

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Operations Management

Title	Monitor the implementation of ethical practices
Code	105960L5
Range	This unit of competency (UoC) covers the abilities to monitor the implementation of ethical practices within the TIC organisation to maintain the organisation's policies on impartiality, confidentiality, professionalism and integrity, and its commitment to comply with relevant statutory and accreditation requirements.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of ethical practice implementation</p> <ul style="list-style-type: none"> • Examine statutory requirements on ethical practices and legal responsibilities in organisation's activities and interactions with customers. • Interpret the established code of conduct and the associated ethical practices within the organisation. • Describe procedures for dealing with breaches of professional ethics. • Employ a range of methods for assessing / reviewing personal performance and planning as well as implementing effective personal improvement strategies. <p>2. Monitor the implementation of ethical practices</p> <ul style="list-style-type: none"> • Monitor the compliance of work with legal obligations and requirements by using appropriate means, e.g.: <ul style="list-style-type: none"> ○ formal and informal performance feedback, ○ self-assessment and reflection in practice to monitor performance against established standards and to accurately identify personal strengths and weaknesses, ○ commitment to laws and organisational policies, procedures and objectives, ○ customers' feedback and opinions on services provided by the organisation. • Periodically remind all personnel of the code of conduct established for the organisation. • Investigate and report any impropriety or unlawful act of the organisation or any iniquitous staff to senior management. • Provide training on code of conduct to all staff as a part of the orientation programme. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure all personnel act lawfully, ethically, professionally and honestly, and protect the impartiality, independence and integrity of the organisation.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • monitor the implementation of ethical practices in the organisation in compliance with legal obligations and accreditation requirements, • investigate and report non-compliance of work to senior management and provide appropriate training on code of conduct to staff.
Remark	