

Specification of Competency Standards of the Beauty and Hairdressing Industry

**Unit of Competency**

**Functional Area: Hairdressing Education & Training**

Title	Formulate Training Assessment Criteria and Assessment Reports
Code	105454L4
Range	This unit of competency (UoC) is applicable in hairdressing training venues and related workplaces. It involves analysis, evaluation and judgement. Practitioners should be able to formulate comprehensive and objective training assessment criteria and assessment reports for the training materials, techniques, etc. according to the training goals established by the organization to ensure effectiveness of staff training.
Level	4
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge of training assessment criteria and assessment report <ul style="list-style-type: none"> <li>• Understand training purposes and performance targets</li> <li>• Know about factors affecting trainees' learning result</li> <li>• Understand the purpose, functions and noting points for formulating assessment criteria</li> <li>• Master various assessment methods and their pros and cons, factors affecting the assessment criteria and their consequences</li> <li>• Understand the basic principles and noting points for writing training programmes</li> <li>• Understand the purposes and functions of writing assessment reports</li> <li>• Understand the content requirements and criteria for assessment reports</li> <li>• Understand the concepts and theories for analyzing training assessment</li> <li>• Understand various types of training assessment and their characteristics</li> </ul> </li> <li>2. Formulate training assessment criteria and assessment reports <ul style="list-style-type: none"> <li>• Formulate comprehensive and objective assessment criteria and choose appropriate training assessment methods and tools according to the established training goals and the expected training results</li> <li>• Formulate practical assessment methods, including the rating criteria</li> <li>• Design survey questionnaire to collect assessment data, and analyze the collected data to improve training quality and effects</li> <li>• Establish a sound mechanism for monitoring and review to ensure the consistency and objectiveness</li> <li>• Set the format and standard of training assessment report</li> <li>• Build proper communication channels to exchange view with the staff on training assessment criteria and assessment report</li> <li>• Keep the training assessment criteria and assessment reports properly for further reference</li> <li>• Evaluate the sustainability of the assessment methods</li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Ensure that the assessment criteria and assessment report are fair, objective and comprehensive</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>• Formulate criteria, requirements and items for an objective and comprehensive training assessment and training assessment report according to the training and assessment goals; and</li> <li>• Propose constructive solutions according to the assessment results, and keep the assessment report properly for reference of training course development.</li> </ul>
Remark	