

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Design human resource (HR) policies and procedures in line with stakeholders' needs
Code	107021L6
Range	Designing policies and procedures to govern human resources management in the organisation. This applies to the development of HR policies and procedures with the involvement of major stakeholders to meet legislative and regulatory requirements in respective operating markets and jurisdictions, address different stakeholders' needs and cover different areas of human resource management (e.g. recruitment, training, compensation and benefits, employment ordinances).
Level	6
Credit	6
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 value and process of establishing clear HR policies and procedures in the organisation</li> <li>• Understand the development or latest update of employment related ordinances and statutory regulations</li> <li>• Understand the organisation's culture and core values</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Solicit major stakeholders' input or feedback about HR policies and procedures</li> <li>• Incorporate stakeholders' needs to design HR policies and procedures</li> <li>• Solicit support from senior management about the proposed HR policies and procedures</li> <li>• Set up an approval matrix on HR related matters</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Introduce changes to HR policies and procedures under legal advice in response to changes in employment terms and conditions or employment related ordinances and statutory regulations (e.g. minimum notice period to employees, employees' written consent), if necessary</li> <li>• Always design clear and specific HR policies and procedures in compliance with relevant law and regulation, and reflect a fair approach to all employees</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 HR policies and procedures in compliance with employment related ordinances and statutory regulations in respective operating markets and jurisdictions. The policies and procedures should cover different aspects of stakeholders' needs and human resource management.</li> <li>• Execution of adjustments on HR policies and procedures in response to the changes in employment terms and conditions or employment related ordinances and statutory regulations.</li> </ul>
Remark	