

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Apply General Labour Regulations
Code	105418L2
Range	This unit of competency (UoC) is applicable in hair salons and related workplaces. Practitioners should be able to understand requirements of general labour regulations, and strictly comply with these requirements when carrying out recruitment exercises and signing employment contract to protect the mutual benefits of the employer and employee and to avoid disputes.
Level	2
Credit	5 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of general labour regulations <ul style="list-style-type: none"> • Understand the meaning and importance of labour regulations of Hong Kong to employees and employers • Understand the requirements of general labour regulations on the responsibilities and obligations of employers and employees • Understand the legal status of employers and employees • Understand how to protect the mutual interest of employers and employees • Understand how to have pleasant cooperation and fair treatment for employers and employees under legal protection • Know about relevant labour regulations and formulated by the Labour Department of Hong Kong and other statutory bodies, e.g.: the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Personal Data (Privacy) Ordinance, the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance, etc. • Understand the meaning and importance of signing written contract of employment • Understand the serious consequences that may bring to employers and employees for violating the labour regulations 2. Apply general labour regulations <ul style="list-style-type: none"> • Comply with relevant legal requirements when carrying out recruitment exercises and terminating employment contracts, including: <ul style="list-style-type: none"> • Employee's Benefits in the Sex Discrimination Ordinance, • Employee's Benefits in the Disability Discrimination Ordinance • Employee's Benefits in the Family Status Discrimination Ordinance • Restrictions of Personal Data (Privacy) Ordinance on handling personal data of job applicants and employees • Formulate the provisions and conditions of employment according to the requirements of the Employment Ordinance, such as: <ul style="list-style-type: none"> • Payroll cycle • Minimum wage • Working hours • Rest day, statutory holiday, annual leave arrangement • Sickness allowance • Probation period and period of notice of termination of employment contract • Comply with the provisions of the Mandatory Provident Fund Schemes Ordinance to contribute to the fund according to the time and rate • Maintain relevant information and personnel files for future reference 3. Exhibit professionalism <ul style="list-style-type: none"> • Comply with the Code of Practice on Human Resource Management under the Personal Data (Privacy) Ordinance • Not to act in breach of the labour regulations in any circumstances

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Assessment Criteria	The integrated outcome requirement of this UoC is the ability to: <ul style="list-style-type: none">• Master the requirements of the labour regulations of Hong Kong requirements, and comply with relevant ordinances when handling recruitment and staff management routines so as to protect the mutual benefits of employers and employees and to avoid disputes.
Remark	