

Specification of Competency Standards of the Watch & Clock Industry

**Unit of Competency**

**Functional Area: Operational Management**

Title	Handle General Labour Disputes
Code	104891L4
Range	This unit of competency (UoC) is applicable in timepiece companies. It covers the abilities to master the ordinances related to labour relations, give clear guidelines and direction to employees, perform good personnel management, and handle general labour disputes effectively at timepiece-related workplaces.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand ordinances related to employment relationship <ul style="list-style-type: none"> <li>• Understand ordinances related to employment relationship and related statutory bodies, e.g.: <ul style="list-style-type: none"> <li>• Structure of Labour Department and relevant ordinances <ul style="list-style-type: none"> <li>• Organizational structure and terms of reference</li> <li>• Labour Relations Ordinance</li> <li>• Employment Ordinance</li> <li>• Occupational Safety and Health Ordinance</li> </ul> </li> <li>• Mandatory Provident Fund Schemes Authority and relevant ordinances <ul style="list-style-type: none"> <li>• Organization background and terms of reference</li> <li>• Mandatory Provident Fund Schemes Ordinance</li> </ul> </li> <li>• Office of the Privacy Commissioner for Personal Data and relevant ordinances <ul style="list-style-type: none"> <li>• Organization background and terms of reference</li> <li>• Personal Data (Privacy) Ordinance</li> </ul> </li> <li>• Equal Opportunities Commission and relevant ordinances <ul style="list-style-type: none"> <li>• Organization background and terms of reference</li> <li>• Sex Discrimination Ordinance</li> <li>• Disability Discrimination Ordinance</li> <li>• Family Status Discrimination Ordinance</li> </ul> </li> <li>• Independent Commission Against Corruption and relevant ordinances <ul style="list-style-type: none"> <li>• Organization background and terms of reference</li> <li>• Aspects of Prevention of Bribery Ordinance</li> </ul> </li> </ul> </li> <li>• Understand the penalty on violating ordinances and regulations on employment relationship</li> </ul> </li> <li>2. Handle general labour disputes <ul style="list-style-type: none"> <li>• Master good personnel management skills, establish different communication channels to reduce unnecessary labour disputes and legal proceedings</li> <li>• Comply with and quote relevant legal provisions during human resources management routines to handle general labour disputes, such as: <ul style="list-style-type: none"> <li>• Employment relationship</li> <li>• Calculation and payment of wages and commissions</li> <li>• Forfeiture of pay</li> <li>• Deployment arrangement</li> <li>• Immediate dismissal</li> <li>• Severance payment, long service payment</li> <li>• Mandatory provident fund contributions</li> </ul> </li> <li>• Handle general labour disputes with the Labour Relations Division according to relevant rules and regulations</li> <li>• Handle injuries at work correctly according to legal requirements <ul style="list-style-type: none"> <li>• Report accidents on time</li> <li>• Pay the instalments and relevant medical expenses</li> <li>• Medical clearance and handling procedures</li> </ul> </li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Comply with ordinances related to employment relationship and take the mutual interest of employer and employees into account when handling each case of labour dispute</li> </ul> </li> </ol>

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**Functional Area: Operational Management**

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none"><li>• Master ordinances related to employment relationship and handle general labour disputes in order to protect the mutual interest of employer and employees.</li></ul>
Remark	