

- *Unofficial translation* -

## Pre-employment Training Course

### On “Older Person Caregiver”

Department of Skill Development, Ministry of Labour

#### 1. Objectives

In order to provide knowledge, skills and attitude to the trainees to perform the tasks as follows:

- 1.1 To be able to take care of older person for his/her activities of daily living.
- 1.2 To be able to prepare food and nutrition for older person.
- 1.3 To be able to conduct recreation activities and exercise for older person.

#### 2. Course duration

A trainee will get theory and practical training for 420 hours (3 months), and apprenticeship training for 140 hours (1month). It takes 560 hours totally (4 months).

#### 3. Qualification of the trainees

- 3.1 Graduation of junior high school (grade 9) or equivalent and above.
- 3.2 18 years old and above
- 3.3 Good physical and mental health which not hinder the training.

#### 4. Certification

- 4.1 A graduate who completes at least 80% of the attendance percentage and passes the course evaluation but not participate in apprenticeship program will get certifying note from DSD.
- 4.2 Graduate who passes course evaluation with 80% of attendance percentage for apprenticeship program is regarded to complete Pre – employment program on Older Person Caregiver and will get the training course certificate and certifying note for apprenticeship program.

#### 5. Course content

##### 5.1 Course outline

- 5.1.1 The training course comprises of 3 categories and takes 560 training hours (4 months)
  - 1) Basic knowledge 84 hours
  - 2) Vocational basic knowledge 259 hours
  - 3) Supplementary competency 77 hours

5.1.2 Any trainee passes program evaluation will take apprenticeship program  
140 hours (1 month)

## 5.2 Course subjects

Subjects	Hours	
	Theory	practice
<b>Basic knowledge</b>		
Activities building good work habits	-	14
Work safety	7	-
General psychology	14	-
First aids	7	28
Related basic law	14	-
<b>Core competency</b>		
Basic knowledge for older person caregiving	14	21
Basic tasks for older person caregiving	14	35
Care giving on older person's health	14	35
Food and nutrition for older person	14	35
Self performing for older person care giving	7	14
Testing and evaluation	1	6
<b>Supplementary competency</b>		
Basic computer skills	7	14
English for work	14	21
Entrepreneurship, Self Employed	21	-

## 6. Contents:

### Basic knowledge

0914311001 Activities building good work habits (0:14)

### Course objective

To provide the trainees with knowledges and understanding of human relations; the ability to adapt to changes in society; the ability to work with others; code of ethics and professional conducts and environmental protection.

### Course description

Trainees will learn, take study visit and participate in human relations activities namely adapting to work environment, communicating skills: good attitude toward working with others, learning about code of ethics and professional conducts and environmental protection.

**0914311002 Work safety (7:0)****Course objective**

To provide the trainees with knowledges of accident prevention

**Course description**

Trainees will learn about the prevention of accidents from household electrical appliances, fire, toxic substances, household object arrangement, as well as accidents that may occur among elderly people and safety laws.

**0914311003 General psychology (14:0)****Course objective**

To provide the trainees with knowledges of service principles

**Course description**

Trainees will learn about service principles and other principles related to behaviors, maturity, feelings, emotions, motives, perceptions, decisions, deviant behavior, adaptation, personalities and individual differences as well as how to apply these principles to everyday life and in working.

**0914311004 First aids (7:28)****Course objective**

To provide the trainees with knowledges of how to do the assessment of the injured people by observing wound, breathing, pulse, limbs movement; how to do hemostasis, CPR, temporary cast and how to transfer the injured people.

**Course description**

Trainees will learn and practice on how to do the assessment of the injured people by observing wound, breathing, pulse, limbs movement; how to do hemostasis, CPR, temporary cast, tepid sponge, and how to transfer the injured people

**0914311005 Related basic laws (14:0)****Course objective**

To provide the trainees with knowledges of related basic law

**Course description**

Trainees will learn about roles and type of laws, law in daily life, labour law, social security law, law pertaining to the founding of an elderly care, employment contract and termination agreement contract, as well as learning about his/her own profession rights and the consequences of not following the laws.

### Core competency courses

**0914331001 Basic knowledge for older person caregiving (14:21)**

#### Course objective

To provide basic knowledge on older person caregiving, and to enable trainees to carry out different caregiving methods in accordance with the principle of gerontology

#### Course description

Explore into the behaviors, interests, needs, perceptions, adaptation to the environment, physical and mental health of older persons, determinants of health, problems and needs of older persons, changing in body, mind, emotion, and social ties of older persons, assessment of basic changes in older persons, guidelines in taking care of older persons with health problems, physical and mental health development promotion in relation to the age, common diseases of older persons, and guidelines on taking care of older persons with diseases

Carry out caregiving practices to older persons who need additional assistance as a result of physical degeneration, aging-associated diseases, and mental disorder, provide adequate and suitable physical activity, promote daily livelihood and freedom to live on their own choice

**0914331002 Basic tasks for older person caregiving (14:35)**

#### Course objective

To provide theoretical knowledge and basic skills on older person caregiving and to record daily routine and situation

#### Course description

Focus on basic older person caregiving principles; such as, temperature measurement, blood pressure measurement and, pulse count, general practice in bandaging, making the bed, assisting daily routine of older person, giving medicine, assisting during position changes; such as, shifting the older person to headboard area and bed margin, changing to supine position, assisting in getting up from the bed, sitting on the chair and, walking, feeding, tube feeding, recording drinking behavior and urination for further diagnosis, principle of recording daily routine and situation, storing and cleaning the equipment and personal effects of older people

Practice in different methods of older person caregiving and recording daily routine and situation

**0914331003 Care giving on older person's health (14:35)****Course objective**

To provide theoretical knowledge and skills on general physical and mental health care for older persons, meaning and importance of hagiology, principles of personal hagiology, body parts cleaning, dressing, suitable clothing selection, promoting comfort living of older person

**Course description**

Explore the adjustment of worker towards the society and organization culture, or working with the organization and community, building service mind and good working habits; such as, honesty, diligence, discipline, responsibility, as well as developing sound personalities in terms of manner, etiquette, and attitudes towards older person's family

Practice in professional's personalities development

**0914331004 Food and nutrition for older person (14:35)****Course objective**

To train trainee to have knowledge about the 5 food groups, healthy food, nutrition need in older person and factors that affect the need, method of food preparation, and method of cooking for older person and older person with sickness

**Course description**

Study about the 5 food groups, healthy food, nutrition need in older person and factors that affect the need, method of food preparation and method of cooking for older person and older person with sickness, eating problem in older person, food that should avoid, caregiving and feeding older person or older person with nutrition problem, and digestive system or diseases that often found in older person

Practice about menu list preparation, food preparation, cooking, and feeding older person and older person with sickness

**0914331005 Activity and exercise for older person (14:35)****Course objective**

To train trainee to have knowledge about the importance of proper activity and exercise for good health of older person

**Course description**

Study about the importance of proper activity and exercise for good health of older person, method and type of exercise in older person, exercise for joint and muscle, massage for health, activity preparation for older person, type of activity, and method of activity arrangement for older person and precaution

Practice about how to arrange activity and exercise for older person, and how to be exercise leader for older person and older person with mobility problem

**0914331006 Caregiver code of ethics (7:14)****Course Objective**

- To train trainee to have knowledge about self-adjustment with social and employer culture or community and organization work environment
- To train trainee to build awareness of service mind, honesty, hardworking, patient, and enthusiastic
- To train trainee to have responsibility on his/her own duties
- To train trainee to have good personality and know how to talk, dress, ingest, and behave around older person family

**Course Description**

Study about principle of maintaining physical and mental health in older person, definition and the importance of hygiene, principle of personal hygiene, method of body cleaning, dress and the choice of clothes, and method of older person care (eg. massage and back rub, hydro therapy for reduce body heat, shampoo, massage with hot press, the use of hot/cold water bag and foot bath in warm water)

Practice about hygienic of older person and older person with mobility problem, moving problem, gesture problem, and bowel movement problem

**0914331007 Measurement and evaluation (1:6)****Course Objectives**

To assess the knowledge and skills of the trainees

**Course Description**

Assessment of knowledge and skills of trainees by testing

**Supplementary competency**

**0914341001 Basic computer skills (7:14)**

**Course objectives**

To provide the knowledge and understanding of computer system, functions of recording media and user skill the program, using and maintaining the computer properly.

**Course description**

Study computer components, Data coding and dimensioning, Data Recording, Study computer components, Data coding and dimensioning, Data Recording Media, Computer virus, Code of Conduct for Computer Workers, Practice computer maintenance skills properly, Using the operating system and computer programs and Introduction to Internet

**0914341002 English for work (14:21)**

**Course objectives**

To Enhanced communication skills in English for work

**Course description**

Study English speaking, listening, reading and interpreting the meanings of technical words, device Handbook, tools, machines and warning signs, English communication for service business and Daily life

Practice communication skill, listening, interpreting the meanings of technical words device Handbook, tools, machines and warning signs, English communication for service business and Daily life

**0914341003 Entrepreneurship, Self-employed (21:0)**

**Course objectives**

To provide the knowledge of entrepreneurships

**Course description**

Study the meaning and types of business, products and services, entrepreneurship opportunity seeking, preparation for entrepreneurship, business channel, entrepreneur grants program, factors in production, location, places and equipment, basic budgeting and accounting, costing and profit / loss, marketing operations, service mind, corporate social responsibility