|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Develop professionalism** | | |
| Level | **2** | **Credits** | **3** |

|  |  |
| --- | --- |
| Purpose | This Competency Standard identifies the competencies required to develop professionalism at workplace by an architect in accordance with the organization’s approved guidelines and procedures. You will be expected to perform communication in an architectural organization, upgrade professional skills, work in a team and apply health and safety at workplace. Your underpinning knowledge regarding management of Architectural Project will be sufficient to provide you the basis for your work. |

|  |  |
| --- | --- |
| Classification ISCED | 0732 Building and civil engineering |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

| **Unit of Competency** | **Performance Criteria** | **Knowledge** | **Tools & Equipment** |
| --- | --- | --- | --- |
| E1. Communicate in an architectural organization | You will be able to:   1. Communicate with supervisor following communication procedure 2. Communication with other departments following communication procedure   P3. Use media to communicate effectively (e.g: email, telephone etc) | You will be able to:   1. Identify factors required to communicate effectively and precisely within organisation.   K2. Justify the appropriate use of electronic and relative media as per need | * Computer * Internet facility * Telephone |
| E2. Upgrade professional skills | You will be able to:   1. Participate in Skill test for professional development 2. Attend seminars / workshops related to architectural developments 3. Perform market research for professional growth 4. Adopt upcoming market trends in architectural field | You will be able to:   1. Identify the need of skills sets by getting involved in seminars, workshops and competitions. 2. Describe the importance of and carry out market research. 3. Describe the importance of and adopt changing market trends | Computer, internet facility |
| E3. Work in a team | You will be able to:   1. Demonstrate good team skills including  * Cooperation/coordination * Work ethics * Etiquettes/manners  1. Carry an appropriate appearance at workplace 2. Show comfort and tolerance at workplace   **P4.** Present and observe good work ethics at workplace | You will be able to:   1. Identify the importance of being a good team player including  * Cooperation/coordination * Work ethics * Etiquettes/manners   **K2.** Identify the importance of carrying an appropriate appearance in workplace  **K3.** Describe the importance of showing comfort and tolerance at workplace  **K4.** Describe the importance of observing good work ethics at workplace | Computer, internet facility |
| E4. Apply health and safety precautions | You will be able to:  **P1**. Follow safety precautions for different types of tools and equipment  **P2**. Follow operating instructions to use tools properly  **P3**. Use following protective measures while working on computer   * Protective screen * Maintain position/posture and distance from monitor * Ergonomics | You will be able to:  **K1.** Describe the importance of following safety precautions necessary to use different types of tools and equipment  **K2**. Define the importance to follow operating instructions given for tools  **K3**. Describe the importance of ergonomics in using computers | Computer, Personal protective equipment (PPE) including Hand rest,  foot rest, back rest adjustable chairs, proper  lighting in the  room, screen  filters, adjustable  keyboard and  mouse etc |