

ASTC204 (SQA Unit Code - F4PK 04)

Work individually and develop yourself



Overview

This unit is about working individually, without the presence of your supervisor or other team members in the same occupational area. This unit is also suitable for lone workers.

When working individually you might have to deal with team members from other occupational areas or the general public by providing them with information, or interacting with them in another way. In these situations it is important that you act appropriately to create a positive impression of your employer and/or workplace.

It is also about developing yourself in your job by identifying areas for further development and setting yourself targets for achieving this.

This unit consists of three elements:

1. Ensure your own safety when working individually
2. Carry out work on your own
3. Develop yourself in your job

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Performance criteria

Ensure your own safety when working alone

You must be able to:

- P1 confirm contact arrangements with your organisation or an appropriate person and maintain agreed levels of contact when conducting your work
- P2 follow any procedures for entering and leaving the workplace and remain alert to safety risks when doing so
- P3 assess the risks present in the workplace and take appropriate action to reduce those that you can
- P4 within the limits of your responsibility control access to the workplace
- P5 make sure your behaviour and personal presentation convey to others a positive image of your organisation and/or workplace
- P6 respond to customers and others positively and provide any information in a style that is suited to their needs and helps them

Carry out work on your own

You must be able to:

- P7 make sure that you have the work schedule and you understand the work that has to be done and the time in which you have to do it
- P8 enter and carry out your work only in areas that you are authorised to in your work specification or instructions
- P9 identify and report to the appropriate person any tasks that you will not be able to complete on your own
- P10 identify the most important jobs from the work specification and ensure that these are completed first
- P11 remain aware of potential problems and deal with them appropriately as they arise, within the limits of your knowledge and expertise
- P12 report to the appropriate person any problems that you are not able to deal with alone or which may affect the health and safety of yourself and others and/or the integrity of the workplace
- P13 record any breakages, damage or disruption to the workplace and report these to the appropriate person
- P14 report to the appropriate person any work you have been unable to complete and agree arrangements for completing the work
- P15 follow any workplace procedures for leaving the workplace

Develop yourself in your job

You must be able to:

- P16 agree areas where you could develop yourself further
- P17 agree targets for your development that you feel you can achieve
- P18 agree how much time and support you will need to achieve these targets
- P19 take part in activities to use skills that you have newly developed
- P20 ask others for and use feedback on your performance

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Knowledge and understanding

You need to know and understand:

Ensure your own safety when working alone

- K1 arrangements for contact with your organisation or appropriate person and how often you should do this when conducting your work
- K2 any procedures for entering the workplace and why these should be followed
- K3 the types of risks present in your workplace, how to accurately assess these and actions you can take to reduce them
- K4 the level of responsibility you have in controlling access to the workplace, the procedures for this and why it is important to follow them
- K5 others persons that are authorised to enter the workplace
- K6 the levels of presentation and behaviour expected by your workplace/employer and why it is important to make a positive impression on others
- K7 how to assess the most appropriate way of communicating with others and why it is important to help them understand

Carry out work on your own

You need to know and understand:

- K8 from where to obtain your work schedule and instructions and the time that you have to carry out your work
- K9 why it is important to assess how your work is progressing and any jobs that you will be unable to complete on your own
- K10 procedures for reporting to your employer or customer
- K11 employer procedures and protocols that apply to your work area, including emergency procedures and contacts
- K12 how to identify the most important jobs in the specification and why it is important to carry these out first
- K13 the potential problems and risks that your workplace presents
- K14 the types of problems and risks that you are able to deal with yourself and how to do this
- K15 procedures for recording damage, breakages and/or disruption and why it is important to be honest with your employer or customer about causing any of these
- K16 any procedures for leaving the workplace and why it is important to leave it secure

Develop yourself in your job

You need to know and understand:

- K17 how to identify and explain areas for self development
- K18 how to set targets for your development and why it is important that these are realistic
- K19 activities that will help you to develop yourself in your work

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- K20 support that you will require in order to achieve your targets, and how to access it
- K21 why it is important that you review and update your progress and what procedures are in place to do this
- K22 the benefits of discussing your progress with others

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