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

1. Title	Review and improve the existing appraisal mechanism of the enactment of professionalism
2. Code	ITSWGS504A
3. Range	Review the existing appraisal mechanism and make suggestions for future improvement in an organisation 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	<table><tr><td></td><td>Performance Requirement</td></tr><tr><td>6.1 Understand the review requirements of the existing appraisal mechanism for the enactment of professionalism in an organization</td><td>Be able to ▪ identify the items required for reviewing an appraisal process for the enactment of professionalism in an organization ▪ reference any appropriate standards and guidelines regarding the review of appraisal processes ▪ identify the stakeholders involved in reviewing an appraisal process</td></tr><tr><td>6.2 Perform the review of the existing appraisal mechanism</td><td>Be able to ▪ identify trustees who will receive a report that consolidates the results of individual staff members and will contribute to the review and amendment of the appraisal mechanism ▪ consolidate the appraisals with the outcomes of Line Management sessions ▪ recommend additional levels of appraisal such as peer, upward and external appraisal as appropriate ▪ determine mutually agreed performance targets for the year ahead ▪ evaluate whether further training on appraisal process is required so that staff are clear what is expected of them and can benefit fully from the appraisal process</td></tr><tr><td>6.3 Make suggestions on the existing appraisal mechanism</td><td>Be able to ▪ identify areas for improvement to the existing appraisal mechanism ▪ obtain approvals from stakeholders on the suggestions made</td></tr><tr><td>6.4 Perform the review of the existing appraisal mechanism in a professional way</td><td>Be able to perform the review of the existing appraisal mechanism ▪ in an efficient and effective manner ▪ in accordance with the organization's policies and procedures ▪ with a proactive and inclusive approach to resolve issues that emerge ▪ with the endorsement of relevant stakeholders</td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) evaluate that the appraisal system is effective; (ii) make adjustments in the appraisal system from past experience; and (iii) justify training in appraisal assessment for the staff.
Remark	