

Specification of Competency Standards for Human Resource Management

Unit of Competency

| | |
|---------------------|--|
| Title | Examine employee understanding and obtain commitment to human resource (HR) compliance |
| Code | 107057L4 |
| Range | Examining employee understanding in their roles and responsibilities in regulatory compliance, and obtaining their commitment to perform according to the organisation's HR policies, procedures and practices. This applies to the communication with all employees to maintain the organisation's business operations in compliance with all relevant employment related legislations and regulatory requirements. |
| 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 that employee engagement is key in building solid commitment to regulatory compliance for the organisation • Understand the availability of various channels to communicate with employees 2. Applications and Processes <ul style="list-style-type: none"> • Check HR policies, procedures and practices concerning employment related regulatory requirements that are commonly unclear to employees • Communicate HR policies, procedures and practices concerning employment related regulatory requirements with employees through appropriate means (e.g. email, intranet) • Adopt the mechanism for employees to acknowledge their understanding of the HR policies, procedures and practices concerning employment related regulatory requirements (e.g. written acknowledgement from employees) • Maintain enquiry channels for employees to understand and clarify HR policies, procedures and practices concerning employment related regulatory requirements 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Communicate actively and provide appropriate training programmes on HR policies, procedures and practices related to compliance, ethics and employment related regulatory requirements to all employees (e.g. for new employees through induction and orientation programme) |
| Assessment Criteria | <p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Maintenance of channels in order to communicate HR policies, procedures and practices concerning employment related regulatory requirements consistently with all employees (e.g. intranet, training). • Execution of two-way communication with all employees to provide regular update on HR policies, procedures and practices concerning employment related regulatory requirements, and solicit their commitment to regulatory compliance. |
| Remark | |