

Training & Development – Competency Standards

Unit of Competency

Functional Area: Management of Training Functions

1. Name : Training Budgeting

2. Code : TDZZMN406A

3. Level : 4

4. Credit : 1 unit (1 QF unit is equivalent to 10 notional hours of learning)

5. Range : Having a broad knowledge of training budgets covering the costs of training personnel, facility rental and maintenance, audio/visual equipment, consumable training materials, fees for external programs, and assisting senior management in the preparation of training budgets of specific training activities as assigned.

6. Competency : Performance Requirements

Knowledge and Intellectual Skills

- Has means and resources to acquire a broad knowledge base on the process of training budgeting and to gain the experience of preparing budgets of specific training activities.
- Be able to evaluate, explore, and use the historical data as well as the projected HRD needs in planning training activities, and in preparing specific training budgets as assigned.
- Be able to assist in the use of the training data and information in preparing training budgets for both existing programs and also new and unfamiliar training requirements.
- Be able to assist in using the training data and information to produce budgets of specific training areas as assigned.

Process

- Be able to adjust the training budgets of training activities that could either be substituted or augmented by other new and innovative means or approaches.
- Be able to exercise judgment in planning, choosing, and using the training data and information to produce budgets of specific training activities as assigned.
- Be able to assist senior management in studying and/or identifying both the current and future training needs, and incorporating relevant factors in the training budgets, thus ensuring that they meet professional levels.

Application, Autonomy and Accountability

- Be able to exercise discretion and judgment in the interpretation and use of training data and information in the compilation of training budgets.
- Be able to collate and flexibly use training data and information in determining the training budgets of specific training activities independently.

- Understands organization policies on HR development, group characteristics, and resource allocation, and be able to produce training budgets of specific training activities in accordance with the broad organization training policies.
- Be fully accountable to his/her superior for the accuracy and validity of the training budgets of the specific training activities he/she has prepared.
- Be able to produce training budgets of specific training activities that meet pre-determined training goals and objectives.
- Assume full responsibility for the use of training data and information supplied by others, with which you have prepared specific training budgets.

Communication, IT and Numeracy

- Be able to explain and elaborate to his/her superior the justifications of specific training budgets developed based on training data and information on hand.
- Be able to use training data and information to explain the rationale behind specific training budgets prepared for both familiar and non-routine training situations.
- Be able to reflect on the training data and information in the light of future environment, prepare specific training budgets, and present them in well-structured form.
- Be able to use common IT software in updating training data and information ready for future budgetary use and reference.
- Be able to map out plans and approaches for the collection and collation of training data and information, and use them in producing specific training budgets.
- Be able to produce supporting facts and figures in respect of the training activities included in specific training budgets.

7. Assessment Guideline

The trainer must be able to collect, collate, select and make use of training data and information in producing specific training budgets to be incorporated in the master training budgets.