

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

Functional Area - Management

Title	Execute Projects According to the Guidelines
Code	110853L2
Range	This Unit of Competency is applicable to practitioners who provide their services 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 understand the organization's project management guidelines, and execute projects while strictly complying with the guidelines, in order to improve work efficiency and ensure service quality.
Level	2
Credit	1 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on executing projects according to the guidelines</p> <ul style="list-style-type: none"> • Understand the organization's project management guidelines • Understand the relationship between project management and project execution, such as: <ul style="list-style-type: none"> ○ Manage project time ○ Manage project expenses ○ Manage project quality ○ Manage project communication, etc. • Understand the importance of executing projects according to the guidelines, such as: <ul style="list-style-type: none"> ○ Increase work efficiency ○ Improve service quality ○ Effective cost control ○ Increase communication among teams/departments, etc. • Understand the methods to understand project management guidelines <p>2. Execute projects according to the guidelines</p> <ul style="list-style-type: none"> • Understand the project management guidelines developed by the organization using different methods, such as: <ul style="list-style-type: none"> ○ Orientation ○ Regular training ○ Organization's documents ○ Staff supervision, etc. • Identify the main points related to the execution of projects, and execution projects according to the project management guidelines, such as: <ul style="list-style-type: none"> ○ Purpose ○ Project time ○ Content ○ Target groups ○ Charges ○ Estimated expenditure ○ Cooperate and communicate with other teams ○ Methods and tools for reviewing project effectiveness, etc. • When encountering difficulties during project execution, seek assistance from the senior/supervisor immediately <p>3. Exhibit professionalism</p>

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	<ul style="list-style-type: none">• Understand the importance of executing projects according to the guidelines, as well as its impact on the organization
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none">• Able to understand the organization's project management guidelines, and execute projects according to the guidelines, in order to improve work efficiency and ensure service quality.
Remark	