

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Human Resource Management & Development

Title	Apply general labour regulations
Code	105002L2
Range	This unit of competency (UoC) is applicable to staff in the retail industry. It covers the abilities to have basic understanding and interpretation on information, and to understand and observe the general requirements of labour regulations in daily operations in order to protect the mutual benefits of the employer and employees and avoid disputes.
Level	2
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of general labour regulations <ul style="list-style-type: none"> • Understand the functions and operation of the Labour Department and relevant statutory bodies, such as: <ul style="list-style-type: none"> • Organization background • The meaning and importance of labour regulations of Hong Kong to employees and employers • Employment Ordinance • Mandatory Provident Fund Schemes Ordinance, e.g., MPF Employee Choice Arrangement • Personal Data (Privacy) Ordinance • Minimum Wage Ordinance • Sex Discrimination Ordinance • Disability Discrimination Ordinance • Family Status Discrimination Ordinance • Prevention of Bribery Ordinance • Occupational Safety and Health Ordinance • Understand the legal definition of different aspects, including: <ul style="list-style-type: none"> • Continuous contract, wages • Paid leave, sick leave, maternity leave, sick leave due to work injuries • Computation and eligibility of severance payment, long service payment • Termination of the contract of employment, etc. • Understand the meaning and importance of signing written employment contract 2. Apply general labour regulations <ul style="list-style-type: none"> • Strictly follow the relevant legal requirements in recruitment exercises and daily operations and when terminating employment contracts, including: <ul style="list-style-type: none"> • Employee's benefits in the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance and Employees' Compensation Ordinance • Restrictions of Personal Data (Privacy) Ordinance on handling personal data of job applicants and employees • Follow the provisions and conditions of employment according to the requirements of the Employment Ordinance, such as: <ul style="list-style-type: none"> • Wage period • Working hours • Rest day, statutory holiday, annual leave arrangement • Sickness allowance • Probation period and period of notice of termination of employment contract • Comply with the provisions of the Mandatory Provident Fund Schemes Ordinance to contribute to the fund according to the time and rate 3. Exhibit professionalism <ul style="list-style-type: none"> • Apply general labour regulations in relevant staff management routines
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Understand the labour regulations of Hong Kong and relevant requirements, and comply with relevant ordinances in staff management routines so as to protect the mutual benefits of the employer and employees and avoid disputes.
Remark	