

PROFFI249 (SQA Unit Code - FE6L 04) Work effectively in a furniture-related commercial environment



Overview

This standard addresses the competence required to work effectively within any commercial environment in the furniture, furnishings and interiors industry.

This involves:

- 1 planning and organising your own work
- 2 improving your own skills and development

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

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Performance criteria

Organise your work

- You must be able to:*
- P1 check that you have all of the required **resources** before beginning your work
 - P2 when necessary work with **others** to achieve the **work objectives** that you have been set
 - P3 work safely and efficiently at all times
 - P4 fulfil your responsibilities on time and to quality standards
 - P5 keep your **work area** in a tidy and organised state
 - P6 take appropriate action to solve **problems**
 - P7 report any **problems** that cannot be readily solved to the right person.

Improve your performance

- You must be able to:*
- P8 objectively assess your own skills, knowledge and expertise against an expected standard, and /or **work objectives**
 - P9 respond appropriately to **feedback** from **others** on how well your own skills, knowledge and expertise match the expected standards/ **work objectives** that are required
 - P10 identify areas for development to maintain and/or increase your own skills, knowledge and expertise
 - P11 inform the **appropriate person** about any areas of development that you have identified

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Knowledge and understanding

You need to know and understand:

Organise your work

- K1 the principles of sustainable furniture manufacture and good practice
- K2 what procedures need to be followed to obtain resources that you will need to complete your work objectives
- K3 what safety, health and environment hazards are associated with the resources you use and what risk control procedures are you required to follow
- K4 why it is important to make sure you have a correct understanding of what you are to do
- K5 when and why it may be necessary to work with others to achieve work objectives that have been set
- K6 why it is important to work safely at all times
- K7 why it is important to keep the work area clean and tidy
- K8 how to solve typical problems and who to report unsolvable problems to
- K9 how to dispose of waste in accordance with current legislation

Improve your performance

You need to know and understand:

- K10 what level/standard/objective you will be expected to work to
- K11 ways of objectively assessing your own skills and expertise against an agreed standard/objective
- K12 methods of seeking feedback from others on how well your skills, knowledge and expertise match the agreed standard/objective
- K13 the appropriate response to feedback and appraisal of your performance at work
- K14 how to identify areas for development and/or improvement in your skills, knowledge and expertise
- K15 who to inform about any further development you might need

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Additional Information

Scope

Procedures

Organisational specifications of how to carry out work activities in a manner that will ensure the required outcomes if the procedure is followed accurately.

Resources

A range of resources are used in any activity. These could include:

- 1 information, documentation and specifications
- 2 materials
- 3 tools
- 4 equipment

Work Objectives

This unit is suitable for any aspect of work within the furniture, furnishings and interiors industry. Objectives are typically described in terms of the following considerations:

- 1 quantity
- 2 quality
- 3 cost
- 4 time
- 5 safety, health and environment

Others/appropriate person

People who are either working with the individual or are directly affected by his/her work. This includes colleagues and line management.

Feedback

Information that is given from others that could be used to assess progress/achievement of objectives.

Problems

Problems in working relations may be solved by you, or you may need to refer to others for additional help and support.

Work area

The work area is any area where the individual is working, either on a temporary or permanent basis

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Suite Furniture; Furnishings and Interiors

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