
Overview

This standard covers the competence you will need to manage scientific or technical business processes for workplace activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can use relevant business processes, methods and skills. You will be expected to take responsibility for overall courses of action. You will exercise autonomy, judgement and understand different perspectives or approaches used within the workplace in accordance with 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.

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) where scientific or technical activities are performed
 - P3 identify and agree the business and scientific or technical requirements of your role in the workplace
 - P4 establish processes that deliver scientific or technical outcomes based on organisational goals and aims
 - P5 ensure scientific or technical processes and resources are sustainable and effective in their use
 - P6 identify and provide the scientific or technical resources required to deliver business plans
 - P7 provide scientific or technical information and support for staff and other stakeholders essential to the delivery of business plans
 - P8 establish and use effective methods to review and improve the scientific or technical process for the delivery of business plans
 - P9 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
 - P10 present the results of the work done to the appropriate 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 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 and keeping confidential documents
 - K7 the workplace business aims and goals and the planning process
 - K8 the workplace organisational structure, its values and culture
 - K9 how your scientific or technical activities add value through delivering workplace products, services and processes
 - K10 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
 - K11 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
 - K12 how to identify and assess the scientific or technical requirements of your work roles
 - K13 the different ways in which you are set your agreed personal work objectives
 - K14 the different perspectives and approaches that are important when exercising autonomy or judgement about scientific or technical activities used
 - K15 the types of investigation initiated and used to review the effectiveness or appropriateness of methods, action and results of your scientific or technical work
 - K16 how to identify and assess the scientific or technical requirements of your work roles
 - K17 the different ways in which you are set your agreed personal work objectives
 - K18 how to ensure processes and scientific or technical resources are sustainable and effective in their use, and the importance of doing so
 - K19 the difference between business and scientific or technical process outputs and outcomes
 - K20 how to assess business and scientific or technical process changes for risk and reward against their potential investment cost
 - K21 how to carry out cost and benefit analysis for scientific or technical activities
 - K22 types of analytical and problem-solving tools used when developing

business processes

K23 how to measure the effect of improvements in the business process and scientific or technical activities

Scope/range

1. discuss and agree workplace performance with one of the following people:
 - 1.1 manager
 - 1.2 head of school
 - 1.3 vice principal
 - 1.4 director
 - 1.5 head teacher
 - 1.6 principal

2. agree business and 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. establish and use effective methods for all of the following:
 - 3.1 keeping staff informed of plans and developments
 - 3.2 specifying what is expected of team leaders and their staff and their accountabilities
 - 3.3 the analysis and resolution of problems and how to respond to workplace delays
 - 3.4 complying with, and ensuring others comply with, legal requirements, industry regulations, organisational policies and professional codes
 - 3.5 monitoring the quality of scientific or technical work and progress against workplace plans and take appropriate corrective action, where necessary
 - 3.6 details that are critical to achieving successful business results
 - 3.7 identifying common issues and trends and their impact upon current and future work

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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