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

Functional Area - Common

Title	Develop Staff Training and Development Programs (Gerontechnology)
Code	110941L5
Range	This Unit of Competency is applicable to practitioners who are responsible for planning staff training in the elderly care service industry.The application requires the demonstration of in-depth expertise or theoretical knowledge in a range of technical, professional or managerial working environments, and its execution requires careful thinking, critical analysis and decision-making skills.Practitioners should be able to analyze the organization's programs and resources designated for the development of gerontechnology, determine the staff's development needs in the use of gerontechnology, in order to develop staff training programs, and effectively improve the staff's skills in the application of related equipment.
Level	5
Credit	6 （For Reference Only）

Competency	Performance Requirements
	1. Relevant knowledge on staff training and development programs (gerontechnology)
	
	• Understand the organization's programs and resources designated for the development of gerontechnology
	• Understand the training principles of gerontechnology
	• Understand the training requirements for the application of gerontechnology in the elderly community care and support services
	• Understand the training needs of new recruits and existing staff
	• Understand the regulatory requirements of gerontechnology
	• Understand the professional qualifications required to utilize related gerontechnology
	
	2. Develop staff training and development programs (gerontechnology)
	
	• Establish internal training requirements according to the organization's development on gerontechnology
	• Establish the required training standards according to the organization's policies and resources
	• Assess the resource requirements in order to meet the training needs, such as: equipment, training materials and instructors, etc.
	• Assess the training model according to the organization's needs, and select appropriate staff training and development projects, such as: internal workshops and training services provided by organizations and/or professional societies, etc.
	• Analyze the level of current staff abilities in applying gerontechnology, in order to determine the required training programs, instructors, candidates and priorities, etc.
	• Assess the impact of the training programs on the organization's daily operations
	• Develop appropriate staff training and development programs according to the organization's operations and developmental direction (gerontechnology)
	• Develop effective mechanisms to record the provided training to sure appropriate preservation
	• Develop mechanisms to assess and review the effectiveness of training programs, such as:
	    o Collect training and assessment feedback
	    o Identify areas for improvement
	    o Suggest improvements on the effectiveness of gerontechnology training programs, etc.

Functional Area - Common

	3. Exhibit professionalism • Effectively utilize the organization's resources to develop staff training programs that meets the needs of community care • Ensure that the training programs effectively improves the staff's abilities on the application of gerontechnology, as well as the quality of their community care and support services • Able to assess and improve the effectiveness of training
Assessment Criteria	The integrated outcome requirements of this Unit of Competency are: • Able to develop training programs, according to the organization's developmental direction on gerontechnology, and the staff's needs, in order to improve the staff's abilities on applying gerontechnology; and • Able to regularly review the effectiveness of the developed training programs in order to improve the training program.
Remark	