

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Organise and deliver learning and development (L&D) programmes
Code	107010L4
Range	Providing L&D programmes to strengthen workforce capabilities. This applies to the organisation and delivery of local and / or global L&D programmes to meet employee learning and development needs, as well as their career aspirations, in line with the organisation's business direction and sustainable development.
Level	4
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the key skill sets and attributes that an effective trainer or training organiser should possess • Understand the subject matter of the training programme that will be designed and / or delivered 2. Applications and Processes <ul style="list-style-type: none"> • Execute administrative and logistics arrangements before, during and after programme delivery • Organise L&D programmes with appropriate programme content and selection of participants, to meet individuals' learning needs and expectations as well as the organisation's business direction • Deliver L&D programmes with the use of effective presentation and facilitation skills as well as the most suitable medium of instruction • Execute quality assurance mechanism in place to monitor the delivery of L&D programmes • Obtain feedback from major stakeholders (e.g. managers) to monitor the progress and evaluate the learning outcomes 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Proactively follow up on the approved action plan, progress report and achievements of the expected outcomes • Adopt relevant measures for evaluating effectiveness of the L&D programmes (e.g. measurable changes in skills, knowledge or behaviour)
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of administrative and logistics arrangements (e.g. enrolment, selection of venue, venue set-up, equipment, financial arrangements and documentation) for smooth running of the organisation's L&D programmes. • Provision of L&D programmes according to approved action plan. • Engagement with major stakeholders to monitor the progress and evaluate the learning outcomes.
Remark	