

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Business Strategies

Title	Formulate and maintain competence file of all positions
Code	106543L5
Range	This unit of competency is applicable to the all corporations of the Manufacturing Technology Industry. Practitioners should be capable to develop strategies according to the Intellectual Capital of an organization and to conduct research on the talent formulation so that a competence file for all positions can be developed.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand relevant knowledge of setting competence file of all positions <ul style="list-style-type: none"> • Understand strategies of organization development • Understand operation mode and framework of the organization • Understand the development strategies of Intellectual Capital of the organization • Understand organization theory, including traditional organization theory, behavioural science theory and systematic management theory 2. Formulate and maintain competence file of all positions <ul style="list-style-type: none"> • Cooperate with various departments and record the work of all positions in the organization • Analyse the difference between the target manpower standard and the current standard according to the development strategies of Intellectual Capital • Cooperate with various departments and formulate, manage and improve competence file together with forward-looking attitude • Cooperate with personnel management department and arrange suitable trainings for the staff according to the development strategies of Intellectual Capital and the content of competence file 3. Professional handling of the formulation and maintenance of competence file of all positions <ul style="list-style-type: none"> • Ensure the policies of the organization suit the latest development of situation • Abide by the local legislation for protecting the rights of the organization • Prevent any abuse of authority and corruption by formulating and managing competence file of all positions
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to cooperate with different departments and jointly formulate and maintain the forward-looking competence file that can work with the development strategies of Intellectual Capital • Capable to arrange suitable trainings for the staff of all positions by cooperating with personnel management department
Remark	