

Specification of Competency Standards of the Beauty and Hairdressing Industry

**Unit of Competency**

**Functional Area: Operational Management**

Title	Formulate Staff Training Guidelines
Code	105435L4
Range	This unit of competency (UoC) is applicable in hairdressing-related workplaces. It requires analysis and judgement. Practitioners should be able to formulate staff training guidelines with respect to business and social needs to ensure that staff members of all ranks receive suitable hairdressing professional training continuously to meet the human requirement standards of the organization and improve quality of hairdressing professionals.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of staff training <ul style="list-style-type: none"> <li>• Understand steps of formulating staff training guidelines and the importance of formulating the guidelines to the organization</li> <li>• Understand the concept of hairdressing staff training, such as the objectives, methods and content of training</li> <li>• Understand the qualities and skills required of staff of all functional areas in the organization and their training</li> <li>• Understand the characteristics, functions and techniques of different training modes, e.g. supervisory theory study, teaching, interactive, project study, practical, etc.</li> <li>• Understand the organization's business motives, aims and concept</li> <li>• Understand the characteristics and process of the organization's daily and monthly routines as well as its operation in different periods of time, e.g. cleaning of hairdressing tools/equipment, etc.</li> </ul> </li> <li>2. Formulate staff training guidelines <ul style="list-style-type: none"> <li>• Assist the management level to formulate staff training guidelines according to the business needs of the organization and the training needs of individual ranks, including: <ul style="list-style-type: none"> <li>• Identify functional needs of individual ranks, such as skills, techniques, etc.</li> <li>• Identify requirements on teachers</li> <li>• Decide training method, such as: distance learning, classroom teaching, on-site teaching, etc.</li> <li>• Decide training location, hours and facility needs</li> <li>• Set the range and level of training, such as: elementary, intermediate and advance levels</li> <li>• Set examination rules, assessment standards and method, such as the weight and method of hairdressing theory written examination and practical skill examination for individual ranks</li> </ul> </li> <li>• Review the training performance regularly and submit recommendations for improving the training guidelines to accommodate human resource needs of the organization</li> <li>• Keep the staff training guidelines properly for future reference by relevant personnel</li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• The training content caters the development and market needs of the industry</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Master the organization's business strategy and apply specialized knowledge in staff training, to formulate timely staff training guidelines according to the training needs of different ranks of the organization; and</li> <li>• Review the training results regularly and submit recommendations for improving the training guidelines so as to accommodate human resource needs of the organization.</li> </ul>
Remark	