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| Title | **Legal and ethical aspects** |
| Level | **4** | **Credits** | **5** |

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| Purpose | The aim of this module is to develop Code of Ethics and Professional Conduct, improve Planning Capabilities, and Awareness to Provision of applicable territorial Taxation / Business / Employment Rights for duties & rights at workplace. |

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| Classification ISCED | 0414 Marketing and advertising |

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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** |
| **E 1: Ethics and Professional Conduct** | * 1. To be on time
	2. Complete assigned task in time.
	3. Use official equipments exclusively for official purpose
	4. Help co-workers without being asked
	5. Implement defined SOP
	6. Refrain to make lame excuses
	7. Handle small stuff
 | * 1. Knowledge pertains to penalty/rewards for the decisions/actions s/he make or fail to make and their consequences.
	2. Explain high regard for resources entrusted to s/he.

Including subordinates, tangible assets (equipment’s), company profile.* 1. Skill how to make decisions and act impartially/objectively free from self interest. (Quantified Self assessment can be performed e.g. case studies/white papers.) Areas like Conflict of Interest
	2. Knowledge about truth and act in truthful manner in conduct/communication. E.g. daily attendance enrolment on register, “What you say is what you did”
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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E 2: Planning of Business-process activities** | * 1. Identify Business process tasks
	2. Maintain Schedule to perform identified Business process tasks

**P- 3** Set Milestones from those tasks**P-4** Apply optimal utilization of resources | * 1. Explain due assistance to in-line manager e.g. coordinating recurring meetings, intimate resource availability, create and keep documentations, validate applicable company defined standards.
	2. Describe activities, e.g. specific life cycle methodologies – (Requirement gathering, design solution, prototype, testing, documentations)
	3. Elaborate estimate time, i-e. hours calculations for an activity, consider calendar year official leaves, company working timings.
	4. Explain work breakdowns, divide module in smaller and more manageable components. E.g. testing a product may have components like interface, performance, and test cases.
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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E 3: Awareness to Rights** | * 1. Perform whistle blowing
	2. To document case in Ombudsman situation
	3. Lodge case in relevant court
 | * 1. Know about ourselves and uphold the policies, rules/regulations that governs the work and workplace.
	2. Knowledge regarding illegal conduct or illegitimate action to appropriate management.
	3. Information about to Protect propriety or confidential information. (Intellectual Property Rights, Patent, Trademark, Copy Rights, Consumer Protection, Data Protection Act).
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