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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
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| **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
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