

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Define the coverage of benefit scheme
Code	106978L6
Range	Defining chargeable (e.g. leave pay, fringe benefits, termination payments) and non-chargeable (e.g. severance payments, long service payments, jury fees) compensation provided to employees in addition to their monthly salaries; and managing budget of benefit scheme. This applies to the development and implementation of benefit scheme to increase the economic security of employees and improve employee engagement and talent retention with due consideration of financial affordability of the organisation.
Level	6
Credit	6
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 pros and cons of offering employee benefits in the organisation • Understand the organisation's reward strategy, philosophy, policies, procedures and practices • Understand employee benefit trends and their cost implications 2. Applications and Processes <ul style="list-style-type: none"> • Align benefit scheme and total rewards with business goals and human resource (HR) strategies • Identify appropriate benefit items with due consideration of budget and employee needs • Conduct market benchmarking and cost analysis • Define coverage of the benefit scheme with due consideration of financial affordability of the organisation • Explore options of benefit items (e.g. family assistance, group insurance, multinational pooling arrangement, wellness programme) based on changing employee demographics and needs 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Conduct regular benefit-cost analysis for achieving benefit scheme's cost-effectiveness • Benchmark best practices to enhance the competitiveness and effectiveness of various types of benefits
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of benefit scheme and total rewards in alignment with business goals and HR strategies. • Implementation of regular market benchmarking and cost analysis to estimate the total cost of employee benefits and implications for employees (e.g. tax exposure) so as to define the coverage of benefit scheme.
Remark	