

**Specification of Competency Standards for the Jewellery Industry**  
**Unit of Competency**

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| 1. Title      | Formulate human resources management strategies  |
| 2. Code       | JLZZOM502A   |
| 3. Range      | This unit of competency is applicable in workplaces relevant to the operational management of the jewellery industry. Practitioners should be capable to master human resources management and formulate human resources management strategies by analyzing and assessing the human resources market and the information on the organization's internal requirements.  |
| 4. Level      | 5  |
| 5. Credit     | 9  |
| 6. Competency | <p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about human resources management</p> <ul style="list-style-type: none"> <li>◆ Capable to understand the planning of human resources, including: <ul style="list-style-type: none"> <li>• Develop information system on human resources to meet corporate objectives</li> <li>• Recruit and select staff</li> <li>• Conduct recruitment interview</li> </ul> </li> <li>◆ Capable to understand payment policy management, including: <ul style="list-style-type: none"> <li>• Payment policy</li> <li>• Performance assessment method</li> <li>• Relevant labour ordinances</li> </ul> </li> <li>◆ Capable to understand staff performance assessment method and staff training, such as: <ul style="list-style-type: none"> <li>• Formal and informal assessment methods</li> <li>• Formal and informal training methods</li> </ul> </li> <li>◆ Capable to understand staff relation, including: <ul style="list-style-type: none"> <li>• The mechanism of settling internal conflicts</li> </ul> </li> </ul> |

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|                        | <ul style="list-style-type: none"> <li>• Complaints of dissatisfaction and disciplinary procedure</li> </ul> <p>6.2 Formulate human resources management strategies</p> <ul style="list-style-type: none"> <li>◆ Analyze the human resources condition in each department of the organization and market supply situation, including: <ul style="list-style-type: none"> <li>• Relevant statistics on human resources</li> <li>• The market demand for the required human resources</li> <li>• The price for retaining workforce, etc.</li> </ul> </li> <li>◆ Formulate human resources strategies to meet the operational development of the organization, such as: <ul style="list-style-type: none"> <li>• Recruitment strategies</li> <li>• Retaining workforce strategies</li> <li>• Internal training mechanism and strategies</li> <li>• The promotion ladder, terms of reference as well as the payment and welfare system for each rank of the organization</li> <li>• Job assignment mechanism</li> <li>• Team spirit</li> <li>• Performance assessment plan</li> </ul> </li> </ul> |
| 7. Assessment Criteria | <p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to analyze and assess the human resources condition in the organization and market supply situation to formulate effective human resources management strategies in accordance with the demand of the organization to foster organizational development.</p>  |
| 8. Remarks             | <p>This unit of competency is applicable to the organization's senior operational management.</p>   |