

**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> <div> <div> 5.1 Devise training and development plans for staff </div> <div> ◆ 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 </div> </div> <div> <div> 5.2 Estimate the resources and needs for training staff </div> <div> ◆ Calculate staff training costs ◆ Know about the cost efficiencies of both internal trainings and external trainings </div> </div> <div> <div> 5.3 Prepare training outlines and materials </div> <div> ◆ 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 </div> </div>