

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

Functional Area - Management

Title	Deploy Staff
Code	106158L4
Range	This unit of competency is applicable to employees in the elderly care service industry who are in charge of management tasks. This Competency involves sophisticated thinking and the ability to make judgment. Employees are required to deploy suitable staff members to different positions according to the institution's plan on human resource development, staff members' performance and wishes, so as to cope with the operational needs of the institution, put staff members' strengths and talent to good use, and drive the institution's development.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff deployment</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the institution's development plan of services and arrangement of human resources • Understand the organizational structure and the duties and scope of work on different levels in the institution • Understand the skills and basic concepts of personnel management including recruitment, performance assessment, training, and supervision • Understand the arrangement and principle of staff deployment such as: <ul style="list-style-type: none"> ○ Promotion ○ Secondment ○ Job transfer • Understand how staff deployment impacts the institution, such as: <ul style="list-style-type: none"> ○ Operational costs ○ Change of organization <p>2. Staff deployment</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Analyse the current situation and future development of the institution • Identify positions that need deployment and pick the best way for such deployment according to the operating situation of the institution • Consult with relevant staff members; figure out a schedule and allocate manpower to support the staff deployment • Assess the need to open more posts or the need to fill additional vacancies • According to the staff performance appraisal and their personal wishes, propose staff deployment or internal promotion for the management to consider • Review the performance for the staff members after deployment and its impact on the institution's operation <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Ensure staff deployment is a fair procedure
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to select and deploy suitable staff members according to the services and development of the institution; and

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

Functional Area - Management

	<ul style="list-style-type: none">• Ability to propose staff deployment according to staff's performance appraisal and their personal wishes in order to let staff members realize their potential to the fullest, and promote the institution's development.
Remark	