

## Property Management – Specification of Competency Standards

### Unit of Competency

#### Functional Area : Human Resources Management (Human Resources Planning, Recruitment and Training)

1. Name	Assign appropriate staff to be on duty at different posts, arrange shift duties and on-the-job training	
2. Code	PMZZHR301A	
3. Range	On-the-job guidance as part of property management manpower training	
4. Level	3	
5. Credit	1.5	
6. Competency	<u>Performance Requirement</u>	
	6.1 Supervision on the work of a post	<ul style="list-style-type: none"><li>● Can arrange properly the roster of each shift period and the duty time of each post</li><li>● Understand the ability of each subordinate and can arrange appropriate work for them at different posts</li><li>● Can arrange on-the-job training for subordinates</li><li>● Know how to use on-the-job assessment to evaluate the learning effectiveness and the level of application of each subordinate, and to correct mistakes or misbehaviour</li><li>● Can respond to general enquiries on labour relations from subordinates, and can reflect to superiors the exact enquiries</li></ul>
7. Assessment Guidelines	The integral outcome requirements are: Can understand the abilities of subordinates and can assign appropriate persons to work in different posts, and arrange shift duties, on-the-job training and assessments, and respond to general enquiries on labour relations	
8. Remarks		