

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Develop staff training plans
Code	109043L5
Range	This unit of competency is applicable to managers who are engaged in human resource duties in arboricultural and horticultural organisations. Practitioners should be capable of analysing and consolidating relevant data critically, determining the training and development needs of staff, and analysing the resources that the organisation can allocate, so as to develop relevant staff training plans to improve staff's knowledge and skills.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to developing staff training plans</p> <ul style="list-style-type: none"> • Comprehend the functions, job requirements and project scope of each department • Understand the qualification requirements of the industry and regulatory bodies for practitioners with different functions • Comprehend work arrangements and training needs of staff • Comprehend the training resources that the organisation can provide • Comprehend the relevant information about training needs and the ways to collect it, such as through job performance assessment and feedback of staff • Comprehend the planning and assessment methods of vocational education and training • Know about the institutions that offer training and their course information <p>2. Develop staff training plans</p> <ul style="list-style-type: none"> • Collect and assess staff's academic qualifications, knowledge and skill level, and analyse the expectations and opinions on training of management, supervisors and staff • Analyse staff's level of competence according to the project scope of the organisation, future development and training needs collected to identify the training needs of staff, and establish specific training solutions, candidates and priorities • Select the appropriate training modes and time according to the needs of the organisation • Discuss with relevant department heads and arrange staff to attend the training • Develop indicators to evaluate the effectiveness of staff training to ensure that the training programmes are effective in improving the skill level of staff • Establish a review mechanism to review the overall training plan to ensure that the training is effective and achieves the objectives • Update the training records of the organisation and staff timely <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Actively acquire the latest developments in the skills of the industry and related training courses, so as to be always prepared to introduce quality training to the organisation • Ensure that the training arrangements do not affect the normal operation of the organisation • Actively encourage staff (provide incentives) to participate in the training, so as to improve personal capabilities as well as the professional level of the organisation
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to develop staff training plans in accordance with the training needs of staff, and the service scope and future development of the organisation;

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	<ul style="list-style-type: none">• Able to arrange staff to participate in recognised professional knowledge and technical training to improve their skill level; and• Able to regularly review and evaluate the effectiveness of the training plans, and make improvements.
Remark	