

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Review employee development plan
Code	107011L5
Range	Monitoring employee development plan to keep both employees and managers motivated. This applies to the process of reviewing employee development plan, with the involvement of relevant stakeholders.
Level	5
Credit	5
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 (e.g. assessment, development opportunities, progress check and feedback) of employee development plan 2. Applications and Processes <ul style="list-style-type: none"> • Communicate with managers the progress and achievements of employee development plan against the agreed performance objectives and indicators, and provide ongoing feedback and support on employee development • Review whether training objectives of predetermined programme are met • Provide constructive feedback to the trainees and managers on the development plan's effectiveness • Remind managers to identify, prioritise and adjust employee development plan • Develop a new cycle of training needs analysis and development plan 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Proactively follow up on the approved action plan, progress report and achievements of the expected outcomes • Make necessary adjustments / updates for employee development plan regularly
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Engagement with trainees and managers for reviewing their development effectiveness. • Execution of tracking and adjustments of employee development plan on a regular basis.
Remark	