

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Handle Staff Records
Code	105424L3
Range	This unit of competency (UoC) is applicable in hair salons and related workplaces. It involves judgement and analysis. Practitioners should be able to handle staff records correctly according to relevant legal requirements to protect the interest of both the employers and employees and to achieve good personnel management.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand how to handle staff records <ul style="list-style-type: none"> • Understand ordinances relevant to the handling and keeping of staff records, such as the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Inland Revenue Ordinance and the Personal Data (Privacy) Ordinance • Understand types of employment records that should be kept, such as: personal information, employment record, training record, records of body check, sick leave and medical claims, written record of disciplinary procedures, staff appraisal report, etc. • Understand the importance and methods of keeping employment records properly • Understand the consequences and liabilities for improper keeping and handling of staff records 2. Handle staff records <ul style="list-style-type: none"> • Handle the records of existing and ex-staff correctly and legally during personnel management routines according to corporate procedures and relevant legal requirements, including: <ul style="list-style-type: none"> • The requirements of Employment Ordinance: personal information, employment records, legal period of keeping • The requirements of Mandatory Provident Fund Schemes Ordinance: staff records, monthly contribution statement • The requirements of Inland Revenue Ordinance: personal information, employment record, position employed, amount of salary paid by cash, MPF contribution by the employee and the employer • The requirements of Personal Data (Privacy) Ordinance: principles of data protection, use, disclosure and transfer of data, security and deletion of data, declaration for collecting personal information • Keep the staff records properly according to legal requirements for future personnel matters and enquiries 3. Exhibit professionalism <ul style="list-style-type: none"> • Adhere to the Code of Practice on Human Resource Management under the Personal Data (Privacy) Ordinance in handling staff records • Ensure not to alter or delete the staff records in any circumstances
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Master the legal requirements on handling of staff records, and handle staff records correctly and legally according to corporate procedures during personnel management routines to protect the interest of both the employers and employees.
Remark	