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

1. Title	Define and establish an appraisal mechanism for the enactment of professionalism
2. Code	ITSWGS502A
3. Range	Define and establish an appraisal mechanism for the 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	4

6. Competency	<table><tr><td>6.1 Understand the requirements of appraisal mechanism for the enactment of professionalism in an organization</td><td><u>Performance Requirement</u>
	Be able to
	▪ identify the items (see Remark) required for an appraisal process for the enactment of professionalism in an organization
	▪ reference any appropriate standards and guidelines regarding appraisal processes
	▪ identify the stakeholders involved in setting up an appraisal process</td></tr><tr><td>6.2 Define and establish the appraisal mechanism Define and train appraisers</td><td>Be able to
	▪ set the duration period of an assessment cycle
	▪ list the steps in the appraisal process
	▪ convey the procedures to all appraisers and appraisees well in advance
	▪ determine the appropriate appraiser to undertake the appraisal process for each individual appraisee
	▪ provide appraisers adequate training to enable them to make fair and objective assessments and to carry out effective appraisal interviews
	▪ provide related information for the appraiser including
	   ➢ development plan of the organization
	   ➢ job descriptions for the individual
	   ➢ work programme for individual work packages
	   ➢ targets which have been set for each individual appraisee
	   ➢ exclusions</td></tr><tr><td>6.3 Define and establish the appraisal process in a professional way</td><td>Be able to define and establish the appraisal process
	▪ 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</td></tr></table>

7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) set up an effective appraisal mechanism efficiently for the enactment of professionalism in an organization; and (ii) keep the appraisal scheme simple and straightforward.

Remark	Items of an appraisal process for the enactment of professionalism in an organization include: a) assessment period; b) appraisers; c) appraisal procedures; and d) annual review forms.