## TSC Category
Human Resource Planning

## TSC
- **Human Resource Policies and Legislation Framework Management**

## TSC Description
Develop and review human resource (HR) policies and procedures against organisational needs, and in compliance to legislative, ethical and regulatory standards

### TSC Proficiency Description

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td>Draft human resource (HR) policies for the organisation</td>
<td>HRS-BIN-3090-1.1</td>
<td>HRS-BIN-4090-1.1</td>
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<tr>
<td>Develop human resource (HR) policy documents in adherence to legislative requirements</td>
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<tr>
<td>Establish human resource (HR) policy frameworks to support the successful implementation of HR objectives</td>
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<tr>
<td>Align organisational human resource (HR) policies with national strategic HR initiatives and legislation</td>
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### Knowledge
- Labour policies and legislation impacting the organisation
- Employment laws, guidelines and frameworks
- Tripartite guidelines for fair employment
- Types of HR policies
- Sections of a HR policy document
- HR policy writing techniques
- Elements of a well-written policy document
- Methods of displaying standards and guidelines
- National labour policies and legislation
- Components of HR policy document
- Intended users of HR policy
- Legal, ethical and socio-cultural considerations of HR policies
- Models and methods for identifying breaches in HR policy
- National manpower policies and initiatives
- Impact of labour policies and legislation on internal HR policies and organisation
- Components of a HR policy framework
- Purposes and objectives of HR policy frameworks and procedures
- Processes of HR policy development and review
- Components of communication and implementation plans
- Evaluation criteria of policies and procedures
- Relevant professional and industry codes of practice and standards related to HR policy development
- Methods for accessing information on national HR policies
- Range of privacy and confidentiality considerations when handling with sensitive national policies
- Models and methods for analysing gaps in HR policies
- Methods to conduct stakeholder analysis
- Types of networking techniques

### Abilities
- Identify objectives of HR policies in accordance with organisational HR standards and guidelines
- Consolidate research and supporting information required to develop HR policies
- Identify labour policies and legislation that are relevant to the organisation
- Identify types of HR policies to address organisation’s HR standards and guidelines
- Identify legislative and compliance requirements, and risks relevant to the organisation
- Outline the structures of HR policies in
- Review existing HR policy framework against organisational needs and legislative, ethical and socio-cultural requirements
- Assess impact of changes to labour policies and legislation on internal HR policies
- Develop HR policy
- Prioritise national policies and laws that would impact organisation’s HR standards and guidelines
- Evaluate impact of changes to labour policies and legislation on the business
- Drive the development and revision of HR policies
<table>
<thead>
<tr>
<th>Technical Skills &amp; Competencies (TSC)</th>
<th>Reference Document</th>
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<tbody>
<tr>
<td>organisation’s HR function</td>
<td>consultation with relevant stakeholders</td>
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<tr>
<td>• Draft HR policies according to outlined structure</td>
<td>• Review HR policy drafts</td>
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<td>• Proofread HR policies to minimise errors</td>
<td>• Verify prepared HR policy content</td>
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<tr>
<td>• Consult with legislative authorities to verify soundness of HR policies</td>
<td>• Refine HR policy documents according to legislative and compliance requirements</td>
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<tr>
<td>• Document HR policies according to organisational procedures and legislative requirements</td>
<td>• Secure buy-in and approval on policies and procedures from key stakeholders</td>
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<td>• Communicate HR policies to employees and stakeholders</td>
<td>• Develop communication and implementation plans to address the impact of changes in HR policies</td>
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<td>• Evaluate HR policies and procedures to ensure effectiveness, clarity and relevance of the frameworks</td>
<td>• Drive further refinements to HR policies for greater alignment with national initiatives and legislation</td>
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<tr>
<td>• Devise strategies to implement and incorporate national manpower initiatives in HR policies</td>
<td>• Communicate the impact of national HR initiatives to internal and external stakeholders</td>
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<td>• Secure buy-in for HR policy changes from internal and external stakeholders</td>
<td>• Coach stakeholders on change management for relevant HR policies</td>
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<tr>
<td>• Evaluate effectiveness and business impact of HR policies</td>
<td>• Drive further refinements to HR policies for greater alignment with national initiatives and legislation</td>
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