

SKSTEX13 SQA Unit Code H9E8 04

Maintain and improve your work



Overview

This standard is for those who seek to improve the standard of work expected of them, learn new skills, and apply new work methods to work activities.

The job role may involve:

1. Improving and maintaining work standards.
2. Identifying opportunities for further training.
3. Developing learning and skills.

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Performance criteria

- You must be able to:*
- P1 meet current work responsibilities
 - P2 report difficulties in maintaining work standards to appropriate people promptly
 - P3 seek advice about how to improve performance from appropriate people
 - P4 seek help from others to improve skills
 - P5 identify realistic and achievable improvements to your work performance related to product efficiency and quality
 - P6 learn new skills and work methods to develop knowledge base of the whole department
 - P7 undertake training in a positive and constructive manner
 - P8 undertake relevant training
 - P9 make use of new skills in work activities
 - P10 work with colleagues constructively when learning new skills and work methods
 - P11 receive and utilise feedback from appropriate people
 - P12 seek opportunities for further training
 - P13 complete and store accurate records and documentation

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Knowledge and understanding

You need to know and understand:

- K1 how to receive work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the job description related to the job role
- K4 company expectations
- K5 overall aim of working departments
- K6 overall aim of working practices
- K7 how to identify whether your work is up to standard or not
- K8 appropriate sources of support to develop skills
- K9 how to make use of available training and learning opportunities
- K10 how to work constructively with others when learning
- K11 how to make effective use of both positive and negative feedback
- K12 how to make use of new skills and knowledge in your normal work activities
- K13 how department procedures contribute towards overall efficiency and quality
- K14 the importance of quality and its relation to the end user / customer
- K15 how to request access to further learning and training
- K16 limits of personal responsibility
- K17 the production process and how your specific work activities relate to the whole process
- K18 the lines of communication and the importance of effective communication with colleagues
- K19 the company structure
- K20 the organisation's rules, codes and guidelines
- K21 the companies quality standards
- K22 the types of records kept, how are they completed and the importance of keeping them accurate
- K23 the importance of complying with written instructions
- K24 statutory responsibilities under Health, Safety and Environmental legislation and regulations

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Developed by	Creative Skillset
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Originating organisation	Creative Skillset
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Original URN	TEX13
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Relevant occupations	Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades
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Suite	Manufacturing Textile Products
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