

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Examine fulfilment of all relevant compliance requirements on human resource (HR) policies, procedures and practices
Code	107055L4
Range	Examining fulfilment of regulatory compliance in terms of adequacy of design and operation of HR policies, procedures and practices to attract, retain and motivate employees at all times. This applies to the maintenance of regulatory compliance by identifying potential HR compliance issues and establishing HR best practices with advice from subject matter experts.
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 regulatory compliance and keep track of its development in all aspects of employment relationship, HR operation and service delivery 2. Applications and Processes <ul style="list-style-type: none"> • Organise suitable training and provide assistance to HR professionals and managers to maintain HR policies, procedures and practices that are executed in a timely, fair and consistent manner • Identify relevant HR policies, procedures and practices affected by any changes in employment related ordinances and statutory regulations • Seek advice from subject matter experts (e.g. company secretary, compliance or legal consultants) to maintain all HR policies, procedures and practices in compliance with regulatory requirements • Use appropriate channels to collect employees' views when reviewing HR policies, procedures and practices • Collect latest information about employment related ordinances and statutory regulations from both internal and external parties (e.g. company secretary, Hong Kong Labour Department) • Maintain HR practices in compliance with HR policies and procedures, and provide assistance in performing regular HR audit 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Make necessary adjustments / updates for HR policies, procedures and practices in a timely manner • Benchmark best practices of conducting review on HR policies, procedures and practices (e.g. listening to former employees, maintaining transparency throughout the review process) for reference / adoption as appropriate
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Identification of potential HR non-compliance issues. • Establishment of HR best practices for regulatory compliance. • Provision of assistance in execution of regular HR audit to review current HR policies, procedures and practices (e.g. documentation, systems), to identify needs for improvement of the HR function, and to assess compliance with prevailing statutory requirements.
Remark	