Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Develop policies and guidelines for the appraisal of the enactment of professionalism
2. Code	ITSWGS501A
3. Range	Develop policies and guidelines for the appraisal of enactment of professionalism in an organization in order to perform proper management of ethics and professionalism [Generic Skills – Management of Ethics and Professionalism]
4. Level	5
5. Credit	3
6. Competency	6.1 Understand the requirements of Ethics and Professionalism Appraisal Policy	Performance Requirement Be able to ▪ identify the items (see Remark) required for an Ethics and Professionalism Appraisal Policy ▪ reference any appropriate standards and guidelines regarding Ethics and Professionalism Appraisal Policy ▪ identify the stakeholders involved in setting an Ethics and Professionalism Appraisal Policy
	6.2 Prepare the Ethics and Professionalism Appraisal Policy	Be able to document an Appraisal Policy that covers, at least, the following ▪ the objectives of the appraisal process ▪ who is responsible for appraisals ▪ how employees will be assessed ▪ how training needs and development opportunities will be identified ▪ the assessment interview process
	6.3 Prepare the Ethics and Professionalism Improvement Policy	Be able to document the Improvement Policy that covers, at least, the following ▪ the objectives of the improvement process ▪ who will be assessed ▪ who will be responsible for the follow-up assessment, ▪ how the person will be assessed, ▪ how training needs and development opportunities will be provided for the person to improve ▪ the expected time for next assessment ▪ the minimum requirements for passing the next assessment
	6.4 Prepare the Ethics and Professionalism Remedial Policy	Be able to document the Remedial Policy that covers, at least, the following ▪ the objectives of a remedial policy ▪ method of study ▪ assessment team ▪ guidelines for the remedial actions for different levels of professionalism behaviour ▪ appeal mechanism
	6.5 Communicate the benefits of the Appraisal Policy	Be able to state the benefits of the appraisal policy to the stakeholders, such as supervisors, employees and services users

	6.6 Develop the policies and guidelines for the appraisal of the enactment of professionalism in an organization professionally	Be able to develop the policies and guidelines for the management of the enactment of professionalism - in an efficient and effective manner - in accordance with the organization's policies and procedures - in accordance with local and international laws and regulatory requirements - with the endorsement of stakeholders involved
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) prepare clear and effective policies and guidelines (Appraisal, Personal Improvement and Remedial Policies) for the appraisal mechanism for the management of the enactment of ethics and professionalism; (ii) provide clear and effective Appraisal, Personal Improvement and Remedial Policies to the members of organization for them to adhere with and obtain benefits; and (iii) strengthen the relationship between managers and employees.	
Remark	Items of an Ethics and Professionalism Appraisal Policy include: a) Appraisal Policy Statement; b) Objectives of the Staff Appraisal Policy; c) Recipients for the Policy; d) Related Information; e) Contacts; f) Terms and Definitions; g) History; and h) Exclusions Definitions.	