

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

1. Title	Monitor the defined appraisal mechanism for the enactment of professionalism
2. Code	ITSWG503A
3. Range	Monitor the existing 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	<p><u>Performance Requirement</u></p> <p>6.1 Understand the monitoring requirements of the defined appraisal mechanism for the enactment of professionalism in an organization</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify the items required for monitoring an appraisal process for the enactment of professionalism in an organization ▪ reference any appropriate standards and guidelines regarding the monitoring of appraisal processes ▪ identify the stakeholders involved in monitoring an appraisal process <p>6.2 Monitor the defined appraisal mechanism</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ keep track of the assessment data (see Remark 1) ▪ keep track of the assessment results (see Remark 2) that are passed to appraisees ▪ ensure that the assessment results are properly filed <p>See Remarks 1 and 2 for examples of Assessment Data and Results, respectively</p> <p>6.3 Monitor the appraisal mechanism in a professional way</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ ensure consistency in the assessment process ▪ adhere to the principles of equal opportunities and confidentiality in the appraisal process ▪ ensure fair and equitable involvement ▪ ensure that the appraisal summary with development objectives are attached to the individual's personnel file ▪ ensure that the appraisal summaries are kept confidential to the line managers and the post holders, and will only be viewed by a third party in the event of arbitration
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) make sure that the appraisal system is carried out consistently and effectively; (ii) ensure that both related parties are kept informed of the assessment results; and (iii) keep all documents properly stored.
Remark	1. Assessment data include, but are not limited to, the following: a) examples of completed work and reports from the appraisee;

	<ul style="list-style-type: none">b) the results of any objective measurement of performance against the targets;c) reports and comments from partners or individuals;d) staff development plans for each appraisee;e) records from supervision meetings; andf) notes from the previous appraisal meeting. <p>2. Assessment results that are passed to appraisees include, but are not limited to, the following:</p> <ul style="list-style-type: none">a) agreed work programme notes from appraisal meeting;b) information about achievements or difficulties at work;c) results of achievements against any targets set;d) feedback from colleagues, partners or individuals; ande) proposals for areas of work to develop or learn.
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