

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Update human resource (HR) data on a regular basis with predefined protocol
Code	107028L3
Range	Providing assistance to maintain a cost-effective and secure platform for processing of employees' personal data; and set up a counter-checking mechanism for accuracy of data. This applies to the HR data management for accuracy, timeliness, comparability (i.e. the extent to which data within the system is consistent over time), usability (i.e. the ease with which the data can be understood) and relevance (i.e. the degree to which the data meets the current and future needs) of all types of HR data.
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 the cost implications and differences between system integration (e.g. sharing the same database among different systems) and solution interfaces (e.g. tying different systems together) in order to establish an effective platform for updating information • Understand how to choose a cost-effective and secure platform for updating information 2. Applications and Processes <ul style="list-style-type: none"> • Operate a well-organised documentation system for filing • Administer identification system for easy tracking of different types of information which require different schedule of updates (e.g. monthly for payroll and variable compensation payment records, quarterly for spot awards tracking, annual for performance appraisal) • Keep track of data access and data change • Contact relevant departments for updating different types of HR information • Generate relevant HR data from a central database or a single platform for update in accordance with predefined protocol 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Handle employees' personal data cautiously and comply with the Personal Data (Privacy) Ordinance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Operation of a cost-effective and secure platform and work schedules for updating a variety of HR data in the systems. • Maintenance of documentation system that is capable of archiving change history to capture, manage, store, preserve, deliver and dispose HR data and records. • Execution of information checking and update in accordance with predefined protocol and compliance requirements.
Remark	