HEA

HOTEL ENGINEERING ACADEMY

PROFESSIONAL TRUST

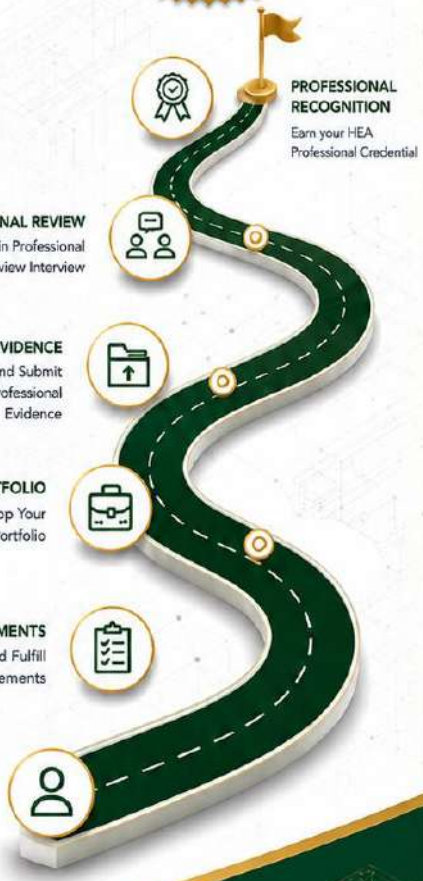
HOTEL ENGINEERING ACADEMY
HEA
PROFESSIONAL CREDENTIAL SYSTEM
INTEGRITY • COMPETENCE • PROFESSIONALISM

HEA USER DOCUMENTATION SERIES

U02

CANDIDATE HANDBOOK

Your Journey to Professional Recognition with HEA



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INTEGRITY | COMPETENCE | PROFESSIONALISM | INDEPENDENCE | ACCOUNTABILITY | QUALITY

RECOGNIZING COMPETENCE.
ELEVATING PROFESSIONAL STANDARDS.

HOTEL ENGINEERING ACADEMY (HEA)

HANDBOOK #02

SKHEI & PROFESSIONAL COMPETENCY FRAMEWORK

RELEASE VERSION 1.1 — FINAL PRINT RELEASE

DOCUMENT CONTROL

Document: Handbook #02 — SKHEI & Professional Competency Framework
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Purpose:
Menjelaskan framework kompetensi profesional yang digunakan dalam HEA Professional Credential System dan Professional Review.

Normative Position

Handbook ini merupakan dokumen pendukung dan explanatory documentation.

Handbook ini tidak menggantikan:

- SKHEI / controlled competency standards;
- Governance Documents;
- Professional Credential Scheme;
- controlled policies;
- controlled procedures; atau
- authority yang ditetapkan dalam governance.

Apabila terdapat ketidaksesuaian, controlled source yang memiliki authority lebih tinggi berlaku.

Revision Principle

Release v1.1 mempertahankan substansi Handbook #02 sebelumnya, sekaligus memperbaiki:

- terminology;
- hubungan antara SKHEI dan operational PHP;
- unit competency taxonomy;

- distinction antara 100 SKHEI units dan 13 operational development areas;
- authority boundary;
- Professional Review terminology;
- Professional Judgement;
- Local Wisdom & Hospitality Review; dan
- document-control provisions.

DAFTAR ISI

28. Source Basis
29. Control Statement

1. KEDUDUKAN HANDBOOK

Handbook #02 merupakan bagian dari **HEA Master Handbook Suite** dan menjelaskan **Standar Kompetensi Hospitality Engineering Indonesia (SKHEI)** yang digunakan dalam HEA Professional Credential System.

SKHEI menjadi dasar untuk memahami kompetensi profesional yang harus dapat ditunjukkan melalui:

- pengalaman profesional;
- Professional Evidence;
- Professional Discussion;
- Professional Observation bila digunakan;
- Cross Validation;
- Professional Analysis; dan
- Professional Judgement.

Candidate tidak dinilai hanya berdasarkan:

- jabatan;
- masa kerja;
- jumlah sertifikat;

- jumlah training; atau
- jumlah dokumen.

Professional competence harus ditunjukkan melalui pengalaman profesional dan evidence yang dapat dipertanggungjawabkan.

2. TUJUAN DAN RUANG LINGKUP

Handbook ini bertujuan untuk:

1. menjelaskan struktur SKHEI;
2. menjelaskan Professional Competency Domains;
3. menjelaskan struktur 100 Unit Kompetensi;
4. menjelaskan hubungan competency dengan Professional Evidence;
5. menjelaskan penggunaan competency framework dalam Professional Review;
6. menjelaskan hubungan competency framework dengan operational PHP;
7. memberikan kerangka pemahaman bagi Candidate, Professional Reviewer, dan Credential Holder.

Handbook ini tidak menetapkan persyaratan baru di luar controlled standards dan governance HEA.

3. SKHEI PROFESSIONAL COMPETENCY FRAMEWORK

Standar Kompetensi Hospitality Engineering Indonesia (SKHEI) merupakan competency framework yang digunakan untuk Professional Credential **C.Eng.**

Framework tersebut menjadi dasar untuk menilai apakah seorang Engineering Professional dapat menunjukkan competence melalui pengalaman profesional dan Professional Evidence.

Dalam sistem yang berjalan, Professional Review menggunakan **100 SKHEI Competency Units**. Operational Professional Review record juga menunjukkan struktur sampai dengan **D10.10**.

4. PRINSIP COMPETENCY-BASED PROFESSIONAL CREDENTIAL

Professional competence dipahami sebagai integrasi antara:

- knowledge;
- technical capability;
- professional experience;
- problem solving;
- professional judgement;
- responsibility;
- decision making;

- leadership;
- communication;
- professional ethics;
- innovation; dan
- continuous development.

Dengan demikian, competence tidak ditentukan hanya oleh:

- jabatan;
- masa kerja;
- jumlah sertifikat;
- jumlah training; atau
- jumlah dokumen evidence.

Evidence harus menunjukkan:

- apa yang dilakukan professional;
- bagaimana keputusan dibuat;
- apa tanggung jawab professional;
- bagaimana masalah ditangani; dan
- apa hasil atau dampaknya.

Pengalaman profesional dinilai berdasarkan relevansi, kompleksitas tanggung jawab, kesinambungan praktik profesional, dan evidence yang dapat diverifikasi.

5. PROFESSIONAL COMPETENCY DOMAINS

Framework operasional HEA menggunakan 10 Professional Competency Domains:

Kode	Professional Competency Domain
D1	Engineering Fundamentals & Professional Practice
D2	Engineering Systems & Technology
D3	Operation, Maintenance & Asset Management
D4	Financial & Resource Management
D5	Project & Asset Engineering
D6	Sustainability & Energy Engineering
D7	Digital Engineering & Smart Facility Management
D8	Risk, Safety & Compliance Management
D9	Innovation & Continuous Improvement
D10	Professional Development & Knowledge Management

Kesepuluh domain tersebut merupakan struktur utama Professional Review.

6. STRUKTUR 100 UNIT KOMPETENSI

Setiap domain terdiri atas 10 Unit Kompetensi.

Dengan demikian:

10 Domains × 10 Units = 100 Competency Units

Struktur kode:

- D1.1 sampai D1.10
- D2.1 sampai D2.10

- D3.1 sampai D3.10
- D4.1 sampai D4.10
- D5.1 sampai D5.10
- D6.1 sampai D6.10
- D7.1 sampai D7.10
- D8.1 sampai D8.10
- D9.1 sampai D9.10
- D10.1 sampai D10.10

Operational Professional Review engine menggunakan unit-unit tersebut sebagai review structure.

7. DOMAIN D1

ENGINEERING FUNDAMENTALS & PROFESSIONAL PRACTICE

7.1 Tujuan Domain

D1 mencakup fondasi engineering dan penerapannya dalam praktik profesional Hospitality Engineering.

Ruang lingkupnya meliputi:

- engineering principles;
- technical analysis;
- engineering problem solving;

- engineering judgement;
- applied engineering science;
- technical decision making;
- engineering calculations;
- technical documentation;
- professional engineering practice; dan
- professional engineering competency maintenance.

7.2 Unit Kompetensi

D1.1 — Engineering Principles

D1.2 — Technical Analysis

D1.3 — Technical Engineering Problem Solving

D1.4 — Engineering Judgement

D1.5 — Applied Engineering Science

D1.6 — Technical Decision Making

D1.7 — Engineering Calculations

D1.8 — Technical Documentation

D1.9 — Professional Engineering Practice

D1.10 — Professional Engineering Competency Maintenance

Terminologi D1.10 pada operational PHP adalah **Professional Engineering Competency Maintenance**. PHP

mendefinisikannya sebagai kemampuan menjaga kompetensi Engineering agar tetap relevan, mutakhir, dan sesuai perkembangan teknologi, standards, tanggung jawab, serta professional practice.

8. DOMAIN D2

ENGINEERING SYSTEMS & TECHNOLOGY

8.1 Tujuan Domain

D2 berfokus pada engineering systems dan teknologi yang digunakan dalam fasilitas hospitality.

Ruang lingkup meliputi:

- mechanical engineering systems;
- electrical engineering systems;
- plumbing;
- HVAC;
- refrigeration;
- building automation;
- vertical transportation;
- fire protection;
- utility systems;
- integrated building systems; dan

- emerging engineering technology.

8.2 Unit Kompetensi

D2.1 — Mechanical Systems

D2.2 — Electrical Systems

D2.3 — Plumbing Systems

D2.4 — HVAC Systems

D2.5 — Building Automation Systems

D2.6 — Vertical Transportation Systems

D2.7 — Fire Protection Systems

D2.8 — Utility Systems

D2.9 — Integrated Building Systems

D2.10 — Emerging Engineering Technology

Struktur tersebut terkonfirmasi dalam operational Professional Review record.

9. DOMAIN D3

OPERATION, MAINTENANCE & ASSET MANAGEMENT

9.1 Tujuan Domain

D3 mencakup kemampuan mengelola:

- engineering operations;

- maintenance;
- reliability;
- asset lifecycle; dan
- asset performance.

Fokusnya bukan sekadar melakukan maintenance, tetapi memastikan engineering assets memberikan performance yang:

- reliable;
- safe;
- efficient; dan
- sustainable.

9.2 Unit Kompetensi

D3.1 — Operations Management

D3.2 — Preventive Maintenance

D3.3 — Predictive Maintenance

D3.4 — Corrective Maintenance

D3.5 — Reliability Engineering

D3.6 — Asset Life Cycle Management

D3.7 — Maintenance Planning & Scheduling

D3.8 — Spare Parts & Inventory Management

D3.9 — Maintenance Management System & CMMS Application

D3.10 — Asset Performance Optimization

Operational PHP secara eksplisit menggunakan istilah **Maintenance Management System & CMMS Application** untuk D3.9.

10. DOMAIN D4

FINANCIAL & RESOURCE MANAGEMENT

10.1 Tujuan Domain

D4 mencakup kemampuan mengelola financial dan resources dalam Engineering.

Ruang lingkup meliputi:

- engineering budgeting;
- operating expenditure;
- capital expenditure;
- cost control;
- procurement;
- contract management;
- financial analysis;
- resource planning;

- workforce management; dan
- investment decision.

Engineering Professional harus mampu menghubungkan keputusan teknis dengan resource dan business requirements.

10.2 Unit Kompetensi

D4.1 — Engineering Budget Management

D4.2 — Cost Control & Cost Optimization

D4.3 — Capital Expenditure Planning

D4.4 — Procurement & Purchasing Management

D4.5 — Contract & Vendor Management

D4.6 — Financial Analysis for Engineering

D4.7 — Resource Planning & Allocation

D4.8 — Engineering Workforce Management

D4.9 — Engineering Asset Investment Analysis & Decision Making

D4.10 — Financial Performance Improvement

Operational PHP menggunakan istilah D4.9 **Engineering Asset Investment Analysis & Decision Making**, yang mencakup evaluasi technical need, lifecycle, performance, risk, financial viability, dan organizational priorities.

11. DOMAIN D5

PROJECT & ASSET ENGINEERING

11.1 Tujuan Domain

D5 mencakup engineering involvement dalam project dan asset delivery.

Ruang lingkup meliputi:

- project planning;
- engineering design review;
- technical specification;
- cost and schedule;
- construction;
- installation;
- commissioning;
- quality assurance;
- project risk;
- project documentation;
- project leadership; dan
- performance evaluation.

Professional Evidence harus menunjukkan kontribusi personal dalam project, bukan sekadar menunjukkan bahwa professional pernah berada dalam organisasi atau project tersebut.

11.2 Unit Kompetensi

D5.1 — Project Planning & Initiation

D5.2 — Engineering Design Review

D5.3 — Project Cost & Schedule Control

D5.4 — Construction & Installation Management

D5.5 — Testing, Commissioning & Handover

D5.6 — Project Risk Management

D5.7 — Quality Management for Engineering Projects

D5.8 — Project Documentation & Technical Records

D5.9 — Engineering Project Leadership

D5.10 — Project Performance Evaluation & Lessons Learned

12. DOMAIN D6

SUSTAINABILITY & ENERGY ENGINEERING

12.1 Tujuan Domain

D6 berfokus pada:

- sustainability;
- energy performance;
- resource efficiency;

- environmental responsibility;
- carbon reduction; dan
- sustainable asset management.

Ruang lingkup mencakup:

- energy management;
- energy efficiency;
- renewable energy;
- carbon management;
- environmental performance;
- water management;
- sustainable engineering;
- sustainable asset management;
- green building principles; dan
- sustainability performance evaluation.

12.2 Unit Kompetensi

D6.1 — Sustainability Engineering Principles

D6.2 — Energy Management System

D6.3 — Energy Efficiency Improvement

D6.4 — Renewable Energy Application

D6.5 — Carbon Management & Emission Reduction

D6.6 — Environmental Engineering Management

D6.7 — Water Efficiency & Resource Management

D6.8 — Sustainable Asset Management

D6.9 — Green Building & Sustainable Operation

D6.10 — Sustainability Performance Evaluation

13. DOMAIN D7

DIGITAL ENGINEERING & SMART FACILITY MANAGEMENT

13.1 Tujuan Domain

D7 mencakup penerapan digital technology dalam Engineering dan Facility Management.

Ruang lingkup meliputi:

- digital engineering;
- Building Automation System;
- smart monitoring;
- engineering data;
- CMMS integration;
- IoT;
- analytics;
- artificial intelligence;

- digital asset management;
- cybersecurity awareness; dan
- digital transformation.

Professional harus memahami manfaat, keterbatasan, risiko, dan penerapan teknologi digital dalam engineering environment.

13.2 Unit Kompetensi

D7.1 — Digital Engineering Principles

D7.2 — Building Automation System Management

D7.3 — Smart Facility Monitoring

D7.4 — Engineering Data Management

D7.5 — Computerized Maintenance Management System

D7.6 — IoT Application for Engineering

D7.7 — Artificial Intelligence for Facility Optimization

D7.8 — Digital Asset Management

D7.9 — Cybersecurity for Smart Facility

D7.10 — Digital Transformation Performance Evaluation

14. DOMAIN D8

RISK, SAFETY & COMPLIANCE MANAGEMENT

14.1 Tujuan Domain

D8 mencakup pengelolaan:

- risk;
- safety;
- compliance;
- regulatory requirements; dan
- safety performance.

Ruang lingkup meliputi:

- risk identification;
- hazard identification;
- safety management;
- occupational health and safety;
- emergency preparedness;
- regulatory compliance;
- technical compliance;
- audit;
- incident investigation;
- safety culture; dan
- compliance performance.

Professional Judgement dalam D8 harus mempertimbangkan keselamatan manusia, asset, lingkungan, organisasi, dan compliance obligations.

14.2 Unit Kompetensi

D8.1 — Engineering Risk Management Principles

D8.2 — Hazard Identification & Risk Assessment

D8.3 — Safety Engineering Management

D8.4 — Occupational Health & Safety Management

D8.5 — Emergency Preparedness & Response

D8.6 — Regulatory Compliance Management

D8.7 — Safety Audit & Inspection Management

D8.8 — Incident Investigation & Corrective Action

D8.9 — Safety Culture Development

D8.10 — Risk & Safety Performance Evaluation

15. DOMAIN D9

INNOVATION & CONTINUOUS IMPROVEMENT

15.1 Tujuan Domain

D9 mencakup kemampuan menghasilkan dan mengevaluasi improvement.

Ruang lingkup meliputi:

- innovation;
- continuous improvement;

- root cause analysis;
- engineering optimization;
- operational excellence;
- improvement projects;
- technology adoption;
- change management;
- knowledge sharing; dan
- innovation performance evaluation.

Innovation tidak harus berarti menciptakan teknologi baru.

Innovation dapat berupa penerapan pendekatan baru yang menghasilkan peningkatan terhadap:

- reliability;
- efficiency;
- safety;
- sustainability;
- cost;
- quality;
- guest experience; atau
- operational performance.

15.2 Unit Kompetensi

D9.1 — Innovation Management Principles

D9.2 — Continuous Improvement Methodology

D9.3 — Engineering Problem Solving

D9.4 — Process Optimization Management

D9.5 — Operational Excellence Implementation

D9.6 — Improvement Project Management

D9.7 — Innovation Technology Application

D9.8 — Change Improvement Management

D9.9 — Knowledge Sharing & Learning Organization

D9.10 — Innovation Performance Evaluation

16. DOMAIN D10

PROFESSIONAL DEVELOPMENT & KNOWLEDGE MANAGEMENT

16.1 Tujuan Domain

D10 mencakup perkembangan profesional dan pengelolaan pengetahuan.

Ruang lingkup meliputi:

- professional ethics;
- competency development;

- CPD;
- technical knowledge management;
- mentoring;
- coaching;
- professional leadership development;
- engineering communication;
- professional collaboration;
- future competency readiness; dan
- professional growth evaluation.

Operational review engine secara eksplisit memuat D10.10 sebagai **Professional Growth & Development Evaluation**.

16.2 Unit Kompetensi

D10.1 — Professional Ethics & Responsibility

D10.2 — Professional Competency Development

D10.3 — Continuing Professional Development (CPD)

D10.4 — Technical Knowledge Management

D10.5 — Mentoring & Coaching

D10.6 — Professional Leadership Development

D10.7 — Engineering Communication Excellence

D10.8 — Professional Collaboration & Networking

D10.9 — Future Competency Readiness

D10.10 — Professional Growth Evaluation

17. PROFESSIONAL COMPETENCY LEVEL

Professional competency dapat berkembang melalui tingkat tanggung jawab profesional.

Framework HEA menggunakan empat level:

Level 1 — Engineering Technician

Fokus pada:

- technical experience;
- execution; dan
- application of procedures.

Level 2 — Engineering Supervisor

Fokus pada:

- coordination;
- supervision; dan
- problem solving.

Level 3 — Engineering Manager

Fokus pada:

- decision making;

- risk management;
- improvement; dan
- management responsibility.

Level 4 — Engineering Executive

Fokus pada:

- strategy;
- governance;
- business alignment; dan
- leadership impact.

Level tersebut bukan otomatis jabatan.

Yang dinilai adalah:

- scope;
- complexity;
- responsibility;
- judgement; dan
- impact.

18. PROFESSIONAL EVIDENCE DAN COMPETENCY MAPPING

Professional Evidence digunakan untuk menunjukkan hubungan antara pengalaman profesional dengan competency requirements.

Evidence yang relevan dapat berupa:

- technical reports;
- engineering calculations;
- assessments;
- root cause analysis;
- project documentation;
- commissioning records;
- maintenance plans;
- asset management plans;
- risk assessments;
- compliance records;
- improvement projects;
- engineering strategy;
- competency development records;
- CPD records; dan
- professional references.

Supporting evidence juga dapat berupa organizational records dan project documentation.

Satu evidence dapat memiliki hubungan dengan lebih dari satu competency unit apabila hubungan tersebut dapat dijelaskan dan dipertanggungjawabkan.

19. PROFESSIONAL REVIEW

Professional Review merupakan mekanisme untuk menilai apakah Professional Evidence menunjukkan competency yang dipersyaratkan.

Urutan umum Professional Review adalah:

Professional Evidence
↓
Evidence Review
↓
Professional Discussion / Clarification
↓
Professional Judgement
↓
Review Outcome
↓
Recommendation
↓
Credential Decision

PR-001 menunjukkan bahwa recommendation reviewer disusun berdasarkan Professional Judgement yang independen, objektif, dan terdokumentasi.

Final Credential Decision tetap berada pada authority yang ditetapkan oleh Governance Documents dan Credential Scheme.

20. PROFESSIONAL JUDGEMENT

Professional Judgement digunakan untuk menilai evidence secara profesional.

Professional Judgement harus:

- independent;
- objective;
- evidence-based;
- documented;
- consistent; dan
- professionally defensible.

Reviewer tidak boleh menggantikan evidence dengan asumsi.

Apabila evidence belum memberikan keyakinan yang cukup, clarification atau evidence tambahan dapat diperlukan sesuai proses yang berlaku.

20.1 Clarification Framework

Clarification dapat menggunakan struktur:

1. **Context**
2. **Responsibility**

3. **Decision**
4. **Action**
5. **Outcome**
6. **Reflection**

20.2 Professional Interview

Professional Interview bukan ujian hafalan.

Interview digunakan untuk memahami bagaimana Candidate:

- berpikir;
- mengambil keputusan; dan
- menerapkan pengalaman profesional.

21. HUBUNGAN COMPETENCY FRAMEWORK DENGAN OPERATIONAL PHP

Operational PHP telah mengimplementasikan Professional Review sebagai sistem terpisah.

Plugin **HEA Professional Review** memiliki modul:

- Review Post Type;
- Review Meta Box;
- Review Session;
- Professional Review;
- Local Wisdom Review; dan

- Official PDF.

Professional Review engine menyediakan competency unit data yang digunakan sebagai basis:

- review structure;
- questions;
- evidence guidance; dan
- competency review.

Operational PHP juga menunjukkan bahwa competency dataset digunakan secara terstruktur dan memiliki kode unit individual.

Dengan demikian, Handbook #02 harus dibaca bersama operational Professional Review implementation.

22. LOCAL WISDOM & HOSPITALITY REVIEW

Operational system HEA memiliki **Local Wisdom & Hospitality Review**.

Local Wisdom & Hospitality Review merupakan komponen yang **berbeda dari 100 SKHEI Competency Units**.

Official Professional Review Record menunjukkan 10 item:

1. **Pemahaman Konteks Lokal**
2. **Penghormatan terhadap Keberagaman**
3. **Penghormatan terhadap Tempat dan Nilai Budaya**
4. **Hubungan Harmonis dengan Masyarakat**

5. **Pemanfaatan Sumber Daya Lokal**
6. **Kepedulian terhadap Lingkungan Lokal**
7. **Penggunaan Sumber Daya secara Bijaksana**
8. **Kearifan Lokal dalam Penyelesaian Masalah**
9. **Kearifan Lokal untuk Hospitality Berkelanjutan**
10. **Tanggung Jawab Profesional terhadap Tempat dan Masyarakat**

Local Wisdom & Hospitality Review **tidak menggantikan dan tidak mengurangi 100 SKHEI Competency Units**.

23. COMPETENCY GAP DAN PROFESSIONAL DEVELOPMENT

Competency framework dapat digunakan untuk mengidentifikasi:

- competency strengths;
- competency gaps;
- learning needs;
- professional development priorities; dan
- future competency needs.

Competency gap **tidak otomatis berarti Candidate gagal memperoleh Credential**.

Competency gap dapat menjadi dasar untuk:

- development planning;
- CPD;
- mentoring;
- learning;
- experience accumulation; dan
- improvement planning.

24. OPERATIONAL DEVELOPMENT AREAS DAN SKHEI TAXONOMY

Operational HEA forms untuk **Assessment Awal** dan **Gap Analysis** menggunakan 13 operational competency areas, yaitu:

1. Building Engineering
2. Utility Engineering
3. HVAC & Refrigeration
4. Electrical Engineering
5. Plumbing Engineering
6. Building Maintenance
7. Sistem Kerja Engineering Hotel
8. Preventive Maintenance
9. Work Order

10. Energy Management
11. Safety
12. Breakdown Management
13. Engineering Documentation

PHP menyatakan bahwa daftar tersebut merupakan canonical list untuk Form 01 dan Form 02.

Taxonomy Boundary

13 operational development areas ≠ 100 SKHEI Competency Units.

13 areas digunakan dalam operational development / assessment context.

100 SKHEI units digunakan sebagai competency structure dalam Professional Review.

Keduanya tidak boleh dicampur, disamakan, atau dianggap sebagai dua versi dari taxonomy yang sama tanpa controlled revision.

25. PENGENDALIAN TERMINOLOGI DAN VERSI

Terminologi SKHEI harus digunakan secara konsisten dalam:

- Handbook;
- Professional Review;
- PHP;

- Professional Review Record;
- Candidate documentation; dan
- Credential information.

Perubahan terminology atau competency taxonomy tidak boleh dilakukan hanya pada satu dokumen.

Setiap perubahan harus melalui **controlled document revision**.

Prinsip ini penting karena operational record telah menggunakan unit individual sampai dengan D10.10 dan official Professional Review Record menggunakan unit-unit tersebut dalam actual review.

26. HUBUNGAN DENGAN HANDBOOK #01–#05

HANDBOOK #01

HEA System Framework

Menetapkan:

system framework, governance context, architecture, dan authority boundary.

HANDBOOK #02

SKHEI & Professional Competency Framework

Menetapkan:

competency foundation, 10 domains, dan 100 competency units.

HANDBOOK #03

Candidate & Application Handbook

Menjelaskan:

bagaimana Candidate mempersiapkan dan mengikuti proses Credential.

HANDBOOK #04

Professional Review, Evidence & Reviewer Handbook

Menjelaskan:

bagaimana competency dan evidence direview.

HANDBOOK #05

Credential Holder, Registry, CPD & Re-Credentialing Handbook

Menjelaskan:

pemeliharaan competence dan Credential setelah Credential diperoleh.

Dengan demikian:

Handbook #02 = Competency Foundation

yang menghubungkan:

Candidate → Evidence → Professional Review → Credential → CPD

27. PRINSIP PENGGUNAAN FRAMEWORK

SKHEI digunakan berdasarkan prinsip berikut.

27.1 Competence over Documentation

Jumlah dokumen bukan ukuran competence.

27.2 Evidence over Assertion

Pernyataan competence harus didukung evidence.

27.3 Contribution over Position

Yang dinilai adalah kontribusi profesional, bukan sekadar jabatan.

27.4 Responsibility and Complexity

Scope tanggung jawab dan kompleksitas harus dipertimbangkan.

27.5 Impact

Dampak hasil pekerjaan merupakan bagian penting dari professional demonstration.

27.6 Professional Judgement

Competence dinilai melalui Professional Judgement yang terdokumentasi.

27.7 Continuous Development

Competence bukan kondisi statis dan harus terus dikembangkan.

28. SOURCE BASIS

Handbook #02 disusun dan dikendalikan berdasarkan sumber HEA yang tersedia, terutama:

- **SKHEI / C01 Professional Competency Framework**
- **PR-001 — Professional Review Case File**
- **Professional Review operational PHP**
- **Official Professional Review Record**
- **HEA Governance Documents**
- **HEA Candidate Handbook**
- **HEA supporting user documentation**

Operational records membuktikan bahwa framework digunakan dalam actual Professional Review dengan unit D1.1 sampai D10.10.

Operational PHP juga menunjukkan bahwa Professional Review competency dataset digunakan sebagai sumber pertanyaan, evidence guidance, dan unit review.

29. CONTROL STATEMENT

Handbook #02 menetapkan penjelasan operasional mengenai **SKHEI & Professional Competency Framework** untuk penggunaan HEA Professional Credential System.

Handbook ini:

- tidak menggantikan SKHEI;
- tidak menggantikan Governance Documents;
- tidak menciptakan competency requirement baru;
- tidak mengubah authority Credential Board;
- tidak mengubah Professional Review methodology tanpa controlled revision;
- tidak mengubah Professional Credential requirements secara sepihak;
- tidak menyamakan 13 operational development areas dengan 100 SKHEI Competency Units;
- tidak mengubah competency taxonomy hanya berdasarkan handbook.

Apabila terdapat ketidakharmonisan antara Handbook #02 dengan controlled source, maka **controlled source yang authoritative berlaku** dan perbedaan tersebut harus diselesaikan melalui document control.

MASTER COMPETENCY FRAMEWORK

10 PROFESSIONAL COMPETENCY DOMAINS

D1 — Engineering Fundamentals & Professional Practice

D2 — Engineering Systems & Technology

D3 — Operation, Maintenance & Asset Management

D4 — Financial & Resource Management

D5 — Project & Asset Engineering

D6 — Sustainability & Energy Engineering

D7 — Digital Engineering & Smart Facility Management

D8 — Risk, Safety & Compliance Management

D9 — Innovation & Continuous Improvement

D10 — Professional Development & Knowledge Management

MASTER COMPETENCY STRUCTURE

10 Domains

×

10 Units per Domain

=

100 SKHEI Competency Units

MASTER REVIEW PRINCIPLE

Professional Evidence
↓
Competency Mapping
↓
Evidence Review
↓
Professional Discussion / Clarification
↓
Professional Analysis
↓
Professional Judgement
↓
Review Outcome
↓
Recommendation
↓
Credential Decision

FINAL TAXONOMY CONTROL

100 SKHEI Competency Units

adalah struktur competency Professional Review.

13 Operational Development Areas

adalah struktur operational assessment/development pada Form 01 dan Form 02.

adalah komponen review tersendiri.

Ketiganya **tidak boleh diperlakukan sebagai taxonomy yang sama** tanpa controlled revision.

FINAL GOVERNANCE PRINCIPLE

- ✓ **Competence over Documentation**
- ✓ **Evidence over Assertion**
- ✓ **Contribution over Position**
- ✓ **Responsibility and Complexity**
- ✓ **Impact**
- ✓ **Professional Judgement**
- ✓ **Continuous Development**

END OF HANDBOOK #02

HOTEL ENGINEERING ACADEMY (HEA)

HANDBOOK #02 — SKHEI & PROFESSIONAL COMPETENCY FRAMEWORK