

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

Functional Area - Common

Title	Provide Staff Training Programs (Gerontechnology)
Code	110934L4
Range	This Unit of Competency is applicable to practitioners who provide staff training 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 analyze the staff's required professional knowledge and skills on the use of gerontechnology, and arrange staff training according to the organization's plans, in order to improve their skills on the use of related equipment.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff training programs (gerontechnology)</p> <ul style="list-style-type: none"> • Understand the organization's policies and guidelines on staff training • Understand the purpose and importance of staff training programs, such as: <ul style="list-style-type: none"> ○ Improve the staff's understanding on the industry's latest trends of gerontechnology ○ Improve the staff's awareness of the purpose and benefits of applying gerontechnology, such as: <ul style="list-style-type: none"> ▪ Improve operation and management efficiency ▪ Improve the elderly's functions ▪ Reduce the carer's stress and chances of injuries on duty ▪ Improve the quality of life of elderly persons and their carers ▪ Improve community support and health monitoring ▪ Improve information dissemination and application, etc. ○ Improve the professional image of the staff and their departments, etc. • Understand the scope of the application of gerontechnology • Understand the safety rules of using gerontechnology • Understand the knowledge and skills required by staff of gerontechnology • Understand the professional qualifications required to apply related gerontechnology • Understand the professional accreditation bodies or qualified professionals that provide training in the industry, such as: training and certification courses provided suppliers or manufacturers, etc. <p>2. Provide staff training programs (gerontechnology)</p> <ul style="list-style-type: none"> • Arrange training items and sequences according to the application scope, future development and training programs on gerontechnology provided by the organization • Cooperate with the staff's work arrangements and needs, develop training schedules and arrange staff's training priorities • Perform the preparation work for the staff's training program on gerontechnology, such as: <ul style="list-style-type: none"> ○ The specific content of the planned training ○ Select suitable training models, such as: classroom teaching, internship workshop, field trips, etc. ○ Arrange professionals provided by the suppliers or manufacturers to serve as training instructors, and approved training institutions to provide training ○ Understand the deadlines of certificates or related qualifications, and arrange the related staff to regularly review or advance courses, etc. • Appropriately record the training program that has been executed, such as:

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	<ul style="list-style-type: none"> ○ Organize the written or oral feedback of staff and instructors, and record the details of activities and expenses in writing ○ Appropriately store the records <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure that the training content meets the staff's needs, and improves their skills in the use of gerontechnology
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Able to provide gerontechnology training programs, according to the organization's plans and the staff's training needs, in order to improve the skills of application; and • Able to monitor the training process, and accurately document and store the records.
Remark	