

Conform to efficient work practices

WM63 - SQA Unit Code H2HV 04

This national occupational standard VR02 belongs to the Construction Skills – the standards setting body for the construction industry

Terms used within the standards

Communication - Written, oral and electronic.

Documentation - Job cards, worksheets, material/resources lists and time sheets.

Procedures - Use of resources for own and other's work requirements; Allocation of appropriate work to employees; Organisation of work sequence.

Relationships - Individuals, workplace groups (client and/or operative, operative and line management, own occupation and allied occupations).

Area of competence

This unit, in the context of your occupation and work environment, is about:

- interpreting information
- planning and carrying out productive, efficient working practices
- working with others or as an individual

Skills and competencies which demonstrate effective performance

You show you are competent to:

- Communicate with others to establish productive work relationships.
- Follow organisational procedures to maintain good work relationships.
- Maintain records in accordance with the organisational procedures.

Scope of Performance:

*Evidence must be work-based, simulation alone is only allowed where shown in **bold italics**.*

Communicate with others to establish productive work relationships.

1. Communication with colleagues/clients to ensure that the work is carried out efficiently.

Follow organisational procedures to maintain good work relationships.

2. Procedures and use of resources, allocation of work and method of work.
3. Work carried out in conjunction with others.

Maintain records in accordance with the organisational procedures.

4. Documentation required by the organisation is completed.

Knowledge and understanding

You know and understand the following:

- a. Communicate with others
 - The methods of **communication** with other workplace personnel and/or client.
- b. Work relationships
 - How organisational **procedures** are applied to maintain good work **relationships**.
- c. Maintain records
 - How to maintain **documentation** in accordance with organisational procedures.