

Skill Area and Skill Proficiency

(11) Education

Skill Area

Job Category: Education

Skill Area of Education

	Specialty Field	Skill Item
Job category common skill item	All Specialty Field	<ul style="list-style-type: none"> •Understanding of Training Industry Trends Market Research Concept and Methodology, Market Analysis, Financial Analysis, Understanding and Utilization of Analysis Tools and Models, Latest Training Equipment and Tools, Knowledge of Learning Technology, Knowledge of Training Industries •Project Management Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project Human Resource Management, Project Communications Management, Project Risk Management, Project Procurement Management •Leadership Leadership •Communication 2-Way Communication, Transmission of Information, Organization, Analysis and Retrieval of Information •Negotiation Negotiation
	Training Planning	<ul style="list-style-type: none"> •Analysis, Design and Management Participant Needs, Market Needs, Design of Lectures and Courses, Lecture Management and Course Management, Understanding and Utilization of Analysis Tools and Models, Planning of Lectures and Courses, Latest Trends of IT Market, Latest Technology Trends
Specialty Field Specific Skill Item	Instructions	<ul style="list-style-type: none"> •Instruction Methods Instruction Techniques, Assessment Methods, Facilitation •Courses Development E-learning Development, Development of Lectures and Courses •Specialty in Assigned Training Field Specialty in Assigned Training Field

Skill Proficiency/Knowledge Items

Job Category: Education

Specialty Field: Training Planning

Specialty Field:
Training Planning

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Understanding of Training Industry Trends</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Market Research Concept and Methodology -Market Analysis -Financial Analysis -Understanding and Utilization of Analysis Tools and Models -Latest Training Equipment and Tools -Training related IT Knowledge -Knowledge of Training Industries 	Level 7	
	Level 6	Able to carry out consultations on training plan for executives, having extensive knowledge on training industry, and IT technology for training.
	Level 5	Able to lead training plan based on training business operation trends, having knowledge on training industry, and IT technology for training.
	Level 4	Able to carry out training plan based on training business operation trends, having knowledge on training industry, and IT technology for training.
	Level 3	

Specialty Field:
Training Planning

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Project Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Project Integration Management -Project Scope Management -Project Time Management -Project Cost Management -Project Quality Management -Project Human Resource Management -Project Communications Management -Project Risk Management -Project Procurement Management 	Level 7	
	Level 6	Able to perform the whole processes of project management, such as plan formulation, implementation, and change management of project in the development and implementation of training curriculum, as a person responsible for training course planning and development project.
	Level 5	Able to perform the whole processes of project management such as plan formulation, implementation, and change management of project in the development and implementation of training curriculum, as a person responsible for training course planning and development project.
	Level 4	Able to perform either one of main project management such as plan formulation, implementation, and change management of project, as a leader of specific course or training course development in training course planning and development project.
	Level 3	

Specialty Field:
Training Planning

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Leadership</p> <p>[Knowledge Items]</p> <p>-Leadership</p>	Level 7	
	Level 6	Able to instruct and lead the whole training planning business operations, known as a company-wide or a global training professional.
	Level 5	Able to instruct and lead training planning business operations, known as an all round training professional.
	Level 4	Able to engage in training planning business operations by developing basic qualities, such as teamwork, responsibility, and power of execution, necessary to lead the project as a leader of development of special course or training course.
	Level 3	

Specialty Field:
Training Planning

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Communication</p> <p>[Knowledge Items]</p> <p>-2-Way Communication -Transmission of Information -Organization, Analysis, and Retrieval of Information</p>	Level 7	
	Level 6	Able to guide and lead other members, by carrying out proper 2-Way communication, transmission of information, and process of information with them in design and development of training curriculum.
	Level 5	Able to provide advice by carrying out proper 2-Way communication, transmission of information, and process of information with other members in daily training planning business operations.
	Level 4	Able to perform training planning business operations with other members, by carrying out proper 2-Way communication, transmission of information, and process of information with them, as a leader of development for special course or training course.
	Level 3	

Specialty Field:
Training Planning

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Negotiation</p> <p>[Knowledge Items]</p> <p>-Negotiation</p>	Level 7	
	Level 6	Able to lead complicated negotiations by setting up a goal with executives, team members or partners, and making agreement on problems on a logical basis, in the general implementation of training planning business operations.
	Level 5	Able to lead negotiations by setting up a goal with team members or partners, and making agreement on problems on a logical basis, in the implementation of training planning business operations.
	Level 4	Able to set up a goal with team members or partners, and make agreement on problems on a logical basis, in the implementation of training planning business operations.
	Level 3	

Specialty Field:
Training Planning

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Specialty Field Specific Skill Item]</p> <p>●Analysis, Design and Management</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Participant Needs, Market Needs -Design of Lectures and Courses -Lecture Management and Course Management -Understanding and Utilization of Analysis Tools and Models -Planning of Lectures and Courses -Latest Trends of IT Market -Latest Technology Trends 	Level 7	
	Level 6	Able to lead and guide generally in analysis, design, and management of training planning business operation on multiple lectures.
	Level 5	Able to guide others by carrying out analysis, design, and management of training planning business operation on special course.
	Level 4	Able to perform contents development, by carrying out analysis, design, and management of training planning business operation on special course.
	Level 3	

Skill Proficiency/Knowledge Items

Job Category: Education

Specialty Field: Instructions

Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Understanding of Training Industry Trends</p> <p>[Knowledge Items]</p> <ul style="list-style-type: none"> -Market Research Concept and Methodology -Market Analysis -Financial Analysis -Understanding and Utilization of Analysis Tools and Models -Latest Training Equipment and Tools -Training related IT Knowledge -Knowledge of Training Industries 	Level 7	
	Level 6	Able to carry out consultations on training instruction business operations for executives, having extensive knowledge on training industry, and IT technology for training.
	Level 5	Able to lead training instruction business operations based on training business operations trends, having knowledge on training industry and IT technology for training.
	Level 4	Able to carry out training instruction business operations based on training business operations trends, having knowledge on training industry, and IT technology for training.
	Level 3	Able to carry out training instruction business operations under the direction of a higher-level professional in the same job category, having knowledge on training industry, and IT technology for training.

Specialty Field:

Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Project Management</p> <p>[Knowledge Items]</p> <p>-Project Integration Management</p> <p>-Project Scope Management</p> <p>-Project Time Management</p> <p>-Project Cost Management</p> <p>-Project Quality Management</p> <p>-Project Human Resource Management</p> <p>-Project Communications Management</p> <p>-Project Risk Management</p> <p>-Project Procurement Management</p>	Level 7	
	Level 6	Able to perform business operations, by carrying out proper business operation planning management to the person in charge, on the whole processes of training instruction, as a person responsible for training instruction operations.
	Level 5	Able to perform business operations, by carrying out proper business operation planning management to the person in charge, on the whole process of training instruction, as a person responsible for training instruction operations.
	Level 4	Able to perform business operations, by carrying out proper business operation planning management to the person in charge of training business operation, as a leader of training instruction operations.
	Level 3	Able to perform training instruction business operations, under the direction of a higher-level professional in the same job category.

Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Leadership</p> <p>[Knowledge Items]</p> <p>-Leadership</p>	Level 7	
	Level 6	Able to instruct and lead the whole of training instruction operations, known as a company-wide or a global training professional.
	Level 5	Able to instruct and lead training instruction operations, known as an all round training professional.
	Level 4	Able to perform proper business operations, by leading the person in charge, as a leader of training instruction business operations.
	Level 3	Able to engage in instruction operations, under the direction of a higher-level professional in the same job category.

Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Job Category Common Skill Item]</p> <p>●Communication</p> <p>[Knowledge Items]</p> <p>-2-Way Communication -Transmission of Information -Organization, Analysis, and Retrieval of Information</p>	Level 7	
	Level 6	Able to guide and lead other members and participants, by carrying out proper 2-Way communication, transmission of information, and process of information with them in training instruction operations.
	Level 5	Able to give advice by carry out proper 2-Way communication, distribution of information, and process of information with other members and participants in training instruction operations.
	Level 4	Able to perform training instruction operation, by carrying out proper 2-Way communication, transmission of information, and process of information with other members and participants, as a leader of training instruction operations.
	Level 3	Able to perform training instruction operation, by keeping team communications with other members and participants, under the direction of a higher-level professional in the same job category.

Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Job Category Common Skill Item] ●Negotiation [Knowledge Items] -Negotiation	Level 7	
	Level 6	Able to lead complicated negotiations by setting up a goal and making agreement on problems on a logical basis in general implementation of training instruction operation as a training instructor.
	Level 5	Able to lead negotiations by setting up a goal and making agreement on problems on a logical basis, in implementation of training instruction operation, as a training instructor.
	Level 4	Able to make agreement on problems on a logical basis, by setting up a goal in implementation of training instruction operations as a training instructor.
	Level 3	Able to obtain required information and data in the assigned area of training operations through negotiation, as a training instructor under the direction of a higher-level professional in the same job category.

Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Specialty Field Specific Skill Item]</p> <p>●Instruction Methods</p> <p>[Knowledge Items]</p> <p>-Instruction Techniques -Assessment Methods -Facilitation</p>	Level 7	
	Level 6	Establish and practice effective and efficient methodology in instruction methods. In addition, able to guide with proper instruction methods, even in complicated and difficult situations.
	Level 5	Practice established methodology in instruction methods. In addition, able to guide with proper instruction methods, even in various situations.
	Level 4	Able to practice training with the knowledge of established methodology.
	Level 3	Able to practice training with the knowledge of established methodology, under the direction of a higher-level professional in the same job category.

Specialty Field:
Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
<p>[Specialty Field Specific Skill Item]</p> <p>●Course Development</p> <p>[Knowledge Items]</p> <p>-E-learning Development -Development of Lectures and Courses</p>	Level 7	
	Level 6	<p>Known as a leader in the course development from domestic and abroad.</p> <p>In addition, has extensive experience and results as a course developer, and has multiple lectures outside the company and writings.</p>
	Level 5	<p>Known as a specialist in the course development.</p> <p>In addition, has enough experience and results as a course developer, and has in-house lectures and writings.</p>
	Level 4	<p>Has extensive knowledge enough to carry out the course development. In addition, able to lead training team having experience and results as a course developer.</p>
	Level 3	<p>Has knowledge enough to carry out the course development.</p> <p>In addition, able to carry out training course development as a course developer under the direction of a higher-level professional in the same job category.</p>

Specialty Field:

Instructions

Skill Proficiency/Knowledge Items of Education

Skill Item and Knowledge Items	Skill Proficiency	
[Specialty Field Specific Skill Item] ●Specialty in Assigned Training Field [Knowledge Items] -Specialty in Assigned Training Field	Level 7	
	Level 6	Known as a leader in the assigned training field from domestic and abroad. In addition, has extensive experience and results as an instructor, and has multiple lectures outside the company and writings.
	Level 5	Known as a specialist in the assigned training field. In addition, has enough experience and results as an instructor, and has in-house lectures and writings.
	Level 4	Has extensive knowledge enough to carry out the training in the assigned training field. In addition, able to lead training team, having experience and results as an instructor.
	Level 3	Has knowledge enough to carry out the training in the assigned training field. In addition, able to carry out training as an instructor under the direction of a higher-level professional in the same job category.