

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

<b>TSC Category</b>	General Human Resource Management					
<b>TSC</b>	Data Collection and Preparation					
<b>TSC Description</b>	Collect human resource (HR) data from employees for the purpose of generating business and HR insights					
<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>HRS-HRM-2026-1.1</b>	<b>HRS-HRM-3026-1.1</b>	<b>HRS-HRM-4026-1.1</b>		
		Gather human resource (HR) data using selected tools and techniques	Oversee human resource (HR) data collection processes to ensure its smooth administration	Direct human resource (HR) data collection processes in alignment to business objectives		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Types of data that will be feasible for HR to collect</li> <li>Types of HR data sources and access</li> <li>Owners and stakeholders of HR data</li> <li>Communication guidelines and templates</li> <li>HR data collection processes and methodologies</li> </ul>	<ul style="list-style-type: none"> <li>Quality indicators of HR data</li> <li>Techniques of assessing HR data quality</li> <li>HR data collection tools and techniques</li> <li>Communication techniques and channels</li> <li>Techniques of evaluating the effectiveness of processes and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Legislative requirements related to data that HR collects</li> <li>Business imperatives related to HR</li> <li>Stakeholder engagement techniques and best practices</li> <li>Impact of HR data availability</li> </ul>		

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<p><b>Abilities</b></p>		<ul style="list-style-type: none"> <li>• Administer selected HR data collection tools and techniques</li> <li>• Prepare communication materials on the HR data collection processes and information to be collected</li> <li>• Explain the processes of filling HR data collection templates and forms</li> <li>• Attend to queries related to HR data collection</li> <li>• Clean data collected, checking for outliers or errors</li> <li>• Validate data collected from different data sets to verify accuracy and minimise errors</li> <li>• Prepare data for reporting or analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Identify types and sources of HR data</li> <li>• Identify potential stakeholders from whom HR data is to be collected</li> <li>• Manage the HR data collection processes</li> <li>• Establish the range of data to be collected based on objectives</li> <li>• Assess HR data quality of sources</li> <li>• Shortlist sources that provide quality HR data</li> <li>• Propose tools and techniques to gather HR data</li> <li>• Develop templates and forms for HR data collection</li> <li>• Resolve technical issues or questions related to HR data collection</li> <li>• Evaluate the effectiveness of the HR data collection processes</li> <li>• Propose improvements to HR data collection processes</li> </ul>	<ul style="list-style-type: none"> <li>• Identify business objectives requiring HR data collection</li> <li>• Establish objectives for HR data collection aligned to business needs</li> <li>• Determine types and levels of HR data required for generation of insights</li> <li>• Supervise the HR data collection processes</li> <li>• Lead engagement efforts with HR data owners and stakeholders</li> <li>• Select appropriate HR data collection tools and techniques</li> <li>• Drive improvements to the HR data collection processes</li> </ul>		
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