

EMPLOYABILITY SKILLS

UNIT CODE: ENG/CU/EI/BC/04/4/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	<ul style="list-style-type: none"><input type="checkbox"/> Self-awareness<input type="checkbox"/> Formulating personal vision, mission and goals<input type="checkbox"/> Strategies for overcoming life challenges<input type="checkbox"/> Emotional intelligence<input type="checkbox"/> Assertiveness<input type="checkbox"/> Expressing personal thoughts, feelings and beliefs<input type="checkbox"/> Developing and maintaining high self-esteem<input type="checkbox"/> Developing and maintaining positive self-image<input type="checkbox"/> Articulating ideas and aspirations<input type="checkbox"/> Accountability and responsibility<input type="checkbox"/> Good work habits<input type="checkbox"/> Self-awareness	<ul style="list-style-type: none"><input type="checkbox"/> Observation<input type="checkbox"/> Written<input type="checkbox"/> Oral interview<input type="checkbox"/> Third party report

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

	<input type="checkbox"/> Corruption, bribery and conflict of interest <input type="checkbox"/> Privacy and data protection <input type="checkbox"/> Diversity, harassment and mutual respect <input type="checkbox"/> Financial responsibility/accountability <input type="checkbox"/> Etiquette <input type="checkbox"/> Personal and professional integrity <input type="checkbox"/> Commitment to jurisdictional laws <input type="checkbox"/> Emerging issues in ethics	
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Suggested Methods of Delivery

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

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Recommended Resources

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