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## Overview

This standard covers the competences you need to make presentations for scientific or technical activities in the workplace in accordance with approved procedures and practices.

You will be required to demonstrate that you have established the scope of the presentation and how it will need to reflect audience and work practices 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 doing scientific or technical activities
  - P3 work safely at all times, complying with health and safety and other relevant regulations and guidelines
  - P4 establish the scope and purpose of the development/research presentation to be delivered
  - P5 determine quality, cost and delivery issues, and the resources needed to deliver the presentation
  - P6 present the data in an appropriate format and structure for the audience
  - P7 obtain appropriate equipment, facilities and resources, and verify its fitness for purpose
  - P8 ensure the venue and equipment are suitable and in good order for the presentation
  - P9 deliver the prepared presentation in the correct media for the audience
  - P10 ensure that the audience has the appropriate post-presentation media to support the presentation
  - P11 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 the different types of audience and their scientific or technical information needs
- K10 how to gather relevant and accurate information for the presentation
- K11 the purpose of the presentation and the key messages to be delivered
- K12 how to ensure the content of the presentation is balanced and accurate
- K13 the time available to make presentations
- K14 the advantages and disadvantages of different methods of presentation delivery
- K15 the materials that are appropriate to support presentations
- K16 how to use the presentation equipment correctly
- K17 the scientific or technical questions you might expect to receive as a result of the presentation
- K18 how to judge the effectiveness of the presentation
- K19 factors that can affect or influence the impact of a presentation
- K20 the venue health and safety considerations to be taken into account at any presentation
- K21 the reasons why effective communication is important, and the methods used for communicating effectively

## Scope/range

1. complete all of the following for planning and delivering the presentation:
  - 1.1 plan the presentation in a logical and structured way for the brief
  - 1.2 prepare the content to meet the needs of the target audience
  - 1.3 rehearse the presentation and amend as appropriate for the content and delivery timescale
  - 1.4 prepare supporting materials (such as, handouts, copies of slides)
  - 1.5 prepare answers to anticipated questions
  - 1.6 use the equipment correctly to deliver the planned presentation
  - 1.7 answer audience questions
  - 1.8 issue the appropriate handouts to the audience following the presentation
  
2. deliver presentations to both of the following audiences:
  - 2.1 small groups
  - 2.2 large groups
  
3. make presentations for two of the following scientific or technical activities:
  - 3.1 providing scientific or technical support
  - 3.2 demonstration of a new/existing process
  - 3.3 demonstration of equipment or a system
  - 3.4 team leading/coaching
  - 3.5 review of skills or techniques
  - 3.6 other (please specify)
  - 3.7 curriculum/training activity or investigation
  
4. record and communicate details of the work done, to the appropriate people, using:
  - 4.1 verbal report plus one method from the following:
  - 4.2 written or typed report
  - 4.3 computer-based record
  - 4.4 specific workplace documentation
  - 4.5 electronic mail

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