COGLS311(SQA Unit Code-H6G6 04)
Develop and provide training in life sciences and related industries

Overview

This standard identifies the skills you need to provide training for life sciences and related industries in the workplace, in accordance with approved procedures. You will be expected to identify and use relevant understanding, methods and skills to complete tasks and address problems that, whilst well defined, have a measure of complexity. You will be expected to initiate and complete tasks and procedures as well as exercise autonomy and judgement within limited parameters. This may include taking responsibility for supervising and guiding others. You will also be aware of different perspectives or approaches used within the workplace and review how effective the methods you use have been.You will be expected to work to instructions, with a minimum of supervision, either on your own or as part of a team.

This type of activity requires meticulous planning from start to finish and includes agreement of the activity, preparation of the location, materials and equipment, learners involved and report of the work.

Your underpinning knowledge will enable you to use factual, procedural and theoretical understanding to complete workplace tasks and address problems and to interpret and evaluate relevant workplace information and ideas.

Who this standard is for

This standard is recommended for senior laboratory staff.

Performance criteria

You must be able to:

- P1 ensure that your work is carried out in accordance with workplace procedures
- P2 discuss the training and instruction activities needed with the relevant person or persons
- P3 analyse the training needs of the individuals to be trained
- P4 assess and manage risks associated with the training and instruction to be delivered
- P5 develop plans for the delivery of the training and instruction activities
- P6 select and prepare training and instruction resources to deliver these
- P7 activities
- P8 deliver training for individuals in the life sciences and related industries
- P9 evaluate and review trainee progress during the training process
- P10 monitor and refine training activities to improve the trainee's attainment of required scientific or technical skills
- P11 communicate the required information about the work done, to authorised people, 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 activities

K2 the techniques and processes you must use correctly in the workplace or your work area

K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve

K4 how to assess the scientific or similar skills, conduct a training needs analysis, identify, prioritise and deliver a training plan for trainees

K5 the checks to be made to ensure trainees can learn safely and apply job skills in the workplace

K6 how to give trainees on-the-job instruction and supervise their work

K7 how to assess and gather feedback on the trainee's progress and achievements in acquiring and applying job skills and skills in working with others

K8 the methods used for giving the training feedback on their progress and achievements

K9 the procedures for keeping training records and reporting trainees' progress and update performance and development records

K10 how to work with colleagues and make use of unplanned opportunities

K11 how to ensure resources are available for training and timescales are realistic

K12 how to ensure you show fairness, integrity and consistency in your decision making

K13 what is meant by SMART (Specific, Measurable, Achievable, Realistic and Time-bound) learning objectives

K14 how to evaluate effectiveness of training completed and feedback to the relevant people

K15 the organisational requirements for maintaining the security and confidentiality of any training records kept

K16 the document control and reporting procedures that should be used

K17 the reasons why effective communication is important and the methods used for communicating effectively

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