

1. Title	Deploy staff
2. Code	BEZZOM307A
3. Range	Master the area of work and duties of all ranks of the organization at beauty-related workplaces; make recommendations to management level on staff deployment according to the change in organization's manpower structure, the performance and development aspiration of staff, so as to bring out their strengths and facilitate the development of the organization.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand human resources management concepts</p> <ul style="list-style-type: none"> ◆ Understand basic human resources management concepts ◆ Understand the organizational structure and the area of work and duties of all ranks of the organization, such as: <ul style="list-style-type: none"> • Professional beauticians • Executives and personnel management staff • Salespersons • Receptionists • Promotional staff • Financial management staff • Warehouse management staff ◆ Understand the human resources management policy of the organization, including: <ul style="list-style-type: none"> • Recruitment and appointment • Job nature analysis • Salary management • Performance management • Staff training ◆ Understand different forms and principles of staff deployment, including: promotion, secondment, posting, etc. ◆ Understand the benefits of internal selection and promotion, such as: <ul style="list-style-type: none"> • Enhancing staff's learning and working initiative • Fostering staff's sense of belonging to the organization ◆ Understand the effects of staff deployment on the organization, including: operational cost, change in organizational structure, etc.

	<p>6.2 Deploy staff</p> <ul style="list-style-type: none"> ◆ Decide on manpower demand according to the current status and future business development of the organization ◆ Decide on the form of staff deployment according to the operation of the organization ◆ Make recommendations to the management level on staff deployment or internal promotion according to staff appraisal results ◆ Review staff performance after deployment and the effect on the operation of the organization
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the organizational structure and the area of work and duties of all ranks of the organization; and (ii) Capable to make recommendations to the management level on staff deployment according to the current status and future business development of the organization and staff appraisal results, so as to bring out staff's strengths and facilitate the development of the organization.
8. Remarks	