

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Handle human resource (HR) data and file HR records
Code	107044L2
Range	Handling HR data in a careful manner and filing HR records systematically. This applies to the implementation of operating procedures for processing all types of employees' personal data in compliance with employment related ordinances and statutory regulations in respective operating markets and jurisdictions, and operating a well-organised documentation system.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> <li>• Understand ordinances and statutory regulations related to data protection and release of personal data in respective operating markets and jurisdictions</li> <li>• Understand data protection principles and established policies and guidelines on data protection in compliance with Personal Data (Privacy) Ordinance</li> <li>• Understand HR data and records that contain sensitive information about employees related to compensation, job performance, personal contacts, work history and employment eligibility documentation</li> </ul> <p>2. Applications and Processes</p> <ul style="list-style-type: none"> <li>• Comply with data protection principles and avoid non-compliance</li> <li>• Follow the organisation's guidelines and directives for data protection and release of personal data</li> <li>• Follow the standard operating procedures to operate a well-organised documentation system to capture, manage, store, preserve, deliver and dispose HR data and records</li> <li>• Perform accuracy check during data entry and for ongoing data management</li> <li>• Handle HR data and file HR records in accordance with standard operating procedures</li> </ul> <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> <li>• Bring out any issues on HR data and records identified for management's review</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Implementation of accuracy check during data entry for data quality and consistency.</li> <li>• Implementation of standard operating procedures to handle HR data and file HR records.</li> </ul>
Remark	