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| Title | **Develop professionalism** | | |
| Level | **2** | **Credits** | **4** |

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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 | 0714 Electronics and automation |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

| **Competency Unit** | **Performance Criteria** | | | **Knowledge and Understanding** |
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| G1 - Communicate with Co-Workers | Trainee will be able to :   1. Communicate within a department. 2. Communication with other departments. 3. Dealing with vendors. 4. Interaction with other organisations. 5. Using various media to communicate effectively. | | | Trainee will be able to :   1. Identify factors required to communicate effectively and precisely within same organisation. 2. Explain elements required to deal with vendors and the other organisations. 3. Justify the appropriate use of electronic and relative media as per need |
| G2 - Manage Time | | Trainee will be able to:   1. Manage time to complete the assigned work. 2. Manage workload as per task. 3. Meet the specific deadlines. 4. Handle time division with co-workers. | Trainee will be able to :   1. Identify the importance of time division and allocation according to task priorities, involving management and co-workers. | | |
| G3 - Upgrade Skills | | Trainee will be able to :   1. Participate in Skill test. 2. Attend seminars / workshops. 3. Involve in competitions time to time. 4. Perform market research. 5. Analyse upcoming market trends. | Trainee will be able to :   1. Describe the importance of trends and market research. 2. Identify the need of skills sets by getting involved in seminars, workshops and competitions. | | |
| G4 - Keep the workplace clean | | Trainee will be able to :   1. Keep their workplace organised. 2. Ensure clean working environment. | Trainee will be able to :   1. Describe the importance of clean and organised workplace. | | |
| G5 - Work in a team | | Trainee will be able to :   1. Demonstrate good team skills. 2. Carry an appropriate appearance. 3. Show comfort and tolerance. 4. Present and observe good work ethics. | Trainee will be able to :   1. Identify the importance of being a good team player. | | |
| G6. Ensure Health and Safety | | Trainee will be able to :   1. Store all flammables in proper safe place 2. Ensure the proper ventilation of the workplace 3. Check Pattern drums and pattern wheels totally guarded 4. Make sure Isolation equipment fitted according to manufacturer’s instructions 5. Fit Positive feed drive belts with a suitable guard according to given instructions 6. Adjust Electrical interlocking guards to rotating cylinder machines 7. Fit Inching buttons to all machines and readily distinguishable by touch 8. Check Guards are fitted on hose machines where a full cabinet base is not provided 9. Check Drip trays are provided for each machine 10. Make sure Gantry systems of yarn support guarded 11. Confirm Emergency stop buttons are immediately accessible and identifiable 12. Check Creeling operations - musculoskeletal strains and RSI aspects of long term hand or arm movements reduced as much as possible 13. Make sure Safe systems of work for access for threading of yarn are working properly 14. Check Safe system of work for removal of rolls or layers of fabric 15. Verify Half hose and sock machines – safe system of work for removing work from the bin 16. Press offs - wire hook only inserted when machine is stationary 17. Clean Drip trays regularly 18. Ensure Machine handle always left at rest before machine is started 19. Verify Safe system of work in place to prevent operators wearing loose clothing, jewellery, long hair and unsuitable footwear | Trainee will be able to :   1. Identify the materials which can caught fire 2. Classify emergency situations 3. Define the importance of following operating instructions given for tools | | |