

1. Title	Handle staff records
2. Code	105001L2
3. Range	This unit of competency (UoC) is applicable to personnel management staff in the retail industry. It covers the abilities to handle staff records correctly in familiar and regular working environment according to established procedures of the organization and relevant legal requirements in order to protect the benefit of both the employers and employees.
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Knowledge of handling staff records</p> <ul style="list-style-type: none"> <li>◆ Understand ordinances relevant to the handling and keeping of staff records <ul style="list-style-type: none"> <li>• Employment Ordinance</li> <li>• Mandatory Provident Fund Schemes Ordinance</li> <li>• Inland Revenue Ordinance</li> <li>• Personal Data (Privacy) Ordinance</li> </ul> </li> <li>◆ Understand types of employment records that should be kept, such as: <ul style="list-style-type: none"> <li>• Personal information</li> <li>• Employment record</li> <li>• Training record</li> <li>• Records of body check, sick leave and medical claims</li> <li>• Written record of disciplinary procedures</li> <li>• Staff appraisal report</li> </ul> </li> <li>◆ Understand the importance of keeping employment records properly</li> <li>◆ Understand the liabilities for improper keeping and handling of staff records</li> </ul> <p>6.2 Handle staff records</p> <ul style="list-style-type: none"> <li>◆ Handle and keep the records of existing and ex-staff correctly during personnel management routines according to relevant legal requirements, such as: <ul style="list-style-type: none"> <li>• Records to be provided/kept as required by Employment Ordinance <ul style="list-style-type: none"> <li>- Personal information</li> <li>- Employment records</li> <li>- statutory period of keeping the records</li> </ul> </li> <li>• Records to be provided/kept as required by Mandatory Provident Fund Schemes Ordinance <ul style="list-style-type: none"> <li>- Staff records</li> <li>- Monthly contribution statement</li> </ul> </li> <li>• Records to be provided/kept as required by Inland Revenue Ordinance <ul style="list-style-type: none"> <li>- Personal information</li> <li>- Employment record</li> <li>- Position employed</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Amount of salary paid by cash</li> <li>- MPF contributions by the employee and the employer</li> <li>• Records to be provided/kept as required by Personal Data (Privacy) Ordinance <ul style="list-style-type: none"> <li>- Principles of data protection</li> <li>- Use, disclosure and transfer of data</li> <li>- Security and deletion of data</li> <li>- Declaration for collecting personal information</li> </ul> </li> </ul> <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>◆ Follow the Code of Practice on Human Resource Management in Personal Data (Privacy) Ordinance</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) Understand ordinances relevant to the handling of staff records; and</li> <li>(ii) Handle staff records correctly during personnel management routines to protect the benefit of both the employers and employees.</li> </ul>
8 .Remark	