

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Complete and communicate business continuity plan (BCP) to maintain smooth human resource (HR) related operation
Code	107078L4
Range	Completing and communicating BCP that enables HR related operation without interruption. This applies to the maintenance of smooth HR related operation by completing and making a BCP accessible to all employees. The BCP, that contains a governance structure and implementation methods, will help the organisation get prepared to moderate risks and to maintain business in case of unexpected disruption or emergency.
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 BCP to handle business disruption or emergency (e.g. a fire at the office, network connectivity breakdown) • Understand key elements of a BCP 2. Applications and Processes <ul style="list-style-type: none"> • Confirm potential issues, threats or risks that the BCP needs to address • Check the key job functions that are crucial to maintain the business operation running • Complete a list of manpower and backups to fill the critical positions in an emergency situation • Complete a list of hardware (e.g. critical equipment / documents / temporary operating facilities) and identify the most effective ways to secure their access in the event of business disruption or emergency • Provide adequate training and support to the BCP designated committee / members • Communicate the roles and responsibilities in BCP with relevant employees and make BCP accessible to all employees • Contact relevant departments (e.g. customer service, information technology, security) to nominate representatives to join the BCP designated committee 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Maintain updated record of all HR service providers, and provide necessary HR information and regular updates to the BCP designated committee / members in a timely manner • Regularly communicate with all employees of the BCP especially on emergency evacuation procedures
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of centralised information and resources for effective coordination (e.g. compilation of manpower list and resource list) in the event of business disruption or emergency. • Execution of two-way communication with the BCP designated committee / members for the implementation of BCP for maintaining smooth HR related operation (e.g. training).
Remark	