

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Monitor non-compliance cases and provide support to relevant proceedings
Code	107059L4
Range	Monitoring the risks caused by non-compliance and the subsequent consequences in accordance with the predefined compliance monitoring measures and plans. This applies to regulatory interventions to rectify non-compliance issues (e.g. self-reporting, audit, corrective action procedures) and provide support to the organisation to return to compliance (e.g. ongoing review of business processes) with the 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 possible consequences of non-compliance to the organisation and individual employees 2. Applications and Processes <ul style="list-style-type: none"> • Perform regular human resource audit to maintain regulatory compliance • Monitor non-compliance cases and report serious non-compliance cases to senior management • Search for the root causes of non-compliance and document them for future reference • Seek advice from subject matter experts (e.g. company secretary, compliance or legal consultants) on handling non-compliance issues when necessary • Resolve non-compliance cases in accordance with the adopted solutions • Communicate with major stakeholders and encourage them to raise compliance issues for ensuring prompt corrective actions 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Benchmark best practice in provision of support (e.g. information / materials as evidence and attendance at tribunal / court) in case of any proceedings initiated by employees, government departments and / or statutory bodies (e.g. Labour Tribunal, Equal Opportunities Commission) • Propose appropriate whistle-blowing policies to allow candid reporting of non-compliance cases as well as fair protection to relevant employees who report any compliance breach
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of predefined compliance monitoring measures and plans. • Provision of support to any proceedings initiated by employees, government departments and / or statutory bodies.
Remark	