

**SKILLS FRAMEWORK FOR ELECTRONICS  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Organisational Development					
<b>TSC</b>	Learning and Development					
<b>TSC Description</b>	Plan employees' learning and development activities to maximise employee contribution as well as building a skilled workforce					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>ELE-BOC-2003-1.1</b>	<b>ELE-BOC-3003-1.1</b>	<b>ELE-BOC-4003-1.1</b>	<b>ELE-BOC-5003-1.1</b>	<b>ELE-BOC-6003-1.1</b>
		Apply workplace learning techniques to enhance employees' development	Analyse competency based assessment and workplace learning techniques	Develop On the job (OJT) training programmes for employees	Drive employee developmental programmes in alignment to business needs	Influence HR strategy to build a highly motivated and innovative company
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Characteristics of competency-based training</li> <li>Workplace learning methods</li> <li>Components of a workplace learning plan</li> <li>Questioning techniques</li> <li>Principles of giving and receiving of feedback</li> </ul>	<ul style="list-style-type: none"> <li>Competency-based assessment</li> <li>Principles of assessment</li> <li>Rules of evidence</li> <li>Components of assessment plan</li> <li>Relevant stakeholders</li> <li>Preparation for conducting assessment</li> <li>Communication and interpersonal skills during assessment</li> <li>Review of assessment plan</li> <li>Code of ethics for assessors</li> </ul>	<ul style="list-style-type: none"> <li>OJT framework including structured and unstructured OJT</li> <li>Process of designing and developing OJT blueprints and OJT materials</li> <li>Five- step coaching process</li> <li>Process for evaluating OJT programme design</li> <li>Process for review and critique of quality of OJT blueprints</li> <li>Trends and developments in OJT</li> </ul>	<ul style="list-style-type: none"> <li>Legal and ethical considerations relating to the broader development and provision of human resource information and services</li> <li>Links between human resource and organisational strategies</li> <li>Communication techniques and channels relevant for disseminating</li> <li>Facilitation and communication skills for working with stakeholders in the development of human resource activities, services and programmes</li> <li>Models and methods for evaluating the effectiveness of human resource activities, services and programmes</li> <li>Legal and ethical considerations relating to consultation and communication with organisational stakeholders</li> <li>Relationship between strategies developed at more senior levels and the operational or functional requirements of other areas within an organisation</li> </ul>	<ul style="list-style-type: none"> <li>Organisational capabilities and gaps</li> <li>Strategic contribution of the workforce transparent and measurable</li> </ul>

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<p><b>Abilities</b></p>		<ul style="list-style-type: none"> <li>• Develop workplace learning plan using appropriate workplace learning methods</li> <li>• Prepare to facilitate workplace learning</li> <li>• Facilitate workplace learning using workplace learning plan</li> <li>• Provide feedback on learners' progress</li> </ul>	<ul style="list-style-type: none"> <li>• Interpret assessment plan</li> <li>• Prepare candidate for assessment</li> <li>• Prepare assessment venue and resources</li> <li>• Conduct assessment</li> <li>• Apply effective communication and interpersonal skills during the conduct of assessment</li> <li>• Justify assessment decision</li> <li>• Record assessment evidence to support assessment decision</li> <li>• Provide clear and constructive feedback to candidate regarding the assessment decision</li> <li>• Review assessment plan in assessing the required competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Determine the parameters of OJT programme</li> <li>• Design and develop OJT blueprint</li> <li>• Develop the required OJT training materials</li> <li>• Review and critique quality of existing OJT blueprints</li> <li>• Evaluate effectiveness of OJT programme design to meet organizational needs</li> <li>• Engage key stakeholders in the design of the OJT blueprints to ensure its relevance</li> </ul>	<ul style="list-style-type: none"> <li>• Identify human resource trends that may impact on organisational performance</li> <li>• Implement or initiate identified changes to human resource activities, services and programmes to support the organisation's strategic and business goals</li> <li>• Establish performance indicators and measures for the effectiveness of human resource activities, services and programmes designed to support the organisation's strategic and business goals</li> <li>• Review organisation's strategic and business plans to identify areas impacting on human resource activities, services and programmes</li> <li>• Facilitate involvement of stakeholders to review human resource service effectiveness and clarify future expectations and requirements</li> <li>• Communicate with stakeholders to clarify their needs relating to human resource activities, services and programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Create a vision for the organisation to build a highly motivated and innovative company</li> <li>• Develop an integrated HR strategy to manage change successfully</li> <li>• Improve aspects of strategy execution that rely on talent</li> <li>• Target workforce investments to create the highest strategic returns for the organisation</li> <li>• Build resilience in the organisation to cope with change</li> <li>• Keep abreast of new trends in human capital management to better maximise on staff's strengths</li> </ul>