

1. Title	Apply general labour regulations
2. Code	BEZZOM203A
3. Range	Understand general requirements of labour regulations at beauty-related workplaces, and comply with these requirements when carrying out recruitment exercises and signing employment contract to protect the mutual benefits of the employer and employee and to avoid disputes.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand labour regulations</p> <ul style="list-style-type: none"> ◆ Understand the Labour Department as a statutory body and relevant ordinances, such as: <ul style="list-style-type: none"> • Organization background • The meaning and importance of labour regulations of Hong Kong to employees and employers • Employment Ordinance • Mandatory Provident Fund Schemes Ordinance • Personal Data (Privacy) Ordinance • Sex Discrimination Ordinance • Disability Discrimination Ordinance • Family Status Discrimination Ordinance ◆ Understand the meaning and importance of signing written employment contract <p>6.2 Apply labour regulations</p> <ul style="list-style-type: none"> ◆ Comply with relevant legal requirements when carrying out recruitment exercises and terminating employment contracts, such as: <ul style="list-style-type: none"> • Employee’s Benefits in the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance • Restrictions of Personal Data (Privacy) Ordinance on handling personal data of job applicants and employees ◆ Formulate the provisions and conditions of employment according to the requirements of the Employment Ordinance, such as: <ul style="list-style-type: none"> • Wage period • Working hours • Rest day, statutory holiday, annual leave arrangement • Sickness allowance • Probation period and period of notice of termination of employment contract ◆ Comply with the provisions of the Mandatory Provident Fund Schemes Ordinance to contribute to the fund according to the time and rate

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to understand the labour regulations of Hong Kong and relevant requirements, and comply with relevant ordinances when handling recruitment and staff management routines so as to protect the mutual benefits and avoid disputes.
8. Remarks	