

Unit of Competency

Functional Area: Operational Management

Title	Formulate Human Resources Management Strategies
Code	104895L5
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to master human resources management and formulate human resources management strategies by analyzing and assessing the human resources market and the information on the organization's internal requirements.
Level	5
Credit	9 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess the knowledge of human resources management <ul style="list-style-type: none"> • Understand the planning of human resources, including: <ul style="list-style-type: none"> • Develop information system on human resources to meet corporate objectives • Recruit and select staff • Conduct recruitment interview • Understand payment policy management, including: <ul style="list-style-type: none"> • Payment policy • Performance assessment method • Relevant labour ordinances • Understand staff performance assessment method and staff training, e.g.: <ul style="list-style-type: none"> • Formal and informal assessment methods • Formal and informal training methods • Understand staff relation, including: <ul style="list-style-type: none"> • The mechanism of settling internal conflicts • Complaints of dissatisfaction and disciplinary procedure • Understand the organization's business policy and strategies • Understand the organization's short-term, mid-term and long-term development plans and directions 2. Formulate human resources management strategies <ul style="list-style-type: none"> • Analyze the human resources condition in each department of the organization and market supply situation, including: <ul style="list-style-type: none"> • Relevant statistics on human resources • The market demand for the required human resources • The price for retaining workforce, etc. • Formulate human resources strategies to meet the development of the organization <ul style="list-style-type: none"> • Recruitment strategies <ul style="list-style-type: none"> • Master the modern standards for competent personnel • Enhance the effectiveness of recruitment • Avoid incoherence in the replacement of important personnel • Master the methods of recruiting competent personnel • Retaining workforce strategies <ul style="list-style-type: none"> • Internal training mechanism and strategies • The promotion ladder, terms of reference as well as the payment and welfare system for each rank of the organization • Job assignment mechanism <ul style="list-style-type: none"> • Allocate job duties according to the personalities of staff • Emphasize staff expertise • Manage staff deployment • Team spirit <ul style="list-style-type: none"> • Know how to balance active management measures and suppressed management measures • Avoid intangible personnel waste • Performance assessment plan <ul style="list-style-type: none"> • Devise assessment methods • Master management by objectives • Manage staff

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Competency	<p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Comply with the Codes of Practice on Employment relating to equal opportunities and understand the requirements of the Sex Discrimination Ordinance, the Disability Discrimination Ordinance and the Family Status Discrimination Ordinance, so as to avoid breaching the discrimination-related ordinances • Comply with the Codes of Practice on Human Resource Management relating to the Personal Data (Privacy) Ordinance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Analyze and assess the human resources condition in the organization and market supply situation to formulate suitable human resources management strategies in accordance with the demand of the organization to foster organizational development; and • Manage staff of the organization and formulate performance assessment method for better management.
Remark	