

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Professional Management Skills

Title	Devise training and development plans for practitioners in the catering industry
Code	108313L4
Range	This unit of competency is applicable to practitioners engaged in management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to devise staff training and development plans according to the development needs and training resources of the organisation.
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Knowledge of training and development plans for practitioners:</p> <ul style="list-style-type: none"> • Understand the development and human resources policies of the organisation • Understand the concepts of training and development, and their importance • Know about the cost efficiencies of internal trainings and outsourced trainings • Understand the functions and training needs of various job types in the catering industry • Understand the strengths and weaknesses of individual staff members, and identify the areas where improvement can be made through training • Possess abilities to devise and execute plans <p>2. Devise training and development plans for practitioners in the catering industry:</p> <ul style="list-style-type: none"> • Devise staff training and development plans in line with the development and human resources policies of the organisation • Accurately assess staff training needs and calculate the resources required • Evaluate the advantages and disadvantages of internal and outsourced trainings, and make the most appropriate arrangements • Write training outlines and teaching materials when needed, including: <ul style="list-style-type: none"> ○ Master skills in collecting information and make good use of libraries, the Internet, etc. ○ Prepare suitable training outlines according to the needs of staff ○ Master skills in developing training materials from training outlines • Determine the appropriate assessment criteria and approaches for the established training and development plans for staff members • Review staff performance regularly to assess the effectiveness of the training and development plans <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Strictly observe the principle of fairness and impartiality when devising staff training and development plans, with the interests of staff members as a priority consideration
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Devise staff training and development plans effectively according to the development needs of the organisation • Prepare course plan, training guidelines and materials properly, and set suitable assessment criteria and approaches according to the training needs of the staff members
Remark	