Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Implement the communication plan on change of reward policies, procedures and practices
Code	106986L4
Range	Implementing the adopted communication plan with multiple channels to communicate the proposed change of reward policies, procedures and practices with employees / stakeholders. This applies to the communication with employees / stakeholders for systematic information sharing and two-way communication on change of reward policies, procedures and practices.
Level	4
Credit	4
Competency	Performance Requirements 1. Knowledge in the Subject Area • Understand the organisation's communication plan on change of reward policies, procedures and practices • Understand key success factors of effective execution of the communication plan (e.g. develop tracking system to document new and ongoing communication activities, use a variety of problem-solving methodologies) 2. Applications and Processes • Adopt a timeline with milestones to implement the communication plan on change of reward policies, procedures and practices • Maintain ongoing communication with relevant stakeholders (e.g. senior management) for effective execution of the communication plan • Communicate the rationale behind the proposed changes on reward policies, procedures and practices • Update frequently asked questions and answers on the change of reward policies, procedures and practices for employees • Collect employees' feedback and answer their queries 3. Professional Behaviour and Attitude • Always provide support to managers and / or relevant departments to handle enquiries related to the change of reward policies, procedures and practices • Regularly assess the effectiveness of stakeholder communication for ongoing improvement
Assessment Criteria	The integrated outcome requirements of this UoC are: • Implementation of the communication plan for explaining the rationale behind the proposed changes on reward policies, procedures and practices in accordance with the adopted timeline. • Establishment of mechanism to collect employees' feedback and answer their queries.
Remark	