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| Title | **Exhibit duties and rights at the workplace** |
| Level | **3** | **Credits** | **5** |

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| Purpose | These competency standards will ensure that the trainee will be competent to develop code of ethics and professional conduct, improve planning capabilities, and awareness to provision of employment rights. |

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| Classification ISCED | 0611 Computer use |

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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 |
| **I1**: Learn to improve Ethics and professional conduct | **P1**: Perform the mandatory standard for Responsibility, Respect, Fairness, & Honesty | **K1**: Observe the role play of responsibility to take ownership for the decisions and actions which can cause the consequences.**K2**: Learn the accountability, subordinates, tangible, and assets.**K3:** Learn the responsibility to make decisions through case studies & white papers.**K4:** Understand the truth and act in truthful manner in conduct and communication |
| **I2:** Learn to plan the business process activities | **P1:** Define milestones, and learn optimal utilization of resource**P2:** Provide assistance to in-line manager**P3:** Create and keep documentations**P4:** Validate applicable company defined standards**P5:** Define daily activities | **K1**: Identification of tasks & their schedule**K2:** Understand the documentation methods |

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|  | **P6:** Achieve work breakdowns, divide module in smaller and more manageable components |  |
| **I3:** Awareness of Rights | **P1:** Report illegal conduct or illegitimate action to appropriate management.**P2:** Protect propriety or confidential information | **K1:** Recognize the aspirational requirements of human rights in employment context**K2:** Get information about policies, rules and regulations that govern the work and workplace |
| **I4:** Understanding of copyrights and piracy | **P1:** Create a policy about what and what cannot be used from internet or other resources | **K1:** Understand the legal right granted to artist’s work**K2:** Understand that unauthorized use or reproduction of copyright or patented material is illegal**K3:** Understanding the royalty free content. |