

Laboratory Technician

Apprenticeship Level 3

The role of a laboratory technician is a very responsible job, potentially overseeing the safe and effective running of a site laboratory. It needs someone with strong problem-solving and technical skills, but also someone able to work well on their own and as part of a team, with good communication and organisational skills. You need someone you can trust to take responsibility for the quality and accuracy of their work and to adhere to standards in a highly regulated environment.

An apprenticeship is a smart, cost-effective way of recruiting and training up an individual to meet these exacting standards. In particular, it means you can train someone to work precisely as you need them to, with an in-depth understanding of your particular operation.

This new apprenticeship standard has been designed by industry professionals to reflect latest industry practice. We will help you to source and select your apprentice, or you may prefer to upskill an existing member of your team.

Key Areas of Study

Your trainee will cover essential knowledge, skills and behaviours on their programme. The full menu of options for what can be covered is outlined below, and you can select the areas of most importance for your organisation.

Quick Information:

New Apprenticeship Standard designed by employers for employers

Sector:

Life and Industrial Sciences

Who is it for?

New recruits and existing staff

Start date:

Flexible to suit employers

Level:

Level 3

Duration:

Minimum 18 months

How does it work?

Delivered in your workplace with on-site assessment observations and training at College

Content:

Menu of options that can be tailored to your business

Assessment:

Behaviours evaluation log, synoptic test, vocational competence discussion and scenario case study

Qualification:

Laboratory Technician Apprenticeship

Additional Qualifications:

An NVQ Level 3 in Laboratories and Associated Technical Activities (LATA) and a Level 3 or 4 qualification in a relevant science or technology discipline



Skills and Knowledge

- Work safely in a laboratory, maintaining excellent housekeeping whilst following appropriate safety, environment and risk management systems.
- Understand and follow quality procedures to meet the requirements of quality standards relevant to the workplace.
- Understand the internal and external regulatory environment pertinent to the sector and the employer and comply with regulations proficiently.
- Prepare for laboratory tasks using the appropriate scientific techniques, procedures and methods.
- Perform laboratory tasks following specified methodologies, such as Standard Operating Procedures.
- Demonstrate technical competence in the use of specified instrumentation and laboratory equipment, including calibration where required.
- Produce reliable, accurate data and keep accurate records of laboratory work undertaken and results.
- Analyse, interpret and evaluate data and identify results requiring further investigation seeking advice of senior colleagues as appropriate.
- Understand and apply statistical techniques for data presentation.
- Communicate scientific information appropriately, including the use of Laboratory Information Management systems, either digital or paper based.
- Recognise problems and apply appropriate scientific methods to identify causes and achieve solutions.
- Participate in continuous performance improvement.
- Develop and apply theoretical knowledge of relevant science and technology required for the sector and job role.
- Understand the business environment in which the company operates including personal role within the organisation, ethical practice and codes of conduct.

Behaviours, Attitudes and Interpersonal Skills

- Communicate effectively using a full range of skills: speaking; listening; writing; body language; presentation.
- Work and interact effectively within a team.
- Work independently and take responsibility for initiating and completing tasks.
- Understand impact of work on others, especially where related to diversity and equality.
- Time management and ability to complete work to schedule.
- Ability to handle change and respond to change management processes.

Qualifications

Trainees will complete a NVQ Level 3 in Laboratories and Associated Technical Activities (LATA), together with one of the following Level 3 or 4 qualifications in a science or technology discipline relevant to their occupation, which is recognised for professional registration by RSciTech:

- BTEC Level 3 Diploma in Applied Science
- BTEC Level 3 Extended Diploma in Applied Science
- BTEC Level 3 Subsidiary Diploma in Applied Science
- BTEC Level 4 HNC Diploma in Applied Chemistry
- BTEC Level 4 HNC Diploma in Applied Biology
- Level 3 Certificate in Laboratory Technical Skills

Training, Tutoring and Assessment

The whole programme takes a minimum of 18 months to complete, at which point your trainee can start their final assessment. The pace at which the trainee progresses will be driven by you and the trainee. We will work closely with you to plan and deliver appropriate support and training. Your trainee will mainly learn on the job, but training and one-to-one tutoring are a key part of the new apprenticeship standards, not just assessment, with more time on tutoring as part of the 20% off-the-job training.

We will carry out joint reviews with you at regular intervals, where progress will be discussed. You can use your normal performance management processes to monitor the progress of your trainee, provide feedback and guide development.

There are two suggested phases of training for this apprenticeship:

The Foundation Phase, which will focus on developing your trainee's core skills, knowledge and behaviours, specifically around working safely, complying with internal and external regulations and following quality procedures. It will culminate in a review that we will undertake to ensure that your trainee understands the principles of working safely whilst following quality systems within a regulated environment. Evidence of completion of this phase needs to be provided in a log/portfolio showing continuous evaluation of your trainee's competence. This log/portfolio must be completed before the final assessment.

The Consolidation Phase, which will focus on developing further skills capability supported by further guided learning, enabling your trainee to eventually work effectively and independently with minimum supervision. Your trainee will work towards a qualification recognised by a professional body as suitable for registration for RsciTech (details above). This qualification will need to be achieved before your trainee can begin the final assessment.

End Point Assessment

In conjunction with the College, you will be asked to formally sign-off that the trainee has met the minimum requirements for knowledge, skills and behaviours within the apprenticeship standard and confirm they are ready to move on to the end assessment, which will be measured as follows:

- **Behaviours Evaluation Log:** During their training, your trainee's behaviours will be evaluated on at least three occasions across seven categories: personal responsibility, communication, team work, independence and responsibility, impact of work, time management and change management.
- **Synoptic Assessment Test:** This will consist of an observation in the workplace. Trainees will demonstrate preparation for and performance of laboratory tasks following specified methodologies, such as Standard Operating Procedures. They will ensure work is carried out safely and quality procedures are followed, whilst complying with appropriate regulations, and will compile accurate records of laboratory work undertaken and results. They will also demonstrate technical competence in the use of specified instrumentation and laboratory equipment, including calibration where required, as well as demonstrating an understanding of the data produced, its analysis and interpretation through workplace discussion.

- **Vocational Competence Discussion:** The discussion will cover the whole apprenticeship standard. It is an opportunity for the presentation of evidence to support specific elements from the standard that have not been demonstrated during the synoptic test.
- **Scenario Case Study:** The case study will describe a scenario where the trainee has to adapt quickly and function effectively after minimal instruction on new equipment or in a new environment or under revised working practices. Whilst they will not be expected to know how to operate the particular equipment, they will be expected to demonstrate the correct procedures to ensure they work safely. The trainee will be provided with a description of the scenario, which may be a narrative or a video, and they will have to respond to situational analysis questions.

For more information on the assessment for the Laboratory Technician Apprenticeship please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.

Apprentice Entry Requirements

As the employer you will set the selection criteria, however practical skills are considered as important as academic ability. The candidate will be required to successfully achieve Functional Skills qualifications at Level 2 in English and Mathematics within the period of the apprenticeship, if not already achieved. We will provide tuition for this.

Future/Other Opportunities

The successful apprentice may want to go on to study higher level qualifications and progress to university studies at degree level.

More information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email **employer@sheffcol.ac.uk** or call **0114 260 2600** to speak to one of our friendly employer advisors.

Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.

At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.

Get In Touch

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