

1. Title	Implement training venue and facility management
2. Code	BEZZET304A
3. Range	Master the types and user guidelines of beauty training venues and facilities in beauty training locations and relevant workplaces; implement training venue and facility management effectively according to the course programmes and areas covered; and conduct reviews regularly.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of training venue and facility management</p> <ul style="list-style-type: none"> ◆ Understand the types of beauty training venues, including: <ul style="list-style-type: none"> • Classroom • Hands-on practice location • Laboratory • Administrative office (including teaching staff’s office and common room), etc. ◆ Understand the types of beauty training facilities, including: <ul style="list-style-type: none"> • Teaching equipment relevant to the beauty trade • Equipment and tools for practice relevant to the beauty trade • Facilities for office routines • Training materials and books • Computer • Basic internet facilities, etc. ◆ Understand the considerations for choosing beauty training venues and facilities, such as: <ul style="list-style-type: none"> • Course programme and areas covered • Course objectives • Environmental safety of the venues • Safe use of facilities ◆ Understand guidelines of the beauty training centre / organization for venues and facilities ◆ Understand the importance of collecting and recording the rate and conditions of using the beauty training venues and facilities

	<p>6.2 Implement training venue and facility management</p> <ul style="list-style-type: none"> ◆ Master the knowledge of training venue and facility management and guidelines of the training organization, and implement training venue and facility management according to the course programme and areas covered ◆ Conduct reviews regularly according to the records of the rate and conditions of using the beauty training venues and facilities; re-arrange the venues and facilities when necessary
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to master the knowledge of beauty training venue and facility management and guidelines of the training organization, and implement training venue and facility management according to the course programme and areas covered; and (ii) Capable to conduct reviews regularly according to the records of the rate and conditions of using the beauty training venues and facilities; and to re-arrange the venues and facilities when necessary for best management result.
8. Remarks	