

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Develop learning and development (L&D) programmes
Code	107009L5
Range	Developing quality training design and training materials for all L&D programmes provided by the organisation. This applies to the development of local and / or global L&D programmes internally and / or in collaboration with external vendors.
Level	5
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 components of a quality training design and a variety of delivery methodologies</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Develop clear learning objectives and assessment mechanism for each L&amp;D programme</li> <li>• Select appropriate training methodologies (e.g. lecture, case study, role-playing, e-learning) for each L&amp;D programme with due consideration of the pros and cons of different training methodologies</li> <li>• Develop training plans, to be delivered with a methodology and mechanism that is most suitable to meet identified training needs and competency gaps</li> <li>• Obtain endorsement from relevant users, business units or departments on customised training programmes</li> <li>• Identify the most appropriate and cost-effective external vendors based on predefined selection criteria for external sourcing of L&amp;D programmes (e.g. appropriate type of trainers)</li> <li>• Make use of the latest training design and delivery methodologies to develop training materials (e.g. trainers' guide and participants' guide) either internally or by working with designated vendors</li> <li>• Apply knowledge management, retention, and transfer techniques to promote the transfer of knowledge in the organisation</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Validate the overall design of each L&amp;D programme for meeting the required business outcomes and learning objectives</li> <li>• Proactively explore new L&amp;D technologies and solutions to improve the design and effectiveness of L&amp;D programmes</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment of L&amp;D programmes with details (e.g. learning objectives, training methodology, assessment mechanism) to meet identified training needs, transfer of knowledge and competency gaps.</li> <li>• Execution of different L&amp;D technologies and solutions to improve the design and effectiveness of L&amp;D programmes.</li> <li>• Engagement with all employees for knowledge management, retention and transfer.</li> </ul>
Remark	