

## EMPLOYABILITY SKILLS

**UNIT CODE:** AQ/CU/AM/BC/05/4/B

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate employability skills

**Duration of Unit:** 30 hours

### Unit Description

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating critical safe work habits, demonstrating workplace learning and workplace ethics.

### Summary of Learning Outcomes

1. Conduct self-management
2. Demonstrate critical safe work habits
3. Demonstrate workplace learning
4. Demonstrate workplace ethics

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Conduct self-management	<ul style="list-style-type: none"><li>• Self-awareness</li><li>• Formulating personal vision, mission and goals</li><li>• Strategies for overcoming life challenges</li><li>• Emotional intelligence</li><li>• Assertiveness</li><li>• Expressing personal thoughts, feelings and beliefs</li><li>• Developing and maintaining high self-esteem</li><li>• Developing and maintaining positive self-image</li><li>• Articulating ideas and aspirations</li><li>• Accountability and responsibility</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Written</li><li>• Oral interview</li><li>• Third party report</li></ul>

	<ul style="list-style-type: none"> <li>• Good work habits</li> <li>• Self-awareness</li> <li>• Self-development</li> <li>• Financial literacy</li> <li>• Healthy lifestyle practices</li> </ul>	
2. Demonstrate critical safe work habits	<ul style="list-style-type: none"> <li>• Stress and stress management</li> <li>• Punctuality and time consciousness</li> <li>• Interpersonal communication</li> <li>• Sharing information</li> <li>• Leisure</li> <li>• Integrating personal objectives into organizational objectives</li> <li>• Resources utilization</li> <li>• Setting work priorities</li> <li>• HIV and AIDS</li> <li>• Drug and substance abuse</li> <li>• Handling emerging issues</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Written</li> <li>• Oral interview</li> <li>• Third party report</li> </ul>
3. Demonstrate workplace learning	<ul style="list-style-type: none"> <li>• Personal training needs identification and assessment</li> <li>• Managing own learning</li> <li>• Contributing to the learning community at the workplace</li> <li>• Cultural aspects of work</li> <li>• Variety of learning context</li> <li>• Application of learning</li> <li>• Safe use of technology</li> <li>• Identifying opportunities</li> <li>• Workplace innovation</li> <li>• Performance improvement</li> <li>• Handling emerging issues</li> <li>• Future trends and concerns in learning</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Oral interview</li> <li>• Written</li> <li>• Third party report</li> </ul>
4. Demonstrate workplace ethics	<ul style="list-style-type: none"> <li>• Meaning of ethics</li> <li>• Ethical perspectives</li> <li>• Principles of ethics</li> <li>• Values and beliefs</li> </ul>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Oral interview</li> <li>• Written</li> <li>• Third party report</li> </ul>

	<ul style="list-style-type: none"> <li>• Ethical standards</li> <li>• Organization code of ethics</li> <li>• Common ethical dilemmas</li> <li>• Organization culture</li> <li>• Corruption, bribery and conflict of interest</li> <li>• Privacy and data protection</li> <li>• Diversity, harassment and mutual respect</li> <li>• Financial responsibility/accountability</li> <li>• Etiquette</li> <li>• Personal and professional integrity</li> <li>• Commitment to jurisdictional laws</li> <li>• Emerging issues in ethics</li> </ul>	
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### **Suggested Methods of Delivery**

- Instructor lead facilitation of theory
- Demonstrations
- Simulation/Role play
- Group Discussion
- Presentations
- Projects
- Case studies
- Assignments

### **Recommended Resources**

- Computers
- Stationery
- Charts
- Video clips
- Audio tapes
- Radio sets
- TV sets
- LCD projectors