

Specification of Competency Standards for the Jewellery Industry
Unit of Competency

1. Title	Know about the labour ordinances related to human resources management
2. Code	JLZZOM404A
3. Range	This unit of competency is applicable in jewellery outlets, worksites/factories. Practitioners should understand the labour ordinances related to human resources management and to give clear instruction to the staff, so as to effectively perform duties related to human resources management.
4. Level	4
5. Credit	6
6. Competency	<p align="center"><u>Performance Requirements</u></p> <p>6.1 Know about the labour ordinances related to human resources management ♦ Know about the Labour Department of Hong Kong, a statutory organization, such as:</p> <ul style="list-style-type: none"> • The significance and importance of Hong Kong’s labour ordinances to employees and employers • Labour Relations Ordinance • Labour ordinances of Hong Kong <ul style="list-style-type: none"> ▸ The meaning of continuous contract of employment ▸ Definition of wages ▸ Paid leave, sick leave, compensation leave due to injury at work, maternity protection leave ▸ Calculation of severance payment and long service payment and the qualification for receiving such payment ▸ Termination of employment contract ▸ The procedure for handling labour disputes ▸ General responsibility ordinance

	<ul style="list-style-type: none"> • Employees' Compensation Ordinances <ul style="list-style-type: none"> ▸ Contracts for Employment outside Hong Kong Ordinance ▸ Employees' Compensation Assistance Ordinance ▸ Protection of Wages on Insolvency Ordinance ▸ Employees' Compensation Insurance Levies Ordinance • Know about the Office of the Privacy Commissioner for Personal Data, Hong Kong, a statutory organization, such as: <ul style="list-style-type: none"> ▸ Data protection principle ▸ Exemption ▸ Crime and compensation • Know about the Equal Opportunities Commission, a statutory organization, such as: <ul style="list-style-type: none"> ▸ Sex discrimination ▸ Disability discrimination ▸ Family status discrimination • Know about The Independent Commission Against Corruption, a statutory organization, such as: <ul style="list-style-type: none"> ▸ Prevention of Bribery Ordinance ▸ Measures to prevent bribery
6.2	<p>Apply the labour ordinances related to human resources management</p> <ul style="list-style-type: none"> ◆ Capable to apply the labour ordinances in daily job duties relating to human resources management in the organization ◆ Capable to give clear instruction and supervision to staff to ensure their behaviour can comply with the requirement of the ordinances

7. Assessment Criteria	The integrated outcome requirement of this unit of competency is: (i) Capable to have a thorough understanding of the labour ordinances related to human resources management and give clear instruction and supervision to staff, ensuring their behaviour can comply with the requirement of the ordinances.
8. Remarks	