

1. Title	Formulate staff training guidelines	
2. Code	BEZZOM413A	
3. Range	Formulate staff training guidelines at beauty-related workplaces to ensure that staffs of all ranks receive suitable beauty professional training to meet the required workforce standards of the organization and improve quality of beauty professionals.	
4. Level	4	
5. Credit	6 (for reference only)	
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Training of beauty employees</p> <ul style="list-style-type: none"> ◆ Understand the concept of beauty staff training, such as: <ul style="list-style-type: none"> • Requirements and quality of staff of all functional areas in the organizational structure • Objectives of training • Training method • Assessment method • Training system ◆ Understand the characteristics, functions and techniques of different training modes <ul style="list-style-type: none"> • Supervisory theory study • Teaching • Interactive learning • Project <p>6.2 Assist to formulate staff training guidelines</p> <ul style="list-style-type: none"> ◆ Assist to formulate beauty staff training guidelines <ul style="list-style-type: none"> • Identify functional needs of individual ranks, such as skills, techniques and job ethics, etc. • Identify requirements on teachers • Training hours • Decide training method <ul style="list-style-type: none"> ▸ Distance learning ▸ Classroom teaching ▸ On-site teaching ▸ Apprenticeship • Decide training location, hours and facility needs for actual beauty operation • Set the range and level of training <ul style="list-style-type: none"> ▸ Elementary level is suitable for new entrants of the trade, able to assist with salon operation ▸ Intermediate level is suitable for those who need to work independently ▸ Advance level is suitable for beauty managerial staff who need to supervise subordinates or involve in strategic development of the organization 	

	<ul style="list-style-type: none"> • Set examination rules and methods <ul style="list-style-type: none"> ▸ Set the assessment standards for the examination, such as the weighting and method of beauty theory written examination and practical skill examination ◆ Review the training performance regularly and submit recommendations for improving the training guidelines to accommodate changes in human resources needs of the organization
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to apply specialized knowledge in staff training, identify training needs of different ranks of the organization and assist to formulate staff training guidelines; and (ii) Capable to submit recommendations for improving the training guidelines so as to accommodate changes in human resources needs of the organization.
8. Remarks	