Unit of Competency

Functional Area: Operational Management

Title	Deploy Staff
Code	105422L3
Range	This unit of competency (UoC) is applicable in hair salons and related workplaces. It involves judgement, assessment and analysis. Practitioners should be able to master the area of work and duties of all ranks of the organization at hairdressing-related workplaces; make appropriate recommendations to the management level on staff deployment according to the change in organization's manpower structure, the performance and development aspiration of staff, so as to bring out their strengths and facilitate the development of the organization.
Level	3
Credit	6 (for reference only)

Competency	Performance Requirements
	1. Possess knowledge of human resources management
	• Understand basic human resources management concept
	• Understand the organizational structure and the area of work and duties of all ranks of the organization
	• Master the human resources management policy of the organization, including: recruitment and appointment, work analysis, salary management, performance management, staff training, etc.
	• Understand different forms and principles of staff deployment
	• Understand the benefits of internal selection and promotion, such as:
	  • Enhancing staff's learning and working initiative
	  • Fostering staff's sense of belonging to the organization
	• Understand the effects of staff deployment on the organization, including: operational cost, change in organizational structure, etc.
	2. Deploy staff
	• Confirm the manpower demand of different ranks, such as professional hairdressers, executives/personnel management staff, receptionists/ promotional staff, financial management staff, hairdressing product and equipment management staff, etc., according to the current operational status and future business development of the organization
	• Confirm the form of staff deployment according to the operation of the organization, such as promotion, secondment, posting, etc.
	• Make appropriate recommendations to the management level on staff deployment or internal promotion according to staff appraisal results
	• Review staff performance after deployment and the effect on the operation of the organization
	• Communicate with staff regularly to understand their views on deployment and record the process
	3. Exhibit professionalism
	• Handle staff deployment fairly to prevent any abuse of power and establish a harmonious relationship with them

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Master the organizational structure and the areas of work and duties of all ranks of the organization; and • Make appropriate recommendations to the management level on staff deployment according to the current status and future business development of the organization and staff appraisal results, so as to bring out staff's strengths and facilitate the development of the organization.
Remark	