

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Complete and update human resource (HR) policies related communication materials
Code	107024L4
Range	Providing information about the organisation's HR policies and procedures in accordance with changes of the operating environment including compliance requirements. This applies to the production and revision of communication materials for protecting the organisation and all employees from misperception and potential of litigation.
Level	4
Credit	4
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 importance of developing and regularly updating employee handbook • Understand the key elements of a well-written employee handbook (e.g. vision, mission and values of the organisation, code of conduct) 2. Applications and Processes <ul style="list-style-type: none"> • Complete and update HR policies related communication materials with reference to the latest HR policies and procedures • Maintain HR policies related communication materials on a shared platform with easy access to all employees • Provide HR policies related communication materials in multiple languages in addition to English and Chinese, if applicable, to support the needs of employees from different cultural and ethnic background • Distribute new or revised HR policies related communication materials to employees (e.g. as part of the standard information pack to new employees) in accordance with the predefined process • Arrange employees to acknowledge receipt and indicate their understanding of the new or revised employee handbook 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Deliver regular training or information sessions on major HR policies and procedures stated in HR policies related communication materials (e.g. as part of the orientation programme) • Verify the content in the HR policies related communication materials with the support of subject matter experts if applicable
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Production of HR policies related communication materials in accordance with HR policies and procedures. • Execution of adjustments on HR policies related communication materials in response to the changes in HR policies and procedures.
Remark	