

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Contact volunteer teams to promote and implement corporate social responsibility (CSR) initiatives
Code	107109L3
Range	Keeping contacts with volunteer teams and motivating internal stakeholders (e.g. employees, employees' families, retirees) to serve the community through volunteering and contribution of their expertise. This applies to the communication with volunteer teams to implement CSR initiatives with internal and / or external resources.
Level	3
Credit	3
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 key components of an effective volunteer team in promoting and implementing CSR initiatives</li> <li>• Understand the potential risks, exposures, statutory regulations in implementing CSR initiatives</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Communicate with volunteer teams about the concept of voluntary services in the organisation for fostering their development and sustainability</li> <li>• Carry out CSR initiatives through collaboration with internal volunteer teams and relevant external parties</li> <li>• Prepare internal and external communication documents related to CSR initiatives</li> <li>• Contact different departments for formation of volunteer teams</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Proactively provide assistance to volunteer teams to promote and implement CSR initiatives</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Preparation of relevant documentations on communication with internal volunteer teams and external parties (e.g. event schedule, order confirmation of transportation services).</li> <li>• Provision of assistance in formation of volunteer teams to implement CSR initiatives.</li> </ul>
Remark	