DEMONSTRATE EMPLOYABILITY SKILLS

UNIT CODE: HOS/OS/FP/BC/05/3

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 Emotions are handled as per workplace requirements 1.3 Assertiveness is developed and maintained based on the requirements of the job. 1.4 Accountability and responsibility for own actions are demonstrated. 1.5 Self-esteem and a positive self-image are developed and maintained. 1.6 Time management, attendance and punctuality are observed as per the organization policy. 1.7 Interpersonal communication demonstrated 1.8 Information is shared as per communication structure
2. Demonstrate critical safe work habits	2.1 Stress is managed in accordance with workplace procedures. 2.2 Punctuality and time consciousness is demonstrated in line with workplace policy. 2.3 *Feedback* on performance is collected based on established *team* learning process 2.4 Abstinence from *drug and substance abuse* is observed as per workplace policy. 2.5 Awareness of HIV and AIDS is demonstrated in line with workplace requirements.

		2.6 Safety consciousness is demonstrated in the workplace based on organization safety policy.
		2.7 *Emerging issues* are dealt with in accordance with organization policy.
3. Demonstrate workplace learning		3.1 Personal training needs are identified in line with the requirements of the job
		3.2 Learning opportunities are identified based on job requirement and in line with organization policy.
		3.3 Contribution to the learning community at the workplace is carried out.
		3.4 Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job
		3.5 Enthusiasm for ongoing learning is demonstrated
		3.6 Willingness to learn in different context is demonstrated based on available learning opportunities arising in the workplace.
		3.7 Awareness of personal role in workplace *innovation* is demonstrated.
4. Demonstrate workplace ethics		4.1 Policies and guidelines are observed as per the workplace requirements
		4.2 Self-worth and profession is exercised in line with personal goals and organizational policies
		4.3 Code of conduct is observed as per the workplace requirements
		4.4 Commitment to jurisdictional laws is demonstrated as per the workplace requirements

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* include but not limited to:	Commonly abused • Alcohol • Tobacco • Miraa • Over-the-counter drugs • Cocaine • Bhang

		• Glue
2. *Feedback* includes but not limited to:		• Verbal • Written • Informal • Formal
3. *Team* include but not limited to:		• Small work group • Staff in a section/department • Inter-agency group
4. *Innovation* include but not limited to:		• New ideas • Original ideas • Different ideas • Methods/procedures • Processes • New tools
5. *Emerging issues* 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:
- Personal hygiene practices
- Intra and Interpersonal skills
- Communication skills
- Knowledge management
- Interpersonal skills
- Critical thinking skills
- Observation skills
- Organizing skills
- Negotiation skills
- Monitoring skills
- Evaluation skills
- Record keeping skills
- Problem solving skills

- Decision Making skills
- Resource utilization skills
- Resource mobilization skills

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
- Workplace problems and how to deal with them
- Negotiation
- Assertiveness
- Team work
- Gender mainstreaming
- HIV and AIDS
- Drug and substance abuse
- Leadership
- Safe work habits
- Professional growth and development
- Technology in the workplace
- Learning
- Creativity
- Innovation
- Emerging issues
  - Social media
  - Terrorism

        o   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 Case studies/scenarios
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Oral Interview 3.2 Observation 3.3 Third Party Reports 3.4 Written
4. Context of Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.