

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

Functional Area - Common

Title	Plan Group Activities for the Elderly Persons
Code	110913L4
Range	This Unit of Competency is applicable to practitioners who provide planning services in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to plan suitable group activities for the elderly persons according to the organization's elderly service policies, developmental guidelines and available resources, as well as the needs of the elderly, to improve their participation and social life.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on group activities for the elderly persons</p> <ul style="list-style-type: none"> <li>• Understand the organization's policies and guidelines on elderly services, such as: <ul style="list-style-type: none"> <li>○ Objectives</li> <li>○ Styles and types</li> <li>○ Target groups, etc.</li> </ul> </li> <li>• Understand the types of group activities for the elderly persons, such as: <ul style="list-style-type: none"> <li>○ Therapeutic group</li> <li>○ Developmental</li> <li>○ Recreational activity</li> <li>○ Social</li> <li>○ Fitness exercise</li> <li>○ Health education</li> <li>○ Psychological counseling</li> <li>○ Mutual assistance and sharing, etc.</li> </ul> </li> <li>• Understand the procedures and techniques for planning group activities for the elderly persons, such as: <ul style="list-style-type: none"> <li>○ Set goals, expected results, needs and abilities of participants, and estimated number of participants</li> <li>○ Design the activity model</li> <li>○ Set the number of sessions and the duration of each session</li> <li>○ Objectives and content of each session</li> <li>○ Prepare the needed materials and manpower</li> <li>○ Financial budget</li> <li>○ Anticipated difficulties and their solutions, etc.</li> </ul> </li> <li>• Understand the effective use of interactivity, to improve the motivation of the elderly persons to participate in groups</li> <li>• Understand the methods of assessing the effectiveness of group activities</li> <li>• Understand the skills of writing group activity plans/manuals</li> </ul> <p>2. Plan group activities for the elderly persons</p> <ul style="list-style-type: none"> <li>• Select the type of group activities and set goals to ensure that they meet the needs of the organization and elderly, according to the organization's service policy and resources</li> <li>• Plot and execute relevant details according to the elderly's group activity plan, such as: <ul style="list-style-type: none"> <li>○ Plan recruitment methods, advertisement methods and registration time according to the group activities</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Set the objectives, allocate the content and time of each group session, according to the group activity goal</li> <li>○ Budget the manpower, materials and finances of each session</li> <li>○ Plan the revenue and expenditure, charges and procurement methods</li> <li>○ Plan to lead different elements of the group activity, such as: warm-up, interactive games, sharing sessions, etc.</li> <li>● Design different assessment methods, including quantification and qualitative analysis, to assess the effectiveness of group activities, such as: <ul style="list-style-type: none"> <li>○ Overall and per session attendance rates</li> <li>○ Observe participant reactions</li> <li>○ Questionnaires</li> <li>○ Post-session interviews</li> <li>○ Individual assessment, etc.</li> </ul> </li> <li>● Write group activity plans/manuals according to the organization's guidelines, such as: <ul style="list-style-type: none"> <li>○ Activity objectives</li> <li>○ Target group and estimated number of participants</li> <li>○ Session content and schedule</li> <li>○ Location</li> <li>○ Provision of materials</li> <li>○ Financial budget</li> <li>○ Anticipated difficulties and their solutions</li> <li>○ Methods of assessing effectiveness, etc.</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Carefully plan group activities suitable for the elderly persons according to their needs and abilities, so that the activities can achieve the expected goals and results</li> <li>● Establish good relationships with the elderly persons and provide emotional support and encourage them to actively participate</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 plan group activities that meet the needs of the organization and the elderly, according to the organization's elderly service policies, developmental guidelines and available resources; and</li> <li>● Able to design group activities in different methods to improve the elderly's motivation to participate.</li> </ul>
Remark	<p>Practitioners who perform this UoC possess knowledge on the organization's services and types of group activities for the elderly.</p>