WORKING WITH OTHERS

PROBLEM SOLVING

EMPLOYABILITY SKILLS

IMPROVING OWN LEARNING & PERFORMANCE

APPLICATION OF NUMBER

COMMUNICATION

INFORMATION TECHNOLOGY

KEY SKILLS

Working in a team

Following instructions from supervisor

Asking for help when uncertain what to do

Getting on well with different types of people

Identifying a problem

Solving a problem

Reviewing methods used to solve problems

WORK SKILLS

How to use a computer to display results

How to use a computer to search for information

How to use e-mail

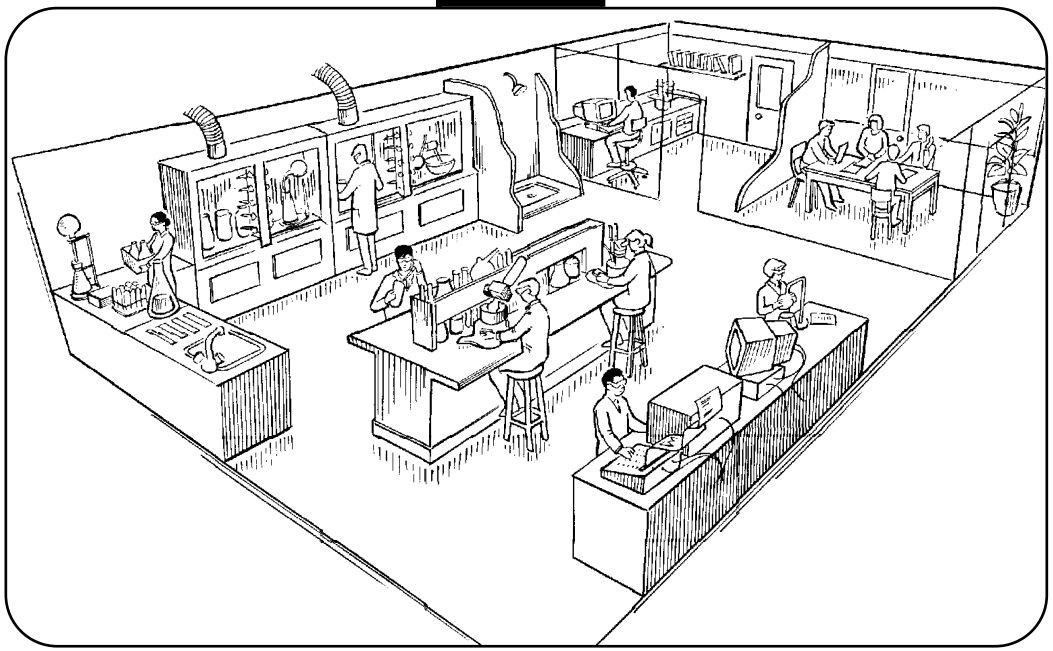
How to organise and maintain own work area.

WORK TASKS

Using a computer

Cleaning and tidying own work area

Handling materials



Having a positive attitude to work

Negotiating your work experience programme

Understanding the importance of good appearance

Preparing well for interviews

Asking questions when appropriate

How to follow instructions correctly

How to prepare a sample

How to write up lab notebooks

Setting up laboratory equipment

Measuring weights/ volumes

Separating substances

Observing experiments

Following instructions

Using laboratory equipment

How to follow health and safety procedures

How to use safety wear and equipment

How to spot hazards/ risks

Testing samples

Reporting results

Working safely

Gathering data

How to produce charts

How to use different formats to report results e.g. verbally, graphs, spreadsheets

How to set up and use lab equipment

How to carry out standard lab techniques

How to handle materials safely when moving, storing, disposing etc

Recognising new skills you have gained

Setting targets with your supervisor

Meeting targets and deadlines

Identifying new skills

Using measuring instruments

Calculating results

Using mathematical calculations

Collecting and processing data

Taking part in discussions with colleagues

Taking part in discussions with supervisor

Reading scientific information

Reporting results using text, diagrams and charts

Using e-mail

Exploring the use of IT

Using in-house software packages

Monitoring and controlling experiments and equipment

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