

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

Functional Area - Management

Title	Handle Staff Information and Records
Code	106149L3
Range	This unit of competency is applicable to employees in the elderly care service industry in charge of human resource-related tasks. This competency involves the ability to make judgment. Employees are required to handle staff information and records according to the procedures prescribed by the institution and relevant legal requirements, in order to protect the rights and fulfil the responsibilities of both the employers and employees.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on handling staff information and records</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand different information covered in staff records, such as: <ul style="list-style-type: none"> ○ Personal data ○ Employment contract ○ Proof of professional qualifications and academic qualifications ○ Training records ○ Health report, record of sick leaves, and other medical compensation records ○ Documents related to disciplinary procedures ○ Assessment report on work performance • Understand the laws relevant to handling and storing of staff records <ul style="list-style-type: none"> ○ Employment Ordinance ○ Mandatory Provident Fund Schemes Ordinance ○ Inland Revenue Ordinance ○ Personal Data (Privacy) Ordinance • Understand the procedures of the institution regarding data management • Understand the standards on service quality set by regulatory bodies • Understand the basic knowledge on information collection, storage, access and destruction procedures <p>2. Handle staff information and records</p> <p>Be able to</p> <ul style="list-style-type: none"> • Properly handle (including storing and destroying) current and former staff records based on relevant laws and procedures prescribed by the institution, such as: <ul style="list-style-type: none"> ○ Personal data ○ Employment contract ○ Payroll record ○ Monthly payment advice ○ Employment records ○ Salary paid by cash ○ Staff subsidy ○ MPF contributions from employer and employees • Ensure the information are handled according to the Personal Data (Privacy) Ordinance, such as <ul style="list-style-type: none"> ○ Principle of information protection ○ Proper use, distribution and transfer of information ○ Security and deletion of information ○ Declaration of collection of personal information

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	<p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none">• Strictly comply with the code of practice regarding human resource management as stipulated by the Personal Data (Privacy) Ordinance
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Ability to understand relevant laws regarding handling staff information and records; and• Ability to handle staff information and records properly in daily management tasks to protect the benefits of both employers and employees.
Remark	<p>Refer to Code of Practice for Residential Care Homes (Elderly Persons) Annex 3.2/8.2/8.3/8.4 by the Social Welfare Department.</p>