives
- K3 how to sequence and pace information and gauge appropriateness of language for individual learners
- K4 how to put learners at ease
- K5 how to check learners' understanding and progress
- K6 how to identify opportunities available for learners to apply their learning and how to match them against learning objectives
- K7 how to integrate different learning opportunities
- K8 the available resources (to include learning materials, financial support, facilities, locations, equipment)
- K9 the methods of structuring learning activities
- K10 how to encourage learners to recognise their own achievement

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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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Suite Safety Services Oil and Gas Extraction

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