



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 BIANCHI COLLEGE OF CAREERS

LEARNING PROGRAMME RE-ACCREDITATION

ASSOCIATE DEGREE IN BUSINESS PROGRAMME

APRIL 2021

1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA695), 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 (AAVQO) (Cap. 592), was commissioned by Caritas Bianchi College of Careers (the Operator) to conduct a learning programme re-accreditation exercise with the following Terms of Reference:

- (a) To conduct an accreditation test in the capacity of the Accreditation Authority as provided for in the AAVQO to determine whether the programme of the Operator (refer to specifications under para. 1.2 below) meets the stated objectives and HKQF standards and can continue to be offered as an accredited programme; and
- (b) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

1.2 Specifications of the programme seeking accreditation status:

Programme title* (English and Chinese)	Award title on exit (English and Chinese)	Mode of study	Programme length	Major(s) leading to distinctive awards, if any	Claimed QF level
Associate Degree in Business Programme 商務學副學士學位課程	Associate Degree in Business 商務學副學士	Full-time	2 years	Not Applicable	4
		Part-time	3 years		

* The Operator proposed to change the programme title from Associate Degree in Business Programme (商務學副學士學位課程) to Associate Degree in Business (商務學副學士).

2. HKCAAVQ'S Determination

2.1 HKCAAVQ has determined that the Associate Degree in Business programme meets the stated objectives and HKQF standard at Level 4, and can continue to be offered as an accredited programme with a validity period of three years.

2.2 Validity Period

2.2.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.3 The determinations on the Programme are specified as follows:

Name of Operator	Caritas Bianchi College of Careers 明愛白英奇專業學校
Name of Award Granting Body	Caritas Bianchi College of Careers 明愛白英奇專業學校
Title of Learning Programme	Associate Degree in Business 商務學副學士
Title of Qualification	Associate Degree in Business 商務學副學士
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
HKQF Level	Level 4
HKQF Credits	284
Total Credits	63

Mode(s) of Delivery and Programme Length	Full-time, 2 years Part-time, 3 years (maximum 5 years)
Intermediate Exit Award(s)	Not applicable
Start date of Validity Period	1 September 2021
End date of Validity Period	31 August 2024
Number of Enrolment(s)	One enrolment per year
Maximum New Student Intake Per Year	Full-time: First Year Entry - 60 Part-time: First Year Entry - 30
Addresses of Teaching/Training Venue(s)	18 Chui Ling Road, Tseung Kwan O, New Territories

2.4 Recommendations

HKCAAVQ also offers the following recommendations for continuous improvement of the Programme.

- 2.4.1 Associate Degree in Business (ADB) is **recommended** to administer a screening test to newly admitted students every year on their Putonghua skills (in reading, writing, listening and presentation) to ensure that they have reached the prescribed proficiency level; for those not up to the required standard, they should be required to take the elective course *Practical Putonghua* to raise their Putonghua proficiency.
- 2.4.2 For increasing ADB students' competitiveness in employment as well as further study, the Programme is **recommended** to provide students with more English language training, especially on English presentation skills, by building it as a regular teaching and learning activity or assessment task of more constituent courses than current.
- 2.5 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 Formerly known as Bishop Bianchi College of Careers, Caritas Bianchi College of Careers (CBCC) was established in 1971 in Hong Kong, offering initially certificate and diploma level programmes in Accounting, Design, Tourism and Hotel Business.
- 3.2 CBCC is a self-financed Catholic education institute. It currently has five departments, offering one associate degree, seven higher diploma, one diploma, one professional diploma and one part-time certificate programmes in the disciplines of business, design, film and media production, health care, hospitality management, property management, human services, music studies and pharmaceutical dispensing, all accredited by HKCAAVQ.
- 3.3 The Associate Degree in Business (ADB) Programme is hosted by the Department of Business and Hospitality Management (DBHM) which is the first of the five departments of the College. Under DBHM is a diversified portfolio of programmes which are designed to provide students with a solid foundation for further studies or future careers in the business and hospitality disciplines.
- 3.4 ADB, the programme under review in this exercise, was accredited and launched in 2001. It had undergone regular re-accreditation by HKCAAVQ since then. The latest one was conducted in October 2017. The Programme is intended to provide students, particularly the underachieved, with an alternative pathway for academic advancement.
- 3.5 In anticipation of a big demand from working adults in Hong Kong, inspired by recent government policy, in seeking better academic qualifications for upward mobility in their careers, the Programme Team proposes to introduce in the next validity period a new part-time mode in the Programme to satisfy such demand. The part-time mode will serve as a pathway for the working adults to enrich their knowledge and hence their opportunities for articulating to degree-level qualifications.
- 3.6 For clarity, the Programme Team also seeks to change the programme title from 'Associate Degree in Business Programme' (商務學副學士學位課程) to 'Associate Degree in Business' (商務學副學士) to take effect at the same time.

- 3.7 CBCC commissioned HKCAAVQ in December 2020 to conduct a Re-Accreditation exercise for the ADB. Due to the prevailing COVID-19 pandemic, the site visit was conducted via the mode of videoconference on 12 March 2021 in order to comply with the social distancing rule enforced by the government. HKCAAVQ's Manual for the Four-stage Quality Assurance Process under Hong Kong Qualification Framework (HKQF) (version 1.2, November 2020) was the guiding document for the Operator and the Panel in conducting this exercise.

4. Programmes Details

The following programme information with effect from 1 September 2021 is provided by the Operator.

4.1 Programme Objectives

- Offer a comprehensive curriculum which enables students to develop a solid foundation in business studies;
- Develop students' ability to plan, develop and apply the learned knowledge and principles, enabling them to positively contribute to their further studies and employability;
- Cultivate students' sense of responsibility, professional attitude and ethics, and the value of interpersonal relationship;
- Develop students' communication skills and enhance their reading, writing, listening and presentation skills in English and Chinese so that they can communicate effectively with various stakeholders;
- Equip students with the analytical and problem-solving skills so as to enhance their employability; and
- Develop students' independent thinking and learning skills, and broaden students' perspectives to enhance their personal and professional development for life-long learning.

4.2 Programme Intended Learning Outcomes

- Integrate and apply a broad range of knowledge vital to the business environment;
- Apply problem-solving and analytical skills to decision-making and management;
- Apply ethical reasoning and critical thinking in the performance of personal and general business responsibilities;
- Communicate effectively in a formal and informal settings;
- Produce professional documents to a good standard;

- Apply teamwork skills and work effectively within a team; and
- Demonstrate broad perceptual and conceptual horizons with knowledge of life and a global perspective. Demonstrate broad perceptual and conceptual horizons with knowledge of life and a global perspective.

4.3 Programme Structure

Course Type	Full-Time Mode	No. of Credits	Part-Time Mode	No. of Credits	
Year 1					
Specialised Courses	Principles of Accounting	3	Principles of Accounting	3	
	Economics	3	Economics	3	
	Principles of Management	3	Principles of Management	3	
	Introduction to Marketing	3			
Language and GE Courses	Emerging Technologies and Data Analysis for Workplace	3	Emerging Technologies and Data Analysis for Workplace	3	
	Quantitative Methods	3			
	English for Academic Reading and Writing I	3	English for Academic Reading and Writing I	3	
	Use of English	3	Use of English	3	
	Society and the Individual	3			
	Thinking and Learning	3	Thinking and Learning	3	
	GE Elective/ Cross-Discipline Elective	3			
	College Life and You	0			
	Year 2				
	Specialised Courses	Legal Environment	3	Legal Environment	3

	for Business		for Business	
	Organisational Behaviour	3	Introduction to Marketing	3
	Principles of Finance	3		
	Management Information Systems	3		
Language and GE Courses	Effective English Communication for Business	3	Effective English Communication for Business	3
	Chinese Communication	3	Chinese Communication	3
	English for Academic Reading and Writing II	3		
	Social Ethics	3	Social Ethics	3
	GE Elective/ Cross-Discipline Elective	3	Society and the Individual	3
	GE Elective/ Cross-Discipline Elective	3	GE Elective/ Cross-Discipline Elective	3
Year 3				
Specialised Courses			Organisational Behaviour	3
			Principles of Finance	3
			Management Information Systems	3
Language and GE Courses			Quantitative Methods	3
			English for Academic Reading and Writing II	3
			GE Elective/ Cross-Discipline	3

			Elective	
			GE Elective/ Cross- Discipline Elective	3
Total		63		63

4.4 Graduation Requirements

- Successfully completed 63 credits of courses in accordance with the regulations and the syllabi;
- Attained a cumulative grade point average (GPA) of 2.0 or above; and
- Passed the non-credit-bearing course *College Life and You* (not applicable to part-time students).

4.5 Admission Requirements

For Full-time Admission

- Have obtained Level 2 in five subjects (including Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination; or
- Completion of Diploma Yi Jin; or
- Have completed a Hong Kong Qualifications Framework Level 3 programme that is approved by the College; or
- Mature applicant aged 21 or above on 1 September of the year when admission is sought, with at least one year relevant working experience and appropriate academic background; or
- Have obtained an equivalent qualification.

For Part-time Admission

- Have obtained Grade E or above in one Advanced Level subjects or two A Supplementary Level subjects in Hong Kong Advanced Level Examination plus five passes in the Hong Kong Certificate Education Examination including Chinese Language and English Language; or
- Any of the requirements set for full-time admission above.

4.6 Teaching and Learning Activities

The primary medium of instruction of the programme is English. A variety of teaching and learning activities are employed, including

lectures, tutorials, group discussions, web-based teaching and learning, presentations, case studies, and projects.

4.7 Learner Support Services

In addition to the modern campus, the learners are supported by a wide range of services, including IT facilities support and training, language enhancement training, library resources, and administrative services.

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 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 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 (<http://www.legislation.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 <http://www.hkqf.gov.hk>.

5.3 Qualifications Register

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <https://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 HKQF.

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