

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Maintain updated records of learning and development (L&D) programmes
Code	107013L3
Range	Maintaining updated records of L&D programmes that are provided to strengthen workforce capabilities. This applies to the maintenance of documentation system for effective provision of documentation in response to regulatory requirements.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand updated records of L&D programmes that maintain the workforce in compliance with statutory regulations in respective operating markets and jurisdictions • Understand updated records of L&D programmes that provide information of employee learning and development needs as well as career progression 2. Applications and Processes <ul style="list-style-type: none"> • Check progress and achievements of employee development plan against the agreed performance objectives and indicators • Handle training records in accordance with standard operating procedures • Observe data integrity, accuracy, confidentiality and security • Organise a new cycle of training needs analysis and development plan • Complete relevant reports related to L&D programmes for management's review in a timely manner 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Proactively provide assistance in operating a well-organised documentation system to capture, manage, store, preserve, deliver and dispose training data and records
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Implementation of accuracy check during data entry for data quality and consistency. • Implementation of standard operating procedures to handle training data and file training records.
Remark	