



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

Programme Validation at QF Level 4

Higher Diploma in Public Administration and Management

Higher Diploma in Early Childhood Education

Higher Diploma in Health Care, Nutrition and Physical Fitness

Higher Diploma in Accounting and Finance

Higher Diploma in Tourism and Hospitality Management

July 2014

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

1. Introduction

- 1.1 Caritas Institute of Community Education, which was awarded the Initial Evaluation (QF Levels 1 – 4) accreditation status in August 2013, has provided life-long education opportunities through a range of award-bearing, vocational and externally-funded programmes ever since its establishment.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the Caritas Institute of Community Education [明愛社區書院] (the Operator) to conduct a Programme Validation exercise to assess and determine whether the following learning programmes achieve the stated objectives and meet the Qualifications Framework (QF) standard at the proposed QF Level:
 - (1) Higher Diploma in Public Administration and Management
 - (2) Higher Diploma in Early Childhood Education
 - (3) Higher Diploma in Health Care, Nutrition and Physical Fitness
 - (4) Higher Diploma in Accounting and Finance
 - (5) Higher Diploma in Tourism and Hospitality Management

The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement as well as the Terms of Reference stated therein. The Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure" is also a guiding document used by the Panel and the Operator in conducting this validation exercise for the Higher Diploma programmes. An on-site visit took place on 26, 27, 29 and 30 May 2014.

2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

2.1 Programme Validation

☒ Approval

Name of Operator	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	Higher Diploma in Public Administration and Management 公共行政及管理高級文憑	Higher Diploma in Early Childhood Education 幼兒教育高級文憑
Title of Qualification (Exit Award)	Higher Diploma in Public Administration and Management 公共行政及管理高級文憑	Higher Diploma in Early Childhood Education 幼兒教育高級文憑
Primary Area of Study / Training	Social Sciences	Education, Teacher Training and Sports Science
Other Area of Study / Training	Not applicable	Not applicable
Industry	Not applicable	Not applicable
Branch	Not applicable	Not applicable
QF Level	Level 4	
QF Credit	275	372
Mode of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years (2,750 notional learning hours, including 944 contact hours)	Full-time: 2 years; Part-time: 4 years (3,724 notional learning hours, including 1,710 contact hours)
Intermediate Exit Award	Not applicable	
Validity Period	3 years 15 September 2014 – 14 September 2017	3 years 1 November 2014 – 31 October 2017
Number of Enrolments	One enrolment per year for full-time Two enrolments per year for part-time	
Maximum Number of New Students	<u>2014-15</u> Full-time: maximum 60 students per annual intake Part-time: maximum 30 students per annual intake <u>2015-16</u> Full-time: maximum 80 students per annual intake Part-time: maximum 60 students per annual intake <u>2016-17</u> Full-time: maximum 120 students per annual intake Part-time: maximum 80 students per annual intake	<u>2014-15</u> Full-time: maximum 40 students per annual intake Part-time: maximum 30 students per annual intake <u>2015-16</u> Full-time: maximum 80 students per annual intake Part-time: maximum 60 students per annual intake <u>2016-17</u> Full-time: maximum 120 students per annual intake Part-time: maximum 80 students per annual intake

	Maximum 35 students per class	Maximum 40 students per class
Specification of Competency Standards Based Programme	☐ Yes ☒ No	
Programme Specific Requirement	The Operator is required to abide by the Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure".	
Remark to be indicated on the QR	Not applicable	This programme includes Practicum for 68 QF credits to be conducted in 17 weeks. 此課程包括實習部分，佔 68 資歷學分，為期 17 星期。
Address of Teaching/Training Venue	1. Caritas Institute of Community Education – Aberdeen 22 Tin Wan Street, Aberdeen, Hong Kong. 2. Caritas Institute of Community Education - North Point Unit 601 - 604, 6/F, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong. 3. Caritas Institute of Community Education - Hung Hom No. 5 Dyer Avenue, Hung Hom, Kowloon. 4. Caritas Institute of Community Education - Yaumati 4 Cliff Road, Yaumati, Kowloon. 5. Caritas Institute of Community Education - Shatin 18-24 Man Lai Road, Shatin, New Territories. 6. Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, New Territories. 7. Caritas Institute of Community Education - Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, New Territories. 8. Caritas Institute of Community Education - Yuen Long G/F, Shop 1, Dip Shui House, Shui Pin Wai Estate, Yuen Long, New Territories. 9. Caritas Institute of Community Education - Fanling 3/F, Carpark No 1, Cheung Wah Estate, Fanling, New Territories. 10. Caritas Institute of Community Education - Cheung Chau Lung Tsai Tsuen, Cheung Chau.	

Name of Operator	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	Higher Diploma in Health Care, Nutrition and Physical Fitness 健康護理、營養學及體適能高級文憑	Higher Diploma in Accounting and Finance 會計及財務高級文憑
Title of Qualification (Exit Award)	Higher Diploma in Health Care, Nutrition and Physical Fitness 健康護理、營養學及體適能高級文憑	Higher Diploma in Accounting and Finance 會計及財務高級文憑
Primary Area of Study / Training	Medicine, Dentistry and Health Sciences	Economics, Accountancy, Finance & Investment
Other Area of Study / Training	Not applicable	Not applicable
Industry	Not applicable	Not applicable
Branch	Not applicable	Not applicable
QF Level	Level 4	
QF Credit	342	382
Mode of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years (3,421 notional learning hours, including 1,359 contact hours)	Full-time: 2 years; Part-time: 4 years (3,824 notional learning hours, including 1,304 contact hours)
Intermediate Exit Award	Not applicable	
Validity Period	3 years 15 September 2014 – 14 September 2017	4 years 1 September – 31 August 2018
Number of Enrolments	One enrolment per year for full-time Two enrolments per year for part-time	One enrolment per year for full-time Four enrolments per year for part-time
Maximum Number of New Students	<u>2014-15</u> Full-time: maximum 76	<u>2014-15</u> Full-time: maximum 60

	students per annual intake Part-time: maximum 30 students per annual intake <u>2015-16</u> Full-time: maximum 114 students per annual intake Part-time: maximum 60 students per annual intake <u>2016-17</u> Full-time: maximum 114 students per annual intake Part-time: maximum 80 students per annual intake Maximum 40 students per class	students per annual intake Part-time: maximum 30 students per annual intake <u>2015-16</u> Full-time: maximum 80 students per annual intake Part-time: maximum 60 students per annual intake <u>2016-17</u> Full-time: maximum 120 students per annual intake Part-time: maximum 80 students per annual intake Maximum 40 students per class
Specification of Competency Standards Based Programme	☐ Yes ☒ No	
Programme Specific Requirement	The Operator is required to abide by the Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure".	
Remark to be indicated on the QR	This programme includes Practicum for 29 QF credits to be conducted in 8 weeks. 此課程包括實習部分，佔 29 資歷學分，為期 8 星期。	Not applicable
Address of Teaching/Training Venue	1. Caritas Institute of Community Education - Aberdeen 22 Tin Wan Street, Aberdeen, Hong Kong. 2. Caritas Institute of Community Education - North Point Unit 601 - 604, 6/F, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong. 3. Caritas Institute of Community Education - Hung Hom No. 5 Dyer Avenue, Hung Hom, Kowloon. 4. Caritas Institute of Community Education - Yaumati 4 Cliff Road, Yaumati, Kowloon 5. Caritas Institute of Community Education - Shatin 18-24 Man Lai Road, Shatin, New Territories. 6. Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, New Territories. 7. Caritas Institute of Community Education - Tuen Mun	

	Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, New Territories.
	8. Caritas Institute of Community Education - Yuen Long G/F, Shop 1, Dip Shui House, Shui Pin Wai Estate, Yuen Long, New Territories.
	9. Caritas Institute of Community Education - Fanling 3/F, Carpark No 1, Cheung Wah Estate, Fanling, New Territories.
	10. Caritas Institute of Community Education - Cheung Chau Lung Tsai Tsuen, Cheung Chau.

Name of Operator	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	Higher Diploma in Tourism and Hospitality Management 旅遊學及款待業管理高級文憑	
Title of Qualification (Exit Award)	Higher Diploma in Tourism and Hospitality Management (Hotel Management) 旅遊學及款待業管理高級文憑 (酒店管理)	Higher Diploma in Tourism and Hospitality Management (Catering Management) 旅遊學及款待業管理高級文憑 (餐飲管理)
Primary Area of Study / Training	Recreation, Leisure, Tourism and Hospitality	
Other Area of Study / Training	Not applicable	
Industry	Not applicable	
Branch	Not applicable	
QF Level	Level 4	
QF Credit	349	347
Mode of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years (3,492 notional learning hours, including 1,502 contact hours)	Full-time: 2 years; Part-time: 4 years (3,465 notional learning hours, including 1,493 contact hours)
Intermediate Exit Award	Not applicable	
Validity Period	4 years	

	1 September 2014 - 31 August 2018
Number of Enrolments	One enrolment per year for full-time Two enrolments per year for part-time
Maximum Number of New Students	<u>2014-15</u> Full-time: maximum 60 students per annual intake Part-time: maximum 30 students per annual intake <u>2015-16</u> Full-time: maximum 80 students per annual intake Part-time: maximum 60 students per annual intake <u>2016-17</u> Full-time: maximum 120 students per annual intake Part-time: maximum 80 students per annual intake Maximum 40 students per class
Specification of Competency Standards Based Programme	☐ Yes ☒ No
Programme Specific Requirement	The Operator is required to abide by the Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure".
Remark to be indicated on the QR	This programme includes Practicum for 45 QF credits to be conducted in 12 weeks. 此課程包括實習部分，佔 45 資歷學分，為期 12 星期。
Address of Teaching/Training Venue	1. Caritas Institute of Community Education - Aberdeen 22 Tin Wan Street, Aberdeen, Hong Kong. 2. Caritas Institute of Community Education - North Point Unit 601 - 604, 6/F, Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong. 3. Caritas Institute of Community Education - Hung Hom No. 5 Dyer Avenue, Hung Hom, Kowloon. 4. Caritas Institute of Community Education - Yaumati 4 Cliff Road, Yaumati, Kowloon 5. Caritas Institute of Community Education - Shatin 18-24 Man Lai Road, Shatin, New Territories. 6. Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, New Territories. 7. Caritas Institute of Community Education - Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen

	Mun, New Territories. 8. Caritas Institute of Community Education - Yuen Long G/F, Shop 1, Dip Shui House, Shui Pin Wai Estate, Yuen Long, New Territories. 9. Caritas Institute of Community Education - Fanling 3/F, Carpark No 1, Cheung Wah Estate, Fanling, New Territories. 10. Caritas Institute of Community Education - Cheung Chau Lung Tsai Tsuen, Cheung Chau.
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Requirements	Date of Fulfilment
<u>Higher Diploma in Health Care, Nutrition and Physical Fitness</u> 1. The Operator is to appoint an External Examiner for the physiotherapy modules. The Operator is to submit relevant evidence to the HKCAAVQ on or before 18 November 2014.	18 November 2014
<u>Applicable to All 5 Programmes</u> 1. The Operator is to submit evidence that the Learning Resource Centres are stocked with the required textbooks and recommended readings for student use. The Operator is to inform students about the availability of the learning resources in each Centre. The Operator is to submit relevant evidence to the HKCAAVQ on or before 1 November 2015.	1 November 2015
2. The Operator is to update the organizational structure to include information about the units and personnel responsible for organizing student activities. The Operator is to devise a concrete plan of student activities in order to promote students' learning and personal and professional development. The Operator is to submit relevant evidence to the HKCAAVQ on or before 1 November 2015.	1 November 2015

Recommendations
<u>Higher Diploma in Public Administration and Management</u> 1. The Operator should revisit and revise the 'Advanced Personal Trainers Certification Course' so that the module provides practical fitness knowledge and training related to the recruitment requirements of various disciplined forces, which meets the Programme Objectives.

2. The Operator should enrich through the curriculum the students' knowledge of the various disciplined forces in Hong Kong.

Higher Diploma in Early Childhood Education

1. The Operator should ensure the delivery of the module 'ICT in Early Childhood Education' is focused on how to foster children's learning with the use of ICT rather than teaching IT skills only.
2. The Operator should review the list of required textbooks and recommended readings for each module in order to ensure the number of required textbooks is reasonable.

Higher Diploma in Health Care, Nutrition and Physical Fitness

1. The Operator should increase the range of equipment available for physiotherapy purposes.

Higher Diploma in Tourism and Hospitality Management

1. The Operator should introduce the use of the POS system in the modules related to food and beverage, and catering management.
2. The Operator should improve the safety devices on kitchen equipment.

Applicable to Higher Diploma in Public Administration and Management; AND Higher Diploma in Early Childhood Education

1. The Operator should formulate a staffing plan that helps identify and address staff needs especially of the Specialized Modules, based on student population projections. Maintaining a reasonable balance of full-time and part-time teaching staff should be taken into consideration when formulating the staffing plan.

Applicable to ALL 5 programmes

1. The Operator should stipulate the process for handling incidents of plagiarism in the appropriate documentation.
2. The Operator should collect feedback from students and trainers in the programme review process by means of questionnaires or surveys about the allocation of 'Contact Hours' and 'Self-study Hours', to ensure that the programme objectives and the programme intended learning outcomes are achieved within the assigned notional learning hours.
3. The Operator should consider providing their students with both physical and electronic accessibility to the CIHE's library.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

Higher Diploma in Public Administration and Management

This programme aims to provide a broad-based, multi-disciplinary education that equips students with the knowledge, skills and personal qualities required for the junior officer roles in civil service, especially in uniformed forces. Specifically, it aims to:

- develop in students the appropriate attitude, competences, and knowledge necessary for seeking a career in uniformed forces and the civil service as well as further studies;
- equip students with concepts and principles of politics, public administration and policy, organizational management and law enforcement relevant to uniformed forces at junior officer level;
- help students develop proper attitude, ethics, physical fitness and leadership skills required for uniformed forces;
- equip students with essential interpersonal communication, languages, analytical skills and career planning skills for career development and further study process; and
- raise their awareness of how public administration is shaped by the interplay among socio-political, legal, cultural and economic forces in the local, national, regional and international contexts.

Higher Diploma in Early Childhood Education

This HD-ECE programme is designed in accordance with EDB's Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure, EDB's Programme Framework of the Certificate in Early Childhood Education Course [CE(ECE)] and SWD's guidelines on CCW and CCS training. With an emphasis on developing students' practical teaching skills underpinned by theories in child development and education, it aims to develop in students a comprehensive body of teaching skills, educational knowledge and attitude to perform as competent, reflective, caring and ethical beginner teachers in a wide range of early childhood and care setting in Hong Kong. Specifically, it aims to:

- equip students with the practical skills and professional knowledge in education and care of children of 0-8 years;
- provide a multidisciplinary training to students using a wide range of teaching approaches to facilitate students to obtain a holistic understanding of child development;
- help students acquire a broad-based theoretical grounding in child development, diverse student needs, and curriculum development relevant to pre-school settings;
- develop students' competence in curriculum planning, implementation, management and reflective practice;
- raise students' awareness of the professional and ethical roles of early childhood educators within the cultural, social, economic and political contexts of Hong Kong; and
- help students build a solid foundation of generic skills, academic literacy and social awareness for work and degree study.

Higher Diploma in Health Care, Nutrition and Physical Fitness

The Higher Diploma programme aims to prepare students for initial employment in a range of allied health services at paraprofessional level, e.g., health fitness and lifestyle management consultants, nutrition and health product consultants, ambulance officers, physiotherapist assistants, rehabilitation assistants, etc. Specifically, it aims to:

- train students with broad-based professional skills and theoretical grounding at paraprofessional level including health care, physiotherapy skills, nutrition, personal health fitness and lifestyle management;
- teach essential legal knowledge, leadership and management concepts and skills;

- develop in students the proper attitude, professional ethics and a humanistic and caring approach in managing client relationships in human service; and
- equip students with essential generic skills and social awareness for career development and further study.

Higher Diploma in Accounting and Finance

This programme is specially designed for those who wish to seek initial employment in the accounting, finance or business industry at para-professional level. Built on syllabi of HKIAAT, ACCA, AIA and CIMA, it aims to help students to:

- enter the professional fields of Accounting and Finance with solid academic training and professional qualifications;
- acquire an in-depth relevant knowledge and skills as required in the accounting or commercial field up to supervisory level;
- apply accounting and management knowledge and analytical skills in the workplace;
- develop the personal qualities that are needed for the accounting or management profession; and
- build a solid foundation of generic skills, academic literacy and awareness of local and international issues for work and degree study in accounting or business disciplines.

Higher Diploma in Tourism and Hospitality Management

The programme aims to:

- prepare students for employment in the hotel and catering industries as a practitioner at supervisory level;
- provide students with core knowledge in services, languages, supervisory skills and solid training in specialized fields of hotel management and catering management;
- help students apply the generic skills (including languages, IT, interpersonal communication, quantitative and analytical skills, the ability to learn how to learn, and skills of presenting and evaluating information for planning and investigative purposes) and awareness of local and international issues for work and further study at degree level;
- foster students' critical awareness on contemporary issues impacted on the person, the country and the world (e.g., green issues, security issues, legal and ethical issues);
- nurture students with holistic training on leadership, planning and management, paving ways for their career at the supervisory level; and
- enhance students' professional competence, service mindset and employability through a mixed mode of skill development, classroom study and workplace training (Practicum).

3.2 Programme Intended Learning Outcomes

Higher Diploma in Public Administration and Management

Upon successful completion of the programme, students should be able to:

- analyze the features and sources of law and its impact on the Hong Kong legal system, law enforcement and public governance;
- apply legal principles and relevant laws to discuss law enforcement issues, especially those relevant to crime, public safety, food safety, environmental hygiene and customs;
- apply concepts in political science to examine the development of political systems and its relationships with individuals and social groups in the Hong Kong context;
- explain and analyze how the principles of public policy making and implementation are affected by changing socio-political, cultural and economic factors within the local, national, regional and international contexts;
- apply leadership and management theories and concepts to resolve managerial problems encountered at organizational, team and personal levels;

- apply security management, crisis and risk management concepts and approaches to formulate and critically evaluate relevant measures of protecting public safety;
- reflect and demonstrate personal ethics and proper attitude for performing duties of uniformed forces and civil service; and
- apply the generic skills (including, languages, IT, interpersonal communication, quantitative and analytical skills, the ability to learn how to learn, and skills of presenting and evaluating information for planning and investigative purposes) and awareness of local and international issues to work and further study at degree level.

Higher Diploma in Early Childhood Education

Upon successful completion of the programme, students should be able to:

- synthesize child development theories as a theoretical framework to inform their teaching practice;
- analyze the cultural, social, economic and political factors affecting the development of early childhood education in Hong Kong;
- apply learning theories, contemporary teaching approaches and Information and Communication Technology to plan, implement and critically evaluate pre-school curriculum and programmes that are safe and developmentally appropriate to children of 0-8 years in Hong Kong;
- identify children's diverse needs and develop appropriate strategies and approaches to work with them and their families;
- collaborate with parents and stakeholders to promote children's holistic development;
- reflect and perform the professional roles and responsibilities of early childhood educators with commitment to professionalism, ethics and reflective practice; and
- apply the generic skills (including languages, IT, interpersonal communication, quantitative and analytical skills, the ability to learn how to learn, and skills of presenting and evaluating information for planning and investigative purposes) and awareness of local and international issues to work and further study at degree level.

Higher Diploma in Health Care, Nutrition and Physical Fitness

Upon successful completion of the programme, students should be able to:

- identify and explain the structure, features and functions of systems in the human body and the mechanism of maintaining system stability;
- explain how normal human physiological conditions are affected by diseases and ageing;
- apply nursing care, and physiotherapy skills guided by established health care principles and practices to various health-care and welfare settings;
- analyze nutritional needs of individuals and provide advice on their dietary treatment;
- identify common pharmacological terminologies and explain the concepts of pharmacology;
- formulate, implement and evaluate appropriate fitness training plans for physically active and inactive persons and the elderly;
- apply interpersonal communication, leadership and management theories and concepts to resolve teamwork and supervisory problems;
- reflect critically the importance of dignity and well-being to individuals and the roles of caring professionals in caring relationships and adopt professional attitude, ethics and a humanistic approach in providing health care service;
- appreciate the impact of social, legal and economic issues on individuals, the caring profession and the health care and welfare sector within the local, national, regional and international context; and
- apply the generic skills (including, languages, IT, interpersonal communication, quantitative and analytical skills, the ability to learn how to learn, and skills of presenting

and evaluating information for planning and investigative purposes) and awareness of local and international issues to work and further study at degree level.

Higher Diploma in Accounting and Finance

Upon successful completion of this programme, students should be able to:

- explain and apply the accounting principles, reporting standards and disclosure requirements to record business transactions and generate financial reports;
- apply a broad range of language skills to cope with a variety of communication activities related to the accounting field or other workplace situations;
- examine the nature and characteristics of different forms of organizational structures and analyze the principles for effective business management;
- apply the principles of management accounting to evaluate the financial performance of firms;
- demonstrate the use of financial mathematics and analyze the impact of the economic environment on business;
- explain the HK tax system and provide solutions to the related tax issues;
- apply relevant legal rules and practices to various business situations;
- evaluate how management information systems can create value and improve the competitive advantage of an organization;
- apply the audit approach and procedures to various business situations;
- synthesize and use the financial management concepts and principles in investment, financing, and dividend policy decisions;
- adopt professional ethical principles and code of practice to resolve ethical dilemmas encountered in dealing with professional problems; and
- apply the generic skills (including, languages, IT, interpersonal communication, quantitative and analytical skills, the ability to learn how to learn, and skills of presenting and evaluating information for planning and investigative purposes) and awareness of local and international issues to work and further study at degree level.

Higher Diploma in Tourism and Hospitality Management

Upon successful completion of the programme, students should be able to:

- identify and analyze contemporary issues in the hotel and catering industries and their impact on the person, organization, industry, community, country and the world;
- grasp and apply technical skills and know-how relevant to the functional roles of the hotel and catering industries;
- adopt an analytical approach to identify, evaluate and resolve the problems encountered in the tourism and hospitality industries from the supervisory perspective;
- apply practical and theoretical knowledge of leadership and management to perform the roles of frontline supervisors;
- synthesize in-depth knowledge and skills to plan and implement solutions to operational issues arising from a specialist area (hotel management and catering management);
- apply the generic skills (including languages, IT, interpersonal communication, quantitative and analytical skills, the ability to learn how to learn, and skills of presenting and evaluating information for planning and investigative purposes) to work and further study at degree level; and
- reflect on the important roles, service mindset and ethics of frontline practitioners in delivering quality service in the hotel and catering industries.

3.3 Programme Structure

Higher Diploma in Public Administration and Management

The programme has 3 generic modules and 19 specialised modules. All the modules are pitched at QF Level 4. The total number of QF credits is 275. The programme structure is:

Module Title	QF Credits
<i>Generic Modules</i>	
Chinese Communication	–
English for Academic Purposes	–
English for Professional Purposes	–
<i>Specialised Modules</i>	
Legal System in Hong Kong	–
Introduction to Political Science	–
Introduction to Public Administration	–
Criminal Law and Procedure in Hong Kong	–
Introduction to Policing	–
Human Behavior and Social Environment	–
Managing Personal and Interpersonal Effectiveness	–
Social Ethics	–
Organizational Behavior	–
Management Principles and Practices	–
Leadership and Management of Public Services	–
Government and Public Policy in Hong Kong	–
Criminology and Law Enforcement	–
Criminal Psychology	–
Public Safety and Security Management	–
Environmental Hygiene and Food Safety Management	–
Law Enforcement in Customs	–
Risk and Crisis Management	–
Independent Studies	–
Total :	275

Higher Diploma in Early Childhood Education

The programme has 3 generic modules and 24 specialised modules. Majority of the modules are pitched at QF Level 4. The total number of QF credits is 372. The programme structure is:

Module Title	QF Credits
<i>Generic Modules</i>	
Chinese Communication	–
English for Academic Purposes	–
English for Professional Purposes	–
<i>Specialised Modules</i>	
Child Development	–
Introduction to Early Childhood Education and Care	–
Early Childhood Education: Contemporary Theories and Approaches	–
Fostering Children's Social and Emotional Development	–
Fostering Children's Physical Development and Health	–
Fostering Children's Cognitive and Language Development	–
Drama and Story-telling as Pedagogy	–
Play and Classroom Design	–
Observing and Assessing Young Children	–
Creativity and Aesthetic Development: Music and Movement	–

Module Title	QF Credits
Creativity and Aesthetic Development: Visual Arts	–
Preparation Course for PSC Test	–
Field Attachment I	–
ICT in Early Childhood Education	–
Developing Integrated Curriculum in Early Childhood Education	–
Curriculum Planning, Implementation and Evaluation	–
Health, Safety and Nutrition for Young Children	–
Students with Diverse Needs	–
Collaboration with Parents and Communities	–
English as a Second Language in Early Childhood	–
Working with Children with Special Education Needs	–
Management, Sustainable Development and Quality Assurance in Early Childhood Education	–
Field Attachment II	–
Teaching Music in Early Childhood Education	–
OR	
Putonghua for Young Children	
Total :	372

Higher Diploma in Health Care, Nutrition and Physical Fitness

The programme has 3 generic modules and 21 specialised modules. All the modules are pitched at QF Level 4. The total number of QF credits is 342. The programme structure is:

Module Title	QF Credits
<i>Generic Modules</i>	
Chinese Communication	–
English for Academic Purposes	–
English for Professional Purposes	–
<i>Specialised Modules</i>	
Ethics and Professional Issues in Health Care	–
Psychology and Communication in Health Care & Welfare Settings	–
Anatomy and Physiology I	–
Anatomy and Physiology II	–
Therapeutic Massage	–
Physiotherapy Skills I	–
Humanistic Approach of Caring	–
Introduction to Nutrition	–
Health Products and Regulations	–
OR	
Legal System in Hong Kong	
Practical Nursing	–
Physiotherapy Skills II	–
Pathophysiology	–
Human Behavior and Social Environment	–
Fundamental Pharmacology	–
Life Cycle Nutrition	–
Weight Management and Dietary Treatment of Chronic Diseases	–
Fitness and Lifestyle Management	–
Geriatric and Rehabilitation	–
Physical Training for Fitness and Health	–

Module Title	QF Credits
Leadership and Management in Public Services	–
Field Practicum	–
Total :	342

Higher Diploma in Accounting and Finance

The programme has 2 generic modules and 15 specialised modules. Majority of the modules are pitched at QF Level 4. The total number of QF credits is 382. The programme structure is:

Module Title	QF Credits
<i>Generic Modules</i>	
Chinese Communication	–
English for Academic Purposes	–
<i>Specialised Modules</i>	
Accounting	–
Computerized Accounts	–
Business Communication I	–
Organization and Management	–
Management Accounting	–
Business Economics	–
Financial Mathematics	–
Business Communication II	–
Principles of Taxation	–
Fundamentals of Business Law	–
Financial Accounting	–
Auditing	–
Management Information Systems	–
Principles of Finance	–
Professional and Business Ethics	–
Total :	382

Higher Diploma in Tourism and Hospitality Management

The programme has two streams. It has 3 generic modules, 7 common specialised modules, 14 specialised modules for Stream A, and 13 specialised modules for Stream B. Majority of the modules are pitched at QF Level 4. The total number of QF credits is 349 for Stream A, and 347 for Stream B. The programme structure is:

Module Title	QF Credits
<i>Generic Modules</i>	
Chinese Communication	–
English for Academic Purposes	–
English for Professional Purposes	–
<i>Common Specialised Modules</i>	
Workplace Communication Skills for Hospitality Industry	–
Practical English for Tourism and Hospitality	–
Introduction to Tourism and Hospitality Industry	–
Practical Putonghua for Tourism and Hospitality	–
Legal Issues and Ethics for Tourism and Hospitality Industry	–
Leadership and Management for Tourism and Hospitality Industry	–
Managing Quality	–

Module Title	QF Credits
<i>Specialised Modules for Hotel Management Stream</i>	
Front Office Operations	—
Food and Beverage Operations	—
Housekeeping Operations	—
Banquet Operations	—
Field Service Practicum	—
Business Accounting	—
Public Safety and Security Management	—
Tourism Behaviour	—
Event Operations and Logistics	—
Facilities Management for Hospitality Industry	—
Revenue Management for Hospitality Industry	—
Food and Beverage Planning and Administration	—
Sustainable and Green Lodging Issues	—
Marketing for Tourism and Hospitality Industry	—
<i>Specialised Modules for Catering Management Stream</i>	
Introduction to Food Theory	—
Coffee Art and Barista Skills	—
Food and Beverage Operations	—
Banquet Operations	—
Food Hygiene and Safety	—
Field Service Practicum	—
Business Accounting	—
Marketing for Tourism and Hospitality Industry	—
Culture and Gastronomy	—
Menu Planning and Design	—
Applied Kitchen Operations	—
Food and Beverage Planning and Administration	—
Western Cuisine and Dessert Production	—
Total (Hotel Management Stream) :	349
Total (Catering Management Stream) :	347

3.4 Graduation Requirements

Certificate of Completion

Learners should

- pass in each required module and obtain at least 2.0 in cumulative GPA; and
- achieve an attendance rate of 80% or above in each required module.

3.5 Admission Requirements

Applicants should have:

- Obtained Level 2 or above in five HKDSE subjects including English and Chinese; OR
- Successfully completed Yi Jin Diploma; OR
- Successfully completed CICE's QF Level 3 full-time programmes; OR
- Obtained other acceptable equivalent qualifications.

AND

- Passed an entrance interview.

4. Substantial Change

- 4.1 The maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval by the HKCAAVQ.

5. Qualifications Register

- 5.1 Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). Operators should apply separately to have their quality-assured qualifications entered into the QR.
- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

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