

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Analyse current resource level and anticipate future skills demand and potential attrition
Code	106929L5
Range	Applying the techniques of workforce planning to estimate the future workforce requirements and potential attrition. This applies to the process of analysing current resource level and future human resource (HR) needs of the organisation to achieve its business strategies and objectives.
Level	5
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 business strategies and objectives of the organisation • Understand the key elements and requirements of workforce planning cycle 2. Applications and Processes <ul style="list-style-type: none"> • Analyse the current resource level according to the organisation's local and / or global workforce plans • Identify the short-term and long-term implications on workforce planning based on the analysis results • Identify future skills demand and potential attrition, in collaboration with departments, by reviewing the organisation's business objectives, attrition trends and market situations 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Align the time frame of workforce review and planning with the budgeting and business planning cycle of the organisation • Engage major stakeholders in the workforce planning process
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of analysis on current resource level. • Identification of future workforce requirements and potential attrition. • Engagement with major stakeholders in the process of analysing current resource level and future HR needs.
Remark	