

CCSCCS32 SQA Unit Code H8XY 04

Take responsibility for your work in a creative and cultural organisation and self



Overview

This unit is about identifying the requirements of your role and what is expected from you by others in the organisation in which you work; it also includes evaluating your performance and improving your skills, knowledge and understanding. In the cultural heritage sector it is particularly important to consider your own development due to lack of formal progression routes and high competition for jobs in the sector.

CCSCCS32 SQA Unit Code H8XY 04

Take responsibility for your work in a creative and cultural organisation and self

Performance criteria

- You must be able to:*
- P1 ensure you have clarity about your role; what you need to do, by when and to what standard
 - P2 identify your areas of responsibility, clarifying where you can make decisions and when to seek advice from others
 - P3 decide with your line manager how to evaluate your work, agreeing targets against which to assess your performance
 - P4 deliver your work on time, to budget and to the standards required by the organisation or your line manager
 - P5 keep your line manager and any relevant colleagues informed of your progress, highlighting any successes or areas of concern
 - P6 regularly monitor and assess the results of your work and your work processes
 - P7 identify strengths and weaknesses
 - P8 evaluate your skills, knowledge and understanding
 - P9 identifying strengths and weaknesses
 - P10 agree the time and other resources required to develop your skills, knowledge or understanding
 - P11 reflect on your interactions with others and gain feedback from customers, clients, visitors and colleagues about your work and the way in which you conduct your work
 - P12 complete your organisation's evaluation or appraisal system

CCSCCS32 SQA Unit Code H8XY 04

Take responsibility for your work in a creative and cultural organisation and self

Knowledge and understanding

You need to know and understand:

- K1 the importance of taking responsibility for your work, self evaluation and reflection
- K2 how to identify personal, departmental and organisational objectives
- K3 reporting lines and procedures; what you are responsible for and what is outside your remit
- K4 how to assess your performance against targets
- K5 techniques for evaluating your work considering:
 - K5.1 what you did, why and how
 - K5.2 what could be done differently
 - K5.3 viewing your work from others' perspectives
 - K5.4 whether you were flexible in trying out different approaches
 - K5.5 thinking about the consequences of your work
 - K5.6 testing ideas through comparing and contrasting
 - K5.7 asking 'what if'
- K6 how to gain feedback from others about your work
- K7 how to complete the organisation's evaluation and appraisal procedures

CCSCCS32 SQA Unit Code H8XY 04

Take responsibility for your work in a creative and cultural organisation and self

Developed by	Creative and Cultural Skills
Version number	1
Date approved	December 2009
Indicative review date	December 2011
Validity	Current
Status	Original
Originating organisation	Creative and Cultural Skills
Original URN	CCS32
Relevant occupations	Arts, Media and Publishing; Performing Arts; Crafts, creative arts and design; Functional Managers; Artistic and Literary Occupations; General; Conservation Associate Professionals
Suite	Cultural Heritage
Key words	self evaluation, performance, expectations