

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Human Resource					
TSC	Compensation Management					
TSC Description	Manage the implementation, review and administration of compensation to employees					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		STP-HRM-2012-1.1	STP-HRM-3012-1.1	STP-HRM-4012-1.1		
		Process data and documentation required for compensation management	Administer compensation to employees	Implement compensation management processes		
Knowledge		<ul style="list-style-type: none"> Types of employee compensation Compensation system procedures Documentation required for administering compensation management Legal and ethical considerations related to compensation management 	<ul style="list-style-type: none"> Legislative policies related to compensation management Features of compensation systems Components of compensation structure Organisational policies and procedures that impact the compensation management processes Privacy and confidentiality considerations that govern all compensation-related transactions Formulas to calculate compensation payout Impact of compensation processes on employees and the organisation Organisational procedures on reporting format and templates 	<ul style="list-style-type: none"> Industry codes of practice related to compensation management Organisational policies and procedures impacting compensation requirements Models and methods for managing compensation systems Market trends and developments related to compensation management and processing 		
Abilities		<ul style="list-style-type: none"> Gather information required to perform compensation calculation Input data into compensation systems to support processing and 	<ul style="list-style-type: none"> Consolidate information required to perform compensation calculation Calculate base salary, allowances and other components of 	<ul style="list-style-type: none"> Identify legal and regulatory requirements impacting compensation management activities Align compensation management activities 		

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

		<p>calculating activities</p> <ul style="list-style-type: none"> • Process routine compensation and related administration reports • Disseminate endorsed documentation to relevant parties 	<p>compensation in accordance with organisational policies and procedures</p> <ul style="list-style-type: none"> • Reconcile calculations with compensation allocations to ensure accuracy • Review compensation and related administration reports • Implement annual review cycles as per plan • Deliver reports in the requested formats • Engage authorised parties to obtain approval for payments • Activate payments in accordance with organisational policies and procedures • Update records to ensure accuracy and completion of compensation processing 	<p>with legal and regulatory requirements</p> <ul style="list-style-type: none"> • Engage stakeholders to obtain approval on compensation administration procedures • Liaise with organisational departments to obtain compensation information • Verify compensation calculations and documentation to audit anomalies • Resolve issues related to compensation policies and procedures • Formulate plans for annual reviews • Develop processes and systems for gathering data and feedback on effectiveness of compensation programmes • Review current compensation management trends and practices • Recommend improvements to compensation management processes 		
--	--	---	--	---	--	--