

Specification of Competency Standards of the Insurance Industry

**Unit of Competency**

**Functional Area: Operational Support & Services**

Title	Develop compensation policies
Code	105636L6
Range	This unit of competency is applicable to those who are responsible for developing compensation and benefits guidelines. It involves working with business units to establish consensus on principles in employee recruitment, developing salary structure and benefits packages, and developing staff recognition programmes.
Level	6
Credit	5 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge in human resources and sales force management <ul style="list-style-type: none"> <li>• Familiar with insurance market and its manpower needs</li> <li>• Comprehend corporate development, profitability and human resources strategies</li> <li>• Fully aware of relevant regulatory requirements, e.g. employment ordinance</li> <li>• Familiar with insurance labour market</li> <li>• Alert to trends in the development of compensation and benefit schemes</li> </ul> </li> <li>2. Develop compensation policies <ul style="list-style-type: none"> <li>• Work with relevant units to establish consensus on principles in recruiting, retaining, developing and rewarding competent employees</li> <li>• Research market trends in compensation and benefit schemes</li> <li>• Develop salary structure and benefits packages</li> <li>• Work with relevant units to develop staff recognition programmes and reward schemes</li> <li>• Review competitiveness of remuneration packages against market norms in attracting and retaining competent employees</li> <li>• Adjust policies as necessary</li> </ul> </li> <li>3. Develop compensation policies that effectively retain employees in the organization <ul style="list-style-type: none"> <li>• Ensure policies drive employee performance</li> <li>• Ensure compensation and commission policies remain competitive in the labour market.</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to develop compensation policies</li> <li>• Able to develop staff recognition programmes and reward schemes</li> <li>• Able to review competitiveness of remuneration packages against market norms.</li> </ul>
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.