

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

Unit of Competency is applicable across different functional areas

Title	Provide Staff Training on Rehabilitation Care
Code	106225L4
Range	This unit of competency is applicable to employees in the elderly care service industry who are responsible for staff training. This Competency involves the ability of analysis and making judgment. Employees are required to assess staff's abilities and knowledge to provide rehabilitation services, and arrange staff training according to the institution's plan, so as to promote staff's ability in provision of rehabilitation care.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff training</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand training programmes for rehabilitative care practitioners • Understand the aims and importance of providing staff training, for example, <ul style="list-style-type: none"> ○ Improve staff's techniques in rehabilitation services ○ Enhance the effects of rehabilitative therapy among elderlies ○ Improve service quality and image of the institution • Understand training scope for rehabilitative care, for example, <ul style="list-style-type: none"> ○ Assist elderlies to receive rehabilitation training ○ Use rehabilitation equipment correctly ○ Lift and transfer ○ Acquire basic knowledge on rehabilitation • Understand staff's knowledge, skills and training needs in terms of rehabilitative treatment • Understand the rehabilitative care provided by the institution and its plans for future development • Understand the knowledge and skills to provide staff training to rehabilitative care practitioners • Understand performance indicators for assessing staff training, for example, <ul style="list-style-type: none"> ○ Number of staff members trained ○ Performance appraisals of staff ○ Opinions of staff • Understand the recognized organizations or qualified professionals in the community providing relevant training <p>2. Provide staff training on rehabilitative care</p> <p>Be able to</p> <ul style="list-style-type: none"> • Decide on the mode and direction of training according to staff's awareness and abilities on rehabilitative care. • Arrange training sessions and the sequence according to scope of rehabilitative services, future development and training plan of the institution • Schedule the training timetable catering to staff's working hours and needs; arrange staff members to receive training according to an order of priority • Prepare according to the training plan for rehabilitative care practitioners, including, <ul style="list-style-type: none"> ○ Specific content of training plan ○ Suitable mode of training, for example, classroom lectures, workshops, and field trips

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	<ul style="list-style-type: none"> ○ Hire professionals with required abilities to be trainers and seek help from recognized organizations to provide training ● Properly document training programmes that have been completed, including <ul style="list-style-type: none"> ○ Organize written and oral feedbacks from staff and trainers ○ Document details of activities and all expenses in written form ○ Save records properly <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> ● Ensure the training contents are practical and useful to promote the quality of service provided by staff
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Ability to provide relevant training plan according to the training needs of staff in terms of rehabilitative care; enhance their skills of providing rehabilitative care; and ● Ability to monitor the process of training, document all relevant information accurately and save the documents.
Remark	