

**Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies**

1. Title	Recruit, retain and develop IT staff	
2. Code	ITSWG521A	
3. Range	Recruit, retain and develop IT staff for the sustainability of the organization [Generic Skills – Human Resources and Staff Management]	
4. Level	5	
5. Credit	8	
6. Competency	<p>6.1 Know the forward corporate plan</p> <p>6.2 Recruit and /or retain IT staff</p> <p>6.3 Develop IT staff</p> <p>6.4 Maintain the best mix of skill set in the organisation</p>	<p><u>Performance Requirement</u></p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ maintain close connection with operation units on human resource requirements ▪ identify when a need to recruit arise ▪ understand human resources recruitment processes ▪ understand the value of experience of existing staff against a new recruit <p>Be able to</p> <ul style="list-style-type: none"> ▪ devise retention strategies for existing staff force ▪ provide incentives to lock-in existing staff ▪ re-develop existing staff to meet new requirements ▪ execute necessary activities to recruit right talents for unfilled posts <p>Be able to</p> <ul style="list-style-type: none"> ▪ understand the needs of staff development ▪ conduct review sessions for analysing staff development needs ▪ provide classroom and on-the-job training for staff development ▪ provide team building for team development ▪ provide reward schemes to recognise performance <p>Be able to keep people with the best possible mix of skill sets in organisation for effective and efficient operations</p>
7. Assessment Criteria	<p>The integrated outcome requirement of this UoCs is the ability to:</p> <p>(i) recruit, develop and retain IT staff for the sustainability of the organization; and</p> <p>(ii) maintain the best mix of skill sets in the organisation in order to achieve the most effective and efficient operations.</p>	
Remark		