DEMONSTRATE EMPLOYABILITY SKILLS

UNIT CODE: DA/OS/FM/BC/05/3/B

UNIT DESCRIPTON

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.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. *Bold and italicized terms are elaborated in the Range*
1. Conduct self-management	1.1 Personal vision, mission and goals are formulated based on potential and in relation to organization objectives 1.2 Emotional intelligence is demonstrated as per workplace requirements. 1.3 Individual performance is evaluated according to the agreed targets. 1.4 Assertiveness is developed and maintained based on the requirements of the job. 1.5 Accountability and responsibility for own actions are demonstrated based on workplace instructions. 1.6 Self-esteem and a positive self-image are developed and maintained based on values. 1.7 Time management, attendance and punctuality are observed as per the organization policy. 1.8 Goals are managed as per the organization's objectives 1.9 Self-strengths and weaknesses are identified based on personal objectives

2. Demonstrate critical safe work habits	2.1. Stress is managed in accordance with workplace policy.
	2.2. Punctuality and time consciousness is demonstrated in line with workplace policy.
	2.3. Personal objectives are integrated with organization goals based on organization's strategic plan.
	2.4. **Resources** are utilized in accordance with workplace policy.
	2.5. Work priorities are set in accordance to workplace goals and objectives.
	2.6. Leisure time is recognized and utilized in line with personal objectives.
	2.7. **Drugs and substances of abuse** are identified and avoided based on workplace policy.
	2.8. HIV and AIDS prevention awareness is demonstrated in line with workplace policy.
	2.9. Safety consciousness is demonstrated in the workplace based on organization safety policy.
	2.10. **Emerging issues** are identified and dealt with in accordance with organization policy.
3. Demonstrate workplace learning	3.1 Learning opportunities are sought and managed based on job requirement and organization policy.
	3.2 Improvement in performance is demonstrated based on courses attended.
	3.3 Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job
	3.4 Time and effort is invested in learning new skills based on job requirements
	3.5 Initiative is taken to create more effective and efficient processes and procedures in line with workplace policy.
	3.6 New systems are developed and maintained in accordance with the requirements of the job.
	3.7 Awareness of personal role in workplace **innovation** is demonstrated based on requirements of the job.
4. Demonstrate workplace ethics	4.1 Policies and guidelines are observed as per the workplace requirements

	4.2 Self-worth and professionalism is exercised in line with personal goals and organizational policies
	4.3 Code of conduct is observed as per the workplace requirements
	4.4 Integrity is demonstrated as per legal requirement

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. Drug and substance abuse may include but not limited to:	Commonly abused • Alcohol • Tobacco • Miraa • Over-the-counter drugs • Cocaine • Bhang • Glue
2. Feedback may include but not limited to:	• Verbal • Written • Informal • Formal
3. Team may include but not limited to:	• Small work group • Staff in a section/department • Inter-agency group
4. Innovation may include but not limited to:	• New ideas • Original ideas • Different ideas • Methods/procedures • Processes • New tools
5. Emerging issues may include but not limited to:	• Terrorism • Social media • National cohesion

	• Open offices

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
- Record keeping
- Problem solving
- Decision Making
- Resource utilization

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
- Organizing work
- Record keeping
- Workplace problems and how to deal with them
- Assertiveness
- Team work

- HIV and AIDS
- Drug and substance abuse
- Safe work habits
- Professional growth and development
- Technology in the workplace
- Innovation
- 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.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Conducted self-management 1.2 Demonstrated critical safe work habits 1.3 Demonstrated workplace learning 1.4 Demonstrated workplace ethics
2. Resource Implications	The following resources should be provided: 2. 1 Access to relevant workplace where assessment can take place 2. 2 Appropriately simulated environment where assessment can take place
3. Methods of Assessment	Competency in this unit may be assessed through: 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: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.