

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Human Resources Management
(Human Resources Planning, Recruitment and Training)**

1. Name	Manpower planning and training for staff within the property managed	
2. Code	PMZZHR401A	
3. Range	Planning, recruitment and training of manpower for property management, mainly on human resources management	
4. Level	4	
5. Credit	6	
6. Competency	<u>Performance Requirement</u>	
	6.1 Human resources management	<ul style="list-style-type: none">● Able to accurately calculate the manpower requirements within the property, including both permanent manpower needs and substitutes required to cover vacation leaves.● Able to collect information on job analysis and job evaluation for recruitment purpose● Able to carry out training needs analysis● Able to conduct classroom training and evaluate its effectiveness● Able to carry out performance appraisal of frontline staff
7. Assessment Guidelines	The integral outcome requirements are: Able to apply and integrate human resources information in order to arrange recruitment, to carry out training needs analysis, performance appraisal and various types of property management training and assess its effectiveness	
8. Remarks		