

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Design learning and development (L&D) policies and procedures
Code	107007L6
Range	Designing policies and procedures to govern L&D based on the organisation's operating environment, business strategy and their implications on human capital. This applies to the design and implementation of policies and procedures for all human resource (HR) functions related to knowledge management as well as L&D (e.g. talent management, succession planning, on-the-job, classroom and e-learning).
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 organisation's operating environment, business strategy and their implications on human capital • Understand the key components and process of developing effective L&D policies • Understand the pros and cons of different knowledge management approaches 2. Applications and Processes <ul style="list-style-type: none"> • Design L&D policies and procedures to meet the organisation's needs • Nurture organisational L&D, knowledge management, and the exchange of information about practices and innovations • Engage all employees to implement and enhance L&D policies and procedures • Set out how L&D will contribute to the achievement of the organisation's strategies and HR goals in a clear and concise manner 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Engage major stakeholders in soliciting support for the development and implementation of the L&D policies and procedures
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of L&D policies and procedures based on the organisation's operating environment, business strategy and their implications on human capital. • Engagement with all employees for the implementation and enhancement of L&D policies.
Remark	