

APPLY EMPLOYABILITY SKILLS

UNIT CODE: CON/OS/BUT/BC/03/5/A

UNIT DESCRIPTION

This unit covers competencies required to apply employability skills. It involves competencies for developing self-awareness and dealing with everyday life challenges; applying critical safe work habits and applying leadership skills in a workplace team; planning and organizing workplace activities; applying learning, creativity and innovativeness in workplace functions; maintaining professional growth and managing time effectively in the workplace.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Develop self-awareness in workplace.</p>	<p>1.1 Personal vision, mission and goals are formulated based on potential and in relation to organization objectives.</p> <p>1.2 Emotions are managed as per workplace requirements.</p> <p>1.3 Thoughts, feelings and beliefs are expressed in direct, honest and appropriate ways.</p> <p>1.4 Individual performance is evaluated and monitored according to the agreed targets.</p> <p>1.5 Assertiveness is developed and maintained based on the requirements of the job.</p> <p>1.6 Own ideas and visions that generates excitement, enthusiasm and commitment are articulated.</p> <p>1.7 Accountability and responsibility for own actions are applied.</p> <p>1.8 Self-esteem and a positive self-image is developed and maintained.</p>
<p>2. Apply critical safe work habits for employees in the workplace.</p>	<p>2.1 Stress management techniques are applied at the workplace</p> <p>2.2 Punctuality is applied in line with workplace policy.</p> <p>2.3 Personal objectives are integrated with organizational goals</p>

	<p>2.4 Work priorities are set and met in according to workplace procedures.</p>
<p>3. Apply leadership skills in workplace</p>	<p>3.1 Team parameters and relationships are identified and applied according to set rules and regulations.</p> <p>3.2 Individual responsibilities are identified and applied in accordance with work procedures.</p> <p>3.3 Effective and appropriate forms of communication in a team are applied according to work place procedures.</p> <p>3.4 Team building activities are planned for and carried out in line with organization policy.</p> <p>3.5 Conflicts are resolved between team members in line with organization rules and regulations.</p>
<p>4. Plan and organize workplace activities.</p>	<p>4.1 Work schedules are developed for accomplishing given tasks within the set time lines and based on workplace policy.</p> <p>4.2 Clear project goals are established according to company set policies and regulations.</p> <p>4.3 Resources are mobilized, allocated and utilized to meet project goals</p> <p>4.4 Work activities are monitored and evaluated in line with organization procedures.</p>
<p>5. Maintain professional growth and development in the workplace.</p>	<p>5.1 Personal training needs are identified and done in line with the requirements of the job.</p> <p>5.2 Training and career opportunities are identified and applied based on job requirements.</p> <p>5.3 Resources for training are mobilized and allocated based organizations skills needs.</p> <p>5.4 Licensees and certifications relevant to job and career are obtained and renewed.</p>

	<p>5.5 <i>Personal growth</i> is pursued towards improving the qualifications set for the profession.</p> <p>5.6 Work priorities and commitments are managed based on requirement of the job and workplace policy.</p> <p>5.7 Recognitions are sought as proof of career advancement in line with professional requirements.</p>
6. Apply learning, creativity and innovativeness in the workplace	<p>6.1 Time and effort is invested in learning new skills-based job requirements.</p> <p>6.2 Willingness to learn in different context is applied based on available learning opportunities arising in the workplace.</p> <p>6.3 Learning opportunities are sought and taken based on job requirement and in line with organization policy.</p> <p>6.4 Learning is applied in both technical and non-technical aspects based on requirements of the job.</p> <p>6.5 Range of basic IT skills is applied based on requirements of the job.</p> <p>6.6 Awareness of Occupational Health and Safety procedures are applied in use of technology in the workplace.</p> <p>6.7 Initiative is taken to create more effective and efficient processes and procedures in line with workplace policy.</p>

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Range	Variable
1. Feedback may include but not limited to:	<ul style="list-style-type: none"> • Verbal • Written • Informal • Formal

2. Relationships may include but not limited to:	<ul style="list-style-type: none"> • Man/Woman • Trainer/trainee • Employee/employer • Client/service provider • Husband/wife • Boy/girl • Parent/child • Sibling relationships
3. Forms of communication may include but not limited to:	<ul style="list-style-type: none"> • Written • Visual • Verbal • Non verbal • Formal and informal
4. Team may include but not limited to:	<ul style="list-style-type: none"> • Small work group • Staff in a section/department • Inter-agency group
5. Personal growth may include but not limited to:	<ul style="list-style-type: none"> • Growth in the job • Career mobility • Gains and exposure the job gives • Net workings • Benefits that accrue to the individual as a result of noteworthy performance
6. Personal objectives may include but not limited to:	<ul style="list-style-type: none"> • Long term • Short term • Broad • Specific
7. Trainings and career opportunities may include but not limited to	<ul style="list-style-type: none"> • Participation in training programs • Technical • Supervisory • Managerial • Continuing Education • Serving as Resource Persons in conferences and workshops
8. Resource may include but not limited to:	<ul style="list-style-type: none"> • Human • Financial • Hardware • Software
9. Innovation may include but not limited to:	<ul style="list-style-type: none"> • New ideas • Original ideas • Different ideas • Methods/procedures

	<ul style="list-style-type: none"> • Processes • New tools
10. Emerging issues may include but not limited to:	<ul style="list-style-type: none"> • Terrorism • Social media • National cohesion • Open offices
11. Range of media for learning may include but not limited to:	<ul style="list-style-type: none"> • Mentoring • peer support and networking • IT and courses

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Critical thinking
- Observation
- Organizing
- Negotiation
- Monitoring
- Evaluation
- Record keeping
- Problem solving
- Decision Making
- Resource utilization
- Resource mobilization

Required Knowledge

The individual needs to demonstrate knowledge of:

- Work values and ethics
- Company policies
- Company operations, procedures and standards
- Occupational Health and safety procedures
- Fundamental rights at work
- Personal hygiene practices
- Workplace communication
- Concept of time
- Time management

- Decision making
- Types of resources
- Work planning
- Resources and allocating resources
- Organizing work
- Monitoring and evaluation
- Record keeping
- Leadership
- Safe work habits
- Professional growth and development
- Technology in the workplace
- Emerging issues
- Social media
- Terrorism
- National cohesion

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the learner:</p> <ul style="list-style-type: none"> 1.1 Evaluated and monitored Individual performance according to the agreed targets. 1.2 Managed stress at the workplace in accordance with workplace procedures. 1.3 Applied punctuality and time consciousness in line with workplace policy. 1.4 Applied values required in problem solving process at the work place 1.5 Pursued personal growth towards improving the qualifications set for the profession. 1.6 Applied learning in both technical and non-technical aspects based on requirements of the job.
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to relevant workplace where assessment can take place 2.2 Appropriately simulated environment where assessment can take place
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Oral questioning 3.2 Portfolio of evidence 3.3 Third Party Reports 3.4 Written tests

4. Context of Assessment	Competency may be assessed in workplace or in a simulated workplace setting
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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