

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Organise and execute induction and orientation programme
Code	106957L4
Range	Providing new employees with essential information about working in the organisation (e.g. history of the organisation, business direction, organisational structure) through appropriate induction and orientation programmes. This applies to the provision of induction and orientation programmes for assisting new employees to adapt to their new work environment and have a better understanding of the organisation.
Level	4
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the key elements of an effective induction and orientation programme</li> <li>• Understand the objectives and benefits of induction and orientation programmes</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Organise and conduct the induction and orientation programme in collaboration with all / relevant departments in the organisation</li> <li>• Arrange induction and orientation programme for new employees at appropriate intervals</li> <li>• Provide essential information about the organisation (e.g. history of the organisation, vision, mission, values, business direction, strategies, organisational structure) during the induction and orientation programme</li> <li>• Adjust agenda and content of the induction and orientation programme on a regular basis in meeting the diversified and changing business needs</li> <li>• Collect feedback on the effectiveness of induction and orientation programme for continuous improvement</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Always provide the induction and orientation programme to new employees at specific intervals or timeframe upon commencement of employment</li> <li>• Organise and conduct induction and orientation programme with due consideration of the target participants and available resources</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment and provision of appropriate induction and orientation programmes for different levels of employees (e.g. organising a tailor-made induction and orientation programme for senior management) in a timely manner.</li> </ul>
Remark	