Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Provide training to all employees on new features and functions of Human Resource Management System (HRMS) and / or Human Resource Information System (HRIS)
Code	107048L4
Range	Planning and providing training on new features and functions of the HRMS / HRIS system on a timely basis. This applies to the provision of timely training on new features and functions of HRMS and / or HRIS by assessing training needs and equipping all employees with essential skills and knowledge to perform and enhance overall productivity and quality of work.
Level	4
Credit	5
Competency	Performance Requirements 1. Knowledge in the Subject Area • Understand the training needs of employees at different levels and by different functional roles • Understand the most effective channels and methodologies of system training in the organisation 2. Applications and Processes • Organise appropriate training with designated vendor when new features and functions are in place • Customise training based on target audience (e.g. by geographical locations, by functional roles) and budget of relevant cost centres (e.g. business units or departments) • Communicate objectives and learning outcomes of the training with target audience • Equip employees with essential skills and knowledge to perform effectively and efficiently, with enhanced productivity and quality of work • Train employees to understand the well-defined procedures and processes and perform at a required competency level 3. Professional Behaviour and Attitude • Proactively take follow-up actions after training • Always seek post-training feedback to review and improve training effectiveness
Assessment Criteria	The integrated outcome requirements of this UoC are: • Establishment of specific training objectives, plan and quality indicators to guide the planning, delivery and follow-up of the relevant training. • Provision of appropriate training with designated vendor to all employees when new features and functions are in place.
Remark	