

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

Functional Area - Management

Title	Compose Resource planning Proposal
Code	106178L5
Range	This unit of competency is applicable to employees in the elderly care service industry in charge of financial management and administration. This competency involves the ability of critical analysis and assessment. Employees are required to compose resource planning proposal according to the institution's development direction; and obtain the resources required to support such development in order to optimize and diversify the services provided by the institution.
Level	5
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on financial support plans</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the institution's development direction in terms of services provided by such as: <ul style="list-style-type: none"> ○ Room for service expansion ○ Innovative service development ○ Required resources ○ Demand for services • Understand the institution's financial strategies and operational budgets • Understand different institutions providing funding, such as charity funds, government departments, private sponsors and how to apply for collaboration with other institutions • Understand how to compose proposal and plans to apply for resources <p>2. Compose resources planning proposal</p> <p>Be able to</p> <ul style="list-style-type: none"> • Select proper sources to apply for funding and resources according to the institution's development direction in service terms; analyse their objectives, target domain of subsidy/collaboration, and nature of services for subsidy/collaboration (such as elderly care or young drug addicts) and what expenses are covered (such as manpower cost) and respective application procedures • Collect information on various sources of funding and resources, and compare them to select an appropriate institution, consider factors like: <ul style="list-style-type: none"> ○ Background of the funding institutions ○ Projects and scopes of subsidy/collaboration ○ Approval procedures ○ Regulations and conditions ○ Application deadline and timeframe • Compose application proposal to meet the scope of funding, requirements and conditions of the respective funds such as: <ul style="list-style-type: none"> ○ Application forms and attachments ○ Introduction of the institution/unit, especially its professional abilities ○ Service requirements ○ target service users, their eligibility and procedures of application • mode of delivering service <ul style="list-style-type: none"> ○ Required manpower and resources ○ Operational budget, including costs incurred and fees collected

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	<ul style="list-style-type: none"> ○ Deliverables, such as service hours and numbers of users benefitting from such service ○ Service timeframe and duration ○ Review and monitoring mechanisms ● Follow up with the approval status of application ● Submit reports regularly to funding institutions to ensure the funding is used properly and possibly to secure future funding continuously <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> ● Adopt professionalism, deter any abuse or fraudulent behaviour
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Ability to analyse the institution's development direction; select appropriate sources for funding and resources to apply for; and ● Ability to compose application letters that meet eligibility, requirements and funding conditions; obtain required resources to support service development and expansion of the institution.
Remark	