

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Operations Management

Title	Handle general personnel management matters
Code	106382L3
Range	This unit of competency is applicable to each human resources department of manufacturing technology industry. Practitioners should be capable to follow the corporate procedure requirements, carry out general personnel work correctly.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of general personnel work</p> <ul style="list-style-type: none"> • Understand the relevant corporate policies and procedures of staff attendance arrangement • Understand the staff information which needed to be preserved, such as personal information, training record, working hour/ days, shift/ overtime working record and performance appraisal report • Understand the importance of proper preserving staff information • Understand the knowledge of commonly used labour legislation, such as "Employment Ordinance", "Minimum Wage Ordinance", "Occupational Safety and Health Ordinance" • Understand the handling methods and procedures of common labour disputes of the corporations • Know the methods and procedures of corporate recruitment and selection of staff <p>2. Carry out general personnel work</p> <ul style="list-style-type: none"> • Collect staff attendance records and verify the relevant contents, such as if manager had signed the documents, if the attendance record/ salary calculation is correct • Appropriately preserve and correctly handle all staff information for further review • Follow the relevant labour legislation or corporate set procedures, carry out general personnel work and protect the interests of the corporation and staff. • Assist handling common labour disputes and recruit and identify staff. <p>3. Professional handling of carrying out general personnel work</p> <ul style="list-style-type: none"> • Ensure all staff information and records in corporation are correct.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to follow the relevant labour legislation or corporate set procedures, carry out general personnel work and protect the interests of the corporation and staff. • Capable to Preserve appropriately and handle correctly of all staff information for further review.
Remark	