

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Define requirements of the system and select appropriate hardware and software
Code	107032L5
Range	Defining system requirements and selecting appropriate hardware and software for setting up the organisation's HRMS / HRIS. This applies to the implementation of needs assessment and selection of a suite of software and hardware within budget for effective operation of HRMS / HRIS, with the involvement of relevant stakeholders.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the business needs of the organisation, available budget and resources in relation to the establishment and implementation of HRMS / HRIS • Understand the importance and key components of HRMS / HRIS to enable a comprehensive definition of system requirements <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Collect business requirements from different key users to set up an appropriate system • Translate data security requirements into system set-up requirements • Define system requirements and set clear deliverables with the key users • Partner with IT department to review the requirements for overall hardware and software support for system implementation and select appropriate hardware and software when necessary • Develop system evaluation plan • Monitor the process of system evaluation • Set up demonstrations with potential vendors and evaluate system features / functionalities, set-up and maintenance costs <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Analyse compatibility of the selected system within the organisation • Consult relevant departments during the system evaluation process • Select personnel with suitable skills and commitment to form project team for system evaluation
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of system evaluation plan in accordance with the system requirements (e.g. hardware and software support) and deliverables that are jointly defined with key users and IT department. • Execution of system evaluation for selecting appropriate hardware and software.
Remark	