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## Overview

This standard covers the competence you will need to prepare resources and equipment for scientific or technical learning activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can obtain the required information for the scientific or technical learning activities to be undertaken, ensuring all the required resources are available for the learning activities to be completed. You will ensure there are sufficient resources for the learning activities and they meet the requirements of the learners 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.

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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 confirm that the workplace has been cleared of previous activities and that services are working effectively
  - P4 obtain information about the scientific or technical learning activities to be carried out
  - P5 obtain information about the resources and identify what is required for learning activities
  - P6 obtain and allocate sufficient resources for the learning activities
  - P7 distribute resources within the workplace according to the learners' requirements
  - P8 ensure that all resources are used in a cost effective manner
  - P9 identify accurately any hazards or risks associated with the preparation of resources and take the appropriate action
  - P10 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
  - 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 lines of communication and responsibilities in your department, and their links with the rest of the organisation
- K7 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K8 what are the basic techniques and scientific or technical knowledge required to help prepare resources and equipment for student/learner learning activities
- K9 how to locate other sources from which further scientific or technical knowledge can be obtained
- K10 what learning activities can be prepared for
- K11 what hazards are associated with the learning activities
- K12 what is the appropriate action to take with hazards
- K13 how to identify appropriate scientific or technical resources, consumables and equipment for learning activities
- K14 how to prepare the appropriate scientific or technical resources, consumables and equipment for learning activities
- K15 how to identify defective scientific or technical resources, consumables or equipment and the appropriate action to take
- K16 how to check that services are working effectively and safely and what action to take if they are not
- K17 how to allocate resources cost effectively
- K18 how to confirm that the workplace is fit to use
- K19 when and how to use risk assessments

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**Scope/range**

1. prepare and equip for one of the following learning activities:
  - 1.1 timetabled lessons
  - 1.2 other supervised events
  - 1.3 outside activities
  
2. check hazards or potential risks in six of the following categories:
  - 2.1 equipment
  - 2.2 services (e.g. gas)
  - 2.3 procedures
  - 2.4 workplace
  - 2.5 techniques used
  - 2.6 atmosphere
  - 2.7 students/learners
  - 2.8 materials/consumables
  
3. record details of work activities, and communicate the details to the appropriate people, using:
  - 3.1 verbal report plus 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

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