

Make presentations on explosives matters

Overview

This standard comprises the following elements:

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| 1 Prepare presentations on explosives matters.
presentations on explosives matters. | 2 Deliver |
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You must demonstrate the health, safety and environmental and other statutory legislation, regulations, safe working practices and procedures governing explosives, and their implications for your area of work.

You must know and understand the relevance of personal protective equipment (PPE); the nature, characteristics, hazards and risks of the explosive substance and/or article; the actions to be taken in response to an unplanned event; your own licensing authority's policy and procedure; the applicant organization's business objectives and modus operandi; the purposes of the explosives facility; the purpose of safeguarding; when to refer the application to another licensing authority; the licensing criteria; when and why it might be appropriate to impose conditions and/or caveats, or amend or withdraw the licence; the sanctions available to your licensing authority; when and why it might be appropriate to consult local authorities and your level of authority in granting, amending or withdrawing the licence.

This activity is likely to be undertaken by someone whose work role involves Weapons, Ordnance, Munitions or Explosives work activities. This includes people working as managers and supervisors who make presentations either to internal or external audiences including managers and supervisors involved in munitions clearance and search activities.

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Performance criteria

You must be able to: 1 Prepare presentations on explosives matters

P1 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines

P2 confirm the purpose and objectives of the presentation

P3 base your presentation on relevant and accurate information

P4 tailor the information to fit the timescale of the presentation

P5 plan the presentation in a logical and structured way

P6 prepare the content of the presentation to meet the needs of the target audience and the required level of confidentiality

P7 rehearse your presentation and amend it if required

P8 prepare appropriate supporting material

P9 prepare answers to anticipated questions

P10 take any relevant factors into account that may affect the presentation

P11 check that the equipment has been set up correctly

P12 adhere to confidentiality requirements

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P13 work safely at all times, complying with health and safety, environmental and other relevant regulations, legislation and guidelines

P14 deliver the presentation in a logical and structured way

P15 present your message, capturing and retaining your audience's attention by the quality of your delivery

P16 ensure that the presentation contains a clear and concise introduction and summary

P17 ensure that the delivery of the presentation meets the brief

P18 use the equipment correctly, enabling a fluent delivery

P19 respond to questions appropriately

P20 deal effectively with confidentiality issues

P21 adhere to confidentiality requirements

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Knowledge and understanding

You need to know and understand: 1 Prepare presentations on explosives matters

K1 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work

K2 the nature, characteristics, hazards and risks of the explosive substances and/or articles

K3 the actions to be taken in response to an unplanned event

K4 who is your audience and their needs

K5 the purpose of the presentation and your key messages

K6 the time available to make your presentation

K7 what constitutes relevant and accurate information

K8 how to ensure the content of the presentation will meet the needs of the target audience

K9 different methods of presentation and their respective advantages and disadvantages

K10 what materials are appropriate to support the presentation

K11 how to use the equipment

K12 best practice in preparing and giving presentations

K13 the questions you might expect to receive as a result of the presentation

K14 any other factor that may be relevant

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K15 the health, safety and environmental and other statutory legislation, regulations and safe working practices and procedures governing explosives and their implications for your area of work

K16 the nature, characteristics, hazards and risks of the explosive substances and/or articles

K17 the actions to be taken in response to an unplanned event

K18 who is your audience and their needs

K19 the purpose of the presentation and your key messages

K20 the time available to make your presentation

K21 the advantages and disadvantages of your chosen method of delivery

K22 which materials are appropriate to support the presentation

K23 how to use the equipment

K24 best practice in giving presentations

K25 the questions you might expect to receive as a result of the presentation

K26 any other factor that may be relevant

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Scope/range

- 1 Audiences: small groups; large groups
- 2 Medium: written; verbal; using visual aids

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