

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

1. Title	Develop and maintain succession plans for human resources related to IT	
2. Code	ITSWG615A	
3. Range	Develop and maintain IT staff succession plans for the sustainability of the organization [Generic Skills – Human Resources and Staff Management]	
4. Level	6	
5. Credit	8	
6. Competency	<p>6.1 Have good knowledge of staff succession</p> <p>6.2 Develop IT staff succession plans</p> <p>6.3 Maintain IT staff succession plans</p> <p>6.4 Maintain sufficient workforce in organisation</p>	<p><u>Performance Requirement</u></p> <p>Be aware of</p> <ul style="list-style-type: none"> ▪ the importance of staff management ▪ the phenomenon and implications of staff turnover ▪ the matching of skill set requirements to established post <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify the IT organisational structure and the human resources requirements ▪ estimate changes in staffing according to historical records ▪ devise strategies (external recruitment or internal rotation / redeployment) for coping with changes in staffing level ▪ document the strategies in a succession plan <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify when staff turnover has occurred ▪ identify when project has come to a phase and needs a different mix / level of staffing ▪ conduct necessary activities to cope with the changes ▪ update the succession plan with lessons learnt <p>Be able to keep human resources at optimal level for best customer services</p>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) develop IT staff succession plan; and (ii) manage IT staff succession plan for the sustainability of the organization.	
Remark		