

**SKILLS FRAMEWORK FOR HEALTHCARE
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Education for Healthcare Professions					
TSC	Staff Training Management					
TSC Description	Identify training, coordinate or manage staff training according to customised training roadmaps to improve employees' skills and capabilities					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
			HCE-PDV-3042-1.1	HCE-PDV-4042-1.1		
			Identify learning needs of staff and coordinate staff training including on-the-job training (OJT) in accordance to organisation learning and development frameworks	Analyse learning needs based on competency and skill requirements within the organisation And communicate information relating to the training, including on-the job training (OJT), and assessment programmes, as well as evaluate effectiveness of programmes		
Knowledge			<ul style="list-style-type: none"> • On-the-job training (OJT) frameworks • Learning and Development frameworks • Purpose and focus of learning programmes • Types of learning resources, learning materials and pre-developed learning activities 	<ul style="list-style-type: none"> • Characteristics of performance standards and criteria to be used as the basis of learning programmes • Learning programme design principles • Evaluation of learning and development tools and techniques • Experiential learning theories, principles and practices • Types of teaching delivery modes • Processes for review of assessment plans • Processes for evaluating programme design 		
Abilities			<ul style="list-style-type: none"> • Identify staff learning needs based on skills gaps • Support learners' development of personal portfolios • Mentor staff and provide guidance to develop individuals' development plans • Coordinate staff training • Maintain training and assessment records and audit trails 	<ul style="list-style-type: none"> • Analyse learners' development of personal portfolios • Communicate information relating to training and assessment programmes • Evaluate effectiveness of programmes • Analyse training needs based on skill gaps within the organisation • Review assessment evidence and audit trails 		

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				<ul style="list-style-type: none">Review assessment updates and reports from the learning and development management system		
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