



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

SUMMARY ACCREDITATION REPORT

GRATIA CHRISTIAN COLLEGE

LEARNING PROGRAMME ACCREDITATION

**PROFESSIONAL DIPLOMA
IN PROPERTY AND FACILITIES MANAGEMENT
PROGRAMME**

JULY 2022

1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA731 (revised)), 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 Gratia Christian College to conduct a Learning Programme Accreditation with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Professional Diploma in Property and Facilities Management Programme of Gratia Christian College (GCC/the Operator) meets the stated objectives and QF standards and can 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.

2. HKCAAVQ'S Determination

2.1 HKCAAVQ has determined that the Professional Diploma in Property and Facilities Management Programme (PDPFM) meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period of two 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 Local Operator	Gratia Christian College 宏恩基督教學院
Name of Award Granting Body	Gratia Christian College 宏恩基督教學院
Title of Learning Programme	Professional Diploma in Property and Facilities Management Programme 物業及設施管理專業文憑課程
Title of Qualification(s) [Exit Award(s)]	Professional Diploma in Property and Facilities Management 物業及設施管理專業文憑
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	Property and Facilities Management
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Property Management
Branch	Property Management
QF Level	Level 4
QF Credits	135
Mode(s) of Delivery and Programme Length	Part-time, 1 year
Start Date of Validity Period	1 September 2022
End Date of Validity Period	31 August 2024
Number of Enrolment(s)	Three enrolments per year
Maximum Number of New Students	120 students per year
Specification of Competency Standards-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Address of Teaching / Training Venue(s)	5 Wai Chi Street, Shek Kip Mei, Kowloon
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2.4 Recommendations

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

2.4.1 The Operator should continuously review the positioning and the corresponding marketing/promotional strategy of the PDPFM to ensure it can reach out to the appropriate group of potential students.

2.4.2 The Operator should make reference to feedback from teaching staff and students as well as the academic performance of students to continuously review and refine, if appropriate, the assessment tasks of individual courses within the PDPFM.

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 Gratia Christian College was registered as a post-secondary college under the Post Secondary Colleges Ordinance (Cap. 320) in July 2015. The College currently offers the following nine HKCAAVQ-accredited programmes:

- Bachelor of Christian Ministry (Honours)
- Bachelor of Service Management (Honours)
- Bachelor of Psychology (Honours)
- Bachelor of Social Work (Honours)
- Higher Diploma in Christian Ministry
- Higher Diploma in Early Childhood Education

- Higher Diploma in Psychology and Counselling
- Higher Diploma in Transformative Business Management
- Diploma in Pre-University Studies

3.2 The Learning Programme Accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. A site visit was conducted via video-conferencing on 12 – 13 May 2022.

4. Programmes Details

The following programme information is provided by the operator.

4.1 Programme Objectives

After completion of the Programme, students will be able to:

- (a) Demonstrate the knowledge and vocational skills of a Property Officer in Vocational Qualification Pathway (VQP) Level 4 of Property Management;
- (b) Apply practical knowledge and ethical judgment together with technical and management skills in property and facilities management; and
- (c) Pursue a career in the property and facilities management industry.

4.2 Programme Intended Learning Outcomes

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

- (a) Administer the safety of the building environment, the maintenance and improvement works of the building (執行各類型物業環境管理工作及推行維修保養計劃);
- (b) Manage the facilities of various types of buildings and workplaces (管理各類型建築物及場所的設施);

- (c) Administer manpower planning and training, staff occupational safety, and team-leading in the provision of quality customer services to occupants and the community (管理人力資源及提供優質業戶與社區管理服務); and
- (d) Master the knowledge in law, financial and asset management, and IT applications related to property management (掌握物業管理相關法律知識、財務與資產管理及資訊科技在物業管理的應用).

4.3 Programme Structure

Course	Contact Hours	Self-Study Hours	QF Credits	QF Level
PFM401 Property Environment Management (I) 物業環境管理(I)	48	102	15	4
PFM402 Property Repair Maintenance and Improvement 物業維修保養及改善	48	102	15	4
PFM403 Property Legal Studies 物業應用法律	48	102	15	4
PFM404 Property Environment Management (II) 物業環境管理(II)	48	102	15	4
PFM405 Property Facilities Management (I) 物業設施管理(I)	48	102	15	4
PFM406 Property Financial and Asset Management 物業財務及資產管理	48	102	15	4
PFM407 Property Management Services for Occupants and Community 業戶管理及社區服務	48	102	15	4
PFM408 Property Facilities Management (II) 物業設施管理(II)	48	102	15	4
PFM409 Property Human Resources Management 物業人力資源管理	48	102	15	4
Total	432	918	135	--

4.4 Graduation Requirements

To be considered for the award, a student should have:

- (a) Fulfilled all the attendance requirements;
- (b) Completed and been assessed on all courses;
- (c) Obtained an overall GPA of 2.0 or above across all courses in which they were assessed; and
- (d) Obtained a passing grade or above in all assessments of all courses of the Programme.

4.5 Admission Requirements

- (a) Secondary Five Education with a Pass or above in five subjects including Grade E in Chinese Language and English Language (Syllabus B) in the Hong Kong Certificate of Secondary Education Examination (HKCEE) and currently employed in the facility/property management sector for at least 3 months; or
- (b) Secondary Six Education with Level 2 or above in five subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSE) and currently employed in the facility/property management sector for at least 3 months; or
- (c) Secondary school graduates from other education systems with results comparable to the above and currently employed in the facility/property management sector for at least 3 months; or
- (d) Foundation Diploma or Diploma Yi Jin or a QF Level 3 Qualification Certificate, PLUS a minimum 1 year of relevant working experience in the facility/property management sector; or
- (e) QF Level 3 Qualification Certificate in Property Management Industry from Recognition of Prior Learning (RPL) scheme; or
- (f) Mature applicants aged 21 or above when they start their course of study, PLUS a minimum of 2 years relevant working

experience in the facility/property management sector and pass the Chinese and English language admission tests.

Remark: Applicants without English and/or Chinese language academic qualifications will need to pass the English and/or Chinese language admission tests. All applicants must also pass the admission interview.

4.6 Teaching and Learning Activities

The medium of instruction for the PDPFM is Chinese supplemented with English. The PDPFM adopts an Outcome-based Teaching and Learning approach and employs a range of teaching and learning activities, such as lectures, tutorials, group discussions, case studies and educational visits.

4.7 Learner Support Services

GCC has adequate library resources to support the delivery of the PDPFM. The Student Development Office of GCC provides a range of student support services such as pastoral care and counselling services, career services and student development programmes.

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 QF.

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