



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

SUMMARY ACCREDITATION REPORT

CARITAS INSTITUTE OF COMMUNITY EDUCATION

LEARNING PROGRAMME ACCREDITATION

**CERTIFICATE IN BRIDAL MAKE-UP, HAIR DESIGN
AND NAIL TECHNOLOGY (ELECTIVE CLUSTER OF
DIPLOMA YI JIN)**

**CERTIFICATE IN AROMATHERAPY (ELECTIVE
COURSE OF DIPLOMA YI JIN)**

**LEARNING PROGRAMME RE-ACCREDITATION
CERTIFICATE IN CUSTOMER SERVICES (ELECTIVE
COURSE OF DIPLOMA YI JIN)**

MARCH 2020

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1039), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO), was commissioned by the Federation of Self-financing Tertiary Education (FSTE), which represents the Caritas Institute of Community Education, its member institution offering the accredited Diploma Yi Jin (DYJ) programme (Operator), to conduct a Learning Programme Accreditation (LPA) and Learning Programme Re-accreditation (re-LPA) Exercise with the following Terms of Reference:
- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the SCS-based Elective Clusters or Elective Courses of the Diploma Yi Jin Programme to be offered by the Caritas Institute of Community Education, member institution of FSTE meet the stated objectives and QF standard and can be offered as accredited SCS-based qualifications from the 2020/21 academic year.
 - (b) To issue to the Caritas Institute of Community Education accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.
- 1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation **Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin)**

- 2.1 HKCAAVQ has determined that the Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2020 to 31 August 2024.
- 2.2 **Validity Period**
- 2.2.1 The validity period will commence on the date specified below.
- 2.3 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	Caritas Institute of Community Education 明愛社區書院
Name of Award Granting Body	Caritas Institute of Community Education 明愛社區書院
Title of Learning Programme	Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin) 新娘化妝、頭髮造型及美甲技術（毅進文憑選修群組）證書
Title of Qualification(s) (Exit Award(s))	Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin) 新娘化妝、頭髮造型及美甲技術（毅進文憑選修群組）證書
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Beauty and Hairdressing
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Beauty
Branch	Beauty
QF Level	Level 3
QF Credits	45
Mode(s) of Delivery and Programme Length	Full-time and Part-time Full-time: 1 year, 450 notional learning hours (including 180 contact hours) Part-time: 2 years, 450 notional learning hours (including 180 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	4 years 1 September 2020 to 31 August 2024
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 35 learners per class

Specification of Competency Standards-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This programme is an Elective Cluster of Bridal Make-up, Hair Design and Nail Technology of the Diploma Yi Jin programme. 此課程屬於毅進文憑課程的「新娘化妝、頭髮造型及美甲技術」選修群組。
Address of Teaching/ Training Venue(s)	Caritas Institute of Community Education - Hung Hom 5 Dyer Avenue, Hung Hom, Kowloon 明愛社區書院－紅磡 九龍紅磡戴亞街 5 號

Learning Programme Accreditation

Certificate in Aromatherapy (Elective Course of Diploma Yi Jin)

2.4 HKCAAVQ has determined that the Certificate in Aromatherapy (Elective Course of Diploma Yi Jin) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2020 to 31 August 2024.

2.5 Validity Period

2.5.1 The validity period will commence on the date specified below.

2.6 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	Caritas Institute of Community Education 明愛社區書院
Name of Award Granting Body	Caritas Institute of Community Education 明愛社區書院

Title of Learning Programme	Certificate in Aromatherapy (Elective Course of Diploma Yi Jin) 香薰護理（毅進文憑選修科目）證書
Title of Qualification(s) (Exit Award(s))	Certificate in Aromatherapy (Elective Course of Diploma Yi Jin) 香薰護理（毅進文憑選修科目）證書
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Beauty and Hairdressing
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Beauty
Branch	Beauty
QF Level	Level 3
QF Credits	15
Mode(s) of Delivery and Programme Length	Full-time and Part-time Full-time: 1 year, 150 notional learning hours (including 60 contact hours) Part-time: 2 years, 150 notional learning hours (including 60 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	4 years 1 September 2020 to 31 August 2024
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 35 learners per class
Specification of Competency Standards-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This programme is one of the Elective Courses of the Elective Cluster of Aromatherapy of Beauty and Body Care of the Diploma Yi Jin programme. 此課程屬於毅進文憑課程中「香薰美容及身體護理」選修群組的其中一個選修科目。
Address of Teaching/ Training Venue(s)	Caritas Institute of Community Education - Hung Hom 5 Dyer Avenue, Hung Hom, Kowloon 明愛社區書院－紅磡 九龍紅磡戴亞街 5 號

Learning Programme Re-accreditation

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

2.7 HKCAAVQ has determined that the Certificate in Customer Services (Elective Course of Diploma Yi Jin) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2020 to 31 August 2024.

2.8 Validity Period

2.8.1 The validity period will commence on the date specified below.

2.9 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator(s)	Caritas Institute of Community Education 明愛社區書院
Name of Award Granting Body	Caritas Institute of Community Education 明愛社區書院
Title of Learning Programme	Certificate in Customer Services (Elective Course of Diploma Yi Jin) 顧客服務（毅進文憑選修科目）證書

Title of Qualification(s) (Exit Award(s))	Certificate in Customer Services (Elective Course of Diploma Yi Jin) 顧客服務（毅進文憑選修科目）證書
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	General Business Management
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Retail
Branch	Retail
QF Level	Level 3
QF Credits	15
Mode(s) of Delivery and Programme Length	Full-time and Part-time Full-time: 1 year, 150 notional learning hours (including 60 contact hours) Part-time: 2 years, 150 notional learning hours (including 60 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	4 years 1 September 2020 to 31 August 2024
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 35 learners per class
Specification of Competency Standards-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This programme is one of the Elective Courses of the Elective Clusters of Exercise and Fitness Coaching, Introductory Hospice Counseling and Service, and Animal Care of the Diploma Yi Jin programme. 此課程屬於毅進文憑中「運動及體適能教練」、「基礎善別輔導與服務」及「動物護理」選修群組的其中一個選修科目。
Address of Teaching/ Training Venue(s)	See Appendix

- 2.10 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. **For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.**

3. INTRODUCTION

In the academic year 2012/13, the Diploma Yi Jin (DYJ), then known as Yi Jin Diploma, was introduced in replacement of the former Project Yi Jin. DYJ aims to provide an alternate pathway for Secondary Six school leavers as well as adult learners to obtain a formal qualification for the purposes of further study and employment.

The Federation for Self-financing Tertiary Education (FSTE) is commissioned by the Education Bureau to develop and administer the programme, and serves as the secretary to the DYJ Programme Management Committee (PMC). The Yi Jin Diploma programme was accredited in August 2013 and re-accredited in July 2016 by HKCAAVQ with a validity period until 31 August 2020.

FSTE has commissioned HKCAAVQ to re-accredit the DYJ Programme. The Caritas Institute of Community Education (CICE) is one of the member institutions of FSTE offering the DYJ Programme. The Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin) and Certificate in Aromatherapy (Elective Course of Diploma Yi Jin) offered by CICE are SCS-based Elective Cluster and one of the Elective Courses for a newly introduced Elective Cluster, respectively,

seeking learning programme accreditation as qualifications under HKQF. The Certificate in Customer Services (Elective Course of Diploma Yi Jin) offered by CICE is a SCS-based Elective Course seeking learning programme re-accreditation as a qualification under HKQF.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin)

本選修群組旨在教授學員：

1. 因應不同的婚禮場合及環境因素，運用專業化妝及晚妝髮型造型技巧，為顧客設計及完成中西式新娘妝、相關人士婚禮化妝等造型；
2. 掌握修甲及手、腳部護理知識與技巧，為顧客進行手及腳部護理；及
3. 認識水晶甲、光療樹脂殖甲、纖維甲片殖甲及平面花款製作技巧。

Certificate in Aromatherapy (Elective Course of Diploma Yi Jin)

本科目旨在教授學員：

1. 香薰的化學成份、美容功效及禁忌對人體產生的反應；
2. 香薰調配及相關的美容護理知識；
3. 不正確姿勢所引起的常見體態問題；及
4. 深層按摩的定義、技巧、功效、禁忌及注意事項。

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

本科目旨在教授學員：

1. 專業道德及員工守則相關知識；
2. 建立與顧客關係的相關知識和建立與顧客關係的技巧；
3. 優質顧客服務的相關知識和執行優質顧客服務計劃的技巧；及
4. 處理顧客投訴相關知識和處理顧客投訴的技巧。

4.2 Programme Intended Learning Outcomes

Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin)

1. 展示新娘妝、晚妝、婚禮晚宴妝、相關人士婚禮宴會妝及晚妝髮型等設計；
2. 分析顧客的需要及指/趾甲的健康狀況，運用美甲/趾甲修剪及護理技巧，安全及有效地為顧客進行美甲護理；及
3. 運用殖甲技巧，為顧客提供水晶甲、光療樹脂甲及纖維甲的殖甲服務。

Certificate in Aromatherapy (Elective Course of Diploma Yi Jin)

修畢本科目後，學員應能：

1. 闡明香薰所含化學成份、美容功效及使用禁忌，並提供合適的香薰精油及媒介油；

2. 分析顧客的皮膚狀況，並根據其護理需要，選擇合適的精油及媒介油，按正確稀釋比例加以調配，為顧客進行美容護理；及
3. 瞭解人體生理結構、引致肌肉緊張、疼痛及疲勞的成因，並按照顧客的身體狀況及護理需要，運用深層身體按摩技巧為顧客提供合適的按摩護理。

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

修畢本科目後，學員應能：

1. 認識職業道德、員工守則以及香港僱傭條例；
2. 與顧客建立關係，瞭解他們的需求，並協助顧客選擇合適的產品；
3. 按照顧客服務計劃、程序及標準，執行顧客服務管理、提供優質服務；及
4. 按照程序和準則，有效地處理顧客投訴，並加以跟進。

4.3 Programme Structure

Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin)

Elective Course: Bridal Make-up and Hair Styling (新娘化妝及頭髮造型)

Module Title	UoC Code	QF Credits
單元一：運用色彩學於化妝	BEZZMU202A	
單元二：掌握晚妝技巧	BEZZMU203A	
單元三：進行基本新娘化妝	BEZZMU301A	
單元四：進行婚禮相關人士的禮服及宴會化妝	BEZZMU303A	
單元五：運用傳統及時尚晚妝髮型造型技巧	105371L3	
Total		15

Elective Course: Manicure and Pedicure and Nail Art (美甲及手足護理)

Module Title	UoC Code	QF Credits
單元一：進行基本指／趾甲修飾	106901L2	
單元二：掌握美甲及趾甲的護理技巧	106902L3	
單元三：製作平面花款	BEZZNA308A	
Total		15

Elective Course: Nail Technology (殖甲技術)

Module Title	UoC Code	QF Credits
單元一：進行纖維甲片殖甲	BEZZNA305A	
單元二：進行水晶殖甲	BEZZNA303A	
單元三：進行光療樹脂殖甲	BEZZNA304A	
Total		15

Certificate in Aromatherapy (Elective Course of Diploma Yi Jin)

Module Title	UoC Code	QF Credits
單元一：掌握香薰的化學成份對人體產生的反應	BEZZHC201A	
單元二：調配香薰作美容護理	BEZZHC301A	
單元三：進行深層身體按摩	BEZZCN311A	
Total		15

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

Module Title	UoC Code	QF Credits
單元一：遵守專業道德及員工守則	105073L1	
單元二：建立與顧客關係	105074L2	
單元三：執行優質顧客服務計劃	105076L3	
單元四：處理顧客投訴	105079L3	
Total		15

4.4 Graduation Requirements

Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin)

Certificate in Aromatherapy (Elective Course of Diploma Yi Jin)

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

- An attendance rate of 80% or above in the programme; and
- At least 50% overall marks in the programme.

4.5 Admission Requirements

Certificate in Bridal Make-up, Hair Design and Nail Technology (Elective Cluster of Diploma Yi Jin)

Certificate in Aromatherapy (Elective Course of Diploma Yi Jin)

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

- a) Completion of Secondary six in Hong Kong or other studies equivalent to 12 years of progressive study, e.g. Grade 12 in overseas countries, Senior Secondary three in mainland China, etc. OR
- b) Aged 21 or above (upon the first school day of that academic year)

5. IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT

5.1 Variation and withdrawal of this Accreditation Report

- 5.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation,

including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.

- 5.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.
- 5.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.
- 5.1.4 The accreditation status of the Operator and/or Programme will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

5.2 Appeals

- 5.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of this Accreditation Report.
- 5.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Variation or Withdrawal.
- 5.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 5.2.4 Please refer to Cap 592A (www.elegislation.gov.hk) for the appeal rules. Details of the appeal procedure are contained in section 13 of the AAVQO and can be accessed from the QF website at: www.hkqf.gov.hk.

5.3 **Qualifications Register**

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the QR at www.hkqr.gov.hk for recognition under the QF. The Operator should apply separately to have their quality-assured qualifications entered into the QR.
- 5.3.2 Only learners who commence the study of the named accredited learning programme during the validity period and who have graduated with the named qualification listed in the QR will be considered to have acquired a qualification recognised under the QF.

Ref: 20/12/07 (b1)

Appendix

Address of Teaching/ Training Venue(s) of the Elective Course “Customer Services”

- (1) Caritas Institute of Community Education - Yaumati
4 Cliff Road, Yau Ma Tei, Kowloon
明愛社區書院－油麻地
九龍油麻地石壁道 4 號
- (2) Caritas Institute of Community Education - Hung Hom
5 Dyer Avenue, Hung Hom, Kowloon
明愛社區書院－紅磡
九龍紅磡戴亞街 5 號
- (3) Caritas Jockey Club Institute of Community Education - Tsuen Wan
146 Chung On Street, Tsuen Wan, New Territories
明愛賽馬會社區書院－荃灣
新界荃灣眾安街 146 號
- (4) Caritas Institute of Community Education - Shatin
18-24 Man Lai Road, Shatin, New Territories
明愛社區書院－沙田
新界沙田文禮路 18-24 號
- (5) Caritas Institute of Community Education - Fanling
3/F, Carpark No.1, Cheung Wah Estate, Fanling, New Territories
明愛社區書院－粉嶺
新界粉嶺祥華邨一號停車場三樓
- (6) Caritas Institute of Community Education Centre - Tuen Mun
Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, New Territories
明愛社區書院－屯門
新界屯門湖景邨湖月樓地下 21-34 室
- (7) Caritas Institute of Community Education - Yuen Long
G/F, Shop 1, Dip Shui House, Shui Pin Wai Estate, Yuen Long, New Territories
明愛社區書院－元朗
新界元朗水邊圍邨疊水樓地下 1 號舖
- (8) Caritas Institute of Community Education – Tsui Ping
Unit 125A, M2/F, Tsui Yue House, Tsui Ping (North) Estate, Kwun Tong, Kowloon
Unit 1-7, Podium Level, Tsui Lau House, Tsui Ping (North) Estate, Kwun Tong,
Kowloon
明愛社區書院－翠屏
九龍官塘翠屏（北）邨翠榆樓 M2 層 125A 號
九龍官塘翠屏（北）邨翠柳樓 1-7 號

- (9) Caritas Institute of Community Education – Sau Mau Ping
Shop 317, Sau Mau Ping Shopping Centre, Kwun Tong, Kowloon
明愛社區書院－秀茂坪
九龍觀塘秀明道秀茂坪商場 317 號鋪位
- (10) Caritas Bianchi College of Careers
18 Chui Ling Road, Tseung Kwan O, New Territories
明愛白英奇專業學校
新界調景嶺翠嶺路 18 號
- (11) Caritas Institute of Community Education - Tin Hau
1/F, SUP Tower, 75-83 King's Road, North Point, Hong Kong
明愛社區書院－天后
香港北角英皇道 75 至 83 號聯合出版大廈一樓
- (12) Caritas Wong Yiu Nam Centre
Lot 349 in DD224 Hang Hau Road, Sai Kung, New Territories
明愛黃耀南中心
新界西貢坑口路 DD224 地段 349 號
- (13) (For Elective Cluster of Animal Care only)
The Society for the Prevention of Cruelty to Animals (HK)
5 Wan Shing Street, Wan Chai, Hong Kong
(只適用於動物護理選修群組)
香港愛護動物協會
香港灣仔運盛街 5 號
- (14) (For Elective Cluster of Exercise and Fitness Coaching only)
Asian Academy for Sports & Fitness Professionals (AASFP)
Room 1603, 16/F, Eastern Centre, 1065 King's Road, Quarry Bay, Hong Kong
(只適用於運動及體適能教練選修群組)
亞洲運動及體適能專業學院
香港鰂魚涌英皇道 1065 號東達中心 16 樓 1603 室

HKCAAVQ Report No.: 20/06