EMPLOYABILITY SKILLS

UNIT CODE: CON/CU/CAJ/BC/05/4/A

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	• Self-awareness • Formulating personal vision, mission and goals • Strategies for overcoming life challenges • Emotional intelligence • Assertiveness • Expressing personal thoughts, feelings and beliefs • Developing and maintaining high self-esteem • Developing and maintaining positive self-image • Articulating ideas and aspirations • Accountability and responsibility • Good work habits	• Written tests • Oral questioning • Portfolio of evidence • Third party report

	• Self-awareness • Self-development • Financial literacy • Healthy lifestyle practices	
2. Demonstrate critical safe work habits	• Stress and stress management • Punctuality and time consciousness • Interpersonal communication • Sharing information • Leisure • Integrating personal objectives into organizational objectives • Resources utilization • Setting work priorities • HIV and AIDS • Drug and substance abuse • Handling emerging issues	• Written tests • Oral questioning • Portfolio of evidence • Third party report
3. Demonstrate workplace learning	• Personal training needs identification and assessment • Managing own learning • Contributing to the learning community at the workplace • Cultural aspects of work • Variety of learning context • Application of learning • Safe use of technology • Identifying opportunities • Workplace innovation • Performance improvement • Handling emerging issues • Future trends and concerns in learning	• Written tests • Oral questioning • Portfolio of evidence • Third party report
4. Demonstrate workplace ethics	• Meaning of ethics • Ethical perspectives • Principles of ethics • Values and beliefs • Ethical standards • Organization code of ethics • Common ethical dilemmas	• Written tests • Oral questioning • Portfolio of evidence • Third party report

	• Organization culture	
	• Corruption, bribery and conflict of interest	
	• Privacy and data protection	
	• Diversity, harassment and mutual respect	
	• Financial responsibility/accountability	
	• Etiquette	
	• Personal and professional integrity	
	• Commitment to jurisdictional laws	
	• Emerging issues in ethics	

Suggested Methods of Instruction
- Simulation/Role play
- Group Discussion
- Presentations
- Q&A
- Case studies
- Assignments

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