

# PROFFI301 (SQA Unit Code - FE4T 04)

## Evaluate and develop own skills and expertise



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### Overview

This standard addresses the competence required to evaluate and develop your own skills and expertise in an aspect of furniture, furnishings and interiors.

This involves:

- 1 evaluating your current skills and expertise against industry standards
- 2 obtaining and making use of information on industry standards
- 3 finding out about development opportunities
- 4 actively seeking to develop yourself professionally

There is also a scope statement which defines the coverage of this standard.

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### Performance criteria

#### Evaluate own skills and expertise

*You must be able to:*

- P1 Identify suitable sources of information on **current professional standards**
- P2 Objectively assess your own skills and expertise against **current standards**
- P3 Seek constructive feedback from relevant others on how well your own skills and expertise match **current standards**
- P4 Identify areas for development to maintain and improve your own skills and expertise
- P5 Prioritise **development goals** against your personal and employment requirements
- P6 Make time to **evaluate** your skills and expertise at regular intervals

*You must be able to:*

#### Develop own skills and expertise

- P7 Realistically assess the time and other resources required to meet your **development goals**
- P8 Identify and use **development methods** that are
- P9 suited to your goals and learning preferences
- P10 achievable within the resources available to you
- P11 Review your progress and the effectiveness of the **development methods** you have chosen
- P12 Adjust the **development methods** used as required to make sure you meet your goals

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### Knowledge and understanding

#### Evaluate own skills and expertise

*You need to know and understand:*

- K1 what sources of information on standards exist and how can they be accessed
- K2 what sort of information you need to carry out an objective assessment
- K3 how to ask for and make use of constructive feedback
- K4 why it is important to prioritise
- K5 how regular self-evaluation can help you to maintain and develop your skills and expertise

#### Develop own skills and expertise

*You need to know and understand:*

- K6 how to judge the time and other resources that will be needed
- K7 why it is important to take your own learning preferences into account when choosing a development method that will work for you
- K8 why it is important to review your progress and to make sure that the development method chosen is working
- K9 what support is available through learning providers, employers, peers, professional bodies and others to help you develop

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### Additional Information

#### Scope

##### **Evaluation/evaluate**

Evaluation is the systematic assessment of skills and expertise in order to compare them against preferred, professional standard and identify areas for improvement.

##### **Current professional standards**

Every profession and occupation develops expectations about good professional practice. These may or may not be set down. In the furniture, furnishings and interiors sector the national occupational standards provide clear and current specifications of high quality practice and different professional bodies may also have expectations built up and discussed through peer group meetings. In addition, the Health and Safety Executive publishes guidelines on standards of practice in relation to specific health and safety issues.

##### **Development goals**

Development goals may be in terms of maintaining a current standard (e.g. by finding opportunities to practice a skill) or improving skills and expertise to raise current performance.

##### **Development methods**

Development methods could include, among other things, self-guided practice and study, attendance at courses and other forms of structured learning opportunity, making use of reference materials and/or seeking advice and support from a mentor.

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**Status** Original

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**Relevant occupations** Paper and wood machine operatives; Furniture maker and other craft woodworkers; Upholsterers; Labourers build and woodworking trades

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**Suite** Furniture; Furnishings and Interiors

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**Key words** Contemporary Furniture Making; Traditional Furniture Making; Bed Making; Frame Making; Component Manufacture; Veneering; Modern Upholstery; Traditional Upholstery; Soft Furnishing; Cutting; Sewing; Hand Finishing;