

### Overview

This standard covers the skills and knowledge required to work effectively. This involves:

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

This standard is aimed at anyone in work.

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

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## Performance criteria

You must be able to:

1. comply with health, safety and environmental requirements, relevant statutory regulations and industry standards/codes of practice at all times
2. check that you have all of the required resources before beginning work
3. work with others to achieve the work objectives that you have been set
4. fulfil your responsibilities on time and to quality standards
5. keep your work area in a tidy and organised state
6. assess your own skills, knowledge and expertise against an expected standard, and work objectives
7. respond to feedback from others on how well your own skills, knowledge and expertise match the expected standards/ work objectives that are required
8. identify areas for development to maintain and increase your skills, knowledge and expertise
9. inform the appropriate person about any areas of development that you have identified
10. identify any problems and deal with them according to standard operating procedures
11. record information in the appropriate information systems

## Knowledge and understanding

You need to know and understand:

1. the relevant health, safety and environmental requirements, statutory regulations and industry standards and codes of practice that have to be complied with
2. the principles of sustainable manufacturing and good practice
3. the potential costs through waste
4. procedures followed to obtain resources that you will need to complete your work objectives
5. why it is important to make sure you have an understanding of what you are to do
6. when and why it may be necessary to work with others to achieve objectives that have been set
7. why it is important to keep the work area clean and tidy
8. how to dispose of waste in accordance with current legislation
9. what level, standard and objective you will be expected to work to
10. ways of objectively assessing your own skills and expertise against an agreed standard and objective
11. methods of seeking feedback from others on how well your skills, knowledge and expertise match the agreed standard/objective
12. the appropriate response to feedback, appraisal and assessment of your performance at work
13. how to identify areas for development and improvement in your skills, knowledge and expertise
14. who to inform about any further development you might need
15. type of problems that can occur and the standard operating procedures for dealing with them
16. information systems that should be used and why it is important to record information

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## Scope/range

### Procedures

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

### 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 standard is suitable for any aspect of work. 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

### Sustainability

Work effectively

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The quality of not being harmful to the environment or depleting natural resources, this may include recycling a number of waste materials used or using recycled materials from the outset

PROUSF03 (SQA Unit Code - HE7N 04)

Work effectively



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**Scope/range related  
to performance  
criteria**

Work effectively

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**Developed by** Proskills

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**Relevant Occupations** Furniture Makers and Other Craft Woodworkers; Upholsterers

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**Suite** Upholstery & Soft Furnishings

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