

**Specification of Competency Standards**  
**for the Elderly Care Service Industry**  
**Unit of Competency**

Unit of Competency is applicable across different functional areas

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| Title               | Comply with Ordinances and Codes of Practice   |
| Code                | 106217L2   |
| Range               | This unit of competency is applicable to all employees in the elderly care service industry. This competency requires compliance with the relevant laws in elderly care service industry and guidelines laid down by the institution when performing their daily tasks, in order to protect the interest of the institution.   |
| Level               | 2  |
| Credit              | 3 (For Reference Only)   |
| Competency          | <p>Performance Requirements</p> <p>1. Understand the laws relevant to elderly care service industry and relevant guidelines of the institution</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• Understand the background of institution</li> <li>• Understand the ordinances and regulations in Hong Kong relevant to elderly care service, such as: <ul style="list-style-type: none"> <li>○ Service Quality Standards (SQSs) and Criteria</li> <li>○ Residential Care Homes (Elderly Persons) Ordinance</li> <li>○ Residential Care Homes (Elderly Persons) Regulation</li> <li>○ Code of Practice for Residential Care Homes (Elderly Persons)</li> <li>○ Employment Ordinance</li> <li>○ Mandatory Provident Fund Scheme Ordinance</li> <li>○ Personal Data (Privacy) Ordinance</li> <li>○ Disability Discrimination Ordinance</li> <li>○ Prevent and Control of Disease Ordinance</li> <li>○ Waste Disposal Ordinance</li> <li>○ Minimum Wage Ordinance</li> <li>○ Mental Health Ordinance</li> <li>○ Occupational Safety and Health Ordinance</li> <li>○ Prevention of Bribery Ordinance</li> </ul> </li> <li>• Understand the guidelines laid down by the institution, such as: <ul style="list-style-type: none"> <li>○ Guidelines on daily operation</li> <li>○ Code of practice for staff</li> <li>○ Procedures of handling complaints</li> <li>○ Guideline on environmental safety</li> </ul> </li> </ul> <p>2. Comply with the relevant ordinances and guidelines</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• Comply with the ordinances relevant to elderly care service and guidelines of institution when performing daily routine work</li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• Understand the importance of running the institution legally, and how that influences its services</li> </ul> |
| Assessment Criteria | The integrated outcome requirement of this Unit of Competency is:  |

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|        | <ul style="list-style-type: none"><li>• Ability to understand and comply with the ordinances relevant to the elderly care service industry and guidelines of institution when performing daily routine work, in order to protect the interest of institution and its service users.</li></ul> |
| Remark |   |