

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Operational Management

Title	Know about the labour ordinances related to human resources management
Code	108857L4
Range	This unit of competency is applicable to management responsible for operational management or related work in the jewellery industry. Practitioners should understand the labour ordinances related to human resources management and be capable of giving clear instructions and supervision to staff, so as to effectively perform duties related to human resources management.
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Know about the labour ordinances related to human resources management</p> <ul style="list-style-type: none"> • Know about the ordinances related to employment relationship and the related statutory bodies, such as: <ul style="list-style-type: none"> ○ Labour Department of Hong Kong and related ordinances <ul style="list-style-type: none"> ▪ The significance and importance of Hong Kong's labour ordinances to employees and employers ▪ Hong Kong's labour ordinances <ul style="list-style-type: none"> ▪ Employment Ordinance ▪ Employees' Compensation Ordinance ▪ Occupational Safety and Health Ordinance ▪ Minimum Wage Ordinance ○ Mandatory Provident Fund Schemes Authority and related ordinance <ul style="list-style-type: none"> ▪ Background of the Authority and its terms of reference ▪ Mandatory Provident Fund Schemes Ordinance ○ Office of the Privacy Commissioner for Personal Data and related ordinance <ul style="list-style-type: none"> ▪ Background of the office and its terms of reference ▪ Personal Data (Privacy) Ordinance ○ Equal Opportunities Commission and related ordinances <ul style="list-style-type: none"> ▪ Background of the commission and its terms of reference ▪ Sex Discrimination Ordinance ▪ Disability Discrimination Ordinance ▪ Family Status Discrimination Ordinance ○ Independent Commission Against Corruption and related ordinance <ul style="list-style-type: none"> ▪ Background of the commission and its terms of reference ▪ Prevention of Bribery Ordinance • Know about the penalties for violations of laws and regulations related to employment relationship <p>2. Apply the labour ordinances related to human resources management</p> <ul style="list-style-type: none"> • Capable of giving clear instructions and supervision to staff to ensure their behaviours comply with the requirements of the ordinances • Comply with and apply the requirements of relevant ordinances to deal with general labour disputes in daily human resources management, such as: <ul style="list-style-type: none"> ○ Employment relationship ○ The meaning of continuous contract of employment ○ Definition of wages ○ Calculation and issuance of wages and commission ○ Deduction of salary

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	<ul style="list-style-type: none"> ○ Paid leave, sick leave, compensation leave due to injury at work, and calculation of maternity leave and eligibility for application ○ Job transfer arrangement ○ Summary dismissal ○ Calculation of severance payment and long service payment, and the qualification for receiving such payment ○ Termination of employment contract ○ Mandatory Provident Fund contributions ● Understand the significance and importance of signing a written employment contract ● Handling general labour disputes with the Labour Relations Division in accordance with relevant laws and regulations ● Handle work accidents properly in accordance with the laws and regulations <p>3. Professionalism</p> <ul style="list-style-type: none"> ● Comply with and apply labour ordinances related to human resources management to perform human resources management duties in the jewellery industry
Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <ul style="list-style-type: none"> ● Able to have a thorough understanding of the labour ordinances related to human resources management, and give clear instructions and supervision to staff, ensuring their behaviours comply with the requirements of the ordinances.
Remark	