

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

TSC Category	Human Resource Planning					
TSC	Human Resource Practices Implementation					
TSC Description	Implement of human resource (HR) practices by integrating local and international requirements, guidelines and best practices					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		HRS-BIN-2091-1.1	HRS-BIN-3091-1.1	HRS-BIN-4091-1.1	HRS-BIN-5091-1.1	
		Implement human resource (HR) practices in the organisation	Review human resource (HR) practices and recommend enhancements	Establish human resource (HR) practices and implementation strategies	Integrate current human resource (HR) practices with global industry trends and best practices	
Knowledge		<ul style="list-style-type: none"> Guidelines for fair employment and other industry guidelines Employment guidelines and regulations to operate in Singapore Tripartism employment laws Privacy and confidentiality considerations related to HR practices Organisational policies and procedures related to HR practices 	<ul style="list-style-type: none"> Industry best practices in HR Industry trends and developments in relation to fair employment practices Communication techniques and platforms Cultural differences 	<ul style="list-style-type: none"> Components of implementation strategy Measures to evaluate effectiveness of HR practices Techniques of HR effectiveness analysis Impact of diversity on HR practices 	<ul style="list-style-type: none"> Global industry trends related to HR practices International legislative requirements 	
Abilities		<ul style="list-style-type: none"> Interpret HR policies and practices and their implications on employees Implement HR programmes and policies Gather feedback from employees on the impact of HR practices Develop communication materials related to current HR practices Support the communication of HR policies and practices to employees Implement HR handbook Review current HR practices 	<ul style="list-style-type: none"> Analyse HR practices in accordance with regulatory guidelines Identify changes required to HR systems for better alignment with industry best practices Recommend enhancements to senior management, indicating rationale, costs and benefits for buy-in Develop HR tools to support implementation Supervise implementation of HR practices in the organisation Review communication materials developed to 	<ul style="list-style-type: none"> Determine HR practices that are suitable for the organisation Craft organisation's HR practices Design strategies to implement HR practices Liaise with senior leaders in the organisation to ensure their alignment with organisation's HR practices Determine key channels for communication of HR practices Identify opportunities in business operations to integrate HR practices Formulate measures and 	<ul style="list-style-type: none"> Engage with industry HR practitioners to identify global trends in implementing HR practices Collaborate with senior business stakeholders to translate global practices into local organisational context Approve organisation's HR practices Devise action plans to integrate global practices with current HR practices Evaluate effectiveness of integrating global best practices within the organisation context 	

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			<p>suggest amendments</p> <ul style="list-style-type: none"> • Lead communication of HR policies and practices to employees 	<p>criteria to determine effectiveness of HR practices</p> <ul style="list-style-type: none"> • Recommend corrective and improvement actions to HR practices 	<ul style="list-style-type: none"> • Lead efforts to enhance alignment of internal HR practices with external best practices 	
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