



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**

**HIGHER DIPLOMA IN HUMAN SERVICES  
PROFESSIONAL DIPLOMA IN  
PROPERTY MANAGEMENT**

**May 2021**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1228), 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 Caritas Bianchi College of Careers (Operator) to conduct a 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 following programmes of the Operator meet the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 4 standards and can continue to be offered as accredited programmes:
  - (i) Higher Diploma in Human Services;
  - (ii) Professional Diploma in Property Management; and
- (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. A site visit took place on 23 April 2021.

## 2. HKCAAVQ'S DETERMINATION

### Learning Programme Re-accreditation

#### Higher Diploma in Human Services

2.1 HKCAAVQ has determined that the Higher Diploma in Human Services 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 2021 to 31 August 2025.

#### Professional Diploma in Property Management

2.2 HKCAAVQ has determined that the Professional Diploma in Property Management meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 January 2022 to 31 August 2025.

## 2.3 Validity Period

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

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

<b>Name of Operator(s)</b>	Caritas Bianchi College of Careers 明愛白英奇專業學校	
<b>Name of Award Granting Body</b>	Caritas Bianchi College of Careers 明愛白英奇專業學校	
<b>Title of Learning Programme</b>	Higher Diploma in Human Services 人本服務高級文憑	Professional Diploma in Property Management 物業管理專業文憑
<b>Title of Qualification(s) (Exit Award(s))</b>	Higher Diploma in Human Services 人本服務高級文憑	Professional Diploma in Property Management 物業管理專業文憑
<b>Primary Area of Study and Training</b>	Social Services	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	Social Services	Property and Facilities Management
<b>Other Area of Study and Training</b>	Not applicable	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable	Not applicable
<b>Industry</b>	Not applicable	Property Management
<b>Branch</b>	Not applicable	Property Management
<b>QF Level</b>	Level 4	Level 4
<b>QF Credits</b>	285	104
<b>Mode(s) of Delivery and Programme Length</b>	Full-time, 24 months 2845 notional learning hours (including 995 contact hours)	Part-time, 12 months 1040 notional learning hours (including 360 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable	Not applicable
<b>Validity Period</b>	1 September 2021 to	1 January 2022 to

	31 August 2025	31 August 2025
<b>Number of Enrolment(s)</b>	1 enrolment per year	3 enrolments per year
<b>Maximum Number of New Students</b>	Maximum of 60 learners per year Maximum of 30 learners per class	Maximum of 150 learners per year Maximum of 50 learners per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	This programme includes internship element in the course “Integrated Project” for 28 QF credits to be conducted in 14 weeks. 此課程包括 14 星期的實習於科目 “Integrated Project” 內，佔 28 資歷學分。	Not applicable
<b>Address of Teaching/ Training Venue(s)</b>	18 Chui Ling Road, Tseung Kwan O, New Territories 新界將軍澳翠嶺路 18 號	

2.5 **Recommendation(s)**

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

<b>Recommendation(s)</b>
<b><u>Higher Diploma in Human Services</u></b>
<b><u>Recommendation 1</u></b>
The Operator should consider expanding the scope of human services in the

programme to equip graduates with the skills and knowledge necessary for a wider range of career choices.

#### Recommendation 2

The Operator should formalise the medium of instruction (MOI) policy and guidelines for the programme to ensure proper implementation and that all stakeholders are properly informed of the principles and rationale behind.

#### Recommendation 3

The Operator should stretch the use of English in formal instructional activities to equip learners with good English language skills that can facilitate their further studies and career development.

#### Recommendation 4

The Operator should devise a plan with the timeframe for developing and adopting assessment rubrics for the HDHS programme in the academic year of 2021-2022 to facilitate teachers in providing specific marking criteria and constructive feedback to students on their strengths and weaknesses.

- 2.6 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 Caritas Bianchi College of Careers (CBCC) is a self-financed Catholic education institute operated under the Community & Higher Education Service of Caritas—Hong Kong. Established in 1971 (formerly known as Bishop Bianchi College of Careers), CBCC offers a variety of programmes from Certificate to Higher Diploma levels.
- 3.2 Common modules are included in all Higher Diploma programmes of CBCC. In view of the common modules that have been reviewed in another accreditation exercise within a year, differentiation to the accreditation scope was applied to this exercise, with a focus on the review of the modules that are specific to the Higher Diploma in Human Services programme.

## 4. PROGRAMME DETAILS

The following is the programme information provided by Caritas Bianchi College of Careers.

### 4.1 Programme Objectives

#### **Higher Diploma in Human Services (HDHS)**

The programme aims to provide students with a broad and enriched learning experience in human services and to enhance their intellectual and personal development. The programme also includes General Education (GE) and different required courses in its curriculum. Such a basic and rich scope will enable students to make their best informed-decisions in deciding their goals for further studies and career development.

#### **Professional Diploma in Property Management (PDPM)**

本課程旨在教授物業及設施管理的專業知識，以便學員投身物業及設施管理行業，亦為現職業界的學員提升其在行業的專業地位。完成此課程後，學員可應用物業及設施管理的實用知識及管理技巧從事物業及設施管理行業工作。

### 4.2 Programme Intended Learning Outcomes

#### **Higher Diploma in Human Services (HDHS)**

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

1. demonstrate competence in integrating and applying generic knowledge and skills that are vital in human services;
2. reflect on the significance of human values and attitudes from a humanistic perspective;
3. Identify the needs of people and be committed to serve the community;
4. acquire a person-in-situation understanding of social reality, with the realization of the intricate relations and process of the interplay among individuals, organizations and society;
5. acquire the basic concepts of information technology (IT) and make use of it as a tool to support the delivery of human services;
6. communicate in both Chinese and English proficiently; and
7. think critically and independently in a logical and rational manner.

### **Professional Diploma in Property Management (PDPM)**

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

1. 執行建築物環境管理及推行維修保養計劃
2. 管理各類場所的設施
3. 管理人力資源及提供優質業戶管理服務
4. 掌握物業管理工作所需要的基本法律、調解、財務管理、及資訊科技知識

#### 4.3 Programme Structure

### **Higher Diploma in Human Services (HDHS)**

<b>Course Title</b>	<b>QF Credits</b>
<b>Year 1</b>	
<b><u>Specialised Courses</u></b>	
Sociology and Society	13.5
Programme Planning and Evaluation	13.5
Introduction to Human Services	13.5
Self Growth and Development	13.5
General Psychology	13.5
Management in Human Service Organizations	13.5
<b><u>Generic Courses</u></b>	
Chinese Communication	13.5
Use of English	13.5
Emerging Technologies and Data Analysis for Workplace	13.5
Social Ethics	13.5
<sup>#</sup> General Education Elective	13.5
College Life and You	-
<b>Year 2</b>	
<b><u>Specialised Courses</u></b>	
Integrated Project	28
Promotion and Fundraising for Non Profit Organisations	13.5
Group, Community and Organisational Practice	13.5
Working with Children and Youth	13.5
Working with Older People	13.5
Working with People with Special Needs	13.5
Working towards Mental Wellness	13.5
Practical Skills Workshop	13.5
<b><u>Generic Courses</u></b>	
Effective English Communication	13.5
<b>Total</b>	<b>285</b>

**<sup>#</sup>List of Course Titles of the GE Elective Courses:**

#### **Module A: Self and Society**

1. Art of Thinking

2. Creative Coding
3. Cultural Heritage of Hong Kong
4. Gender and Society
5. Globalisation
6. Hong Kong Economy
7. Interactive Media and Entertainment
8. Information Technology and Modern Life
9. Marketing and the Commercial World
10. Modern Chinese Society
11. Personal Finance
12. Psychology and Social Life
13. Society and the Individual
14. Sociology and Hong Kong Society
15. Sports and Health
16. Starting a Business
17. Thinking and Learning
18. Field Studies: Introduction to Financial Services in China
19. Field Studies: Discussion on Nature Education and Ecological Conservation

**Module B: Cultural Studies**

20. Art of Fine Dining and Drinking
21. Catholicism and the Contemporary World
22. Chinese Humanities and Culture
23. Chinese Music Appreciation
24. Design and Everyday Life
25. Hong Kong Festivals
26. Hong Kong Stories
27. Introduction to World Religions
28. Japanese Traditions and Fads
29. Modern Western Civilisation
30. Popular Music and Culture
31. Southeast Asia and Culture
32. World of Film

**Module C: Language and Communication**

33. Basic French
34. Basic Italian
35. Basic German
36. Basic Japanese
37. Creative and Persuasive Writing
38. English Presentation Skills
39. German II
40. Interpersonal Communication
41. Putonghua for Communication
42. Field Studies: Mandarin Studies and Cultural Exchange

**Professional Diploma in Property Management (PDPM)**

<b>Module Title</b>	<b>UoC Code</b>	<b>QF Credits</b>
PFM401 建築物及環境管理	PMZZEM401A PMZZEM402A PMZZEM406A	13
PFM402 建築物維修保養	PMZZBM301A PMZZBM402A	13
PFM403 業戶管理及服務	PMZZOS301A PMZZOS401A	13
PFM404 設施管理	PMZZFM301A PMZZFM402A	13
PFM405 應用法律	PMZZLW401A PMZZLW402A	13
PFM406 財務管理	PMZZFN401A PMZZFN402A	13
PFM407 人力資源管理	PMZZHR402A PMZZHR404A	13
PFM408 物業管理資訊科技	N/A	13
<b>Total</b>		<b>104</b>

4.4 Graduation Requirements

**Higher Diploma in Human Services (HDHS)**

- The total number of credits required for graduation is 63;
- Students must have obtained an aggregate GPA of at least 2.0 in the Programme;
- Students are required to complete and pass one required GE course (Social Ethics) and one elective GE course (3 credits); and
- Students are required to complete the non-credit-bearing course *College Life and You*.

**Professional Diploma in Property Management (PDPM)**

- 每項科目總分須要 40%或以上；及
- 每項科目課堂出席率須 80%以上

4.5 Admission Requirements

**Higher Diploma in Human Services (HDHS)**

- (1) Have obtained Level 2 in five subjects (including Chinese Language and English Language) in the HKDSE Examination\*\*\*; OR

- (2) Have graduated from the Diploma Yi Jin; OR
- (3) Have completed a QF Level 3 programme that is approved by the College; OR
- (4) Mature applicant aged 21 or above on 1 September of the year when admission is sought, with relevant working experience and academic background; OR
- (5) Have obtained an equivalent qualification.

\*\*\* *Mathematics extended module (M1/M2) could be considered as an independent course.*

\*\*\* *A maximum of 2 ApL subjects are allowed to be taken into account.*

### **Professional Diploma in Property Management (PDPM)**

- 完成中五（舊學制）/中六（新學制），分別在中文科考獲 E 級（香港中學會考）或二級水平（香港中學文憑考試）；及目前在物業管理行業從事助理職級（例如：助理主任、主任助理、物業助理、客戶服務助理）至少 6 個月；或
- 成年申請人，即於入學學年的九月一日年滿二十一歲，並具有五年物業管理相關工作經驗；或
- 獲得相關物業管理資歷架構三級的資歷；或
- 具同等資歷

## **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](http://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](http://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](http://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.

