

Overview

This Standard is about understanding your role on each project and how it relates to other roles and departments. How you carry out your work in a productive way and respond positively to changing requirements and circumstances. You must also keep up-to-date with changes in industry practice.

Performance criteria

- You must be able to:*
- 1 manage your own time and contribution making sure your work has a positive effect on others involved
 - 2 ensure your work is delivered on time and meets the brief
 - 3 exchange knowledge and skills with others you work with and ask for help when you need it
 - 4 interpret problems and find solutions to best achieve desired outputs
 - 5 share work with others when appropriate and constructively use feedback to revise work when required
 - 6 remain flexible, adaptable and positive to new directions, creative requirements and technical developments
 - 7 identify when changes requested by others will have an adverse effect on budget, timescales, end result or other parts of the work and communicate this in an appropriate manner
 - 8 store and provide work to others in an appropriate manner for the job and the organisation in which you are working
 - 9 maintain confidentiality of sensitive information in line with organisational procedures and data protection requirements
 - 10 seek help or advice when limitations in your knowledge or expertise will impact on schedule, budget or quality
 - 11 keep up to date with emerging practice and changes in software and associated technology
 - 12 develop an ethos to learn and seek out learning and networking opportunities, identifying those that will be most beneficial to you

Knowledge and understanding

You need to know and understand: 1 the design requirements

2 the pipeline or workflow and how your role and the roles of others fit into it

3 how your role and responsibilities may need to change to handle the different requirements of different pieces of work

4 the implications of your decisions on the budgets and resources with which you are involved

5 the brief for the work and how to interpret requirements and parameters

6 how and when to ask questions to improve your practice

7 how to react appropriately and deal with negative comments and additional requests

8 how to adapt workflow or pipelines and plan solutions to deal with the unexpected

9 how to work as part of a team

10 how to identify when previous ideas or work can be reused or adapted

11 how to store work

12 the implications of current legislation and regulations covering data protection

13 how to use online resources to learn tips and find out what others are doing

14 how to constructively query and challenge others' decisions and when it is appropriate to do so

15 the limitations of the software you use both in what you do and where you can work

16 sources of information about developments in the industry

17 available networking and learning opportunities and how to access them

Work effectively in the creative industries

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