

1. Title	Implement salary benchmark and commission system
2. Code	BEZZOM308A
3. Range	Implement salary benchmark and commission system effectively at beauty-related workplaces according to the human resources management policy of the organization and relevant legal requirements, so as to retain and attract competent people and perform good personnel management.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge about salary benchmark and commission system</p> <ul style="list-style-type: none"> ◆ Understand the human resources management policy of the organization ◆ Understand the definition of salary, including: basic wage, commission, allowance, bonus, benefits, mandatory provident fund, etc. ◆ Understand the principle of salary system and factors on consideration, including: fairness, reasonableness, competitiveness, etc. ◆ Understand the method and basis of calculating salary of different ranks and salary forms of the organization ◆ Understand the salary structure and adjustment mechanism of the organization ◆ Understand the present situation and trend of the beauty labour market ◆ Understand the legal requirements on salary system <p>6.2 Implement salary benchmark and commission system</p> <ul style="list-style-type: none"> ◆ Implement salary benchmark and commission system in a fair way according to the salary system of the organization, ensuring that: <ul style="list-style-type: none"> • the calculation of salary and commission is consistent and fair throughout the organization • the salary and commission level of the organization is competitive in manpower market • the salary and commission system complies with the requirements of relevant labour regulations ◆ Make use of effective communication channels to let the staff understand the salary calculation and adjustment criteria ◆ Make recommendations to management on the adjustment of salary benchmark and commission system according to the manpower market situation, so as to retain and attract competent people

7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li data-bbox="386 259 1337 293">(i) Capable to master the human resources management policy of the organization;<li data-bbox="386 338 1461 454">(ii) Capable to implement salary benchmark and commission system in a fair way according to the salary system of the organization, ensuring that the system complies with the requirements of labour regulations; and<li data-bbox="386 483 1453 600">(iii) Capable to make recommendations to management on the adjustment of salary benchmark and commission system according to market changes and the operational needs of the organization, so as to retain and attract competent people.
8. Remarks	