

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

Functional Area - Operations Management

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| Title | Formulate human resource management strategies |
| Code | 106552L5 |
| Range | This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be capable to formulate future human resources plan and coordinate with business development needs |
| Level | 5 |
| Credit | 6 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Understand relevant knowledge of formulating human resource management strategies</p> <ul style="list-style-type: none"> • Understand the corporate development strategies • Understand the intellectual capital development strategies • Understand the types of leisure activities • Understand the concept and function of human resource management, including human resource planning, job design and arrangement, recruitment and selection, training and development, performance evaluation and incentives, benefits, labour relations, and law and insurance • Understand learning theory, including learning objectives, learning process and style, and the learning curve and so on motivation • Understand the theoretical training, including job training methods and theories, adult education and theory training, design methodology of training courses and evaluation methods of the training effectiveness • Understand the remuneration policy management, including remuneration policies, performance appraisal and related labour laws • Understand the local education and training system, QF and relevant skills testing • Understand the staff performance appraisal and training, such as formal and informal appraisal and training methods • Understand the relevant legislation of operating regions and human resource management, such as the Hong Kong Employment Ordinance, Equal Opportunities Ordinance, Sex Discrimination Ordinance, Family Status Discrimination Ordinance and Personal Data (Privacy) Ordinance <p>2. Formulate human resource management strategies</p> <ul style="list-style-type: none"> • Analyse the loss of staff of the corporation and the supply and demand situation of the labour market • Estimate the manpower demand under the influence of factors of staff turnover, retirement, suspension, vacation and training requirements • Estimate expansion or contraction of the corporation in the future, evaluate the increase or decrease of the types and numbers of jobs • Evaluate the effectiveness of future trends of salaries and benefits in the labour market, corporate recruitment policy, effectiveness of reward systems, training and development needs, and working culture and cohesion, organization of activities after work • Coordinate with the corporate development strategy and intellectual capital development strategies, formulate human resource management strategies • According to the human resource management strategies, formulate relevant human resource management functions management strategies procedures • Compile reports, interpret human resource management strategies and implement relevant plans <p>3. Professional handling of formulating human resource management strategies</p> |

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| | <ul style="list-style-type: none"> • When considering the formulating human resource management strategies, the overall interests of the corporation must be protected • Prevent any abuse of power and corruption during formulating human resource management strategies • Ensure the formulated human resource management strategies meet the relevant legal compliance |
| Assessment Criteria | <p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to detailedly analyse the situation on the corporate human resources, coordinate with the corporate development strategies and intellectual capital development strategies, formulate human resource management strategies • Capable to formulate relevant human resource management functions management strategies procedures in according with the human resource management strategies, ensure the human resource management strategies are implemented exactly • Capable to compile reports, interpret human resource management strategies and implement relevant plans |
| Remark | |