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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 interestK4. 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). |