

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Corporate Management

Title	Draw up staff training programme
Code	108569L4
Range	This unit of competency is applicable to the human resources department in the automotive industry. Practitioners should be able of draw up staff training programme that is suitable for the organisation so as to meet the needs of human resources in different departments in the foreseeable future.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The competency requirements of different departments in the organisation)</p> <ul style="list-style-type: none"> • Master the structure of the organisation and the functions of different departments. • Good understanding of the basic theory of human resources management. • Master the competency requirements of different posts. • Good understanding of about the professional qualifications approved by the government, such as Vehicle Mechanics Registration Scheme, trade test for the automotive industry and Registered Professional Engineers. • Good understanding of the details of the Apprenticeship Ordinance and the rights and obligations of all parties concerned; and understand the training schemes approved by the Government, such as courses for craftsmen and technicians as well as Skills Upgrading Scheme for automotive industry. • Good understanding of the Bachelor-Degree Course in Engineering and Engineering Graduate Training Scheme approved by the government. • Master the technical level and training requirements for technicians specified by vehicle manufacturers. <p>2. Performance (Draw up staff training programme)</p> <ul style="list-style-type: none"> • Assess the competency level of current staff according to existing human resources. • Assess the needs of human resources in the foreseeable future according to the development of the automotive industry. • Analyse competency requirements of departmental staff. • Analyse the discrepancy between the competency of current staffs and expected competency requirements to determine the training items, choice of staffs and priority setting. • Draw up training items according to the internal succession/promotion scheme of the organisation. • Select suitable training modes according to the specific requirements of the department, internal training competency, characteristics of expected competency requirements and the demand of the training market, such as internal training, part-time study and on-job training; or participate in Apprenticeship Scheme and Engineering Graduate Training Scheme. • Ensure adequate supply of training resources and the normal functioning of departments during the training period. • Assess training results and review the effectiveness. • Promote the training of environmental protection operation to the enterprise and the staffs.

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Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioners being assessed shall be: <ul style="list-style-type: none">• Capable of assessing and analysing the discrepancy between the competency of current staffs and expected competency requirements to determine the training items and staff selection; and draw up staff training programme that is suitable for the organisation to meet the needs of different departments and the development of the automotive industry;• Capable of selecting suitable training modes, ensuring adequate supply of training resources, and maintaining normal operation of departments during the training period; and• Capable of assessing the training results and reviewing its effectiveness.
Remark	