



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

SUMMARY ACCREDITATION REPORT

HONG KONG INSTITUTE OF TECHNOLOGY

**LEARNING PROGRAMME ACCREDITATION
AT QF LEVEL 4 OF**

HIGHER DIPLOMA IN BUSINESS ADMINISTRATION

HIGHER DIPLOMA IN HEALTH CARE

**HIGHER DIPLOMA IN INFORMATION TECHNOLOGY
(COMPUTING)**

**HIGHER DIPLOMA IN INFORMATION TECHNOLOGY
(CYBER SECURITY & INVESTIGATION)**

MAY 2020

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1064), 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 Hong Kong Institute of Technology (the Operator / HKIT) to conduct Learning Programme Accreditation (LPA) with the following Terms of Reference:

(a) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and Hong Kong Qualifications Framework (QF) Level 4 standard and can be offered as accredited programmes:

- (i) Higher Diploma in Business Administration;
- (ii) Higher Diploma in Health Care;
- (iii) Higher Diploma in Information Technology (Computing);
- (iv) Higher Diploma in Information Technology (Cyber Security & Investigation);

(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. The Education Bureau's *"Updated Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure"* was also a guiding document used by the Panel and the Operator in conducting this exercise for the Higher Diploma programme(s). A videoconference with the Operator and a virtual site tour took place on 26 – 27 February 2020.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation

- (i) **Higher Diploma in Business Administration**
- (ii) **Higher Diploma in Health Care**
- (iii) **Higher Diploma in Information Technology (Computing)**
- (iv) **Higher Diploma in Information Technology (Cyber Security & Investigation)**

2.1 HKCAAVQ has determined that the Higher Diploma in Business Administration meets the stated objectives and QF standard at Level 4, and can be offered as an

accredited programme with a validity period from 1 September 2020 to 31 August 2023.

2.2 HKCAAVQ has determined that, subject to the compliance with the restriction set out below, the Higher Diploma in Health Care meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 September 2020 to 31 August 2023.

2.3 HKCAAVQ has determined that the Higher Diploma in Information Technology (Computing) meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 September 2020 to 31 August 2023.

2.4 HKCAAVQ has determined that the Higher Diploma in Information Technology (Cyber Security & Investigation) meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 September 2020 to 31 August 2023.

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 of the Higher Diploma in Business Administration are specified as follows:

Name of Operator(s)	Hong Kong Institute of Technology 香港科技專上書院
Name of Award Granting Body	Hong Kong Institute of Technology 香港科技專上書院
Title of Learning Programme	Higher Diploma in Business Administration 工商管理高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Business Administration 工商管理高級文憑
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	Not applicable
Branch	Not applicable

QF Level	Level 4
QF Credits	240
Mode(s) of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years 2,400 notional learning hours (including 800 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2020 – 31 August 2023
Number of Enrolment(s)	Full-time: Two enrolments per year Part-time: Three enrolments per year
Maximum Number of New Students	Full-time: Maximum of 120 new students per year Part-time: Maximum of 40 new students per year
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	Not applicable
Address of Teaching/ Training Venue(s)	1. Hong Kong Institute of Technology (Sham Shui Po campus) No. 213 Nam Cheong Street, Sham Shui Po, Kowloon 香港科技專上書院（深水埗總校） 九龍深水埗南昌街 213 號 2. Hong Kong Institute of Technology (Cheung Sha Wan campus) No. 638 Cheung Sha Wan Road, Kowloon 香港科技專上書院（長沙灣分校） 九龍長沙灣道 638 號

2.7 The determinations on the Learning Programme Accreditation of the Higher Diploma in Health Care are specified as follows:

Name of Operator(s)	Hong Kong Institute of Technology 香港科技專上書院
Name of Award Granting Body	Hong Kong Institute of Technology 香港科技專上書院
Title of Learning Programme	Higher Diploma in Health Care 健康護理高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Health Care 健康護理高級文憑
Primary Area of Study and Training	Medicine, Dentistry and Health Sciences
Sub-area (Primary Area of Study and Training)	Health Care
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Elderly Care Service
Branch	Elderly Care Service
QF Level	Level 4
QF Credits	250
Mode(s) of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years 2,500 notional learning hours (including 901 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2020 – 31 August 2023
Number of Enrolment(s)	Full-time: Two enrolments per year Part-time: Three enrolments per year
Maximum Number of New Students	Full-time: Maximum of 60 new students per year Part-time: Maximum of 20 new students per year
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Notes to be indicated on the QR	This programme includes five courses as the training components of the Combined Health Worker Training. A practicum in the Combined Health Worker Training to be conducted for 80 contact hours in 10 days. 此課程包括合共 5 個單元的「保健員統一訓練」。「保健員統一訓練」包括為期 10 日佔 80 小時的實習。
Address of Teaching/ Training Venue(s)	1. Hong Kong Institute of Technology (Sham Shui Po campus) No. 213 Nam Cheong Street, Sham Shui Po, Kowloon 香港科技專上書院（深水埗總校） 九龍深水埗南昌街 213 號 2. Hong Kong Institute of Technology (Cheung Sha Wan campus) No. 638 Cheung Sha Wan Road, Kowloon 香港科技專上書院（長沙灣分校） 九龍長沙灣道 638 號

2.8 The determinations on the Learning Programme Accreditation of the Higher Diploma in Information Technology (Computing) are specified as follows:

Name of Operator(s)	Hong Kong Institute of Technology 香港科技專上書院
Name of Award Granting Body	Hong Kong Institute of Technology 香港科技專上書院
Title of Learning Programme	Higher Diploma in Information Technology (Computing) 資訊科技（電腦學）高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Information Technology (Computing) 資訊科技（電腦學）高級文憑
Primary Area of Study and Training	Computer Science and Information Technology
Sub-area (Primary Area of Study and Training)	Computer Science and Information Technology
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 4
QF Credits	240
Mode(s) of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years 2,400 notional learning hours (including 800 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2020 – 31 August 2023
Number of Enrolment(s)	Full-time: Two enrolments per year Part-time: Three enrolments per year
Maximum Number of New Students	Full-time: Maximum of 60 new students per year Part-time: Maximum of 30 new students per year
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	Not applicable
Address of Teaching/ Training Venue(s)	1. Hong Kong Institute of Technology (Sham Shui Po campus) No. 213 Nam Cheong Street, Sham Shui Po, Kowloon 香港科技專上書院（深水埗總校） 九龍深水埗南昌街 213 號 2. Hong Kong Institute of Technology (Cheung Sha Wan campus) No. 638 Cheung Sha Wan Road, Kowloon

	香港科技專上書院（長沙灣分校） 九龍長沙灣道 638 號
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2.9 The determinations on the Learning Programme Accreditation of the Higher Diploma in Information Technology (Cyber Security & Investigation) are specified as follows:

Name of Operator(s)	Hong Kong Institute of Technology 香港科技專上書院
Name of Award Granting Body	Hong Kong Institute of Technology 香港科技專上書院
Title of Learning Programme	Higher Diploma in Information Technology (Cyber Security & Investigation) 資訊科技（網絡保安及調查）高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Information Technology (Cyber Security & Investigation) 資訊科技（網絡保安及調查）高級文憑
Primary Area of Study and Training	Computer Science and Information Technology
Sub-area (Primary Area of Study and Training)	Computer Science and Information Technology
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 4
QF Credits	240
Mode(s) of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years 2,400 notional learning hours (including 800 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2020 – 31 August 2023
Number of Enrolment(s)	Full-time: Two enrolments per year Part-time: Three enrolments per year
Maximum Number of New Students	Full-time: Maximum of 100 new students per year Part-time: Maximum of 60 new students per year

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	Not applicable
Address of Teaching/ Training Venue(s)	<p>1. Hong Kong Institute of Technology (Sham Shui Po campus) No. 213 Nam Cheong Street, Sham Shui Po, Kowloon 香港科技專上書院（深水埗總校） 九龍深水埗南昌街 213 號</p> <p>2. Hong Kong Institute of Technology (Cheung Sha Wan campus) No. 638 Cheung Sha Wan Road, Kowloon 香港科技專上書院（長沙灣分校） 九龍長沙灣道 638 號</p>

2.10 **Restriction(s)**

The Operator is expected to fulfil and comply with the restriction(s) during the validity period as stipulated in the accreditation report.

Restriction
<p><u>Higher Diploma in Health Care</u></p> <p>1. The following five courses of the Higher Diploma in Health Care as the training components of the Combined Health Worker Training must be approved by the Director of Social Welfare under the Residential Care Homes (Elderly Persons) Regulation (Cap. 459, sub. leg. A) and Residential Care Homes (Persons with Disabilities) Regulation (Cap. 613, sub. leg. A) as an approved Health Worker Training programme before programme commencement.</p>

- Introduction to Physiotherapy and Occupational Therapy
- Care of Vulnerable People: Gerontology and Disabled I
- Care of Vulnerable People: Gerontology and Disabled II
- Care of Vulnerable People: Gerontology and Disabled III
- Care of Vulnerable People: Gerontology and Disabled IV

2.11 Recommendation(s)

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

Recommendations

Higher Diploma in Business Administration

Higher Diploma in Health Care

Higher Diploma in Information Technology (Computing)

Higher Diploma in Information Technology (Cyber Security & Investigation)

1. The Operator should include a capstone component in the HD programmes to facilitate students' integration and application of the knowledge and skills learned in the course of study.
2. The Operator should review the learning and teaching activities designed for the programmes to enhance effectiveness in engaging students in the learning process.
3. The Operator should have more structured and clearly defined frameworks and guidelines to oversee the curriculum structure of different HD programmes with a view to maintaining consistent educational and training orientation of all HD programmes. The Operator should provide staff development activities with the necessary information and support for staff to take up their roles in programme development, quality assurance and delivery of the HD programmes.

Higher Diploma in Business Administration

4. The Operator should review the positioning of this Higher Diploma programme as being broad-based education and the programme structure having one exit award for three specialised streams.

Higher Diploma in Information Technology (Cyber Security & Investigation)

5. The Operator should consider enhancing the programme objectives to clearly present the possible career opportunities for graduates upon

completion of the programme.

6. The Operator should review and revise the weighting assigned to each component to clearly present the importance of an assessment towards the attainment of the intended learning outcomes.

- 2.12 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

- 3.1 HKIT is a self-financed tertiary institute offering a wide range of programmes at post-secondary levels from Diploma Yi Jin to Associate Degree, and to non-local bachelor's degree and master's degree.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

- 4.1 Programme Objectives

Higher Diploma in Business Administration

The programme aims to provide students with a broad-based education in business administration, with specialties in accounting and finance, management and international business. Students will be provided with a solid foundation of knowledge including that in management, economics and finance. Students opting for the Accounting and Finance Stream will be equipped with knowledge in law, taxation, financial accounting and management accounting, while those studying in the Management Stream will learn the different aspects of management theories and concepts and their applications in various scenarios. Those taking the international business Stream will be equipped with knowledge in the domains of international business (with a focus on Asia Pacific region).

Higher Diploma in Health Care

The Higher Diploma in Health Care is to equip students with knowledge, skills and professional demonstration in the roles of health care assistants in various health sectors, involving both private and public healthcare providers, as well as affiliated institutions like, elderly homes, and care homes for disabled.

Students will take part in the practicum to acquire the workplace experience and further consolidate their knowledge into real-life practice. The integration of theoretical knowledge, laboratory practice and workplace experience will better prepare students for immediate employment and further studies. Graduates of the programme will be eligible to apply for a health worker license from the Social Welfare Department (SWD).

Higher Diploma in Information Technology (Computing)

The programme introduces fundamental knowledge and skills in different areas of Information Technology including programming, networking and information security. Graduates are prepared for further studies in the Information Technology and related areas. Graduates will also be able to pursue a broad range of positions in the Information Technology industry, including programmer, network analyst, information security analyst and become an IT professional through further study or professional training plus work experience.

Higher Diploma in Information Technology (Cyber Security & Investigation)

The programme aims to develop students' knowledge about cyber security and cyber investigation. The programme enables students to integrate the knowledge of cyber security and investigation to produce cyber security plans and solutions to individual and organizations. Moreover, the programme helps to build a sustainable talent pool of cyber security para-professional.

4.2 Programme Intended Learning Outcomes

Higher Diploma in Business Administration

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

- (a) Develop a range of generic skills, including language and communicate ideas in a manner appropriate to the workplace circumstances;
- (b) Use information technology and quantitative/numerical skills in evaluating information and solving problems in general business administration setting;
- (c) Integrate legal, ethical and professional requirements in the practices of Business Administration;

- (d) Demonstrate knowledge of business theories and concepts to the analysis of economic and business environment for business planning;
- (e) Synthesize the fundamental principles including those in accounting, law, economics and management to support decision making in business;
- (f) Apply the business theories and concepts in designated specialized areas to evaluate alternatives and formulating recommendations on business decisions from management perspectives at para-professional level;
- (g) Evaluate alternatives and formulate recommendations on business decision.

Higher Diploma in Health Care

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

- (a) Develop a range of generic skills, including language and communicate ideas in a manner appropriate to the workplace circumstances;
- (b) Use information technology and quantitative/numerical skills to evaluate information and solve problems in health care work setting;
- (c) Integrate legal, ethical and professional requirements in the practices of Health Care;
- (d) Explain the normal functioning of the human body systems and in their diseased states for provision of health care services;
- (e) Define the notions of health and wellbeing from a psychosocial perspective for health care work;
- (f) Demonstrate basic nursing caring skills, health assessment skills, medication dispensing skills, and elderly care skills under supervision.

Higher Diploma in Information Technology (Computing)

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

- (a) Develop a range of generic skills, including language and communicate ideas in a manner appropriate to the workplace circumstances;
- (b) Use information technology and quantitative/numerical skills in evaluating information and solving problems in Information Technology setting;
- (c) Integrate legal, ethical and professional requirements in the practices of Computing;
- (d) Define and explain the key concepts of information security to carry out information protection;
- (e) Operate basic network and system administration to manage small to large computer network efficiently;
- (f) Evaluate different ethical hacking skills to prevent cyber-attacks for the individuals and commercials;
- (g) Analyze and develop computer systems by using computer science knowledge for solving new problems.

Higher Diploma in Information Technology (Cyber Security & Investigation)

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

- (a) Present and communicate ideas in a manner appropriate to the circumstances;
- (b) Use information technology and quantitative/numerical skills in evaluating information and solving problems in cyber security and investigation settings;
- (c) Integrate legal, ethical and professional requirements in the practices of cyber security and investigation;
- (d) Devise an investigative plan from understanding criminal behaviour theories to investigate cyber-attack;
- (e) Perform IT forensic to collect useful information to assist investigation;
- (f) Evaluate network and system security to suggest plan to enhance network security for individual and organization.

4.3 Programme Structure

Higher Diploma in Business Administration

The programme has three streams, namely “Accounting and Finance”, “Management”, and “International Business”. The programme requires students to complete 16 courses for a total of 240 QF credits. The 16 courses must include 5 Generic Core courses, 1 General Education course, and 10 Specialised courses (including 6 common courses for all streams and 4 stream-specific courses). All courses of the programme are pitched at QF Level 4.

Course Title	QF Credit
Generic Core Course (five courses)	240
Introduction to Academic English	
English for Communication in Workplace	
Practical Chinese	
Project Skills	
Professional Ethics	
General Education Course (Choose one course)	
Business Information System	
Chinese for Business Communication	
Statistic	
Computing	
Introduction to Psychology	
Specialised Course (10 courses)	
Common specialised courses for all streams	
Marketing	
Leadership	
Management of Organisational Behaviour	

Accounting
Hong Kong Law
Economics
<u>“Accounting and Finance” stream-specific specialised courses</u>
Hong Kong Taxation
Finance
Introduction to Management Accounting
Accounting for Management Decision and Performance
<u>“Management” stream-specific specialised courses</u>
Consumer Behaviour and Service
Business Planning
Business Environment of Greater China
Human Resources Management
<u>“International Business” stream-specific specialised courses</u>
International Business Studies
International Marketing
Event Management (Asia Pacific Issues)
Consumer Behaviour and Service

Higher Diploma in Health Care

The programme requires students to complete 16 courses for a total of 250 QF credits. The 16 courses must include 5 Generic Core courses and 11 Specialised courses. The majority of the courses of the programme are pitched at QF Level 4.

The following five courses, the field visits, practicum and associated integrated assessments together are designed as the Health Worker training components for seeking SWD’s approval as the recognised Combined Health Worker training:

- Introduction to Physiotherapy and Occupational Therapy
- Care of Vulnerable People: Gerontology and Disabled I
- Care of Vulnerable People: Gerontology and Disabled II
- Care of Vulnerable People: Gerontology and Disabled III
- Care of Vulnerable People: Gerontology and Disabled IV

The Health Worker training includes 16 contact hours of field visits and practicum of 80 contact hours to be conducted in 10 days as required in the SWD’s Combined Health Worker training specifications. The associated integrated assessments include the following components and requirements:

- 學員必須出席不少於 90%的課堂授課，而在筆試及實習試分別考獲合格（即不少於 60%）

筆試部分	<ul style="list-style-type: none"> • 測驗（40%） • 考試（60%）
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實習試部分	<ul style="list-style-type: none"> • 院舍實習 (20%) • 課堂實習試 (80%) 必考課題: <ul style="list-style-type: none"> • 觀察、量度與記錄生命表徵 • 意外的處理、記錄及觀察 • 藥物處理 • 感染控制
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(Remark: The SWD Health Worker training specifications are in Chinese)

The following table shows the programme structure of HDHC:

Course Title	QF Credit
Generic Core Course (5 courses)	250
Introduction to Academic English	
English for Communication in Workplace	
Practical Chinese	
Project Skills	
Professional Ethics	
Specialised Course (11 courses)	
Introduction to Physiotherapy and Occupational Therapy	
Care of Vulnerable People: Gerontology and Disabled I	
Care of Vulnerable People: Gerontology and Disabled II	
Care of Vulnerable People: Gerontology and Disabled III	
Care of Vulnerable People: Gerontology and Disabled IV	
<i>Field Visits and Practicum</i>	
<i>Integrated Assessments for Combined Health Worker Training</i>	
Introduction to Psychology	
Anatomy and Physiology	
Exercise and Recreational Activities in Rehabilitation	
Fundamentals of Traditional Chinese Medicine	
Introduction to Pathophysiology	
Counselling to Older People	

The details of learning contents adopting Units of Competency (UoCs) from the Specification of Competency Standards (SCS) of the Elderly Care Service industry are shown in the following table:

Course Title	UoCs from SCS of the Elderly Care Service industry
Care of Vulnerable People: Gerontology and Disabled I	<ul style="list-style-type: none"> • 識別正常老化 106000L2 • 協助長者適應院舍生活 106152L3 • 遵守法例及實務守則 106217L2 • 與患有認知障礙症長者溝通 106059L3 • 為長者的日常生活活動 (ADLs) 提供所需的照顧 106141L3

	<ul style="list-style-type: none">• 選擇均衡飲食餐單 106004L3• 使用約束物品 106011L3• 管理長者醫療紀錄 106147L3• 遵從預防虐老指引 106114L2
Care of Vulnerable People: Gerontology and Disabled II	<ul style="list-style-type: none">• 預防長者自殺 106115L3• 與患有認知障礙症長者溝通 106059L3• 執行防跌措施 106009L2• 協助行動不便長者活動 106207L2• 運用正確扶抱及轉移方法 106212L2
Care of Vulnerable People: Gerontology and Disabled III	<ul style="list-style-type: none">• 遵守法例及實務守則 106217L2• 制定長者個人基本護理計劃 106005L4• 量度生命表徵 105995L2• 監察生命表徵 106003L3• 提供眼、耳、鼻藥水 106027L3• 提供導尿管護理 106046L2• 提供小便失禁護理 106047L2• 提供大便失禁護理 106048L2• 注射胰島素 106031L3• 處理疥瘡個案 106053L2• 預防便秘 106063L2• 進行管餵 106065L3• 清洗一般傷口 106055L3• 進行標準感染控制措施 105998L2• 安排覆診／到診 106010L3• 跟進長者出院後的護理 106218L3• 認識藥物（包括普通科及精神科藥物） 106024L3• 派發口服藥物 106025L3• 執備藥物 106032L3• 協助長者適應院舍生活 106152L3
Care of Vulnerable People: Gerontology and Disabled IV	<ul style="list-style-type: none">• 制定長者個人基本護理計劃 106005L4• 量度生命表徵 105995L2• 監察生命表徵 106003L3• 提供氧氣治療 106041L3• 進行口鼻咽抽術 106042L3• 提供眼、耳、鼻藥水 106027L3• 提供導尿管護理 106046L2• 提供小便失禁護理 106047L2• 提供大便失禁護理 106048L2• 注射胰島素 106031L3• 預防壓瘡 106052L2• 清洗一般傷口 106055L3• 進行標準感染控制措施 105998L2• 進行管餵 106065L3• 餵食有吞嚥困難長者 106066L3

	<ul style="list-style-type: none"> • 認識藥物（包括普通科及精神科藥物） 106024L3 • 派發口服藥物 106025L3 • 執備藥物 106032L3
Introduction to Physiotherapy and Occupational Therapy	<ul style="list-style-type: none"> • 提供氧氣治療 106041L3 • 進行口鼻咽抽術 106042L3 • 提供小便失禁護理 106047L2 • 預防壓瘡 106052L2 • 預防長者自殺 106115L3 • 與患有認知障礙症長者溝通 106059L3 • 餵食有吞嚥困難長者 106066L3 • 提供閒暇活動 106213L2 • 提供優質顧客服務 106187L3 • 管理長者醫療紀錄 106147L3 • 遵從預防虐老指引 106114L2 • 執行防跌措施 106009L2 • 使用約束物品 106011L3 • 協助行動不便長者活動 106207L2 • 運用正確扶抱及轉移方法 106212L2 • 安排覆診／到診 106010L3 • 跟進長者出院後的護理 106218L3
Counselling to Older People	<ul style="list-style-type: none"> • 制定長者心理／心靈健康照顧計劃 106117L4 • 提供長者輔導 106121L4 • 掌握與長者溝通技巧 106214L2

Higher Diploma in Information Technology (Computing)

The programme requires students to complete 16 courses for a total of 240 QF credits. The 16 courses must include 5 Generic Core courses, 1 General Education course, and 10 Specialised courses. All the courses of the programme are pitched at QF Level 4.

Course Title	QF Credit
Generic Core Course (five courses)	240
Introduction to Academic English	
English for Communication in Workplace	
Practical Chinese	
Project Skills	
Professional Ethics	
General Education Course (Choose one course)	
Computing	
Mathematics for Computer Science	
Project Management	
Specialised Course (10 courses)	
Computational Theory	

Programming Principles	
Introduction to Networks and Computer Security	
Database Systems	
Data Structures and Algorithms	
Web and Mobile Application Security	
Applied Cryptography	
Artificial Intelligence	
Ethical Hacking Skills	
Introduction to Cybersecurity and Cybercrime	

Higher Diploma in Information Technology (Cyber Security & Investigation)

The programme requires students to complete 16 courses for a total of 240 QF credits. The 16 courses must include 5 Generic Core courses, 1 General Education course, and 10 Specialised courses. All the courses of the programme are pitched at QF Level 4.

Course Title	QF Credit
Generic Core Course (five courses)	240
Introduction to Academic English	
English for Communication in Workplace	
Practical Chinese	
Project Skills	
Professional Ethics	
General Education Course (Choose one course)	
Business Information System	
Statistics	
Introduction to Criminology	
Introduction to Psychology	
Introduction to Penal System	
Specialised Course (10 courses)	
Computing for Cyber Security	
Programming Principles	
Introduction to Networks and Computer Security	
Criminal Behaviour and Cyber Security	
Introduction to Criminal Justice System	
Investigation Practices I	
Investigation Practices II	
Introduction to Forensic IT	
Evidence Collection and Cyber Security	
Practices of Cyber Security & Investigation	

4.4 Graduation Requirements

Higher Diploma in Business Administration

- Pass all the required courses in the programme.

Higher Diploma in Health Care

- Complete the field visits and practicum as required in the SWD's Combined Health Worker training;
- Pass the integrated assessments for Combined Health Worker training;
- Pass all courses in the programme.

Higher Diploma in Information Technology (Computing)

- Pass all the required courses in the programme.

Higher Diploma in Information Technology (Cyber Security & Investigation)

- Pass all the required courses in the programme.

4.5 Admission Requirements

Higher Diploma in Business Administration;

Higher Diploma in Health Care;

Higher Diploma in Information Technology (Computing);

Higher Diploma in Information Technology (Cyber Security & Investigation)

The minimum admission requirements of all HD programmes to meet the requirements stipulated in the *“Updated Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure”* promulgated by the Education Bureau of the HKSAR Government are listed as follows:

- (a) Level 2 in five Hong Kong Diploma of Secondary Education (HKDSE) subjects including English and Chinese, or
- (b) Completion of Diploma Yi Jin, or
- (c) Equivalent of the above qualifications, or
- (d) Aged 21 or above on 1 January of the intended year of entry

Remarks:

1. Each applicant is allowed to use not more than two Applied Learning subjects in the application.
2. For non-Chinese-speaking students, alternative Chinese qualifications will continue to be accepted for students who have met the specified conditions:

- a) students who have learned Chinese Language for less than 6 years while receiving primary and secondary education;
 - b) students who have learned Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum, or other Foreign Language curriculum not normally applicable to the majority of students in local schools.
3. For the Higher Diploma in Health Care, all applicants must meet the minimum entry requirements specified in the SWD's Combined Health Worker training specification.

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.

