

REWARD MANAGEMENT

UNIT CODE: HRM/CU/BUS/CR/07/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Manage employees rewards

Duration of Unit: 110 Hours

Unit Description

This unit specifies the competencies required to manage employee rewards. It involves processing employee remuneration, carrying out job evaluation, administering wages and salary of employees, managing insurance covers and claims and undertaking payroll audits

Summary of Learning Outcomes

1. Processing employee remuneration (salaries and allowances)
2. Carrying out job evaluation
3. Administering wages and salary of employees
4. Managing insurance covers and claims
5. Undertaking payroll audit

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Processing employee remuneration	<ul style="list-style-type: none">• Introduction to reward management• Definition of terms<ul style="list-style-type: none">• Compensation• Benefits• Basic pay• Performance pay• Allowances• Pay structures• Objectives of reward management in an organization• Types of employee rewards• Components of employee remuneration• Factors influencing employee remuneration and adjustment of salaries by an organization• Determination of wage rate	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Case studies

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> Importance of employee remuneration 	
2. Carrying out job evaluation	<ul style="list-style-type: none"> Meaning of job evaluation Purpose Methods Factors to consider when selecting appropriate method of job evaluation Advantages and disadvantages of job evaluation methods 	<ul style="list-style-type: none"> Written tests Observation Oral questions Case studies
3. Administering wages and salary of employees	<ul style="list-style-type: none"> Preparation of salary budgets General and individual salary reviews Determining salary levels on joining or promotion Instituting salary controls 	<ul style="list-style-type: none"> Written tests Observation Oral questions Case studies
4. Managing insurance covers and claims	<ul style="list-style-type: none"> Introduction to insurance Types of insurance covers Insurance claims processing 	<ul style="list-style-type: none"> Written tests Observation Oral questions Case studies
5. Undertaking payroll audit	<ul style="list-style-type: none"> Introduction to payroll audit Importance of payroll audit Payroll audit procedure Payroll audit report 	<ul style="list-style-type: none"> Written tests Observation Oral questions Third party report Case studies

Suggested methods of instructions

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos

- Project
- Group discussions

Recommended Resources

- Policies, guidelines and regulations Strategic plans
- Staff data
- Organization structure, policies and procedures
- Pay structures

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