

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Identify performance gaps and development needs for individual career progression and organisation's human capital inventory
Code	107019L5
Range	Identifying root causes and improvement solutions of the identified performance gaps. This applies to the implementation of performance gaps analysis and development of improvement solutions for assisting employees in career planning and updating the organisation's human capital inventory.
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 common features and improvement solutions for non-performance cases as an important part of a comprehensive performance management process • Understand various development needs and plans in order to support career advancement and enrich the organisation's human capital inventory 2. Applications and Processes <ul style="list-style-type: none"> • Solicit mutual agreement between managers and employees on the individual development plans (IDPs) • Provide assistance to managers and employees in translating identified performance gaps to IDPs • Develop guidelines to managers for preparing and conducting performance feedback session • Provide advice to managers to handle cases of unsatisfactory performance or significant competency gaps 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Update the development needs on human capital inventory for training needs analysis
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of performance gaps analysis to identify development needs for individual career progression and organisation's human capital inventory. • Provision of assistance in translating identified performance gaps to IDPs and handling cases of unsatisfactory performance or significant competency gaps. • Establishment of clear guidelines for preparing and conducting performance feedback session which is aligned with all legal and compliance requirements. • Provision of ongoing update of the organisation's human capital inventory.
Remark	