1. Title	Review staff salary benchmark and system
2. Code	BEZZOM502A
3. Range	Master the operational development, human resources policy and the beauty manpower market changes when facing the changeable environment of daily operation; review the salary benchmark and system of the organization, so as to retain and attract competent staff and improve business performance and create good corporate image.
4. Level	5
5. Credit	6 (for reference only)
6. Competency	Performance Requirements

6.1 Theory of salary system
- ◆ Know about the operational structure and workflow of the organization
- ◆ Understand the salary system and adjustment mechanism of the organization
- ◆ Understand the human resources market situation and the salary trend of the industry
- ◆ Understand the meaning and importance of effective salary management
  - • Retain and attract competent staff
  - • Motivate staff
  - • Improve business performance
  - • Create good corporate culture and image
- ◆ Understand the future business development, staff wastage and the change in manpower structure of the organization
- ◆ Understand the method of salary review and factors of consideration
- ◆ Understand the requirements of existing regulations on salary system

6.2 Review staff salary benchmark and system
- ◆ Master salary review techniques and review the salary benchmark and system of the organization in the changeable environment of daily operation according to the operation and human resources policy of the organization as well as the prevailing manpower market and the development trend of the industry, including:
  - • Internal fairness
  - • Market reasonableness
  - • Personal fairness such as years of service, performance assessment, personal qualifications, personal skills, etc.
- ◆ Review the salary structure including basic salary, commission, bonus, allowance, benefits, etc. according to the salary management system of the organization, work appraisal format and market changes

	◆ Accurately assess the salary index of the organization and the market situation, so as to avoid issues like high salary, great salary difference, etc.
	◆ Formulate the salary structure and index according to assessment results and review according to the actual needs
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:
	(i) Capable to master the human resources policy and salary system of the organization; and
	(ii) Capable to review the salary benchmark and system of the organization in the changeable environment of daily operation according to its human resources policy and the beauty manpower market situation and changes, so as to retain and attract competent staff.
8. Remarks	