<u>Unit of Competency</u>

Functional Area: Hairdressing Education & Training

Title	Assess the Performance of Trainers, Trainees and Training Course
Code	105457L4
Range	This unit of competency (UoC) is applicable in hair salons and hairdressing course providers. It requires analysis, evaluation and judgement. Practitioners should be able to master the techniques of assessing the performance of the training course, trainers and trainees; assess the performance of trainers and the training course progress for training performance analysis.
Level	4
Credit	6 (for reference only)

Competency	Performance Requirements
	1. Possess knowledge of the performance assessment of training course, trainers and trainees
	  • Master the knowledge and techniques for training course assessment, including:
	    • Phase goals, overall goal, and requirements of the course
	    • Purpose and importance of assessing training course progress and performance
	    • Methods, techniques and criteria commonly used for assessing course progress and performance
	  • Understand the knowledge and techniques for the performance assessment of trainers and trainees, including:
	    • Purpose, areas and basic criteria for assessing the performance of trainers and trainees
	    • Popular methods and techniques of assessing the performance of trainers and trainees, and relevant concerns
	    • Common factors affecting the performance of trainers and trainees
	    • Common types and characteristics of trainees
	    • Characteristics and teaching attitude that a good trainer should possess
	  • Understand the effects of the performance of trainers and trainees on training course progress
	  • Understand the importance of coordinating with the educational activities inside and outside the classroom
	  • Understand problems for trainers and trainees in the execution of training and coaching
	2. Assess the performance of trainers, trainees and training course
	  • Confirm training goals and select appropriate training methods according to the trainers, training target, area and content
	  • Set an appropriate proportion for theoretical knowledge and skills operation
	  • Assess at different stages whether the progress meets the goal
	  • Adjust the course content according to the actual needs and changes so as to achieve the ultimate training goal
	  • Master the characteristics of the assessee's behaviour and select suitable method for performance assessment
	  • Employ all kinds of assessment techniques to assess trainees' performance at different phases; the trainers could adjust their teaching techniques according to actual needs so as to improve the training quality
	  • Employ all kinds of assessment techniques to assess trainers' performance in order to improve the teaching quality
	  • Record information on the assessment of the course progress and the performance of trainees and trainers, and keep the results properly for future reference
	  • Communicate with trainees and trainers regularly on their and the course performance
	  • Organize and analyze the execution of different training methods and problems generated, and suggest improvements
	3. Exhibit professionalism
	  • Assess the performance of trainees, trainers and the training course in a fair and just way.

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Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Master the knowledge and techniques of assessing the performance of the training course, trainers and trainees; • Accurately assess the course progress at different stages, and adjust the course content according to the actual needs so as to enhance the training performance; and • Record and keep the documents on the performance of trainees and trainers for future reference.
Remark	