

BADAN NASIONAL SERTIFIKASI PROFESI

INDONESIAN PROFESSIONAL CERTIFICATION AUTHORITY

SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No.: 70209.2423.4.0010308.2021

Dengan ini menyatakan bahwa, This is certify that,

TIRTO PRAYITNO

No. Reg.M.516.00502.2021

Telah Kompeten pada: Is Competent for:

OKUPASI

Human Capital Supervisor

Pada bidang pekerjaan: In the area of:

Manajemen Sumber Daya Manusia Human Resource Management

Sertifikat ini berlaku untuk 3 (tiga) Tahun This certificate is valid for 3 (three) years

Surabaya, 15 April 2021 Atas nama (on behalf of) BNSP Lembaga Sertifikasi Profesi

Manajemen Sumber Daya Manusia UNIVERSAL

Professional Certification Body Human Respurce Management UNIVERSAL ACA SERT

Summer Muhammad Al Irsyad

Direktur (Director)

Mark Market Company of the Company o





Daftar Unit Kompetensi

List of Competency Unit

NO.	KODE UNIT KOMPETENSI Code of Competency Unit	JUDUL UNIT KOMPETENSI Title of Competency Unit
1.	M.701001.038.01	Melaksanakan Kegiatan Pembelajaran dan Pengembangan Learning and Development Activities
2.	M.701001.057.01	Menyusun Prosedur Operasi Standar Pengelolaan Kinerja Establish Standard Operating Procedures for Performance Management
3.	M.701001.065.01	Menyusun Prosedur Operasi Standar Remunerasi di Tingkat Organisasi Establish Standard Operating Procedures for Renumeration at Organizational Level
4.	M.701001.080.01	Melaksanakan Pemenuhan Hak-hak Normatif Pekerja Complience of Workers Normative Rights
5.	M.701001.008.01	Membuat Rencana Pencarian Sumber Calon Pekerja Creating a Worker Source Prospecting Plan
6.	M.701001.011.01	Melaksanakan Proses Seleksi Calon Pekerja Selection Candidate Workers Process
7.	M.701001.014.01	Melakukan Penempatan Kerja Worker Placement
8.	M.701001.031.01	Mengimplementasikan Budaya Organisasi Implementing Organizational Culture to All Units and Individuals
9.	M.701001.051.01	Melakukan Pemetaan Potensi dan Kompetensi Individu Mapping Individual Competency and Potential
10.	M.701001.053.01	Menerapkan Pengembangan Karir Applying Career Development
11.	M.701001.059.01	Mengelola Proses Pemantauan terhadap Pencapaian Kinerja Pekerja Managing Monitoring Process on Workers Performance Achievement
12.	M.701001.077.01	Menangani Keluh Kesah Pekerja di Tingkat Organisasi Handling Worker Complaints at Organizational Level
13.	M.701001.084.01	Melaksanakan Tindakan Disiplin Pekerja di Tingkat Organisasi Implementing Worker Discipline Measures at Organizational Level
14.	M.701001.096.01	Menangani Administrasi Pekerja Antar Negara Handling Worker Administration Between Countries



TIRTO PRAYITNO
Tanda tangan pemilik
(Signature of holder)

Surabaya, 15 April 2021

Lembaga Sertifikasi Profesi

Manajemen Sumber Daya Manusia UNIVERSAL

Professional Certification Body Human Resource Management UNIVERSAL

Drs. AGUS HERI SANTOSO, MA

Manajer Sertifikasi (Manager of Certification)