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| Title | **Perform duties and exercise rights at the workplace** | | |
| Level | **2** | **Credits** | **6** |

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| Purpose | The competency standard is designed to develop code of ethics and professional conduct, improve planning capabilities, and 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:**  **Display 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:  K1. Understand how to make decisions & learn the consequences based on those decisions.  K2. Highlight main resources entrusted, including subordinates, tangible assets (equipment’s), company profile.  K3. Learn to act objectively interest-free. (Quantified Self- assessment can be performed e.g. case studies.) Areas like conflict of interest  K4. Learn to act in truthful manner in communication. e.g. 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: Be aware of Rights** | **Trainee will be able to:**  **P1.** Recognize accurately the inspirational requirements of human rights in employment context. | **Trainee will be able to:**  K1. List the policies, rules/regulations that control the work and workplace.  K2. Report illegal conduct or illegitimate action to appropriate management at work place.  K3. Protect propriety or confidential information. (Intellectual Property Rights, Copy Rights). |