

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Review Staff Discipline and Rules and Regulations
Code	105442L5
Range	This unit of competency (UoC) is applicable in the hairdressing industry. Practitioners should be able to fully master and review regularly the discipline and rules and regulations of the organization, and make analysis and evaluation critically according to actual needs in a routine business environment with possibility of changes, so as to ensure that these rules and regulations meet the operational needs of the organization and relevant legal requirements.
Level	5
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of staff discipline and rules and regulations\ <ul style="list-style-type: none"> • Understand modern human resources management pattern and its importance • Understand the culture, objectives and mission of the organization • Understand the effect of good staff discipline and comprehensive rules and regulations on staff and the organization • Understand the discipline and rules and regulations of the organization, including: job ethical standard, personal conduct standard, training system, attendance system, reward and penalty system, etc. • Understand the operational structure and pattern of the organization • Understand the importance of staff complaint mechanism • Understand the legal requirements on hairdressing business operation • Understand the staff performance appraisal mechanism of the organization • Understand the work ethics, attitude, direction and habits, etc. of staff of different times 2. Review staff discipline and rules and regulations <ul style="list-style-type: none"> • Review the existing staff discipline and rules and regulations of the organization in a routine business environment with possibility of changes according to the changes in internal and external environments to see if such rules and regulations meet the actual needs • Collect opinions from staff of all levels through proper communication channels, and analyze the opinions for use as data of reference in reviews • Regularly review the reporting mechanism for disciplinary issues of the organization, and regularly review its effectiveness and fairness • Review and modify staff discipline and rules and regulations according to changes in law • Ensure through effective staff communication mechanism that they fully understand the modified staff discipline and rules and regulations 3. Exhibit professionalism <ul style="list-style-type: none"> • The staff discipline and rules and regulations formulated comply with the legal requirements of Hong Kong
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Fully master the staff discipline and rules and regulations of the organization; and • Regularly review the staff discipline and rules and regulations of the organization in a routine business environment with possibility of changes according to the actual needs of the organization and changes in environment, so as to enhance staff efficiency and corporate image.
Remark	