

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Execute regular data quality assurance for data accuracy
Code	107040L4
Range	Verifying and ensuring reliability, completeness and relevance of human resource (HR) data. This applies to the process of verification and provision of accurate HR information to major stakeholders in the organisation for making business and HR related decisions.
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 data quality and accuracy in making appropriate business and HR related decisions within an organisation • Understand the nature and process of data quality assurance in improving data quality and ensuring data accuracy • Understand the methodologies to improve data quality 2. Applications and Processes <ul style="list-style-type: none"> • Perform accuracy check during data entry and for ongoing data management • Execute standard operating procedures and schedule for data review and audit • Coordinate with relevant departments in the process of data quality assurance • Implement follow-up actions based on different scenarios • Verify reliability and effectiveness of data in the system • Monitor every step of the data quality assurance process 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Proactively search for practical and cost-effective ways to conduct data quality assurance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Implementation of standard operating procedures and schedule for data review and audit. • Implementation of data review and audit in accordance with standard operating procedures and schedule.
Remark	