

Specification of Competency Standards of the Beauty and Hairdressing Industry

**Unit of Competency**

**Functional Area: Hairdressing Education & Training**

Title	Master Training Preparations
Code	105452L3
Range	This unit of competency (UoC) is applicable in hairdressing training venues and related workplaces. Practitioners should be able to independently implement the requirements on training preparations in normal hairdressing training according to the training content and environment needs, so as to optimize the training process and enhance the training performance.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand the requirements on training preparations <ul style="list-style-type: none"> <li>• Understand the preparations for training and their purposes, such as: <ul style="list-style-type: none"> <li>• Ascertain the goal of entire training</li> <li>• Formulate the training schedule/plan</li> <li>• Ascertain the goals and requirements for each phase of the course</li> <li>• Set relevant competency standards</li> <li>• Research data and references</li> <li>• Analyze and handle teaching materials</li> <li>• Compile training hand-outs, cases and assignments</li> <li>• Know the background and number of trainees</li> <li>• Prepare different teaching and training methods</li> <li>• Arrange resources, equipment, venue, supporting materials, etc. for the course</li> </ul> </li> <li>• Understand the requirements and considerations for the preparations</li> <li>• Understand the factors hindering the implementation of preparation work</li> <li>• Understand the possible consequences caused by inadequate training</li> </ul> </li> <li>2. Carry out training preparations <ul style="list-style-type: none"> <li>• Master the areas and requirements for training preparations, implement the preparations correctly in order to assist in conducting effective training and achieve the goals</li> <li>• Master the standard requirements and considerations for all training preparations, such as: <ul style="list-style-type: none"> <li>• Analyzing and handling teaching materials, e.g. highlighting the mains points, from the easy to the complicated, etc.</li> <li>• Compiling training hand-out, e.g. correct content, absorbing new information, etc.</li> <li>• Teaching method, e.g. case study, in-person demonstration, etc.</li> </ul> </li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Respect intellectual property to in preparing training materials to avoid oneself or the organization from falling into the trap of infringement</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> <li>• Master and correctly carry out preparations for all kinds of training in order to optimize the training process, enhance the training performance and achieve the training goal.</li> </ul>
Remark	