1. Title	Formulate staff training system and policy
2. Code	BEZZOM511A
3. Range	Work in human resources department of the trade; formulate staff training system and policy to meet the future human resources needs of various departments of the organization.
4. Level	5
5. Credit	9 (for reference only)
6. Competency	<table><tr><td colspan="3">Performance Requirements</td></tr><tr><td>6.1</td><td>Understand the structure of the organization and competency requirements for different job positions in various departments</td><td> - Understand the organizational structure and functions of various departments - Understand the competency requirements for different job positions - Understand the basic theory of human resources management, such as staff recruitment, training, salary, benefits, labour regulations, etc. - Understand professional qualifications recognized by the government e.g. beautician - Understand training schemes recognized by the government e.g. beauty care skills upgrading scheme - Understand tradesman qualifications and their training requirements </td></tr><tr><td>6.2</td><td>Formulate staff training system and policy</td><td> - Assess the competency level of the existing staff according to the existing human resources - Assess future manpower needs according to the development of the industry - Conduct analysis in the department on staff competency requirements - Analyze the deviations between the competency of the existing staff and the expectations in competency; identify the training projects needed, candidates and priorities - Formulate training projects according to the internal succession / promotion plans of the organization - Select suitable training modes such as internal training, study during spare time, on-the-job training, etc. according to special requests of the departments, capability for internal training and training market supply - Ensure that training resources are sufficient and normal operations of all department in the company remain unaffected during training - Assess staff training results regularly and review the effectiveness of the staff training system and policy of the organization </td></tr></table>

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:
	(i) Capable to assess and analyze the deviations between the competency of the existing staff and the expectations in competency, identify the training projects needed and candidates, and formulate the staff training system and policy of the organization to meet the needs of various departments and industry development;
	(ii) Capable to select suitable training modes and ensure that training resources are sufficient and all departments operate normally during training; and
	(iii) Capable to assess staff training results and review the staff training system and policy of the organization.
8. Remarks	