

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Corporate Management

Title	Arrange filling of job vacancies
Code	108570L4
Range	This unit of competency is applicable to the human resources department of the organisations in the automotive industry. Practitioners should be able to implement relevant procedures to arrange the most suitable persons filling the job vacancies according to job duties.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The concept of human resources)</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. • Good understanding of the recruitment procedures for human resources. • Good understanding of the screening procedure for candidates and the points to note. • Good understanding of 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. • Good understanding of the levels and training requirements of technical staff specified by vehicle manufacturers. <p>2. Performance (Implement the procedure for filling job vacancies)</p> <ul style="list-style-type: none"> • List out the competency requirements of the job vacancies according to post titles and job duties, such as physical requirement, working experience, education level and industry-related professional qualifications e.g. craftsmen, technicians and engineers. • Know the human resources market situation within the automotive industry and organisational internal conditions to facilitate selection between internal promotion and external recruitment. Determine the appropriate recruitment method. • Determine screening modes, arrange interviews, prepare examinations on vehicle knowledge, trade tests and compile related documents according to the established competency requirements of the posts. • Determine screening procedure and conduct preliminary screening whenever necessary. • Arrange examination and facilitate its smooth progress to establish the priority of selected candidates. • Verify the accuracy of qualifications of candidates. • Negotiate with candidates on the terms of employment or promotion; and implement related procedures. • Ensure that the special professional posts should be filled with candidates of relevant professional qualifications that meet statutory requirements. • Ensure that employment conditions fulfil the requirements of local labour ordinances.

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Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioners being assessed shall prove that he/she is: <ul style="list-style-type: none">• Capable of choosing between internal promotion and external recruitment according to the job duties of the vacancies and the required competency;• Capable of establishing screening modes, determining screening procedure and arranging examinations;• Capable of verifying the qualifications of candidates and negotiating with candidates on the terms of employment and promotion; and• Capable of employing and promoting suitable employees with employment conditions meeting the requirements of local labour ordinances.
Remark	