

Unit of Competency**Functional Area: Strategic Management**

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| Title | Formulate human resources management strategies |
| Code | 105344L5 |
| Range | This unit of competency is applicable to practitioners in the import and export industry to formulate appropriate human resource strategies to achieve company objectives, and provide recommendations to improve staff performance. |
| Level | 5 |
| Credit | 7 (for reference only) |
| Competency | <p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess knowledge human resources management <ul style="list-style-type: none"> • Describe the human resources management, including human resources planning, job design, recruitment and selection, training and development, performance assessment and management, etc. • Describe the company manpower and human resource development policies • Describe the manpower market and characteristics of the import and export industry • Describe the Employment Ordinance (Chapter 57) 2.1. Identify and assess factors affecting the development of human resource strategies <ul style="list-style-type: none"> • Identify the company objectives • Identify human resource requirements of the company • Analyse the supply and demand of the manpower market • Forecast the manpower demand of the company, e.g., staff turnover and retirement • Identify and evaluate factors affecting the development of human resource • Assess the trend of salary and remuneration in the manpower market • Assess the recruitment and retention policy of the company • Assess the effectiveness of the company's incentive system • Assess the training and development needs of the company • Assess the working culture of the company 2.2. Develop company human resource strategies <ul style="list-style-type: none"> • Outline the requirements to ensure staffing is qualified, competent, and sufficient enough to achieve the company objectives • Examine the current status of human resource components • Formulate the company human resource management strategies to meet the needs of the company • Ensure the identified human resource strategies compliant with regulatory requirements 2.3. Manage staff performance <ul style="list-style-type: none"> • Identify the performance requirements • Determine performance indicators to assess staff performance • Collect information/data to evaluate actual staff performance • Identify performance gap • Provide feedback to staff members on the gap between expected and actual performance • Identify and select appropriate measures (e.g., training and development, recruitment and retention, incentive scheme) to improve staff performance • Implement the identified measures 3. Make recommendations to improve staff performance <ul style="list-style-type: none"> • Conduct review on the human resource strategies on a regular basis • Evaluate the effectiveness of the human resources strategies • Provide effective recommendations for continuous improvements |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying and assessing factors affecting the development of human resources strategies • Capable of developing human resources strategies • Capable of managing staff performance • Capable of providing recommendations to improve staff performance |
| Remark | |