

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

Functional Area - Operations Management

Title	Formulate staff training and people development plan
Code	105980L6
Range	This unit of competency (UoC) covers the ability to formulate staff training and people development plan by analysing the objective of development and critically judging the resources of the TIC organisation to improve the skills and knowledge of the staff.
Level	6
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of staff training and people development</p> <ul style="list-style-type: none"> <li>• Describe the organisational structure and explain the function of each department.</li> <li>• Interpret the skills and competency requirements of each post related to TIC operations in the organisation.</li> <li>• Explain the essential components of human resources management, e.g.: <ul style="list-style-type: none"> <li>○ recruitment,</li> <li>○ training,</li> <li>○ remuneration,</li> <li>○ benefits,</li> <li>○ labour legislations.</li> </ul> </li> <li>• Evaluate the professional accreditation of the TIC industry from the government / professional organisations.</li> <li>• Examine the skill upgrading training programmes accredited by the government / training institutions.</li> <li>• Specify the recognised qualifications and training requirements of the TIC organisation.</li> <li>• Analyse the functions and characteristics of the services of the organisation.</li> </ul> <p>2. Formulate staff training and people development plan</p> <ul style="list-style-type: none"> <li>• Evaluate the work performance of the current staff according to the job requirements of different departments.</li> <li>• Analyse the difference between the ability and the expected competency of the current staff to establish necessary training needs for selected staff with priorities.</li> <li>• Critically assess the requirements of manpower and skills in the foreseeable future according to the trend of development of the TIC industry.</li> <li>• Formulate staff training programmes according to the internal successor / promotion plans of the organisation.</li> <li>• Select appropriate training methods according to the special requirements of different departments, internal training capacity and the supply of the training market.</li> <li>• Provide adequate training resources to meet the development needs of staff.</li> <li>• Evaluate the effectiveness of staff training programmes so that the staff can obtain the expected skills and knowledge through the training.</li> <li>• Review the effectiveness of staff training system and policy of the organisation regularly.</li> <li>• Put forward suggestions for improvement of the staff training and people development plan.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure the training and development plan can help to improve the quality of the staff, and meet the need of the organisation and the developmental trend of the TIC industry.</li> </ul>
Assessment Criteria	The integrated outcome requirement of this UoC is the ability to:

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	<ul style="list-style-type: none"><li>• formulate staff training and people development plan in accordance with the objective of development and resources of the organisation.</li></ul>
Remark	