

SEMLATA2-03 - H00B 04

Use information recording systems for scientific or technical activities



Overview

This unit covers the competences you need to operate information recording systems for scientific or technical activities, in accordance with approved procedures and practices. You will be expected to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. You will be expected to complete tasks and procedures and exercise autonomy and judgement subject to overall direction or guidance. You will be required to work to the relevant workplace procedures, legislation and organisational policy, and to use good scientific or technical techniques and practices.

On completion of workplace activities, you will be required to show you have completed well-defined, generally routine tasks and address straightforward problems, selecting and using the relevant scientific or technical skills and procedures. You will be expected to show you have identified, gathered and used relevant information to inform your actions and identify how effective these have been.

Your responsibilities will require you to comply with organisational policy and procedures for the scientific or technical activities undertaken, and to report any problems with the activities, materials or equipment that you cannot personally resolve, or that are outside your permitted authority, to the relevant people. You will work under a team leader, whilst taking responsibility for your own actions in the completion of tasks and procedures, whilst exercising a degree of autonomy and judgement. You will also be responsible for the quality and accuracy of the work that you carry out.

Your underpinning knowledge will provide a good understanding of scientific or technical facts, procedures and ideas to complete well-defined tasks and address straightforward problems in the workplace. You will have an understanding of the workplace process used, and its application, and will know about the scientific or technical equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities to the required specification. You will know how to interpret workplace information and ideas and be aware of the types of resources that are relevant to these scientific or technical activities.

You will understand the safety precautions required when carrying out the scientific or technical activities. You will be required to demonstrate safe working practices throughout, and will understand the responsibility you owe to yourself and others in the workplace.

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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 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:

Sector specific

- 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.

You need to know and understand:

Organisation specific

- 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.

You need to know and understand:

Equipment/Process specific

- 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

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Additional Information

Scope/range related to performance criteria

You must be able to:

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 reportplus **one** method from the following:
 - 5.2 written or typed report
 - 5.3 computer-based record
 - 5.4 specific workplace documentation
 - 5.5 electronic mail

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