

1. Title	Assess the performance of trainers, trainees and training course
2. Code	BEZZET409A
3. Range	Master the techniques of assessing the performance of the training course, trainers and trainees; accurately assess the performance of trainers and the training course progress in beauty training locations and relevant workplaces for training performance analysis and future reference.
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of the performance assessment of training course, trainers and trainees</p> <ul style="list-style-type: none"> <li>◆ Understand the knowledge of training course assessment, such as: <ul style="list-style-type: none"> <li>• Overall goal, phase goals and requirements of the course</li> <li>• Purpose and importance of assessing training course progress and performance outcome</li> <li>• Methods, techniques and criteria commonly used for assessing course progress and performance</li> </ul> </li> <li>◆ Understand the knowledge of the performance assessment of trainers and trainees, such as: <ul style="list-style-type: none"> <li>• Purpose and importance of assessing the performance of trainers and trainees</li> <li>• Areas and basic criteria for assessing the performance of trainers and trainees</li> <li>• Popular methods and techniques of assessing the performance of trainers and trainees, and relevant concerns</li> <li>• Common factors affecting the performance of trainers and trainees</li> <li>• Common types and characteristics of trainees</li> <li>• Characteristics and teaching attitude that a good trainer should possess</li> </ul> </li> <li>◆ Understand the effects of the performance of trainers and trainees on training course progress</li> </ul> <p>6.2 Conduct performance assessment of the training course, trainers and trainees</p> <ul style="list-style-type: none"> <li>◆ Master techniques and knowledge of training course progress assessment, accurately assess at different stages whether the progress meets the goal, and adjust the course content according to the actual needs and changes so as to achieve the ultimate training goal</li> <li>◆ Master the characteristics of the assessee's behaviour and select suitable method for performance assessment</li> </ul>

	<ul style="list-style-type: none"> <li>◆ Master all kinds of assessment techniques and assess trainees' performance at different phases; the trainers could adjust their teaching techniques according to actual needs so as to improve the training quality</li> <li>◆ Master all kinds of trainer assessment techniques and accurately assess trainers' performance, ensuring and improving the teaching quality</li> <li>◆ Accurately record the assessment results of the course progress and the performance of trainees and trainers, and keep the results properly for future reference</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>(i) Capable to master the knowledge and techniques of assessing the performance of the training course, trainers and trainees;</li> <li>(ii) Capable to accurately assess the course progress at different stages, and adjust the course content according to the actual needs so as to enhance the training performance; and</li> <li>(iii) Capable to accurately assess the performance of trainees and trainers, record and keep all the assessment documents properly for future reference.</li> </ul>
8. Remarks	