

## Overview

This standard covers the skills and knowledge required to develop an understanding of the organisation you are working in.

This includes:

1. researching and understanding the manufacturing process
2. researching and understanding the product development process
3. researching and understanding the organisations aims and objectives

This standard is aimed at operatives in the furniture and furnishings industry.

Develop an understanding of your organisation

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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. describe quality checking measures used in your organisation
3. identify key paperwork and documentation to complete in furniture and furnishing making environments
4. describe cost implications in furniture and furnishing making environments
5. research and describe the processes within the manufacturing environment within your organisation
6. research and describe the development process for new product introduction within your organisation
7. identify the aims and objectives of your organisation
8. identify organisational functional areas and their key roles within your organisation
9. identify the different administrative skills and their role in the organisation
10. identify sources to support career planning and development to meet objectives
11. research the different career opportunities in furniture and furnishing industries to meet objectives
12. research requirements for careers in furniture and furnishing industries
13. set personal goals for careers in furniture and furnishing industries to meet objectives
14. produce documents to support career development following standard operating procedures

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## Knowledge and understanding

You need to know and understand:

1. the relevant health, safety and environmental requirements, relevant statutory regulations and industry standards/codes of practice that have to be complied with
2. the importance of keeping furniture and furnishing making environments tidy
3. quality checking measures used in your organisation
4. the importance of meeting timescales
5. the manufacturing process in your organisation
6. the aims and objectives of your organisation
7. your organisations structure and where your role fits into this
8. organisational functional areas and their key roles
9. different administrative skills and their role in the organisation
10. the development process for new products
11. key paperwork to complete in furniture and furnishing making environments
12. cost implications in furniture and furnishing making environments
13. elements of career planning
14. specific requirements for career choices
15. documents to support career development
16. the principles of goal setting
17. how to set goals
18. careers in furniture and furnishing industries
19. opportunities for progression within different career paths
20. types of employment
21. information systems that should be used and why it is important to record information

PROUSF10 (SQA Unit Code - HE7Y 04)

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**Status** Original

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**Originating Organisation** Proskills

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**Original URN** PROUSF10

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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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