
Overview

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

You will be required to demonstrate that you can discuss the training or instructional activities required with the relevant personnel. You will select and prepare relevant training materials/resources. You will monitor and review the trainee's progress adapting and refining to improve the trainee's attainment of the required scientific or technical skills in accordance with the relevant workplace procedures.

The activity is likely to be undertaken by someone whose work role carries out science related work activities. This could include 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) when doing scientific or technical activities
 - P3 discuss the training and instruction activities needed with the relevant person or persons
 - P4 analyse the training needs of the individuals to be trained
 - P5 assess and manage risks associated with the training and instruction to be delivered
 - P6 Select and prepare training and instruction resources to deliver these activities
 - P7 evaluate and review trainee progress during the training process
 - P8 monitor and refine training activities to improve the trainee's attainment of required scientific or technical skills
 - P9 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 assess the scientific or technical skills of new trainees
- K10 how to conduct a training needs analysis
- K11 the checks to be made to ensure trainees can learn safely and apply job skills in the workplace
- K12 how to identify and deliver a training plan for trainees
- K13 how to give trainees on-the-job instruction and supervising their work
- K14 how to assess the trainee's progress in acquiring and applying job skills and skills in working with others
- K15 how to gather trainee feedback on their progress and achievements
- K16 the methods used for giving the training feedback on their progress and achievements
- K17 the procedures for keeping training records
- K18 the procedures for reporting trainees' progress and update performance and development records
- K19 how to work with colleagues and make use of unplanned opportunities
- K20 how to ensure resources are available for training and timescales are realistic
- K21 how to ensure you show fairness, integrity and consistency in your decision making
- K22 what is meant by SMART (specific, measurable, achievable, realistic and time-bound) learning objectives
- K23 how to evaluate effectiveness of training completed and feedback to the relevant people
- K24 the organisational requirements for maintaining the security and confidentiality of any training records kept
- K25 the document control and reporting procedures that should be used

K26 the reasons why effective communication is important, and the methods used for communicating effectively

Scope/range

1. discuss training activities with:
 - 1.1 trainee plus one of the following:
 - 1.2 supervisor
 - 1.3 team leader
 - 1.4 technical expert
 - 1.5 training coordinator
 - 1.6 manager
 - 1.7 head of department
 - 1.8 training provider
 - 1.9 head teacher

2. carry out training for two of the following people:
 - 2.1 trainee technician
 - 2.2 newly qualified person
 - 2.3 technician
 - 2.4 teacher
 - 2.5 trainer

3. select and prepare four of the following training requirements:
 - 3.1 induction
 - 3.2 appraisal or CPD review
 - 3.3 off site activity
 - 3.4 risk assessment
 - 3.5 resources/worksheets
 - 3.6 curriculum/course modification
 - 3.7 problem solving task
 - 3.8 equipment
 - 3.9 scientific or technical technique
 - 3.10 organisation policy change
 - 3.11 department directives

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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