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| Title | **Develop professionalism** | | |
| Level | **2** | **Credits** | **20** |

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| Purpose | The competency standard is designed to differentiate professionalism and being professional. This way of being is made up of appearance, manner, communication, interacting, attitudes, approach, skills and openness to grow. Professionalism is a combination of taught aspects, like knowledge and skills, and learning gained through experience. |

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| Classification ISCED | 0213 Fine arts |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **H1 - Communicate with Co- Workers** | **Trainee will be able to :**  **P1.** Communicate within a department.  **P2.** Communication with other departments.  **P3.** Dealing with vendors.  **P4.** Interaction with other organisations.  **P5.** Using various media to communicate effectively. | **Trainee will be able to :**  **K1.** Identify factors required to communicate effectively and precisely within same organisation.  **K2.** Explain elements required to deal with vendors and the other organisations.  **K3.** Justify the appropriate use of electronic and relative media as per need |
| **H2 - Manage Time** | **Trainee will be able to:**  **P1.** Manage time to complete the assigned work.  **P2.** Manage workload as per task.  **P3.** Meet the specific deadlines.  **P4.** Handle time division with co-workers. | **Trainee will be able to :**  **K1.**Identify the importance of time division and allocation according to task priorities, involving management and co- workers. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **H3 - Upgrade Skills** | **Trainee will be able to : P1.** Participate in Skill test.  **P2.** Attend seminars / workshops.  **P3.** Involve in competitions time to time.  **P4.** Perform market research.  **P5.** Analyse upcoming market trends. | **Trainee will be able to :**  **K1.** Describe the importance of trends and market research.  **K2.** Identify the need of skills sets by getting involved in seminars, workshops and competitions. |
| **H4 - Keep the workplace clean** | **Trainee will be able to :**  **P1.** Keep their workplace organised.  **P2.** Ensure clean working environment. | **Trainee will be able to :**  **K1.** Describe the importance of clean and organised workplace. |
| **H5 - Work in a team** | **Trainee will be able to :**  **P1.** Demonstrate good team skills. **P2.** Carry an appropriate appearance. **P3.** Show comfort and tolerance.  **P4.** Present and observe good work ethics. | **Trainee will be able to :**  **K1.** Identify the importance of being a good team player. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **H6. Health and Safety** | **Trainee will be able to :**  **P1.** Store all flammables in proper safe place  **P2.** Ensure the proper ventilation of the workplace  **P3.** Perform spray application in a paint spray booth or other locally exhausted hood  **P4.** Motivate peers in case of any emergency  **P5.** Arrange for explosion proof portable lights  **P6.** Follow safety precautions for different types of tools and equipment  **P7.** Follow operating instructions to operate tools properly  **P8.** Identify location of hazardous materials in the workplace  **P9.** Sterilise tools after use  **P10.** Wear protective clothing before starting the taske.g   * Gloves * Aprons * Protective goggles * Mask, etc | **Trainee will be able to :**  **K1.**Identify the materials which can caught fire  **K2.** Explain the importance of using spray booths for spraying  **K3.** Classify emergency situations  **K4.** Define the importance of following operating instructions given for tools  **K5.** Explain the procedure of sterilisation |