

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Operations Management

Title	Develop and implement staff training and development programmes
Code	105982L4
Range	This unit of competency (UoC) covers the abilities to analyse the need for staff training and develop appropriate training programmes to improve the quality of the staff working in the TIC organisation.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of staff training and development</p> <ul style="list-style-type: none"> • Describe the organisational structure and function of each department. • Specify the competency requirements of each post in the organisation. • Specify the requirements of professional accreditation for specific jobs in the TIC organisation. • Explain the essential features of staff training in the TIC organisation, e.g.: <ul style="list-style-type: none"> ○ purpose of training, ○ method of training, ○ appraisal method, ○ training system. • Identify the characteristics, functions and advantages of different training methods, e.g.: <ul style="list-style-type: none"> ○ in-house training, ○ continuous learning, ○ in-service training. <p>2. Develop and implement staff training and development programmes</p> <ul style="list-style-type: none"> • Assess the requirements for manpower in the foreseeable future according to the development of the business. • Analyse the competency of the staff and the need for training in the department, including professional training. • Establish the necessary staff training needs for selected person with priorities. • Develop training programmes according to the internal successor / promotion plans of the organisation. • Select an appropriate training method according to the special requirements of the department, internal training capacity, characteristics of the expected requirement on skills and the supply of the training market. • Prepare a complete staff training programme proposal. • Review the effectiveness of staff training and revise staff training programmes accordingly. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the training programmes can meet the requirements of the organisation and the development trend of the TIC industry.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • develop appropriate staff training programmes according to the training needs of staff of the TIC organisation.
Remark	