

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Identify and prioritise different employee wellness and work-life balance initiatives
Code	107102L5
Range	Identifying and prioritising employee wellness and work-life balance initiatives based on employee profiles and needs, and obtaining support from major stakeholders. This applies to the identification of practical and accessible employee wellness and work-life balance initiatives to different groups and levels of employees.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the latest trends, employee needs and available programmes in the market in relation to employee wellness and work-life balance</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Solicit support from senior management about the rationale for employee wellness and work-life balance initiatives and the benefits to employees and the organisation</li> <li>• Set up consultative mechanism to identify employee wellness and work-life balance needs</li> <li>• Identify employee wellness and work-life balance initiatives that best fit the needs of both the employees and the organisation</li> <li>• Identify communication channels to obtain support from major stakeholders to employee wellness and work-life balance initiatives</li> <li>• Conduct cost and benefit analysis to prioritise the wellness initiatives, in consideration of employee needs</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Benchmark the prevailing practices of employee wellness in the organisation with best practices of wellness initiatives organised by other organisations</li> <li>• Consult a balanced mix of employees from different levels and groups in the consultation process</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Identification of employee wellness and work-life balance initiatives based on predefined mechanism and due considerations of the employee needs, organisation culture, business nature and cost implication.</li> <li>• Execution of cost and benefit analysis to prioritise the employee wellness and work-life balance initiatives, in consideration of employee needs and value on investment (e.g. improved workforce morale, lower turnover, less absenteeism).</li> </ul>
Remark	