

Social Welfare Department
Training Subsidy Scheme for Staff of Residential Care Homes (2024-27)

Course contents and related requirements
Training for Care Workers

Introduction

Social Welfare Department (SWD) has implemented a 5-year Training Subsidy Scheme for Staff of Residential Care Homes (Scheme) since 2019 to provide full subsidies for home managers, health workers and care workers of all RCHEs and RCHDs in the territory to enrol in QF- recognised training courses. After assessing the effectiveness of the Scheme and considering the views of the sector, SWD had obtained additional resources to extend the Scheme by 3 years (i.e. from 1 April 2024 to 31 March 2027) to subsidise more RCH staff to enrol in the related training courses.

2. The content of “Training for Care Workers” is applicable to RCHEs and RCHDs. Trainees nominated by the RCHs who successfully complete the course recognised by SWD within the specified timeframe and receive graduation certificates from the training institutes (TIs) will be eligible for reimbursement of the course fees by the government.

Course Accreditation

3. The “Training for Care Workers” provided by any TI must obtain the course accreditation from the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) (except for courses provided by self-accrediting institutions), to prove that it meets the requirements of Level 2 of Qualifications Framework (QF), to become the SWD-approved course.

Course Hours and Instructor Qualification

4. The “Training for Care Workers” includes no less than 7 Qualification Framework (QF) credits (with a total time of no less than 70 learning hours), of which the total face-to-face classroom hours must be no less than 21 hours, and including different modes of non-face-to-face (e.g. hours for completing assignments, skills practice, self-study or on-line learning etc.), trainee must complete the course within 6 months. TIs are required to have experiences in organising Training for Care Workers, and arrange instructors with relevant professional qualifications and experiences (including social workers, general/psychiatric nurses, doctors, pharmacists, physiotherapists/occupational therapists) to teach related topics.

Subsidy Amount

5. The government will fully subsidise the qualified trainees to enrol to the “Training for Care Workers”. Throughout the entire period of the Scheme, the maximum amount of subsidy for each trainee is HK\$2,000. TIs are not allow to charge course fees beyond the maximum amount of subsidy or other fees.

Admission Criteria

6. Trainee must be a CW working in RCHE or RCHD.

Requirements for the Award of Graduation Certificate

7. Trainee must attend no less than 80% of course lectures, and passed the overall assessment (i.e. no less than 60%) to be conferred with a graduation certificate from the TI.

Course Outline

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<u>Day-to-day Care</u> <ul style="list-style-type: none"> ♦ The responsibility and role as a care worker ♦ Daily living activities and care skills for residents (including cleaning the body, putting on or taking off clothes, skin care, toilet use, incontinence care, skills to help eating and feeding, skills to escort) ♦ Specific bodily condition and needs among the elderly and people with disabilities (including patients with dementia, patients with terminal illness, attention deficit/hyperactivity disorder (ADHD), autism, hearing impairment, mentally handicapped, mental illness, physical disabilities, specific learning difficulties, speech disorders, 	7	Assist Elderlies to maintain Personal Hygiene and day-to-day care 106205L2 (p.43) Prevent Pressure Sores 106052L2 (p.122)	Supplementary teaching materials beyond the UoCs will be required when teaching for the services related on care for persons with disabilities

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<p>organ disabilities, and visual impairment)</p> <ul style="list-style-type: none"> ♦ Proper use of common devices and assistive tools ♦ Knowledge on potential occupational hazards (including precautions to take when performing strenuous physical work, infection prevention) ♦ Content and requirement of personal hygiene and day-to-day care ♦ Measure to protect personal privacy policy during caregiving 			
<p><u>Oral Care</u></p> <ul style="list-style-type: none"> ♦ Skills for oral care ♦ Oral care measures for different residents (including residents who are able to take care of themselves, bedridden residents, residents who wear dentures, residents with mentally handicapped and 	2	Provide Oral Care 105999L2 (p.40)	Supplementary teaching materials beyond the UoCs will be required when teaching for the services related on measures to assist residents with mentally handicapped or special needs in oral care

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<p>special needs)</p> <ul style="list-style-type: none"> ♦ Common oral health problems and treatment methods for residents with different care needs 			
<p><u>Foot Care</u></p> <ul style="list-style-type: none"> ♦ The common foot problems among the resident and ways to handle them (including skin abrasion, fungal infection [onychomycosis], tinea pedis, ingrown toenails, corns and calluses, sweaty feet) ♦ The prevention of foot problems 	2	Provide Foot Care 106206L2 (p.45)	
<p><u>Vital Signs</u></p> <ul style="list-style-type: none"> ♦ Reasons and importance of observing vital signs ♦ Skills for observing, measuring and recording vital signs (including body temperature, blood pressure, heart rate, breathing rate, blood oxygen level, level of pain on pain scale) 	3	Measure Vital Signs 105995L2 (p.36)	

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<u>Lift and Transfer</u> <ul style="list-style-type: none"> ♦ Principles of correct lifting and transfer, various techniques of grip for lifting and transfer ♦ Common assistive devices for lifting and transfer and their methods of use ♦ Safety measures of lifting and transfer 	3	Lift and transfer elderlies correctly 106212L2 (p.62)	
<u>Communication Skills</u> <ul style="list-style-type: none"> ♦ Common communication difficulties among elderlies and people with disabilities ♦ The principle of communication with the elderly and people with disabilities and the correct attitudes ♦ The skill of communication with the families of the residents and correct attitudes 	1		May take reference to the following UoC: “Master Communication Skills with Elderlies” (106214L2); and supplementary teaching materials beyond the UoCs will be required when teaching for the services related on communication with persons with disabilities and residents’ families

Course Modules	Hour	Relevant Units of Competency (UoCs) of the Specification of Competency Standards (SCS)	Remarks
<u>Understand and prevention of assault and abuse</u> <ul style="list-style-type: none"> ♦ Basic knowledge of abuse (including definition, modes, risk factors of abuse, signs of abuse) ♦ Execution of related guidelines on prevention of abuse (including handling of suspected case of abuse) 	1		May take reference to the following UoCs: “Comply with Guidelines to Prevent Elderly Abuse” (106114L2); and “Guidelines for Handling Mentally Handicapped / Mental Recovery Adult Abuse Cases”
<u>Relevant Ordinances and Codes of Practice</u> <ul style="list-style-type: none"> ♦ The ordinances relevant to RCHE and RCHD, Code of Practice of RCHEs and RCHDs ♦ Code of conduct and internal guidelines of the institution 	2		May take reference to the following UoC: “Comply with Ordinances and Codes of Practice” (106217L2)
Total face-to-face classroom hours	21		

Assessment Method

Practical examination and Workplace Assessment	<ul style="list-style-type: none">▪ Classroom examination assessment (60%)<ul style="list-style-type: none">– The duration of the examination assessment should be no less than 30 minutes– Compulsory topics must include –<ul style="list-style-type: none">– Measure and document the vital signs– Lift and Transfer– Each trainee is allowed one opportunity to retake the examination▪ Arrange trainees to conduct workplace assessments on the topic of care skills at the RCHE or RCHD where they are working (40%)
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