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## Overview

This standard covers the competences you require to assess your own scientific or technical knowledge and skills for workplace activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can identify the scientific or technical requirements of your role and identify any personal knowledge or skills gaps. This will be followed up by you agreeing and following a personal development plan to address any knowledge or skills gaps and reviewing the impact this has had on your performance in accordance with the relevant workplace procedures.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

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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 use safe practices and the appropriate personal protection equipment (PPE) when performing scientific or technical activities
  - P3 identify and agree the scientific or technical requirements of your role in the workplace
  - P4 discuss and agree personal work objectives and how you will measure progress
  - P5 identify any scientific or technical knowledge, understanding and personal skills gaps for your workplace role
  - P6 discuss and agree a development plan to address any identified knowledge, understanding and skills gaps
  - P7 undertake agreed development actions and evaluate how they have contributed to your improved performance
  - P8 obtain regular feedback on your scientific or technical performance to meet workplace requirements and milestones
  - P9 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
  - P10 communicate the required information about the work done, 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 scientific or technical activities
  - K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
  - K3 the scientific or technical techniques and processes you must use correctly in the workplace
  - K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
  - K5 the importance of correct identification, and any unique workplace coding system
  - K6 the organisational requirements for maintaining the security of the workplace
  - K7 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
  - K8 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
  - K9 how to identify and assess the scientific or technical requirements of a work role
  - K10 the different ways in which you are set your agreed personal work objectives
  - K11 how to assess and identify gaps in your current scientific or technical knowledge, understanding and skills
  - K12 how to measure your progress against scientific or technical work objectives
  - K13 the type of development activities that can be undertaken to address identified scientific or technical gaps in knowledge, understanding and skills
  - K14 how to identify development needs to address any gaps between the requirements of your work role and your current scientific or technical knowledge, understanding and skills
  - K15 how to identify whether/how development activities have contributed to your performance
  - K16 the reasons why effective communication is important, and the methods used for communicating effectively

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**Scope/range**

1. discuss and agree workplace performance with one of the following people:
  - 1.1 supervisor
  - 1.2 team leader
  - 1.3 health and safety officer
  - 1.4 manager
  - 1.5 head of department
  - 1.6 teacher or trainer
  
2. agree scientific or technical work objectives that are all the following:
  - 2.1 specific
  - 2.2 achievable
  - 2.3 time-bound
  - 2.4 measurable
  - 2.5 realistic
  
3. record and communicate details of the work done, to the appropriate people, using:
  - 3.1 verbal reportPlus one method from the following:
  - 3.2 written or typed report
  - 3.3 computer-based record
  - 3.4 specific workplace documentation
  - 3.5 electronic mail

<b>Developed by</b>	Cogent
<b>Version Number</b>	2
<b>Date Approved</b>	February 2017
<b>Indicative Review Date</b>	February 2019
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	SEMTA
<b>Original URN</b>	O45NLATA3-15
<b>Relevant Occupations</b>	Professional Occupations; Science Professionals; Science and mathematics Science; Science
<b>Suite</b>	LABORATORY AND ASSOCIATED TECHNICAL ACTIVITIES SUITE 3 2010
<b>Keywords</b>	laboratory, technical, LATA, scientific, knowledge, skills, workplace, measurable, time-bound