



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

SUMMARY ACCREDITATION REPORT

MODERN CONTINUING EDUCATION CENTRE

LEARNING PROGRAMME RE-ACCREDITATION

**DIPLOMA IN INTERNATIONAL HOSPITALITY
MANAGEMENT
CERTIFICATE IN WORKPLACE ENGLISH**

APRIL 2020

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1056), 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 Modern Continuing Education Centre (Operator) to conduct 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 programmes of the Modern Continuing Education Centre (the Operator) meet the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) standards and can continue to be offered as accredited programmes:

- (i) Diploma in International Hospitality Management; and
- (ii) Certificate in Workplace English;

(b) To issue to the Operator accreditation report(s) 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. A meeting with the Operator took place on 31 March 2020.

2. HKCAAVQ'S DETERMINATION

Learning Programme Re-accreditation

Diploma in International Hospitality Management

2.1 HKCAAVQ has determined that, subject to the fulfilment of the conditions and compliance with the restrictions set out below, the Diploma in International Hospitality Management meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 4 August 2020 to 3 August 2022.

2.2 **Validity Period**

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

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.7 by the specified fulfilment deadline.

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

Name of Operator(s)	Modern Continuing Education Centre 現代持續教育中心
Name of Award Granting Body	Modern Continuing Education Centre 現代持續教育中心
Title of Learning Programme	Diploma in International Hospitality Management 國際款待業管理文憑
Title of Qualification(s) (Exit Award(s))	Diploma in International Hospitality Management 國際款待業管理文憑
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Hotel and Tourism
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	Level 3
QF Credits	167
Mode(s) of Delivery and Programme Length	Full-time, 10 months 1670 notional learning hours (including 932 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	4 August 2020 to 3 August 2022
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 150 learners per year Maximum of 44 learners per class

Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" 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 includes Internship for 43 QF credits to be conducted in 2 months. 此課程包括 2 個月的實習，佔 43 資歷學分。
Address of Teaching/ Training Venue(s)	7/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 7 樓

Learning Programme Re-accreditation Certificate in Workplace English

2.4 HKCAAVQ has determined that, subject to the fulfilment of the conditions and compliance with the restrictions set out below, the Certificate in Workplace English meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 1 August 2020 to 3 August 2022.

2.5 Validity Period

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

2.5.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.7 by the specified fulfilment deadline.

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

Name of Operator(s)	Modern Continuing Education Centre 現代持續教育中心
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Name of Award Granting Body	Modern Continuing Education Centre 現代持續教育中心
Title of Learning Programme	Certificate in Workplace English 職場英語證書
Title of Qualification(s) (Exit Award(s))	Certificate in Workplace English 職場英語證書
Primary Area of Study and Training	Language and Related Studies
Sub-area (Primary Area of Study and Training)	Language and Related Studies
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	Level 2
QF Credits	23
Mode(s) of Delivery and Programme Length	Part-time, 4 months 230 notional learning hours (including 96 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 August 2020 to 3 August 2022
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 240 learners per year Maximum of 30 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Specification of Generic (Foundation) Competencies-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	Not applicable
Address of Teaching/ Training Venue(s)	<p>1) 7/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 7 樓</p> <p>2) 8/F, No. 81 Austin Road, Jordan, Kowloon, Hong Kong 九龍尖沙咀柯士甸道 81 號 8 樓</p>

2.7 **Condition(s) (including pre-conditions for obtaining the HKCAAVQ accreditation status as applied for within the validity period as specified in the above table; and requirements for maintenance of the accreditation status within the validity period)**

Requirement(s)	Date of Fulfilment
<p><u>All Programmes</u></p> <p>1. The Operator is required to review and revise the Quality Assurance Manual to document the policies related to special admission and class observation, procedure for following up on the feedback provided by External Advisor and External Examiner, the arrangement in the absence of Programme Leader, and the approval procedure for different levels of programme changes. The Operator is required to submit the revised Quality Assurance Manual and documentary evidence to demonstrate that the quality assurance mechanism is in place, including records of class observation and collecting and following up on the feedback provided by the External Advisors and External Examiners to HKCAAVQ by 28 February 2021.</p>	28 February 2021

2.8 **Recommendation(s)**

HKCAAVQ offers the following recommendation(s) for continuous improvement.

Recommendation(s)
<p><u>Certificate in Workplace English</u></p> <ol style="list-style-type: none">1. The Operator is recommended to conduct graduate survey to monitor the effectiveness of the programme.2. The Operator is recommended to analyse and monitor the performance of learners with different background to ensure that the programme can meet the expectation and ability of the learners.3. The Operator is recommended to appoint an External Advisor for the programme so that the programme could be reviewed more effectively by including external feedback about the industry development. <p><u>All Programmes</u></p> <ol style="list-style-type: none">4. The Operator is recommended to conduct staff meeting at programme level regularly and keep relevant record to ensure consistency in programme delivery.5. The Operator is recommended to stipulate the contingency plan for situations where face-to-face classes could not be delivered.

2.9 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**

Modern Continuing Education Centre is a self-financed post-secondary institution offering several certificate and diploma programmes related to hospitality, English and business.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Diploma in International Hospitality Management

A student who has successfully completed the programme will

- 1) Have ample work opportunities in rooms division, food and beverage division in hotel, and broader hospitality and tourism industries.
- 2) Be prepared to work and to adopt operation positions as necessary.
- 3) Be prepared for further academic study and will be able to make contributions to the academic discipline of hospitality, tourism, hotel and food & beverage service.
- 4) Have appropriate foundational skills and knowledge to become lifelong learners within their field.

Certificate in Workplace English

This programme aims to help learners to acquire competencies to use simple English language in familiar and routine contexts in the workplace, so that they are able to provide effective administrative support in the office.

4.2 Programme Intended Learning Outcomes

Diploma in International Hospitality Management

Upon completion of the Programme, learners should be able to:

- PILO-1. Apply knowledge & skills in the hotel, food and beverage service, travel and tourism organizations operation activities, demonstrating comprehension of relevant theories.
- PILO-2. Access, organize and evaluate information independently and make reasoned judgments in relation to hospitality and tourism organizations operation.
- PILO-3. Operate in a variety of familiar and some unfamiliar contexts in hotel, food and beverage service, travel and tourism industry, using a known learning skills.
- PILO-4. Perform tasks in a broad range of predictable and structured hospitality contexts which may also involve some non-routine activities requiring a degree of individual responsibility.
- PILO-5. Engage in self-directed activity in hotel, catering and tourism sectors with guidance/evaluation.

Certificate in Workplace English

Upon completion of the Programme, learners should be able to:

- PILO-1. Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative

support in the office, in order to establish and maintain social relationships effectively with interlocutors in the workplace.

- PILO-2. Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative support in the office, in order to understand and communicate predictable information, ideas and related explanations effectively with interlocutors in the workplace.
- PILO-3. Interpret simple written texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading, for general information and locating/ extracting specific information.
- PILO-4. Present information and ideas, and create simple written correspondence relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading and writing, in order to communicate effectively with correspondents in the workplace.
- PILO-5. Demonstrate reasonable clarity in writing simple texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in writing, in order to communicate effectively in the workplace.

4.3 Programme Structure

Diploma in International Hospitality Management

Module Title	QF Credits
Japanese for Hospitality Industry	
An Overview of Hospitality Industry	
Front Office Operations Management	
Introduction to Food & Beverage Operations	
Housekeeping Operations Management	
Introduction to Tour Guiding and Escorting Skills	
Introduction to Cruise Operations	
English for Hospitality Industry	
Putonghua for Hospitality Industry	
Introduction to Aviation Industry	
Internship	
Total	

Certificate in Workplace English

Module Title	QF Credits
Social Oral Interactions	
Workplace Oral Communication	

Effective Reading Skills	
Written Correspondence in the Workplace	
Effective Writing Skills	
Total	23

4.4 Graduation Requirements

Diploma in International Hospitality Management

- Obtain an overall GPA of 2.0 or above;
- Achieve a total of 167 QF credits, including 43 QF credits of Industrial Placement; and
- Achieve a minimum of 80% attendance rate.

Certificate in Workplace English

- Achieve a minimum of 70% attendance; and
- 60% on overall assessments for each module.

4.5 Admission Requirements

Diploma in International Hospitality Management

- Completion of Secondary 6 under the new senior secondary curriculum (3-3-4 education system); or
- Successful completion of Secondary 5 (4 passes in HKCEE subjects*) under the old secondary curriculum (5-2-3 education system); or
- Holder of Diploma Yi Jin; or
- Mature student (aged 21 or above); or
- Equivalent qualifications; AND
- Pass in admission interview.

Certificate in Workplace English

- Completion of Form 5 under the old secondary curriculum; or completion of Secondary 6 under the new senior secondary curriculum; or equivalent qualifications; or
- Completion of QF Level 1 course in English Language or equivalent; or
- Completion of Form 3 / Secondary 3 or equivalent qualifications, and pass the admission written test and interview; or
- Aged 21 or above and pass the admission written test and interview.

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: VA179/02/01c, VA179/02/05a

