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| Title | **Observe code of conduct** |
| Level | **4** | **Credits** | **4** |

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| Purpose | This competency standard covers the skills and knowledge required to identify TVET requirements in relation to own job role, maintain professional approach to assessment, and protect and prevent the misuse of confidential information. |

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| Classification ISCED | 0115 Assessor training |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **A1**. Identify TVET requirements in relation to own job role | **Assessor be able to:** 1. Apply knowledge of policies and principles of competency-based assessment to own job performance
2. Carry out assessment duties according to job role requirements and Assessor Code of Professional Practice
3. Exercise job role authority within scope of work
4. Participate in moderation and validation activities as required by job role
 | **Assessor will know and understand:**1. Policies and principles of competency-based assessment in Pakistan TVET system
2. Job description, assessor role requirements andAssessor Code of Professional Practice
3. Assigned scope of work
4. Moderation and validation activities
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| **A2**. Maintain professional approach to assessment | Assessor will be able to:P1. Maintain professional boundaries between candidate and self during assessment activitiesP2. Use available resources, systems and support for assessment purposes onlyP3. Maintain ethical boundaries between personal gain and assessment property information**P4.** Strive proactively for high standards of performance and behavior as an assessor1. Demonstrate correct application of evidence requirements to job role when making assessment decisions
2. Apply knowledge of a safe work environment to ensure assessment activities are safely conducted at all times
 | Assessor will know and understand:K1. Professional boundaries between work and personal activitiesK2 Ethical boundaries (taking ownership) against personal/financial gain/bribery/ misuse of company property or information.K3. Assessor performance and behaviour standards. Requirements for assessment decision making as an assessor1. Safe work environment requirements for assessment
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| **A3**. Protect and prevent the misuse of confidential information | Assessor will be able to:P1. Maintain confidentiality of customers, colleagues and company information P2. Observe the code of professional practice for protection of confidential information.P3. Identify misuse of confidential information and report to appropriate persons. | **Assessor will know and understand:****K1**. Importance of maintaining confidentiality of information and requirements for protection of confidentiality **K2**. Code of professional practice and Assessor professional ethics **K3.** Breaches of confidentiality including unauthorised use of copyright material and their consequences |