

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Provide assistance to target individuals in constructing their individual development plans (IDPs)
Code	107004L4
Range	Providing assistance (e.g. information and support) to identified target individuals in constructing their IDPs. This applies to the development process of quality IDPs through making joint decisions by target individuals and the management, on specific developmental experiences required to fulfil the mutual objectives of individual career development and organisational development.
Level	4
Credit	4
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 key components of an effective IDP 2. Applications and Processes <ul style="list-style-type: none"> • Communicate effectively with target individuals on their career opportunities and development needs and obtain their commitment on development • Assist target individuals in understanding their strengths, development needs and career aspirations through appropriate use of assessment tools and performance data • Work with target individuals to draw up their IDPs and set specific targets • Arrange discussion between senior management or managers and target individuals regarding their career aspirations, development opportunities within the organisation and commitment to the leadership development programme • Check consistency between target individuals' performance objectives and IDPs which are aligned with business objectives and direction 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Engage the individual's manager in the process and obtain their endorsement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Engagement with major stakeholders (e.g. senior management or managers and target individuals) throughout the construction process of IDPs. • Establishment of quality IDPs of target individuals in accordance with the readiness of the organisation and different development options.
Remark	