Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Record and file change history
Code	107030L2
Range	Maintaining HR records and data reliability, and keeping a complete record of the various versions created and modified by different users. This applies to the procedures of capturing, managing, storing, preserving, delivering and disposing of data and documents related to all employees. The procedures should be adequately controlled for meeting statutory and business data archival requirements (e.g. keeping payroll records for at least seven years).
Level	2
Credit	2

Competency	Performance Requirements
	1. Knowledge in the Subject Area
	    • Understand the importance of proper maintenance of HR records and data retention
	    • Understand the principles and methodologies of maintaining a reliable change history and data retention
	2. Applications and Processes
	    • Categorise types of data and documents held by the organisation
	    • File all previous and current documents in accordance with the documentation system
	    • Follow quality checking mechanism and internal audit process for data accuracy
	    • Follow standard operating procedures for data processing
	    • Use technology as appropriate to record and file changes made in documents and back up relevant data on a regular basis
	3. Professional Behaviour and Attitude
	    • Record and file data / documentation updates, retention or disposal and the archived documents meet statutory and business data archival requirements
	    • Confirm full documentation of internal control processes

Assessment Criteria	The integrated outcome requirements of this UoC are:
	    • Implementation of standard operating procedures for data / documentation entry, updates, retention or disposal.
	    • Implementation of quality checking mechanism and internal audit process for data quality and consistency.

Remark	