

**Specification of Competency Standards
for the Chinese Catering Industry
Unit of Competency**

1. Title	Devise training and development plans for practitioners in the catering industry
2. Code	CCZZMS403A
3. Level	4
4. Credit	6
5. Competency	<p style="text-align: right;"><u>Performance Requirements</u></p> <p>5.1 Devise training and development plans for staff</p> <ul style="list-style-type: none"> ◆ Understand the concepts of training and development ◆ Devise staff training and development plans in line with the development and human resources policies of the organization <p>5.2 Estimate the resources and needs for training staff</p> <ul style="list-style-type: none"> ◆ Calculate staff training costs ◆ Know about the cost efficiencies of both internal trainings and external trainings <p>5.3 Prepare training outlines and materials</p> <ul style="list-style-type: none"> ◆ Master information searching skills, make good use of libraries, internet and other resources ◆ Prepare suitable training outlines according to staff needs ◆ Master skills of developing training outlines into training materials ◆ Prepare suitable assessment standards and methods
6. Range	While working in Chinese restaurants or relevant workplaces, practitioners should be able to devise staff training and development plans according to development needs and training resources in the organization.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to devise staff training and development plans according to development needs of the organization effectively; and (ii) the abilities to prepare training outlines and materials properly and prepare suitable assessment standards and methods according to the training needs of staff.
8. Remarks	This unit of competency is applicable to practitioners engaged in management in Chinese restaurants.