

Specification of Competency Standards of the Beauty and Hairdressing Industry

Unit of Competency

Functional Area: Hairdressing Education & Training

Title	Implement Training Venue and Facility Management
Code	105453L3
Range	This unit of competency (UoC) is applicable in hairdressing training venues and related workplaces. It requires independent working ability, analysis, evaluation and judgement. Practitioners should be able to implement training venue and facility management effectively according to the types and user guidelines of related training venues and facilities as well as the course programmes and areas covered, and conduct reviews regularly.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge of training venue and facility management <ul style="list-style-type: none"> • Understand the types of hairdressing training venues, including: classroom, hands-on practice location, laboratory, administrative office (including teaching staff's office and common room), etc. • Understand the types of hairdressing training facilities, including: teaching equipment, equipment and tools for practice, facilities for office routines, training materials and books, computer, basic internet facilities, etc. • Understand the considerations for choosing hairdressing training venues and facilities, such as: course programme and areas covered, course objectives, environmental safety of the venues, safe use of facilities, etc. • Understand guidelines of the hairdressing training centre/organization for venues and facilities • Understand the importance of recording the rate and conditions of using the hairdressing training venues and facilities 2. Implement training venue and facility management <ul style="list-style-type: none"> • Master the knowledge of training venue and facility management and guidelines of the training organization, and implement training venue and facility management according to the course programme and areas covered • Conduct reviews regularly according to the records of the rate and conditions of using the hairdressing training venues and facilities; re-arrange the venues and facilities when necessary • Inspect and maintain venue facilities regularly to ensure normal operation • Make the best use of the venue and the advantage of it to benefit the learning environment • Assess the possibility of loss of the venue facilities and equipment • Suggest improvements once problems are found for the training venue system • Provide performance assessment for the training venue management 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure the training venue and equipment meet the safety requirements and prevent improper use of the venue and facilities
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Master knowledge of hairdressing training venue and facility management and guidelines of the training organization, and implement training venue and facility management according to the course programme and areas covered; and • Conduct reviews regularly according to the records of the rate and conditions of using the hairdressing training venues and facilities; re-arrange the venues and facilities when necessary for best management result.
Remark	