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**BADAN NASIONAL
SERTIFIKASI PROFESI
INDONESIAN PROFESSIONAL
CERTIFICATION AUTHORITY**

SERTIFIKAT KOMPETENSI CERTIFICATE OF COMPETENCE

No. 78300 4416 4 0000999 2020

Dengan ini menyatakan bahwa,
This is to certify that,

Noviana Puspitasari

No. Reg. SDM 1000 00395 2020

Telah kompeten pada bidang:
Is competent in the area of:

**Manajemen Sumber Daya Manusia
Human Resources Management**

Dengan Kualifikasi / Kompetensi:
With Qualification / Competency:

**Supervisor Manajemen SDM
Supervisor of Human Resources Management**

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

Bekasi, 30 April 2020

Atas Nama Badan Nasional Sertifikasi Profesi
On Behalf of Indonesian Professional Certification Authority
Lembaga Sertifikasi Profesi Sumber Daya Manusia Kompeten Indonesia
Professional Certification Body for Human Resources Management

Irwan Raharja, S.E., M.M., CHRM

Ketua
Chairman



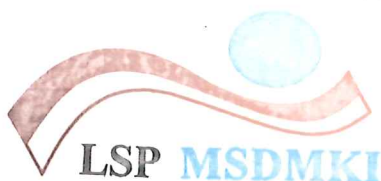
Daftar Unit Kompetensi

List of Unit(s) of Competency

NO	Kode Unit Kompetensi <i>Code of Competency Unit</i>	Judul Unit Kompetensi <i>Title of Competency Unit</i>
1.	M.701001.038.01	Melaksanakan Kegiatan Pembelajaran dan Pengembangan <i>Carry out Learning and Development Activities</i>
2.	M.701001.057.01	Menyusun Prosedur Operasi Standar Pengelolaan Kinerja <i>Establish Standard Operating Performance Operation Procedures</i>
3.	M.701001.065.01	Menyusun Prosedur Operasi Standar Remunerasi di Tingkat Organisasi <i>Developing Standard Operating Procedures for Remuneration at the Organizational Level</i>
4.	M.701001.080.01	Melaksanakan Pemenuhan Hak-Hak Normatif Pekerja <i>Implementing the Compliance of the Employees' Normative Rights</i>
5.	M.701001.011.01	Melaksanakan Proses Seleksi Calon Pekerja <i>Conducting Selection Process of Prospective Workers</i>
6.	M.701001.012.01	Melakukan Penilaian Hasil Hasil Seleksi <i>Assessing Results of Selection Results</i>
7.	M.701001.013.01	Melakukan Penawaran Kerja Terhadap Calon Pekerja <i>Conducting Employment Offers to Prospective Workers</i>
8.	M.701001.014.01	Melakukan Penempatan Pekerja <i>Doing work placement</i>
9.	M.701001.033.01	Mengidentifikasi Kesenjangan Kompetensi <i>Identify the Competency Gap</i>
10.	M.701001.034.01	Mengidentifikasi Kebutuhan Kompetensi melalui Rekam Jejak Perkembangan Pekerja <i>Identify Competency Needs through Job Development Trace Record</i>
11.	M.701001.037.01	Menyusun Anggaran Program Pembelajaran & Pengembangan <i>Develop a Learning & Development Program Budget</i>
12.	M.701001.039.01	Melakukan Evaluasi Pelaksanaan Keseluruhan Program Pembelajaran dan Pengembangan <i>Evaluate the Overall Implementation of Learning and Development Program</i>
13.	M.701001.059.01	Mengelola Proses Pemantauan Terhadap Pencapaian Kinerja Pekerja <i>Managing Monitoring Process on Work Performance Achievement</i>
14.	M.701001.084.01	Melaksanakan Tindakan Disiplin Pekerja di Tingkat Organisasi <i>Implementing Worker Discipline Measures at the Organizational Level</i>

Bekasi, 30 April 2020

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Lembaga Sertifikasi Profesi Sumber Daya Manusia Kompeten Indonesia
Professional Certification Body for Human Resources



Noviana Puspitasari
Tanda tangan pemilik
Signature of holder

Raden Mohamad Sugengriadi, S.T., M.T.
Manajer Sertifikasi
Certification Manager