

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Evaluate effectiveness of human resource (HR) systems, policies, procedures and operations
Code	107041L6
Range	Evaluating HR systems, policies, procedures and operations as an integral part of HR system maintenance and enhancement. This applies to the periodic review of HR systems, policies, procedures and operations with the involvement of relevant stakeholders to identify improvement opportunities, and keep the organisation in compliance with legislation and alignment with the organisation's culture and core values.
Level	6
Credit	5
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> <li>• Understand the importance and objectives of reviewing HR systems, policies, procedures and operations</li> <li>• Understand different review methodologies for conducting periodic review of HR systems, policies, procedures and operations</li> </ul> <p>2. Applications and Processes</p> <ul style="list-style-type: none"> <li>• Establish an appropriate schedule for the evaluation of HR systems, policies, procedures and operations</li> <li>• Consult relevant authorities, external expertise, professional bodies for legal advice when necessary</li> <li>• Solicit employee feedback and suggestions to improve the existing HR systems, policies, procedures and operations</li> <li>• Identify and eliminate obsolete HR policies and procedures</li> <li>• Determine areas for improvement on employee engagement, retention and workforce optimisation</li> <li>• Engage relevant parties that are affected by HR policies, procedures, operations and (e.g. certain employee groups in the organisation) throughout the evaluation process</li> <li>• Generate insights from the periodic evaluations and recommend amendments or action plans for senior management's review</li> </ul> <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> <li>• Closely align every step throughout the evaluation process</li> <li>• Define the scope of evaluation to cover multiple factors or levels (e.g. from employee reaction to business impact)</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Execution of evaluation of HR policies, procedures, operations and systems.</li> <li>• Provision of recommendations to improve employee engagement, retention and workforce optimisation based on the results of review of HR systems, policies, procedures and operations.</li> <li>• Engagement of relevant stakeholders in the evaluation of HR systems, policies, procedures and operations.</li> </ul>
Remark	