

**Specification of Competency Standards for Hairdressing Industry**  
**Unit of Competency**

1. Title	Implement Salary Benchmark and Commission System
2. Code	105423L3
3. Range	This unit of competency (UoC) is applicable in hair salons and related workplaces. It involves assessment, judgement and analysis. Practitioners should be able to implement salary benchmark and commission system effectively according to the human resources management policy of the organization and relevant legal requirements, so as to retain and attract competent people and perform good personnel management.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Possess knowledge of salary benchmark and commission system</p> <ul style="list-style-type: none"> <li>◆ Master the present situation and trend of the hairdressing labour market</li> <li>◆ Understand the method and basis of calculating salary of different ranks and salary forms of the hairdressing organization</li> <li>◆ Understand the organization's human resources management policy, salary structure and adjustment mechanism</li> <li>◆ Understand the definition of salary, including: basic wage, tips, commission, allowance, bonus, benefits, mandatory provident fund, etc.</li> <li>◆ Understand the basic principles of salary system and factors on consideration, including: fairness, reasonableness, competitiveness, etc.</li> <li>◆ Know about the legal requirements on salary system, such as the Minimum Wage Ordinance</li> </ul> <p>6.2 Implement salary benchmark and commission system</p> <ul style="list-style-type: none"> <li>◆ Implement salary benchmark and commission system according to the organization's human resources management policy and relevant labour regulations, e.g. the calculation method is consistent, fair and reasonable, the salary and commission level of the organization is competitive in manpower market, etc.</li> <li>◆ Analyze the effects of salary adjustment on both the employers and the employees</li> <li>◆ Make use of effective communication channels to let the staff understand the salary calculation and adjustment criteria, and let them express their opinions on the system</li> <li>◆ Make recommendations to the management level on the adjustment of salary benchmark and commission system according to the manpower market situation, so as to retain and attract competent people, and encourage staff of all levels to actively support the operation of the company</li> </ul>

	<p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>◆ Ensure the organization's salary benchmark and commission system comply with the legal requirements</li> <li>◆ Implement the organization's salary benchmark and commission system in a fair way</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>(i) Master the organization's human resources management policy;</li> <li>(ii) Implement salary benchmark and commission system in a fair way according to the salary system of the organization, ensuring that the system complies with the requirements of labour regulations; and</li> <li>(iii) Make appropriate recommendations to the management level on the adjustment of salary benchmark and commission system according to market changes and the operational needs of the organization, so as to retain and attract competent people.</li> </ul>
8. Remark	