

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Corporate Management

Title	Be familiar with relevant labour regulations
Code	108567L1
Range	This unit of competency is applicable to all levels of employees in the automotive industry. Practitioners should be familiar with relevant regulations and understand the responsibility, wages, benefits and rights entitled to employees; and be able to meet the terms stipulated in the regulations when performing their duties.
Level	1
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (The local employment ordinances)</p> <ul style="list-style-type: none"> <li>• Understand the functions of the Labour Department and the significance of the labour regulations to employees and employers.</li> <li>• Understand the significance of the Apprenticeship Ordinance to employers and employees in automotive industry, such as: <ul style="list-style-type: none"> <li>○ Attendance order</li> <li>○ Apprentice contract</li> <li>○ Training institutions</li> <li>○ Registered apprentices</li> </ul> </li> <li>• Understand the common terms in the employment contracts, such as: <ul style="list-style-type: none"> <li>○ The effectiveness and termination of employment contract</li> <li>○ The definition of continuous contract of employment</li> <li>○ The definition of wages</li> <li>○ Paid leave, sick leave, compensation leave due to injury at work and maternity leave</li> <li>○ Severance payment and long service payment</li> </ul> </li> <li>• Understand the spirit of Mandatory Provident Fund and the rights and obligations of each relevant party.</li> <li>• Understand the basic spirit of the Employment Ordinance, such as the control of employment agency and the prohibition on children and youth employment; and also understand the prohibition of employment of illegal immigrants stipulated in the Immigration Ordinance.</li> <li>• Understand that in a modern and equal society, there are regulations protecting sexual discrimination, racial discrimination, age discrimination, disability discrimination and family status discrimination.</li> <li>• Understand the rights and benefits entitled to employees under the following ordinances <ul style="list-style-type: none"> <li>○ Employees' Compensation Assistance Ordinance</li> <li>○ Employees' Compensation Insurance Levies Ordinance</li> <li>○ Protection of Wages on Insolvency Ordinance</li> <li>○ Employees' Compensation Ordinance</li> <li>○ Occupational Deafness (Compensation) Ordinance.</li> </ul> </li> <li>• Understand the salient points when employed outside Hong Kong.</li> </ul> <p>2. Performance (Application of local employment ordinances)</p> <ul style="list-style-type: none"> <li>• Be familiar with the legal binding between an employer and employee relationship, as well as the responsibility, wages, benefits and rights involved.</li> <li>• Protect the right of oneself by compliance with the labour regulations when working in the automotive industry.</li> </ul>

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Assessment Criteria	The integrated outcome requirement of this unit of competency is that the practitioner being assessed shall prove that he/she is: <ul style="list-style-type: none"><li>• Capable of understanding the responsibilities, wages, benefits and rights entitled to employees under the labour ordinance applicable to the automotive industry and complying with those regulations.</li></ul>
Remark	