

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

Functional Area - Operations Management

Title	Plan, organise and arrange training
Code	106556L5
Range	This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be capable to coordinate with the intellectual capital development strategies and human resource management strategy, compile training programs in accordance with the actual needs of corporation, so as to meet the foreseeable future human resource needs of all departments
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand training knowledge</p> <ul style="list-style-type: none"> • Recognise the concept and function of human resource management • Understand the intellectual capital development strategies • Understand human resource management strategies Understand all kinds of market recognised training programs and identify appropriate training programs • Understand the corporate development and competency needs of all department and reflect to the management of human resources department, so as to continuously improve the intellectual capital development strategy and human resource management strategies <p>2. Plan, organise and arrange training</p> <ul style="list-style-type: none"> • Coordinate with the corporate intellectual capital develop strategies and actual operating conditions, plan all kinds of required training • Work closely with all departments, understand the needs of the whole corporation and departments • Design and implement internal training programs, such as all kinds of technical or generic skills training, job skills upgrading program and experience and knowledge sharing sessions • Arrange external training courses, such as arranging trainers or consultants to carry out enhancement training of staff s level in the corporation, and subsidies to foster staff training or support programs • Monitor the implementation of training and review the effectiveness of training <p>3. Professional handling of planning, organising and arranging training</p> <ul style="list-style-type: none"> • Ensure that training and development programs assist the enhancement of staff quality, and comply with the corporate needs and the development trends of the industry
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to coordinate with corporate intellectual capital development strategies and the actual operating conditions, arrange appropriate training for specific departments and review the effectiveness of training
Remark	