

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Hairdressing Education & Training

Title	Compile Training Materials
Code	105449L3
Range	This unit of competency (UoC) is applicable in hairdressing training venues and related workplaces. Practitioners should be able to obtain and organize hairdressing-related practical training materials independently; compile training materials for hairdressing practitioners in hairdressing training locations and relevant workplaces according to the training needs of the industry, training goals and objectives.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of compiling training materials</p> <ul style="list-style-type: none"> • Understand the basic principles of compiling training materials <ul style="list-style-type: none"> • Education as the basis • Appropriate content depth and width • Content fitting in with modern scientific culture and technology • Equal emphasis to theory and practice • Systematic arrangement of training materials • Gradual teaching progress • Understand the types and purposes of general training materials, including text books, handouts, course outlines, reference books and magazines, supporting materials, etc. • Understand the methods, procedures and techniques of compiling various types of training materials, such as: text books, handouts and course outlines, procedures for practical hairdressing operation, etc. • Understand the legal requirements of the Copyright Ordinance on copyright content and material selection <p>2. Compile training materials</p> <ul style="list-style-type: none"> • Compile training materials using compiling methods and procedures for different types of materials and basing on the training plan, goals and programme, including: Writing the outline, chapters and sections, main content of the training course, examination and modification of the main content of the procedures for practical hairdressing operation, etc. • Compile training materials according to the compilation principles • Comply with the requirements of the Copyright Ordinance on quoting from copyright materials when compiling training materials <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Review the content of training materials regularly to ensure the applicability and timeliness of the training materials and information • Strictly comply with the Copyright Ordinance when compiling training materials
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Master the methods and procedures for compiling training materials and the Copyright Ordinance requirements; and • Compile training materials according to the training needs of the industry and training goals of the organization.
Remark	