
Overview

This standard is about ensuring you are compliant with legal, regulatory, social, ethical requirements for running or working within a craft practice. This would include researching your legal position and taking relevant action depending on the situation.

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 research and monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your work, including what will happen if you do not meet them
 - P2 develop effective policies and procedures to ensure continual compliance with the necessary legal, regulatory, ethical and social requirements
 - P3 identify any failures to meet legal, regulatory, ethical and social requirements and where necessary take appropriate action
 - P4 identify reasons for not meeting requirements and adjust the policies and procedures to reduce the likelihood of failures in the future
 - P5 decide what terms and conditions that conform to trading standards you will offer your clients/customers and suppliers
 - P6 decide if you need to protect any part of your work by using copyright or patenting
 - P7 ensure that you meet any legal and ethical requirements when working with children, young people and vulnerable adults
 - P8 when working with others, ensure any contracts or agreements that you draw up are legally sound and include appropriate information to cover both parties
 - P9 identify where to get further help on legal issues specific to the craft sector

Knowledge and understanding

You need to know and understand:

- K1 why it is important to act responsibly towards clients/customers and stakeholders and the community in which they work
- K2 why it is important to take account of the views of people in your communities on issues that affect people's quality of life
- K3 the importance of having an ethical and value-based approach to your working practices and how to put this into practice
- K4 why it is important to obey the law and keep up to date with legislation in key areas; health and safety, employment, finance and company law
- K5 how to develop appropriate systems and/or procedures to comply with the law
- K6 what the thresholds are for relevant laws and regulations
- K7 what the requirements are for your work in order to trade legally
- K8 how the law can protect you and your work
- K9 who has the power to inspect your work activities to enforce laws and regulations
- K10 what can happen if you fail to operate your work within the law and regulations
- K11 what system to use to make sure that forms are completed or tasks done so that you continue to meet the legal requirements of your business
- K12 what environmental laws apply to your craftwork and work practice
- K13 what information on laws and regulations is available and from which organisations
- K14 the reasons why you should use proper advice to find out about law and regulations and why it is important to do so
- K15 how to use free and paid-for sources of advice
- K16 what health and safety regulations apply to your work
- K17 the culture and values of the craft sector and what effect they have on governance
- K18 why you must work within specific legal regulations and ethical frameworks for the craft sector
- K19 why it is important to protect both yourself and others when working with children, young people and vulnerable adults
- K20 the ways in which other freelancers or self-employed individuals in your area deal with current and emerging social concerns and expectations
- K21 the processes for maintaining the relevant policies and procedures and making sure they continue to be effective
- K22 why it is important to agree terms and conditions with your clients/customers and suppliers
- K23 why it is important to take professional advice about contracts and agreements

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- K24 why and when you might apply to patent or copyright your trading name or products
- K25 how to apply for a patent or copyright

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Developed by Creative & Cultural Skills

Version number 2

Date approved February 2013

Indicative review date December 2012

Validity Current

Status Original

Originating organisation Creative & Cultural Skills

Original URN CCSCR59

Relevant occupations Crafts, creative arts and design; Artistic and literary occupations; Blacksmith;

Suite Craft (Generic); Craft (Blacksmithing);

Key words compliance; legal; regulatory; social; ethical; blacksmith; blacksmithing;
