

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Management

Title	Formulate Human Resources Management Policy
Code	106173L5
Range	This unit of competency is applicable to employees in the elderly care service industry who are in charge of human resource management. This competency involves the ability of critical analysis, reorganization, assessment and integration of information from various sources. Employees are required to formulate appropriate and effective human resource management strategy, according to the objectives and resources of the institution, reduce staff turnover and prevent manpower shortage, to cope with the development of service in the institution.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on human resource strategy</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the overall objectives of the institution, including: <ul style="list-style-type: none"> ○ Organization framework and duties of various departments ○ Overall operational direction and strategy ○ Requirements on operational quality • Understand the current relevant legal regulations on human resources • Understand the status, characteristics and prospect of the overall labour market in general, and in the elderly care service industry specifically • Understand the operation and resources in the institution, including: <ul style="list-style-type: none"> ○ Financial condition ○ Operational cost ○ Annual funding ○ The percentage of operational cost spent on staff expenses • Understand the workflow and operation properties in the elderly care service industry, including <ul style="list-style-type: none"> ○ Manpower allocation in various departments ○ Ability requirement in various positions ○ Shift system ○ working overtime ○ working on holidays <p>2. Formulate human resource management policy</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Analyse staff turnover in the institution; the demand and supply in the labour market • Assess the future trend of salary and welfare in the labour market, in order to evaluate the remuneration system of the institution • Evaluate the current recruitment direction and manpower deployment within the institution • Formulate future manpower plan according to the operation and resources of the institution • Assess staff's needs in terms of training and career development; consider the availability of corresponding resources • Compose a report, and present findings / recommendations to the executive committee • Evaluate regularly the human resource management policy of the institution, ensuring that the policy keeps abreast of the time

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	<p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none">• Ensure that the relevant laws are strictly adhered to when formulating human resource policy
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Ability to formulate human resource management policy according to the institution's overall development plan, operational objectives and available resources; and• Ability to ensure the formulated human resource policy is in line with the institution's development plan, to reduce staff turnover and prevent manpower shortage.
Remark	