

COGWT21 – SQA Unit Code (H40E 04)

Give presentations and demonstrations in the water industry



Overview

The unit is appropriate for those involved in activities such as:

- 1 demonstrating how test equipment is used
- 2 demonstrating how dosing and control equipment is operated
- 3 giving instructions on what to do or how to carry out a particular activity
- 4 providing technical guidance, knowledge and skills
- 5 instructing on completion of company documentation

within the limitations of their knowledge and experience.

Previous Version

None

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Performance criteria

- You must be able to:*
- P1 establish the presentation or demonstration to be given
 - P2 confirm that the presentation or demonstration to be given is within your own limitations of knowledge and experience
 - P3 ensure all resources required for the presentation or demonstration are available
 - P4 prepare all demonstration materials for use
 - P5 ensure that presentations or demonstrations take place in a safe environment and allow learners to see the presentation or demonstration clearly
 - P6 assess attendees' current level of knowledge and experience in accordance with company operating procedures
 - P7 assess attendees' learning needs in accordance with company operating procedures
 - P8 instruct attendees, by presentation or demonstration, in accordance with company operating procedures, on what to do or how to carry out a particular task(s)
 - P9 confirm, in accordance with company operating procedures, that the attendee knows what to do or can carry out the particular task
 - P10 complete company documentation in accordance with company operating procedures
 - P11 provide documentation to the relevant people

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Knowledge and understanding

You need to know and understand:

- K1 what your personal responsibilities with regard to health and safety in the working area are
- K2 what your legal responsibility for your own health and safety, and the health and safety of others is
- K3 what working practices ensure that the working environment is conducive to good health
- K4 what the approved codes of practice/working practices are and why it is important to follow them
- K5 where the presentation or demonstration will take place
- K6 what is to be presented or demonstrated
- K7 what your own limitations are
- K8 what to do if the content of the presentation or demonstration is outside of your limitations
- K9 what risks may be involved with giving the presentation or demonstration
- K10 how and when to complete a work task risk assessment
- K11 when specific site requirements are in place and what to do to comply with them
- K12 who the attendees are
- K13 the objectives of the presentation or demonstration
- K14 how to assess learning needs
- K15 what previous knowledge and experience the attendees have
- K16 what task is to be presented or demonstrated
- K17 what resources are available
- K18 what resources are to be used
- K19 how to use the resources
- K20 what demonstration materials are available
- K21 what demonstration materials are to be used
- K22 how to use the demonstration materials
- K23 how to carry out the task being presented or demonstrated

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- K25 what company operating procedures are
- K26 how to confirm that the attendees know what to do or can carry out the particular task
- K27 what documentation is to be completed
- K28 how to complete the documentation
- K29 how to provide the documentation
- K30 who the relevant people are

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Additional Information

Glossary

Attendees

Includes anyone internal or external to the company, and new to the company, procedure, or water treatment

Resources

Electronic media, written material, references, flip charts

Demonstration materials

Test kits, dosing and control equipment, company documentation, regulations and guidelines

Company operating procedure

Includes company requirements, instructions and method statements

Documentation

Includes reports, log book records, certificates, examinations

Relevant people

As defined in the programme design, log book, company procedures

Regulations and guidelines

Includes relevant health, safety and environmental regulations, COSHH, Codes of Practice, British, European and International standards, site procedures

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