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| NVQF Level | Code | Name of Competency | Category | Level | Credit |
| 4 | 000000001 | Contribute to Work Related Health and Safety (WHS) Initiatives | Generic | 4 | 3 |
| 000000002 | Analysis Workplace Policy and Procedures | Generic | 4 | 3 |
| 000000003 | Perform Advanced Communication | Generic | 4 | 3 |
| 000000004 | Develop Advance Computer Application Skills | Generic | 4 | 4 |
| 000000005 | Manage Human Resource Services | Generic | 4 | 2 |
|  | 00000031 | Develop Entrepreneurial Skills | Generic | 3 | 3 |

# 000000011Contribute to Work Related Health and Safety (WHS) Initiatives

**Overview:** This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

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| **Competency Units** | **Performance Criteria** |
| 1. **Contribute to initiate work-related health and safety measures** | 1. compile database on work-related health and safety 2. Identify measures that address legal obligations. 3. Consult with individuals/ parties to formulate measures and initiatives 4. Consult with individuals/parties to identify factors impacting on work-related health and safety 5. Participate in consultative meetings. |
| 1. **Contribute to establish work-related health and safety measures** | 1. Assist in planning of work-related health and safety measures 2. Contribute to the development of work-related health and safety measures 3. Identify to implement work-related health and safety measures i.e.  * resourcing requirements, * timelines * responsibilities  1. Assist to implement work-related health and safety measures and initiatives i.e.  * scheduling * liaison * administering resources * communication |
| 1. **Contribute to ensure legal requirements of WHS measures** | 1. Identify WHS legar requirements 2. Apply knowledge of all aspects of WHS measures to  * Consultation * workplace policies * participation processes  1. Ensure, WHS measures are in accordance with legal requirements |
| 1. **Contribute to review WHS measures** | 1. Develop effective practices to review work-related health and safety measures 2. Assist individuals and parties related to WHS measures in following activities  * preparing reports * communicating review * evaluating outcomes |
| 1. **Evaluate the organization’s WHS system** | 1. Assess ongoing compliance with OHS (Occupational Health and safety) 2. Take feedback from concerned persons regarding WHS measures. 3. Assess the overall effectiveness of WHS management practices 4. Assist the development process of WHS measures in following ways  * Suggest amendments * Document amendments * Implement amendments  1. Take feedback from concerned persons regarding WHS measures. 2. Communicate improvements in WHS Measures |

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

1. Explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
2. Explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
3. List factors that impact on work-related health and safety and their potential effects
4. Identify internal and external sources of WHS information and data, and how to access them
5. Outline organizational WHS and other relevant policies, procedures, processes and systems, including human resources
6. Summarize relevant WHS legislation, other legislation (such as privacy and workers compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
7. Describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
   * The factors impacting on worker health and safety that they address
   * Effectiveness
   * Costs and benefits
   * Criteria for decisions regarding their implementation in a specific workplace
   * How they should be implemented.

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to contribute work-related health and safety measures and initiatives. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

# 000000004 Analysis Workplace Policy and Procedures

**Overview:** This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

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| **Competency Units** | **Performance Criteria** |
| 1. **Manage work timeframes** | 1. Complete work tasks within deadlines in according to order of priority 2. Supervisors are informed of any delays in work times or projects |
| 1. **Manage to convene meeting** | 1. Develop agenda in line with meeting purpose 2. Select participants and notify them accordingly 3. Carryout meeting arrangements according to the time 4. Record the minutes of the meeting |
| 1. **Decision making at workplace** |  |
| 1. **Set and meet own work priorities at instent** | 1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives 2. Use technology efficiently and effectively to manage work priorities and commitments 3. Maintain appropriate work-life balance |
| 1. **Develop and maintain professional competence** | 1. Assess personal knowledge and skills against competency 2. Participate in networks to enhance personal knowledge, skills and work relationships 3. Seek feedback from employees, clients and colleagues to develop and improve competence |
| 1. **Follow and implement work safety requirements** | 1. Identify and report emergency incidents 2. Practice organizational policy and procedures for responding to emergency incidents 3. Identify and implement workplace procedures and work instructions for controlling risks |

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

1. Healthy work life balance
2. Meeting terminologies, structures and arrangements
3. Relevant organizational procedures and policies regarding meetings, chairing and minutes.
4. Barriers to implement policies and procedures in an organization and possible strategies to address them.

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

# 000000016Perform Advanced Communication

**Overview:** This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

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| **Competency Units** | **Performance Criteria** |
| 1. **Demonstrate professional skills** | 1. Use different modes of communication to communicate  * Speaking * Reading * Writing * Listening * Presentation * visual representation etc  1. Develop CV Skills according requirements 2. Upgrade professional skills by attending trainings, webinars, conferences etc. 3. Perform Continuous professional development as required at workplace 4. Develop interview skills |
| 1. **Plan and Organize work** | 1. Identify task requirements. 2. Plan steps to complete tasks. 3. Review planning and organizing process. 4. Organize work. |
| 1. **Provide trainings at workplace** | 1. Assess the need for training 2. Prepare trainees for the learning experience 3. Present training session 4. Support trainees in managing their own learning 5. Facilitate group learning 6. Provide opportunity for practice 7. Provide feedback on progress on trainees 8. Review delivery experience |

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

1. Explaining the training skills
2. Identification of the professional skills
3. Describing the advanced language skills
4. Understanding of the assessment and trainees feedback methods
5. Direct and indirect communication methods
6. Explaining the need of the training type at the work place

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

* Job sheet
* Office emails and coordination reports
* Feedback proforma

# 000000021Develop Advance Computer Application Skills

**Overview:** This unit provides an overview of Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards, i.e. Data Entry, Power Point Presentation and managing data base and graphics for Design

It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct forms

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| **Competency Units** | **Performance Criteria** |
| 1. **Manage Information System to complete a task** | 1. Perform Data Entry in MS office 2. Manage File/folder in MS office 3. Perform Scanning of document 4. Maintain Office Record in drives 5. Perform Printing of document 6. Search required Files/Folders 7. Convert Files in required formet. 8. Manage sizes of Files/Folders  * Compress * Zip /unzip |
| 1. **Prepare Presentation using computers** | 1. Prepare presentation as per requirements, i.e.  * Open blank presentation and add text / graphics * Create a simple design for a presentation * Apply existing styles within a presentation * Use presentation template and slides to create a presentation * Use various tools to improve the look of the presentation * Save presentation to the appropriate storage device and folder with required name  1. Customize basic settings to meet user requirements 2. Format presentation as require  * Develop organizational charts * Add objects and manipulate to meet presentation purposes * Modify slide layout, including text and colours, to meet presentation requirements * Save presentation in another format * Save to storage device and close presentation  1. Add slide show effect into presentation as required to enhance the presentation  * Incorporate pre-set Animation * Apply Multimedia effects * Record Narration * Apply hyperlink * Apply video * Rehearse Timings * Test presentation for overall effect  1. Print the presentation  * Select appropriate print format for presentation * Select preferred slide orientation * Add notes and slide numbers * Preview slides and run spell check before presentation * Print selected slides and submit presentation to appropriate person for feedback  1. Practice verbal presentation 2. Practice presentation through AV Aids |
| 1. **Use Microsoft Access to manage database** | 1. Collect the data using a standard data base package. 2. Start access to manage database .i.e.  * identify problem statement of Data * Develop a table with fields /attributes according to database usage/ user requirements * Create a primary key and establish an index for each table * Modify table layout and field attributes as required * Create a relationship between the two tables * Add data in a table according to information requirements * Add records as required * delete records as required * Save database to storage area * close down database to storage area * Apply criteria in the following Query * SQL view of Query * Wildcards of query * Query Criteria  1. Customize basic settings:  * Adjust page layout to meet user requirements * Open and view different toolbars * Format font as appropriate for the purpose of the database entries * Create reports * Design reports to present data in a logical sequence * Modify reports to include or exclude additional requirements * Distribute reports to appropriate person in a suitable format  1. Create forms  * Use a wizard to create a simple form * Open existing database and modify records through a simple form * Rearrange objects within the form to accommodate information requirements |
| 1. **Develop graphics for Design** | 1. Develop graphic design concepts based on a thorough understanding of the communication need 2. Use design techniques confidently to produce designs 3. Integrate design tools skillfully to produce designs 4. Evaluate the success of completed designs to meet objectives 5. evaluate feedback from client / peers |

**Knowledge and Understanding**

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

1. List basic technical terminology to read help files and prompts
2. Outline the different types of formal and informal presentations
3. Explain Power point presentation
4. Segregation of Data
5. Define the relation among data
6. Define criteria in the query
7. Creates and modify reports and forms.
8. Outline basic database design principles
9. Current graphic design software
10. Discuss features of current and emerging technologies used in graphic design practice and the options they present for effective graphic design solution

**Critical Evidence(s) Required**

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

* Design and develop a simple database using a standard database package
* Create, format and prepare presentations for distribution and display
* Customize basic settings
* Add slide show effects.
* Generate employment report from given data by using Microsoft Access.