PhonInter Lab | VIZJA University

Training Guidelines

Laboratory of Phonetics and Oral Interpretation

Approved by Dr Habil. Yan Kapranov, VIZJA University Professor
Head of the Laboratory
School of Humanities and Fine Arts | VIZJA University

Document PIL 05 EN | Version 3.0 | Revision 31 October 2026

Room 205, ul. Okopowa 59, 01-043 Warsaw, Poland

This edition applies from publication. University-wide rules and competent university decisions take precedence.

Purpose

These Training Guidelines define the process through which users acquire the knowledge and practical competence required to use laboratory space, equipment, software, recordings, and data resources safely and effectively.

Training requirements

- Initial orientation is mandatory for users who require regular or independent laboratory access.
- Hands-on equipment training is required before independent use of specialized devices or software.
- Advanced training may be required for research projects, interpreting simulations, data-intensive work, or complex technical configurations.
- Refresher training may be required annually, after long inactivity, after safety incidents, or when equipment/procedures change.

Target groups

- Students: users enrolled in courses, workshops, internships, projects, or research tasks requiring laboratory work.
- Academic staff: instructors, supervisors, and researchers responsible for teaching, training, or empirical research.
- Technical staff: personnel supporting equipment readiness, maintenance, troubleshooting, and safety.
- External collaborators: approved users involved in joint projects, workshops, or research activities.

Training pathway

- Orientation: explain laboratory rules, access, evacuation, safe audio levels and data handling before independent work.
- Guided equipment practice: demonstrate the microphones, headsets, booths and software required for the session. Use only the tools available and approved for the task.
- Supervised demonstration: the user completes a short practical task and shows how to end the session and report a fault.
- Advanced instruction: provide project-specific guidance for acoustic analysis, interpreting simulations, recording or other complex tasks where needed.
- Refresher instruction: explain relevant changes and reassess readiness when the equipment, procedures or user needs change.

Competency areas

- understanding of laboratory regulations, access procedures, and user responsibilities;
- safe operation of core equipment and recognition of malfunction indicators;

- correct handling, labeling, storage, and deletion of recordings and research files;
- basic software use for audio recording, editing, playback, and acoustic analysis;
- responsible use of digital and AI supported tools, including data protection limits;
- ability to respond to emergencies and report incidents appropriately.

Scheduling

Arrange orientation before first independent use. Practical and advanced sessions are agreed according to teaching needs and staff availability. Reassess readiness after significant changes, incidents or a long break; any requirement for refresher training must be communicated to the user. This edition does not promise monthly workshops or a fixed annual certification scheme.

Certification and authorization

After a practical demonstration, the instructor or authorised trainer records the scope of equipment and software the user may operate, the supervision conditions and any review date. This is an internal laboratory authorisation, not a separate academic or professional qualification. A user who has not demonstrated safe operation continues under supervision.

Assessment and records

- Practical demonstrations, short tasks, or supervised use may be used to assess readiness.
- Users who do not demonstrate safe and competent use may be required to repeat training or use the Laboratory only under supervision.
- Training records must be kept securely and processed according to institutional data protection rules.

Trainer roles and responsibilities

- Head of the Laboratory: oversees the training framework, approves training content, and confirms user authorization where required.
- Trainers and instructors: deliver training, demonstrate equipment use, assess readiness, and reinforce safety and data protection rules.
- Technical staff: provide equipment-specific guidance, troubleshooting support, and updates on maintenance-related restrictions.
- Participants: attend training, ask questions when unsure, follow instructions, and refrain from unsupervised use until authorized.

Training materials

- laboratory regulations and policy summaries;
- equipment manuals and quick reference cards;
- software guides for relevant tools such as Praat and Audacity;
- sample practice files for training purposes;
- incident reporting and data protection guidance.

Quality assurance and continuous improvement

The Laboratory is reviewed regularly with regard to equipment functionality, user safety, accessibility, data protection, educational usefulness, and research support. Feedback from students, academic staff, technical staff, and approved external collaborators may be used to improve procedures, training, scheduling, and equipment planning.

Annual review outcomes should be reflected in maintenance plans, training updates, inventory revisions, and laboratory development priorities.

Training record template

Completed records are internal. Record only the information needed to establish readiness and permitted use.

Date	User	Equipment and scope	Trainer	Conditions or review