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## Overview

This standard is about monitoring and evaluating activity in your craft practice. This includes identifying the most relevant method of capturing the information, analysing the data and using the findings effectively.

The information you monitor and evaluate could be about how your achievements met planned objectives in design, making or professional development and could be used to produce a business plan, application for finance or a professional development plan.

This standard is suitable for those who are self-employed, working for a sole practitioner or within a workshop or studio.

The following should be considered when working in craft:

- 1 Safe working practices
- 2 Ethics and sustainability

## Performance criteria

- You must be able to:*
- P1 establish your objectives
  - P2 identify what you have achieved against your objectives
  - P3 determine what will be evaluated in your craft practice
  - P4 obtain feedback about your craft practice from the client, customer, colleague, line manager, employer or other individuals with an interest in your work
  - P5 assess the challenge with which you have been presented and how you have responded to challenges
  - P6 check that your work is of the highest quality
  - P7 assess project and time management and communication skills, and whether they have been effective
  - P8 ensure you obtain accurate information to help inform the future development of your craft practice
  - P9 keep records to help plan future work
  - P10 monitor and evaluate your work continually

## Knowledge and understanding

*You need to know and understand:*

- K1 why it is important to monitor and evaluate for personal and professional development
- K2 the appropriate people to approach for feedback
- K3 the value of gaining feedback from others
- K4 how to gain feedback
- K5 how to analyse your objectives in the short-term (one year), medium-term (two to three years) and long-term (four years or more) and compare these against the outcomes of your products or services
- K6 how to analyse the differences between the targets you set for your work and the actual performance
- K7 the different evaluation methods that you can use
- K8 the difference between your own personal needs and aims and those of your work
- K9 where to find out about evaluation techniques
- K10 what information can be used to improve your work

## CCSCR22 - SQA Unit Code HJ01 04

### Monitor and evaluate your craft practice

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