

MANAGE EMPLOYEE REWARDS

UNIT CODE: 0413 551 18A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/01/6/MA

UNIT DESCRIPTION:

This unit specifies the competencies required to manage employee rewards. It involves carry out job analysis, conducting job evaluation and developing reward packages.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENTS	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the range)</i>
1. Conduct job evaluation	<i>Job evaluation method</i> is selected based on HR Manual 1.2 Job evaluation is conducted as per selected method 1.3 A report on the worth of the job is generated as per job evaluation 1.4 Communication and roll out is done as per work procedure
2 . Develop a reward package	2.1 <i>Methods of reward packages</i> are identified as per HR Manual 2.2 Packages are clustered according to job groups identified based on scheme of service. 2.3 Approval is obtained as per the HR manual 2.4 Communication and implementation to staff is done as per communication policy.
3. Administer employees' wages and salary	3.1 Organizations' wages and salary are identified as per the HR compensation and benefits policy 3.2 Salary levels are determined based on job evaluation results 3.3 Salary budgets are prepared as per the work place procedures 3.4 Grading systems are established in line with SRC requirement. 3.5 Pay systems are determined based on terms of service 3.6 Pay structures are established in line with SRC requirements.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Job evaluation method may include but not limited to:	2.1 Analytical matching 2.2 Point factor evaluation 2.3 Internal benchmarking 2.4 Job classification 2.5 Job ranking 2.6 Paired comparison ranking
2. Methods of reward packages may include but not limited to:	3.1 Time rates 3.2 Piece rates 3.3 Team based pay 3.4 Allowances 3.5 Bonuses 3.6 Incentives

REQUIRED KNOWLEDGE AND SKILLS

This section describes the knowledge and skills required for this unit of competency.

Required Knowledge

The individual needs to demonstrate knowledge and understanding of:

- Enabling legislation governing financial management.
- Financial management.
- Work plan procedures
- Human resource procedures and manuals
- Dispute resolution procedures
- Organization policies and budgeting processes.

Required Skills

The individual needs to demonstrate the following skills:

- Communication.
- Interpersonal.
- Negotiations.
- Critical thinking.
- Financial management.
- Data collection and reporting.
- Presentation.
- Numeracy.
- Resource mobilization.
- Decision making
- Budgeting
- Computer skills
- Reporting.

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Performed job assessment as per HR manual 1.2 Prepared job specification as per organization guidelines 1.3 Selected job evaluation method as per HR manual 1.4 Conducted job evaluation as per HR manual 1.5 Identified methods of reward packages as per HR manual
2. Resource Implications	2.1 Financial regulations, policies, guidelines, manuals and strategic plan. 2.2 Salary and benefit manual. 2.3 Organization structure, policies and procedures. 2.4 Contracts and agreements.
3. Methods of Assessment	Competency may be assessed through: 3.1 Practical Assessment

	3.2 Projects 3.3 Portfolio of evidence 3.4 Third party report 3.5 Written Test 3.6 Oral questions
4. Context of Assessment	4.1 Competency may be assessed in a workplace or simulated work environment.
5. Guidance information for assessment	5.1 Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.