

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Obtain full understanding of capabilities, functions and applications of Human Resource Management System (HRMS) and / or Human Resource Information System (HRIS) used in the organisation
Code	107045L3
Range	Obtaining an in-depth understanding of HRMS and / or HRIS in order to use the system to manage human resource (HR) matters in a more efficient, agile and customised manner. This applies to the identification of features, strengths and limitations of the existing system for supporting the organisation's digital HR strategy and daily HR operations.
Level	3
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 impact of new technologies on HR operations • Understand full functions of the selected HR system and the requirements and process of system upgrade 2. Applications and Processes <ul style="list-style-type: none"> • Refer to user manual provided by the designated vendor in order to obtain full understanding of capabilities, functions and applications of HRMS and / or HRIS used in the organisation • Check practicalities of different functions in the HR system • Check capabilities of the existing HRMS / HRIS in supporting a digital HR strategy (e.g. on talent acquisition and employee engagement) 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Report the collected feedback on capabilities demonstrated, functions used and applications of HRMS and / or HRIS in different HR processes to senior management
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Identification of capabilities, functions and applications of HRMS and / or HRIS used in the organisation. • Provision of assistance in system evaluation on practicalities, strengths and limitations of different functions in the HR system.
Remark	