

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

Functional Area - Psychosocial and Spiritual Care

Title	Organize Team Activities
Code	110829L3
Range	This Unit of Competency is applicable to practitioners who organize team activities in the elderly care service industry. The application requires performing a broad range of tasks in familiar and some unfamiliar working environments, and its execution requires analytical skills. Practitioners should be able to organize suitable team activities to improve the elderly's learning abilities and promote continuous learning, according to the organization's plan and service scope, as well as the elderly's needs and interests.
Level	3
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on team activities</p> <ul style="list-style-type: none"> <li>• Understand the organization's plan and practice manual on team activities</li> <li>• Understand the purpose of team activities, such as: <ul style="list-style-type: none"> <li>○ Exploit the elderly's potential and build positive images</li> <li>○ Build social networks to help others and themselves</li> <li>○ Take part in the community</li> <li>○ Make good use of their time, etc.</li> </ul> </li> <li>• Understand the methods of assessing the needs and interests of the elderly's learning</li> <li>• Understand the content of executing team activities, such as: <ul style="list-style-type: none"> <li>○ The process of executing team activities</li> <li>○ Target group and number of participants</li> <li>○ Execution model</li> <li>○ Review methods, etc.</li> </ul> </li> <li>• Understand the skills of writing team activity plans and review reports</li> <li>• Understand the requirements and procedures for hiring instructors</li> <li>• Understand the required skills for organizing and leading team activities</li> </ul> <p>2. Organize team activities</p> <ul style="list-style-type: none"> <li>• Set the date for the team activities according to the organization's plan and schedule</li> <li>• Reserve the venue, coordinate the use of the venue with other organizers when necessary</li> <li>• Design suitable team activities according to the elderly's learning needs and interests, such as: <ul style="list-style-type: none"> <li>○ Healthcare, such as: fitness exercises, yoga, Tai Chi, etc.</li> <li>○ Talent development, such as: weaving, singing, harmonica, floral decoration, etc.</li> <li>○ Potential development, such as: emcee training, volunteer training, planning visit services, etc.</li> </ul> </li> <li>• Hire instructors according to the needs of team activities and the organization's procedures and requirements, such as: academic requirements, qualifications, and relevant skill certifications</li> <li>• Recruit suitable participants using different methods to ensure the team activities can proceed as scheduled</li> <li>• Perform adequate preparations according to the organization's guidelines, such as: preparing materials and environment layout, etc.</li> <li>• Utilize appropriate skills to help achieve the objectives of team activities, such as:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Adjust the progress of activity according to the elderly's abilities and progress, so that they can build self-confidence</li> <li>○ Patient is required for teaching and repeating demonstrations so that the elderly persons can understand the main points of the session</li> <li>○ Arrange volunteers to assist in improving the elderly's learning speed</li> <li>○ Review the main points of the previous session, and strengthen the connection with the learning content, etc.</li> <li>● Review the effectiveness of the activities using different styles of assessments, such as: <ul style="list-style-type: none"> <li>○ The participant's instant responses</li> <li>○ Attendance rate per session</li> <li>○ Questionnaires</li> <li>○ Directly ask participants for their opinions, etc.</li> </ul> </li> <li>● Write activity review reports, record the team activity data and appropriately store the records</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Understand the elderly's needs and interests, and design group activities accordingly</li> <li>● Effectively organize and lead team activities, and continuously amend them to ensure they meet the elderly's needs</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Able to organize suitable team activities according to the organization's plan and service scope, and the elderly's learning needs and interests; and</li> <li>● Able to adjust the content of team activities according to the elderly's learning abilities and needs, in order to promote their continuous learning.</li> </ul>
Remark	