

1. Title	Formulate training assessment criteria and assessment reports	
2. Code	BEZZET410A	
3. Range	Formulate appropriate training assessment criteria and comprehensive and objective training assessment reports in beauty training locations and relevant workplaces according to established training goals and course outline, so as to enhance the quality of training.	
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 training assessment criteria and assessment report</p> <ul style="list-style-type: none"> <li>◆ Understand the knowledge of assessment criteria, such as: <ul style="list-style-type: none"> <li>• Purpose and uses of formulating assessment criteria</li> <li>• Popular assessment methods and their pros and cons, such as: <ul style="list-style-type: none"> <li>▸ Performance observation assessment</li> <li>▸ Competency assessment</li> <li>▸ Written and face-to-face assessment</li> </ul> </li> <li>• Elements and details of assessment criteria, such as being fair, objective and reliable</li> <li>• Basic procedures and noting points for formulating assessment criteria</li> <li>• Factors affecting the assessment criteria</li> <li>• Effects of inappropriate assessment criteria</li> </ul> </li> <li>◆ Understand the knowledge of assessment report, such as: <ul style="list-style-type: none"> <li>• Purpose and uses of writing training assessment reports</li> <li>• Basic items for training assessment reports in general, such as: <ul style="list-style-type: none"> <li>▸ Assessment of trainees' performance and progress</li> <li>▸ Teaching assessment of trainers</li> <li>▸ Assessment of course content</li> <li>▸ Assessment of costs and resources</li> <li>▸ Assessment of course development</li> </ul> </li> <li>• Criteria for compiling training assessment reports</li> </ul> </li> </ul> <p>6.2 Formulate training assessment criteria and assessment reports</p> <ul style="list-style-type: none"> <li>◆ Master the techniques of formulating assessment criteria; formulate appropriate assessment criteria, including setting the levels, according to course content and requirements; and select suitable assessment methods and tools</li> <li>◆ Establish a sound mechanism for monitoring and review to ensure the consistency and objectiveness</li> </ul>	

	<ul style="list-style-type: none"> <li>◆ Master the criteria and requirements for formulating training assessment reports, formulate a comprehensive and objective training assessment report with appropriate assessment method and content</li> <li>◆ Rethink and review according to the assessment results and propose comprehensive improvements, such as: <ul style="list-style-type: none"> <li>• Improving teaching and training methods</li> <li>• Improving trainees' learning performance and outcome</li> <li>• Effective use of resources</li> </ul> </li> <li>◆ Handle and keep the training assessment report properly</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 of formulating assessment criteria, and select suitable assessment tools and methods to formulate appropriate assessment criteria according to the assessment goal;</li> <li>(ii) Capable to master the criteria, requirements and items for training assessment reports; and</li> <li>(iii) Capable to propose constructive solutions according to the assessment results in order to formulate a comprehensive and objective training assessment report, and keep the assessment report properly for reference of training course development.</li> </ul>
8. Remarks	