

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Review Staff Salary Benchmark and System
Code	105441L5
Range	This unit of competency (UoC) is applicable to management staff in the hairdressing industry. It involves analysis, evaluation and judgement. Practitioners should be able to master the operational development, human resources policy and the hairdressing 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.
Level	5
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of staff salary benchmark and system <ul style="list-style-type: none"> • Master the operational structure and workflow of the organization • Understand the salary system and adjustment mechanism of the organization • Master the human resources market situation and the salary trend of the industry • Understand the meaning and importance of effective salary management, e.g. retain and attract competent staff, motivate staff, improve business performance, create good corporate culture and image, etc. • 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 2. Review staff salary benchmark and system <ul style="list-style-type: none"> • 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 and 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 • Assess the salary index of the organization and the market situation, so as to avoid issues such as high salary, great salary difference, etc. • Formulate the salary structure and index according to assessment results and review according to the actual situation • Establish good communication mechanism to let the staff members understand the organization's salary benchmark and system 3. Exhibit professionalism <ul style="list-style-type: none"> • Balance the interests of the organization and the staff in the review process • The salary benchmark and system formulated accommodate the latest development of the market
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Master the human resources policy and salary system of the organization; and • Regularly review the salary benchmark and system of the organization in the changeable environment of daily operation according to its human resources and the hairdressing manpower market changes, so as to retain and attract competent staff.
Remark	