

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

Functional Area - Psychosocial & Spiritual Care

Title	Arrange Social Groups and Provide Activities
Code	106112L2
Range	This Unit of Competency is applicable to employees in the elderly care service industry who provide frontline services to elderlies. This competency involves working in a familiar, day-to-day environment and should be performed under supervision. Employees are required to arrange appropriate social groups for elderlies to join and provide them with activities that improve their social lives according to the arrangement and guidelines of the department / institution .
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on social groups and activities</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the department's /institution's plan on social groups and activities, and relevant guidelines • Understand the importance and aims of social groups and activities, such as <ul style="list-style-type: none"> ○ Improve elderlies' mental health as they feel happier and more fulfilled after participating in such activities ○ Strengthen the connection between elderlies and the community by getting them involved in the community and learning new things ○ Make new friends and enlarge their social circles ○ Foster positive life values • Understand the content of social groups and activities, such as <ul style="list-style-type: none"> ○ Aims, content and workflow of group meetings ○ Limits on the number of group members ○ Target service users ○ Mode of operation ○ Budget ○ Expected difficulties and solutions ○ Methods to evaluate effectiveness of the groups • Understand basic techniques to assess elderlies' social needs • Understand techniques to write proposal and evaluation report for social groups and activities <p>2. Arrange social groups and provide activities</p> <p>Be able to</p> <ul style="list-style-type: none"> • Arrange social groups for elderlies to join and provide them with activities based on the department's/institution's plan and timetable for daily activities • Recruit proper elderly participants before organizing social groups and activities to ensure their efficiency, by means of: <ul style="list-style-type: none"> ○ Activity notice board ○ Activity bulletins ○ Promotional posters and leaflets ○ Individual invitations • Arrange different types of social groups and activities according to the department's / institution's plans and elderlies' social needs, such as <ul style="list-style-type: none"> ○ Learning/ interest groups ○ Outing activities ○ Competitions

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	<ul style="list-style-type: none"> • Prepare well before hosting the activities, such as deploying various resources and decorating the venue • Use appropriate techniques when leading social groups or hosting activities to achieve their respective objectives, such as <ul style="list-style-type: none"> ○ Amend the content and rundown of activities according to spontaneous feedback from elderlies ○ Use props and varying formats to convey the activities, such as role-playing and drama, to make the social groups and activities attractive to elderlies and to strengthen interaction among participants ○ Design games that match with elderlies' ability; give them awards and praise them when appropriate so that they feel fulfilled ○ Perform activities in groups to strengthen interaction and team spirit among elderlies, to make the activities more exciting and to create climaxes ○ Arrange volunteers to participate in the activities with elderlies so as to warm up the atmosphere when necessary, and to encourage elderlies to get more involved and participate actively • Use different channels to assess and evaluate shortcomings of social groups and activities afterwards, such as <ul style="list-style-type: none"> ○ Immediate response of participants ○ Attendance of each session ○ Questionnaires ○ Interviews with participants for their comments • After activities are finished, document information of social groups and activities and store it appropriately • Identify shortcomings and make improvement according to advices and instructions from supervisors <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Respect elderlies' right to choose; let them choose social groups and activities freely • Master the techniques of leading social groups and activities to ensure the atmosphere is joyful and relaxing throughout the process • Accept opinions from participants and others, and make improvement accordingly
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to arrange appropriate social groups and activities according to the department's / institution's plans and elderlies' social needs; and • Ability to carry out evaluation and identify room for improvement according to aims of social groups and activities, as well as advices and instructions from supervisors, in order to improve their quality and enhance social lives of the elderly.
Remark	