

---

## Overview

This standard covers the competences you need to use information recording systems for scientific or technical activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can keep information systems up to date, store the information correctly and accurately and retrieve information 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 keep information systems up to date and store the information correctly and accurately
  - P3 maintain the security and confidentiality of information at all times
  - P4 complete required back-up procedures regularly
  - P5 retrieve required information and distribute according to deadlines
  - P6 communicate information to the relevant people when using information systems
  - P7 take appropriate action in the event of problems, to minimise hazards, waste loss of materials or resources and report to the relevant people
  - P8 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
  - 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 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 the skills and procedures needed to do the routine tasks and work activities allocated
  - K9 the importance of completing tasks and procedures to the required organisational standard
  - K10 what are the different types of information systems that can be used, including recording, filing, retrieval of information and distribution systems
  - K11 how to use backup systems and why they are important
  - K12 how to ensure the confidentiality and security of information at all times and why this is important
  - K13 why it is important to work within given time deadlines
  - K14 what methods to use for information storage and access
  - K15 why it is important to establish requirements accurately
  - K16 what documentation should be used
  - K17 who are the relevant people
  - K18 how to identify problems, and what is the appropriate action to take within the limits of your responsibility

## Scope/range

1. use two of the following types of information system:
  - 1.1 paper based
  - 1.2 computer based
  - 1.3 telephone
  - 1.4 fax
  
2. establish four of the following for work related activity:
  - 2.1 date of request
  - 2.2 scheme of work
  - 2.3 person requesting activity
  - 2.4 work activity requirements
  - 2.5 work location
  - 2.6 materials/resources needed
  
3. resolve two of the following problems associated with work activity:
  - 3.1 incorrect identification of requirements
  - 3.2 poor/unclear written request
  - 3.3 missing information
  - 3.4 requests exceed available supply
  
4. communicate information systems data with relevant people to include one of the following:
  - 4.1 supervisor
  - 4.2 team leader
  - 4.3 health and safety officer
  - 4.4 manager
  - 4.5 head of department
  - 4.6 teacher or trainer
  
5. record details of work activities, and communicate the details to the appropriate people, using:
  - 5.1 verbal report plus one method from the following:
    - 5.2 written or typed report
    - 5.3 computer-based record
    - 5.4 specific workplace document
    - 5.5 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>	O45NLATA2-03
<b>Relevant Occupations</b>	Professional Occupations; Science Professionals; Science and mathematics Science; Science
<b>Suite</b>	LABORATORY AND ASSOCIATED TECHNICAL ACTIVITIES SUITE 2 2010
<b>Keywords</b>	laboratory, technical, LATA, paper based, computer based, telephone, fax, scheme of work

---