

1. Title	Handle staff records	
2. Code	BEZZOM309A	
3. Range	Handle staff records correctly at beauty-related workplaces according to relevant legal requirements to protect the interests of both the employers and employees.	
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 ordinances and systems relevant to the handling of staff records</p> <ul style="list-style-type: none"> <li>◆ Understand ordinances relevant to the handling and keeping of staff records <ul style="list-style-type: none"> <li>• Employment Ordinance</li> <li>• Mandatory Provident Fund Schemes Ordinance</li> <li>• Inland Revenue Ordinance</li> <li>• Personal Data (Privacy) Ordinance</li> </ul> </li> <li>◆ Understand types of employment records that should be kept, such as: <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Employment record</li> <li>• Training record</li> <li>• Records of body check, sick leave and medical claims</li> <li>• Written record of disciplinary procedures</li> <li>• Staff appraisal report</li> </ul> </li> <li>◆ Understand the importance of keeping employment records properly</li> <li>◆ Understand the liabilities for improper keeping and handling of staff records</li> </ul> <p>6.2 Handle staff records</p> <ul style="list-style-type: none"> <li>◆ Handle the records of existing and ex-staff correctly during personnel management routines according to relevant legal requirements, such as: <ul style="list-style-type: none"> <li>• The requirements of Employment Ordinance <ul style="list-style-type: none"> <li>▸ Personal information</li> <li>▸ Employment records</li> <li>▸ Legal period of keeping</li> </ul> </li> <li>• The requirements of Mandatory Provident Fund Schemes Ordinance <ul style="list-style-type: none"> <li>▸ Staff records</li> <li>▸ Monthly contribution statement</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• The requirements of Inland Revenue Ordinance <ul style="list-style-type: none"> <li>▸ Personal information</li> <li>▸ Employment record</li> <li>▸ Position employed</li> <li>▸ Amount of salary paid by cash</li> <li>▸ MPF contribution by the employee and the employer</li> </ul> </li> <li>• The requirements of Personal Data (Privacy) Ordinance <ul style="list-style-type: none"> <li>▸ Principles of data protection</li> <li>▸ Use, disclosure and transfer of data</li> <li>▸ Security and deletion of data</li> <li>▸ Declaration for collecting personal information</li> </ul> </li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>(i) Capable to understand ordinances relevant to the handling of staff records; and</li> <li>(ii) Capable to handle staff records correctly during personnel management routines to protect the interests of both the employers and employees.</li> </ul>
8. Remarks	