

1. Title	Master training preparations	
2. Code	BEZZET308A	
3. Range	Master and implement the requirements on training preparations in beauty training locations and relevant workplaces, so as to optimize the training process and enhance the training performance.	
4. Level	3	
5. Credit	6 (for reference only)	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Understand the requirements on training preparations</p> <ul style="list-style-type: none"> ◆ Understand the preparations for training and their purposes, such as: <ul style="list-style-type: none"> • Ascertain the goal of entire training • Formulate the training schedule/ plan • Ascertain the goals and requirements for each phase of the course • Set relevant competency standards • Research data and references • Analyze and handle teaching materials • Compile training handouts, cases and assignments • Know the background and number of trainees • Prepare different teaching and training methods • Arrange resources, equipment, venue, supporting materials, and etc. for the course ◆ Understand the requirements and considerations for the preparations ◆ Understand the factors hindering the implementation of preparation work ◆ Understand the possible consequences caused by inadequate training <p>6.2 Implement training preparations</p> <ul style="list-style-type: none"> ◆ Master the areas and requirements for training preparations, implement the preparations correctly in order to assist in conducting effective training and achieving the goals ◆ Master the standard requirements and considerations for all training preparations, such as: <ul style="list-style-type: none"> • Analyzing and handling teaching materials <ul style="list-style-type: none"> ▸ Highlighting the main points ▸ From the easy to the complicated 	

	<ul style="list-style-type: none"> • Compiling training handout <ul style="list-style-type: none"> ▸ Correct content ▸ Including new information • Teaching method <ul style="list-style-type: none"> ▸ Case study ▸ In-person demonstration
7. Assessment Criteria	<p>The integrated outcome requirement of this unit of competency is:</p> <p>(i) Capable to master and correctly carry out preparations for all kinds of training in order to optimize the training process, enhance the training performance and achieve the training goal.</p>
8. Remarks	