

**Specification of Competency Standards**  
**for the Printing and Publishing Industry**  
**Unit of Competency**

1. Title	Effect human resources management
2. Code	PPPROM504A
3. Level	5
4. Credit	12
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Devise human resources management system</p> <ul style="list-style-type: none"> <li>◆ Devolve power and responsibilities to staff of a department</li> <li>◆ Set up salary and promotion system</li> <li>◆ Tailor training plan for individual staff</li> <li>◆ Appraise performance of staff in a department</li> <li>◆ Set healthy and safety working system and codes</li> </ul> <p>5.2 Set monitoring mechanism for personnel management</p> <ul style="list-style-type: none"> <li>◆ Set monitoring mechanism to ensure effective implementation of departmental plans</li> <li>◆ Set reward and punishment system to encourage effective implementation of departmental plan by staff</li> </ul> <p>5.3 Establish effective internal and external communication channels</p> <ul style="list-style-type: none"> <li>◆ Establish channels for bi-directional communication within the enterprise between management and staff</li> <li>◆ Set bi-directional communication channels for enterprise and trade unions</li> <li>◆ Establish channels for bi-directional communication between enterprise and government departments</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Develop bi-directional communication between enterprise and the public</li> <li>◆ Establish channels for bi-directional communication between enterprise and social and professional bodies</li> </ul>
<p>6. Range</p>	<p>Set up and monitor a personnel management system and establish channels for effective internal and external communication and perform related tasks for management in human resources department.</p>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Able to set up and monitor a personnel management system and establish channels for effective internal and external communication and perform related tasks.</p>
<p>8. Remarks</p>	<p>The credit value of this unit of competency is based on the assumption that the learner has knowledge of printing enterprise personnel management.</p>