

Specification of Competency Standards
for the Elderly Care Service Industry
Unit of Competency

Functional Area - Psychosocial and Spiritual Care

Title	Assist in Providing Carer Group Activities
Code	110821L2
Range	This Unit of Competency is applicable to practitioners who provide carer group activities in the elderly care service industry. The application requires performing a range of tasks in predictable and structured working environments, and its execution requires understanding abilities and interpretation skills. Practitioners should be able to assist the senior/supervisor in providing suitable group activities for the carers according to the organization's procedures and guidelines, in order to improve the carer's quality of life.
Level	2
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on carer group activities</p> <ul style="list-style-type: none"> • Understand the date, time and location of the recruitment of carer group activities • Understand the importance of participation and objectives of carer group activities, such as: <ul style="list-style-type: none"> ○ Relieve stress for the carers • Understand the materials required when recruiting participants, such as: <ul style="list-style-type: none"> ○ Audiovisual equipment ○ Stationery ○ Leaflets ○ Application forms, etc. • Understand the date, time, location, content, process and practice manual of providing carer group activities • Understand the materials required for providing carer group activities, such as: <ul style="list-style-type: none"> ○ Audiovisual equipment ○ Stationery ○ Site layout plan ○ Roll call table ○ Game materials ○ Camera, etc. • Understand the basic skills for the communication with carers • Understand the review procedures and performance indicators after the carer group activity • Understand the materials required for carer group activity reviews, such as: <ul style="list-style-type: none"> ○ Audiovisual equipment ○ Review form ○ Stationery, etc. • Understand the requirements and assessment methods of the senior/supervisor in providing carer group activities <p>2. Assist in providing carer group activities</p> <ul style="list-style-type: none"> • Provide group activities for the carers according to the plans and schedules developed by the senior/supervisor • Comply with the instructions of the senior/supervisor to assist them in advertisement and accept participant registrations through different methods, such as: <ul style="list-style-type: none"> ○ Prepare the introduction of audiovisual equipment at regular member meetings ○ Create a poster and post it on the event notice board ○ Hand banners where appropriate

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	<ul style="list-style-type: none"> ○ Individually invite the participants through phone calling ○ Social media promotion, etc. ● Perform adequate preparations before the group activities according to the instructions by the senior/supervisor, such as: <ul style="list-style-type: none"> ○ Inform the participants of the date, time and location of the event ○ Provision of materials ○ Venue layout ○ Audiovisual facilities, etc. ● Understand the appropriate skills of assisting in group activities, in order to achieve their expected goals, such as: <ul style="list-style-type: none"> ○ Comply with the instructions to appropriately settle and accompanying elderly persons in need of care ○ Arrange for the carers to be seated ○ Record the attendance of the carers ○ Contact and follow-up with the carers who have failed to attend ○ Provide materials and audiovisual facilities according to the schedule ○ Take photos of the event to keep as records ○ Provide assistance according to the preset instructions or the immediate instructions by the senior/supervisor as necessary, etc. ● Comply with the preset procedures by the senior/supervisor to assist in the assessment and review of the group activity on its completion, such as: <ul style="list-style-type: none"> ○ Distribute and collect questionnaires and stationery ○ Comply with the instructions and explain the contents of the questionnaire to the carer, etc. ● After the completion of the event, collect materials, clean up the venue and appropriately store the activity records ● Identify areas of improvements and make amendments according to the opinions of the participants and the instructions by the senior/supervisor <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Perform preparations for the carer group activities according to the instructions by the senior/supervisor and the carer's needs ● Understand the knowledge and skills for leading carer group activities, to ensure the information related to the carers can be passed on to the elderly persons ● Suggest improvements according to the opinions of the participants and the instructions by the senior/supervisor
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Able to perform preparations and assist in leading suitable carer support group activities according to the arrangements, guidelines and requirements of the senior/supervisor and the carer's needs; and ● Able to assist in reviewing, identifying and suggesting areas of improvement according to the objective of the carer group activities, opinions of the participants and instructions by the senior/supervisor, in order to improve the carer's quality of life.
Remark	