1. Title	Compile training materials
2. Code	BEZZET305A
3. Range	Compile training materials for beauty practitioners in beauty training locations and relevant workplaces according to the training needs of the industry, training goals and objectives.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	<u>Performance Requirements</u> 6.1 Understand the types and basic compiling methods for training materials ♦ Understand the principles of compiling training materials • Education as the basis • Appropriate content depth and horizon • Content fitting in with current scientific culture and technology • Consistence of theory and practice • Systematic arrangement of training materials and progressive teaching ♦ Understand the types and effectiveness of general training materials, including text books, handouts, course outlines, reference books and magazines, supporting materials, etc. ♦ Understand the methods, procedures and techniques of compiling various types of training materials, such as: • Text books • Handouts and course outlines ♦ Understand the legal requirements of the Copyright Ordinance on copyright content and material selection 6.2 Compile training materials ♦ Devise training course goals and plans according to staff training needs ♦ Compile training materials using compiling methods and procedures for different types of materials and basing on the training plan, goals and programme, including: • Writing the outline • Examining and modifying the outline • Writing chapters and sections • Writing the main content of the training course • Examining and modifying the main content ♦ Compile training materials according to the compilation principles ♦ Comply with the Copyright Ordinance and requirements on reference to materials with copyright when compiling training materials

7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:
	(i) Capable to understand clearly the methods and procedures for compiling training materials and the Copyright Ordinance requirements; and
	(ii) Capable to compile training materials according to the training goals and training needs of the organization.
8. Remarks	