

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Confirm expenses details of employee cost and recruitment budget
Code	106934L3
Range	Providing assistance in the maintenance of employee cost and recruitment budget that helps hire the right candidates at the right cost for various business functions. This applies to the process of monitoring workforce and related financial resources for the organisation to operate without interruptions.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand specific recruitment needs of different departments in the organisation • Understand common employee cost and recruitment expense categories 2. Applications and Processes <ul style="list-style-type: none"> • Confirm the employee cost and recruitment budget in accordance with the approved annual plan of employee activities (e.g. training and development programmes) • Collect expenses details against the employee cost and recruitment budget from different departments • Check relevancy and validity of the expenses details collected from different departments • Complete relevant reports related to expenses details of employee cost and recruitment budget for management's review in a timely manner 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Proactively contact line management to verify accuracy and confirm validity of the expenses details collected
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of assistance in monitoring workforce and related financial resources for the organisation. • Collection and implementation of accuracy check of expenses details from different departments. • Implementation of accuracy check during data entry for data quality and consistency.
Remark	