
Overview

This standard is about planning, implementing and evaluating reward and recognition strategies. It includes developing affordable reward systems that take account of internal and external factors, implementing reward systems, ensuring their fair application across the organisation and evaluating reward systems, making recommendations for change. It is for HR professionals who are involved in the management of reward and recognition strategies.

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Manage reward and recognition strategies

Performance criteria

Plan reward systems

You must be able to:

- P1 Identify current and emerging trends, innovations and best practice relating to reward systems, seeking advice from specialists where appropriate
- P2 Undertake appropriate benchmarking exercises to inform proposals for market positioning
- P3 Identify the demographic risks to the organisation
- P4 Develop reward systems that are affordable and take into account internal and external factors

Implement reward systems

You must be able to:

- P5 Manage the governance process for executive-level pay matters
- P6 Collect and prepare relevant information and recommendations to committees responsible for executive-level pay matters
- P7 Provide data and information for external stakeholders, regulators and shareholders as appropriate
- P8 Manage the reward matters of unique staff members
- P9 Deliver annual and on-going reward programmes
- P10 Make sure that reward systems are applied fairly across the organisation
- P11 Support managers in managing reward decisions and resolving reward issues
- P12 Analyse reward data to ensure compliance with legislation

Evaluate reward systems

You must be able to:

- P13 Seek feedback on reward systems to inform their continuous improvement
- P14 Identify legislative changes that may impact reward systems
- P15 Review and evaluate the costs and benefits of the reward package and make recommendations for change

Knowledge and understanding

You need to know and understand:

Plan reward systems

- K1 The organisation's strategy, performance goals and drivers
- K2 The sector in which the organisation operates and the market factors that impact on its performance
- K3 Sources of specialist information and expertise and how to access and make best use of them
- K4 How to identify current and emerging trends, innovations and best practice relating to reward systems
- K5 How to conduct benchmarking exercises and use the outcomes to make proposals for market positioning
- K6 The demographic risks that apply to the organisation and how to develop reward systems to attract and retain 'flight risk' groups
- K7 The organisation's balance sheet and the impact of reward costs
- K8 How to develop affordable reward systems which take into account internal and external factors and relevant legislation and regulation

You need to know and understand:

Implement reward systems

- K9 The governance process that applies to executive-level pay matters and how to manage it
- K10 The information required by committees responsible for executive-level pay matters
- K11 The data and information required by external stakeholders, regulators and shareholders
- K12 How to manage reward matters of unique staff members
- K13 How to deliver annual and on-going reward programmes
- K14 How to make sure that reward systems are applied fairly across the organisation
- K15 Techniques of supporting managers in managing reward decisions and resolving reward issues
- K16 Types of data required to ensure compliance with legislation and how to analyse it

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You need to know and understand:

Evaluate reward systems

K17 How to elicit feedback on reward systems

K18 Sources of information on legislative changes

K19 How to review and evaluate reward packages

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