

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Corporate Management

Title	Assess human resources market and establish remuneration system
Code	108571L5
Range	This unit of competency is applicable to the human resources management of sizable organisations in the automotive industry. Practitioners should be able to master changes in the manpower market of the automotive industry and establishing the most appropriate remuneration system and levels with regard to the overall operation strategy of the organization, being competitive for retention of talents.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The concept of remuneration system)</p> <ul style="list-style-type: none"> • Master the extensive theory of human resources management. • Master organisational structure and departmental functions. • Master the current situation of the human resources market of local automotive industry. • Good understanding of the characteristics of different remuneration methods such as salaries, bonus, monetary reward, vacation, pension, medical benefits, promotion opportunity, job satisfaction. • Good understanding of local labour ordinance. <p>2. Performance (Establish remuneration system and implement the respective procedure)</p> <ul style="list-style-type: none"> • Determine the grade/level of each post according to the structure, size of the organisation and the requirements of different posts. • Set the standard for various kinds of professional qualifications including local, overseas and internal professional training. • Assess the current situation of the human resources market of the automotive industry and compare it with the organisation to which one belongs to. • Determine the package of remuneration system according to the actual situation of different ranks and positions such as salary, vacation, pension, medical benefits, bonus, other benefits. • Ensure that the remuneration level of all ranks is established with full consideration of various internal and external factors and is implemented consistently across the organisation. • Capable of conducting regular reviews to ensure that the pay scale is appealing and exercise with flexibility under special circumstances. • Draw up instructions detailing the pay review mechanism. • Draw up working instructions for respective departments and implement respective administrative procedure. • Capable of ensuring that the established remuneration system compile with the statutory requirements of labour regulations.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioners being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> • Capable of mastering the concept of human resources management and the situation of the human resources market of the automotive industry; • Capable of determining the most appropriate remuneration level and benefits for different ranks and positions according to overall operation strategy to ensure it has market competitiveness to retain talents;

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	<ul style="list-style-type: none">• Capable of establishing an appropriate remuneration system according to the size of the organization; and implementing it across the organisation; and• Capable of ensuring that the established remuneration system complies with the statutory requirements of labour ordinance.
Remark	