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| Title | **Exhibit duties and rights at the workplace** |
| Level | **2** | **Credits** | **3** |

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| Purpose | The competency standard is designed to develop code of ethics and professional conduct, improve planning capabilities, and enhance awareness to provision of applicable territorial business / employment related rights at workplace. |

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| Classification ISCED | 0611 Computer use |

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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: Demonstrate Ethics and Professional Conduct** | **Trainee will be able to:****P1**. Maintain the mandatory standard for Responsibility, Respect, Fairness, and Honesty against the applicable territorial laws. | **Trainee will be able to:****KI.** Take ownership for the decisions/actions s/he makes or fails to make and their consequences. (Role Play)**K2.** Highlight high regard for resources entrusted to him/her. Including subordinates, tangible assets (equipment’s), company profile.**K3.** Make decisions and act impartially/objectively free from self- interest. (Quantified Self-assessment can be performede.g. case studies.) Areas like conflict of interest**K4.** Explain the truth and act in truthful manner in conduct/communication. Daily attendance enrolment on register. |

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| **A2:****Plan business-process activities** | **Trainee will be able to:****P1.** Plan tasks, their scheduling, define milestones, and learn optimal utilization of resources. | **Trainee will be able to:****K1.** Provide due assistance to in-line manager e.g. coordinating recurring meetings, intimate resource availability, create and keep documentations, validate applicable company defined standards.**K2.** Describe activities, e.g. Apply specific life cycle methodologies – (Requirement gathering, design solution, prototype, testing, documentations)**K3.** Estimate time, e.g. hour’s calculations for an activity; consider calendar year official leaves, company working timings.**K4.** Breakdown work, divide module in smaller and more manageable components e.g.; testing a drawing may have components like interface, coordinates, and render cases.**K5.** Level resource due to work load, e.g.; calculations of leisure hours of a worker. |
| **A3:****Create awareness about rights** | **Trainee will be able to:****P1.** Accurately recognize the aspirational requirements of human rights in employment context. | **Trainee will be able to:****K1.** List the policies, rules/regulations that govern the work and workplace.**K2.** Report illegal conduct or illegitimate action to concerned management.**K3.** Protect propriety or confidential information. (Intellectual Property Rights, Copy Rights). |