

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

Unit of Competency is applicable across different functional areas

Title	Plan Elderly Group Activities
Code	106219L4
Range	This unit of competency is applicable to employees in the elderly care service industry who are responsible for organizing activity for elderlies. This Competency involves the ability of analysis and making judgment. Employees are required to organize suitable group activities for elderlies according to their needs the institution's scope of service and facilities, so as to improve elderlies' quality of life.
Level	4
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Related knowledge of group activity for elderlies</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the institution's scope of service and facilities, for example <ul style="list-style-type: none"> ○ Objectives ○ Formats and categories ○ Target service users • Understand types of group activities for elderlies, for example <ul style="list-style-type: none"> ○ Psychological counselling ○ Leisure programmes ○ Social activities ○ Sports ○ Health education ○ Mutual-aid and sharing • Understand the procedures and manage the skills to organize group activities for elderlies, including <ul style="list-style-type: none"> ○ Set the objective, target service users and their background ○ Design the mode of activity ○ Set the content and duration for each session ○ Prepare the necessary supplies, manpower and financial budget ○ Estimate the expected outcome • Understand how to make good use of games to motivate elderlies to participate • Understand how to assess the effectiveness of group activity • Understand the skills to write activity proposal/manual <p>2. Planning group activities for elderlies</p> <p>Be able to</p> <ul style="list-style-type: none"> • Select the right types of activities and set the objectives according to the institution's scope of service and facilities; ensure group activities fulfil the institution's requirements and the elderlies' needs • Plan and execute the details according to elderlies' group activity plans, including <ul style="list-style-type: none"> ○ Decide on the ways to recruit service users, promote the activities and the period open for application according to the target service users of the group activity ○ Collect related information and design the content of the group activity ○ Decide on the content and duration of each session ○ Estimate the number of sessions, manpower, materials and financial budget needed ○ Estimate the income and cost, fee and procurement method

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

Unit of Competency is applicable across different functional areas

	<ul style="list-style-type: none"> ○ Consider the role of a moderator in, for example, interactive games, and sharing section, etc. ● Design different indicators to measure the effectiveness of group activity, including <ul style="list-style-type: none"> ○ Record overall attendance and attendance for each session ○ Observe participants' responses ○ Conduct questionnaires ○ Conduct interviews after the activity ○ Perform individual assessment. ● Write proposal/manual of the group activity, including <ul style="list-style-type: none"> ○ Objectives and target service users ○ Content and procedures for each session ○ supplies needed ○ Budget sheet / table ○ Evaluation form <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> ● Plan group activities for elderlies carefully, so that they are likely to achieve the expected outcome ● Plan appropriate activities according to elderlies' vision and hearing abilities, and their physical strength
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Ability to plan group activities according to the institution's scope of service and facilities as well as elderlies' needs; and ● Ability to plan group activities and design the assessment method accordingly; write a clear proposal/manual.
Remark	<p>Employees performing this unit of competency are supposed to have basic knowledge about the institution's scope of service and types of group activity provided to elderlies.</p>