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| Title | **Develop professionalism** | | |
| Level | **3** | **Credits** | **4** |

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| Purpose | The competency standard identifies the differences between professionalism and being professional. Being professional means ensuring appearance, manner, communication, interacting, attitudes, approach, skills, and openness to grow are developed. Professionalism is a combination of taught aspects, such as knowledge and skills, and learning gained through experience. |

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| Classification ISCED | 0723 Textiles (clothes, footwear and leather) |

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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** |
| **G1 -** 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. | **You must know and understand:**  **K1.** Effectively communication within and without the organisation.  **K2.** How to deal with vendors and the other organisations.  **K3.** Appropriate use of electronic and relative media when required |
| **G2 -** Manage Time | **Trainee will be able to:**  **P1.** Manage time to complete the assigned work.  **P2.** Manage workload as per task.  **P3.** Check work regularly to ensure accuracy for given task.  **P4.** Handle time division with co-workers. | **You must know and understand:**  **K1.** Importance of managing time according to task priorities, involving management and co-workers |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **G3 -** Upgrade Skills | **Trainee will be able to:**  **P1.** Participate in skill tests  **P2.** Attend seminars / workshops.  **P3.** Participate in competitions time to time.  **P4.** Perform market research.  **P5.** Analyse upcoming market trends. | **You must know and understand:**  **K1.** Importance of trends and market research to work role  **K2.** Development of skill sets over time by way of seminars, workshops and competitions. |
| **G4 -** Keep the workplace clean | **Trainee will be able to:**  **P1.** Keep their workplace organised.  **P2.** Ensure clean working environment. | **You must know and understand:**  **K1.** Requirements of a clean and organised workplace  **K2.** Effective and efficient organisation of work area |
| **G5 -** Work in a team | **Trainee will be able to:**  **P1.** Show the good team skills.  **P2.** Take an appropriate appearance.  **P3.** Show comfort and tolerance.  **P4.** Present and observe good work ethics. | **You must know and understand:**  **K1.** Importance of being a good team player  **K2.** Workplace requirements for dress and appearance  **K3.** Work ethics of the workplace |