

Specification of Competency Standards of the Watch & Clock Industry

Unit of Competency

Functional Area: Operational Management

Title	Apply General Labour Regulations
Code	104878L1
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to understand general requirements of labour regulations, and comply with these requirements when carrying out recruitment exercises and signing employment contract to protect the mutual benefits of the employer and employee and to avoid disputes.
Level	1
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand labour regulations <ul style="list-style-type: none"> • Understand the Labour Department as a statutory body and relevant ordinances, 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 • Personal Data (Privacy) Ordinance • Sex Discrimination Ordinance • Disability Discrimination Ordinance • Family Status Discrimination Ordinance • Understand the meaning and importance of signing written contract of employment 2. Apply labour regulations <ul style="list-style-type: none"> • Comply with relevant legal requirements when carrying out recruitment exercises and terminating employment contracts, such as: <ul style="list-style-type: none"> • Employee's Benefits in the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance • Restrictions of Personal Data (Privacy) Ordinance on handling personal data of job applicants and employees • Formulate 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"> • Abide by the labour regulations when performing timepiece staff management duties
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 when handling recruitment and staff management routines so as to protect the mutual benefits and avoid disputes.
Remark	