

1. Title	Handle general labour disputes
2. Code	BEZZOM408A
3. Range	Middle operational management staff of the organization should be able to master the rules and regulations on labour relations, give clear guidelines and direction to employees, perform good personnel management, and handle general labour disputes effectively at beauty-related workplaces.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand ordinances related to employment relationship</p> <ul style="list-style-type: none"> <li>◆ Understand ordinances related to employment relationship and related statutory bodies, including: <ul style="list-style-type: none"> <li>• Structure of Labour Department and relevant ordinances <ul style="list-style-type: none"> <li>▸ Organizational structure and terms of reference</li> <li>▸ Labour Relations Ordinance</li> <li>▸ Employment Ordinance</li> <li>▸ Employees' Compensation Ordinance</li> <li>▸ Employees' Compensation Insurance Levies Ordinance</li> <li>▸ Occupational Safety and Health Ordinance</li> </ul> </li> <li>• Mandatory Provident Fund Schemes Authority and relevant ordinances <ul style="list-style-type: none"> <li>▸ Organization background and terms of reference</li> <li>▸ Mandatory Provident Fund Schemes Ordinance</li> </ul> </li> <li>• Office of the Privacy Commissioner for Personal Data and relevant ordinances <ul style="list-style-type: none"> <li>▸ Organization background and terms of reference</li> <li>▸ Personal Data (Privacy) Ordinance</li> </ul> </li> <li>• Equal Opportunities Commission and relevant ordinances <ul style="list-style-type: none"> <li>▸ Organization background and terms of reference</li> <li>▸ Sex Discrimination Ordinance</li> <li>▸ Disability Discrimination Ordinance</li> <li>▸ Family Status Discrimination Ordinance</li> </ul> </li> <li>• Independent Commission Against Corruption and relevant ordinances <ul style="list-style-type: none"> <li>▸ Organization background and terms of reference</li> <li>▸ Aspects of Prevention of Bribery Ordinance</li> </ul> </li> </ul> </li> <li>◆ Understand the penalty on violating ordinances and regulations on employment relationship</li> </ul>

	<p>6.2 Handle general labour disputes</p> <ul style="list-style-type: none"> <li>◆ Master good personnel management skills, establish different communication channels to reduce unnecessary labour disputes and legal proceedings</li> <li>◆ Comply with and quote relevant legal provisions during human resources management routines to handle general labour disputes, such as: <ul style="list-style-type: none"> <li>• Employment relationship</li> <li>• Calculation and payment of wages and commissions</li> <li>• Forfeiture of payment</li> <li>• Deployment arrangement</li> <li>• Immediate dismissal</li> <li>• Severance payment, long service payment</li> <li>• Mandatory provident fund contributions</li> </ul> </li> <li>◆ Handle general labour disputes with the Labour Relations Division according to relevant rules and regulations</li> <li>◆ Handle injuries at work correctly according to legal requirements <ul style="list-style-type: none"> <li>• Report accidents on time</li> <li>• Pay the installments and relevant medical expenses</li> <li>• Medical clearance and handling procedures</li> </ul> </li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master ordinances related to employment relationship, handle general labour disputes effectively and give clear guidelines and direction to employees to ensure that their behaviour complies with legal requirements.</p>
8. Remarks	