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| Title | **Develop professionalism** | | |
| Level | **2** | **Credits** | **7** |

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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 | 0732 Building and civil engineering |

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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:**   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 must know and understand:**   1. Effectively communication within and without the organisation. 2. How to deal with vendors and the other organisations. 3. Appropriate use of electronic and relative media when required |
| **H2 :**  **Manage Time** | | **Trainee will be able to:**   1. Manage time to complete the assigned work. 2. Manage workload as per task. 3. Check work regularly to ensure accuracy for given task. 4. Handle time division with co-workers. | **Trainee must know and understand:**   1. Importance of managing time according to task priorities, involving management and co-workers | | |