

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

Functional Area - Operations Management

Title	Set up and maintain human resources information system and knowledge management system
Code	106557L5
Range	This unit of competency is applicable to information technology department of corporations of Manufacturing Technology Industry. Practitioners should be capable set up and maintain human resources information system and knowledge management system in accordance with the intellectual capital development strategies, examine the applicable computer system on the market to carry out electronic human resources information system and knowledge management system
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the application, management and demand of electronic human resources information system</p> <ul style="list-style-type: none"> <li>• Recognise the application of computer systems on human resources and knowledge management</li> <li>• Understand the intellectual capital development strategies</li> <li>• Understand the methods, theories and tools of knowledge management</li> <li>• Understand the application of human resource information systems and knowledge management systems</li> <li>• Understand the application of computer system on electronic human resource information system and knowledge management system</li> </ul> <p>2. Apply and manage electronic human resources information system</p> <ul style="list-style-type: none"> <li>• Analyse the level of the corporate existing knowledge management systems</li> <li>• According to intellectual capital development strategies, carry out a gap analysis between the current level and the target level of knowledge</li> <li>• Define the objectives, roles and scope of electronic human resources information system and knowledge management system</li> <li>• Set up and maintain human resources information system and knowledge management system, combine and synchronise with other computer systems</li> <li>• Corporate with different departments, ensure the human resources information system and knowledge management system</li> <li>• Select appropriate computer system for human resources information system and knowledge management system</li> </ul> <p>3. Professional handling of set up and maintaining human resources information system and knowledge management system</p> <ul style="list-style-type: none"> <li>• Ensure the provided human resources information system provides are not in violation of the relevant Privacy Policy and the proper use of private information</li> <li>• Prevent any abuse of power and corruption during managing the human resources information system and knowledge management system</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable to set up and maintain human resources information system and knowledge management system in accordance with the intellectual capital development strategies</li> <li>• Capable to ensure that human resources information system and knowledge management system can be implemented exactly, and select suitable computer systems to carry out electrification</li> </ul>

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Remark	
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