

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Human Resources Management relating to a Property

Title	Assign appropriate staff for different posts and shifts, induction and on-the-job training
Code	110588L3
Range	Duties of position and deployment, applicable to supervising and arranging personnel for each position and transferring, arranging induction and on-the-job training
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Familiar with deployment and training</p> <ul style="list-style-type: none"> • Be familiar with the positions and manpower requirements, scheduling of duty roster and methods of deployment • Be familiar with the training needs of new employee and needs of on-the-job training <p>2. Arrange manpower and training</p> <ul style="list-style-type: none"> • Be able to respond to the needs of the post and properly schedule the time, shift and skill requirements of each post • Be able to understand the competent of subordinates and properly arrange suitable employee for each post • Be able to make immediate manpower arrangements and transfers in response to special circumstances and needs • Be able to grasp the training needs of subordinates and conduct "on-the-job training" for subordinates • Be able to use "job assessment" to assess the capabilities of subordinates in applying the acquired knowledge and skills, and to correct the improper behavior of subordinates • Be able to respond to the skills, needs of the post and development needs of employees, explore the training needs of employees, and make suggestions to superiors and recommend employees to participate in the training • Be able to initially respond to general employment enquiries raised by subordinates and accurately reflect the problems to superiors
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be familiar with the positions and manpower requirements, scheduling of duty roster and deployment methods, and be familiar the training needs of new employee and on-the-job training; • Be able to understand the competent of subordinates, properly arrange suitable employee for each post, and be able to make temporary transfers according to the needs; • Be able to grasp the training needs of subordinates, conduct on-the-job training for subordinates, and be able to assess the performance of employees; and • Be able to respond to enquiries from subordinates about general employment issues and report the problems to superiors accurately
Remark	