

**Specification of Competency Standards  
for the Chinese Catering Industry  
Unit of Competency**

1. Title	Apply skills for recruitment and human resources supply in the catering industry
2. Code	CCZZMS503A
3. Level	5
4. Credit	6
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Apply the concepts of human resources for optimal enterprise efficiency</p> <ul style="list-style-type: none"> <li>◆ Understand the concepts of human resources management</li> <li>◆ Understand the importance of continuity talent replacement</li> <li>◆ Determine the supply and demand of talents</li> <li>◆ Ensure the balance of supply and demand of human resources in the organization</li> <li>◆ Establish an energetic and efficient workforce for the organization by recruitment, training and promotion</li> </ul> <p>5.2 Formulate human resources plan</p> <ul style="list-style-type: none"> <li>◆ Formulate human resources plan</li> <li>◆ Maintain team spirit in staff</li> <li>◆ Allocate duties properly to improve the efficiency of staff</li> <li>◆ Master the methods of staff performance appraisal</li> </ul> <p>5.3 Possess the abilities to recruit appropriate staff</p> <ul style="list-style-type: none"> <li>◆ Enhance the effectiveness of candidate application and recruit appropriate staff by different channels flexibly</li> <li>◆ Enhance staff quality by capitalizing on the image of the organization as a selling point in recruitment</li> <li>◆ Master the modern standards of talents and devise proper recruitment criteria, work analysis and design</li> <li>◆ Master the concepts and skills of remuneration management</li> </ul> <p>5.4 Apply skills for recruitment and human resources supply in the catering industry</p> <ul style="list-style-type: none"> <li>◆ Formulate human resources supply plans in respect of recruitment, training and promotion and establish an efficient workforce</li> </ul>
6. Range	While working in Chinese restaurants or relevant workplaces, practitioners should be able to apply the concepts of human resources management, formulate human resources supply plans in respect of recruitment, training and promotion and establish an efficient workforce.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to formulate human resources supply plans in respect of recruitment, training and promotion effectively and establish an efficient workforce in order to enhance the economic benefits of the organization.
8. Remarks	This unit of competency is applicable to practitioners engaged in management in Chinese restaurants.