Unit 357 Confirming work meets quality standards in the workplace

9 credits

Level: 3
UAN: **J/503/2743**

Unit aim:
The aim of this unit is to provide you with the necessary skills and knowledge for required to interpret information for quality standards of the work being carried out, implement checks on the quality of work, confirm work meets with quality standards and perform a supervisory role.

*PER – Portfolio evidence reference SO – Site observation OQ – Oral question WQ – Written question WT – Witness testimony
PS – Product supplementary PD – Professional discussion

Assessment criteria that are practical activities are highlighted in bold.

1. Identify quality standards from available information and clearly specify to the people responsible for their implementation.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
1.1 **source and establish quality standards relevant to project requirements**							
1.2 **inform those implementing the standards of the level of quality needed**							
1.3 explain the various types and source of quality standards applicable to the occupational work environment							
1.4 describe the various methods for passing quality standards onto those responsible for their implementation standard work procedures.							

2. Regularly check that work conforms to the design requirements and the specified quality standards.							
You must be able to**:**	***PER**	**SO**	**OQ**	**WQ**	**WT**	**PS**	**PD**
2.1 **locate and inspect work done within the occupational work environment on a regular basis**							
2.2 **compare inspection results against the design requirements to establish conformity with the specified quality standards**							
2.3 explain the methods available to check that the work and resources conforms to the design requirements and specified quality standards.							

3. Identify work that fails to meet the requirements and quality standards, and implement corrective action.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
3.1 **identify work which fails to meet required quality standards**							
3.2 **plan and implement the required action needed to correct work not meeting specified quality standards**							
3.3 explain the techniques and methods used to identify work that has failed to meet quality standards							
3.4 describe the various methods for implementing corrective actions to work which does not meet quality standards.							

4. Regularly inform decision makers about significant variations in quality standards.							
You must be able to:	*PER	SO	OQ	WQ	WT	PS	PD
4.1 **advise decision makers on corrections undertaken using suitable formats that comply with organisational procedures**							
4.2 describe the methods used to inform decision makers about significant variations in quality standards							
4.3 explain when action should be taken on typical variations in quality standards relative to the occupational work environment.							

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Declaration

I confirm that the evidence supplied for the above unit is authentic and a true representation of my own work. The work logged is my own work carried out during my normal work duties.

Candidate name:	
Candidate signature:	
Date:	

I confirm that this candidate has achieved all the requirements of this unit with the evidence listed. Assessment was conducted under the specified conditions and context, and is valid, authentic, reliable, current and sufficient.

Assessor name:	
Assessor signature:	
Date:	

IQA name:	
IQA signature:	
Date:	