

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Generic Skills

Title	Observe the general legislation associated with employee interests
Code	108536L2
Range	This unit of competency is applicable to all practitioners who work in the catering services section and the production section, as well as those engaged in the operation and management of restaurants and catering establishments. While working in restaurants or relevant workplaces, practitioners should know about the labour legislation, the Mandatory Provident Fund (MPF) Schemes Ordinance and the Occupational Safety and Health Ordinance and observe such legislation.
Level	2
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of the general legislation associated with employee interests:</p> <ul style="list-style-type: none"> • Know about the general labour legislation, including: <ul style="list-style-type: none"> ○ The services provided to employers and employees by the Labour Department of Hong Kong, including employment services ○ The rights of employees entitled under the labour legislation, such as: <ul style="list-style-type: none"> ▪ Labour holiday ▪ Maternity leave ▪ Termination of employment contracts ▪ The procedures for settling labour disputes • Know about the importance of Hong Kong's labour legislation to employers and employees • Know about the major services provided to employees and employers by the Occupational Safety and Health Council • Know about the background of Hong Kong's MPF, its coverage, implications, influences on employers and employees, etc. • Understand the importance of observing all legislation, including that associated with employee interests <p>2. Observe the general legislation associated with employee interests:</p> <ul style="list-style-type: none"> • Learn the general legislation associated with employee interests appropriately under the guidance of supervisor and with personal efforts • At work, according to the legislation associated with employee interests to promote: <ul style="list-style-type: none"> ○ Occupational safety and health ○ Harmonious labour relations ○ Improving and safeguarding the interests of employers and employees, etc. • Make use of the major services provided by the Occupational Safety and Health Council to ensure the safety of people in the workplaces • Handling MPF in compliance with the details of MPF contributions, terms, types of contribution, methods for withdrawing and transferring contributions, etc. • Report to supervisor any suspected violation of the legislation associated with employee interests as far as possible <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Wholeheartedly observe the legislation associated with employee interests while working to maintain the reputation of the individual, the organization and the industry as a whole

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: <ul style="list-style-type: none">• Understand and observe the labour legislation, MPF Schemes Ordinance and legislation associated with occupational safety and health during the normal course of business in restaurants
Remark	