

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Operational Management

Title	Formulate Staff Training System and Policy
Code	105446L5
Range	This unit of competency (UoC) is applicable in the hairdressing industry. It involves planning, analysis, evaluation and judgement, and some management duties. Practitioners should be able to formulate staff training system and policy to meet the future human resources needs of various departments of the organization.
Level	5
Credit	9 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand staff training system and policy <ul style="list-style-type: none"> • Understand the organizational structure of the organization and functions of various departments • Understand the competency requirements for different job positions • Understand the training demand analysis, selection of training method, training system management, performance system management and staff performance appraisal • Understand the basic theory of human resources management, such as staff recruitment, training, salary, benefits, labour regulations, etc. • Understand professional qualifications recognized by the industry • Understand training schemes recognized by the government and the industry e.g. skills upgrading scheme for the hairdressing industry • Understand tradesman qualifications recognized by salons and their training requirements • Master competitors' staff training and policy details 2. Formulate staff training system and policy <ul style="list-style-type: none"> • Use different ways to collect information on training demand • Set training objectives and select appropriate training methods according to the training target, coverage and content • Assess future manpower needs according to the development of the industry • Assess the competency level of the existing staff of the organization and analyze the deviations between the competency of the existing staff and the expectations in competency; identify the training projects needed, candidates and priorities • Formulate training projects according to the internal succession/promotion plans of the organization • Select suitable training modes such as internal training, study during spare time, on-the-job training, out-sourced training, etc. according to special requests of the departments, capability for internal training and training market supply • Ensure that training resources are sufficient and the business operates normally during training • Assess staff training results and review the effectiveness of the staff training system and policy 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure the training system and policy formulated meet the development trend of the industry
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Assess and analyze the deviations between the competency of the existing staff and the expectations in competency, identify the training projects needed and candidates, and formulate the staff training system and policy of the organization to meet the needs of various departments and industry development; • Select suitable training modes and ensure that all departments operate normally during training; and • Assess staff training results and review the staff training system and policy.
Remark	