



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

LEARNING PROGRAMME ACCREDITATION

**HIGHER DIPLOMA IN HEALTH AND COMMUNITY
CARE FOR THE ELDERLY**

APRIL 2021

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1205), 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 Institute of Community Education (“Operator”) to conduct a Learning Programme Accreditation (LPA) Exercise with the following Terms of Reference:

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

- Higher Diploma in Health and Community Care for the Elderly

(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 videoconference between the accreditation panel and representatives of the Operator (with virtual tour of the Operator’s training venues) took place on 24 February 2021.

2. HKCAAVQ’S DETERMINATION

Learning Programme Accreditation

2.1 HKCAAVQ has determined that, subject to the fulfilment of all conditions set out in 2.4 and compliance with the restrictions set out in 2.5, the Higher Diploma in Health and Community Care for the Elderly 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 2024.

2.2 Validity Period

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

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.4 by the specified fulfilment deadline.

2.3 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	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 and Community Care for the Elderly 長者健康及社區照顧高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Health and Community Care for the Elderly 長者健康及社區照顧高級文憑
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Elderly Care Service
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	317
Mode(s) of Delivery and Programme Length	Full-time: 24 months Part-time: 48 months 3174.75 notional learning hours (including 1142.75 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2021 to 31 August 2024

Number of Enrolment(s)	Full-time: one enrolment per year Part-time: two enrolments per year
Maximum Number of New Students	Full-time: maximum of 60 learners per year Part-time: maximum of 30 learners 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 a practicum in the module “Combined Health Worker Training” to be conducted for 80 contact hours in 10 days. 此課程包括為期 10 日佔 80 小時的實習於科目「保健員統一訓練」內。
Address of Teaching/ Training Venue(s)	<p>(1) Caritas Jockey Club Institute of Community Education – Tsuen Wan 146 Chung On Street, Tsuen Wan, New Territories 明愛賽馬會社區書院 - 荃灣 新界荃灣眾安街 146 號</p> <p>(2) Caritas Institute of Community Education – Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, New Territories 明愛社區書院 - 屯門 新界屯門湖景邨湖月樓地下 21-34 室</p> <p>(3) Caritas Institute of Community Education – Yaumati 4 Cliff Road, Yaumati, Kowloon 明愛社區書院 - 油麻地 九龍油麻地石壁道 4 號</p>

2.4 **Condition(s) (including all pre-conditions for obtaining the HKCAAVQ accreditation status as applied for the commencement of the validity period; and the requirement for maintenance of the accreditation status within the validity period)**

Requirement	Date of Fulfilment
<u>Requirement 1</u> The Operator is to review and revise the policy of Internal Programme Validation Panel (IPVP) to ensure effective review of the programme quality. The Operator is to submit the revised policy of IPVP, including but not limited to the member composition of IPVP, the scope and methodology of the validation and the planned time pledge for conduction next IPVP on or before 31 December 2021.	31 December 2021

2.5 **Restriction**

The Operator is expected to fulfill and comply with all restriction during the validity period as stipulated in the accreditation report.

Restriction(s)	Date of Fulfilment
The “Combine Health Worker Training” in the programme 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.	On-going

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 Institute of Community Education is a self-financed Catholic education institute. It currently offers a variety of programmes at Certificate to Higher Diploma levels.
- 3.2 The Higher Diploma in Health and Community Care for the Elderly (HDHCC) was first accredited in 2018 and was approved by the Social Welfare Department (SWD) of the HKSAR Government as an approved training for Health Workers. After three years' operation, the Operator proposed to revamp the programme contents with significant changes. Under this circumstance, this exercise is the Learning Programme Accreditation under the HKCAAVQ's policy. The Operator needs to apply for the recognition from SWD again as an approved training programme for Health Worker.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

1. Enable students to develop generic skills in communications in Chinese and English, and in the use of information and communication technology for academic study and for work in the healthcare service industry;
2. Provide students with a general understanding of the health and psychosocial aspects of the elderly as well as elderly services and community healthcare system in Hong Kong;
3. Equip students with practical understanding of the disease states of the body and the related healthcare interventions and health promotion practices;
4. Enable students to develop practical knowledge and skills for the delivery of client-oriented healthcare services to the elderly in different community care settings; and
5. Provide students with an understanding of ethical behavior and practice in health and community care services for the elderly.

4.2 Programme Intended Learning Outcomes

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

1. Communicate effectively in oral and written Chinese and English, and in an IT-enabled environment, for learning and in the delivery of healthcare services;

2. Acquire an understanding of the health and psychosocial aspects of the elderly to identify service needs as well as to plan and implement interventions in different community care settings;
3. Identify and examine the community healthcare service needs of the elderly, and the application of healthcare intervention and health promotion practices;
4. Plan, implement, and evaluate client-oriented healthcare services to the elderly in different community care settings; and
5. Acquire an understanding of the role of ethics and ethical behaviour in community care services for the elderly and demonstrate the use of communication skills in service provisions ethically and professionally.

4.3 Programme Structure

	Module Title	QF Credit
Year 1		317
1	Combined Health Worker Training	
2	Elderly Services and Community Healthcare in Hong Kong	
3	Basic Human Anatomy, Physiology and Pathophysiology	
4	Principles and Practice of Rehabilitation	
5	Practical Putonghua	
6	English for Academic Studies	
Year 2		
7	Ethical Practice in Healthcare Services	
8	Occupational Safety and Health for Healthcare Workers	
9	Immunization and Disease Prevention in Community Care	
10	Principles and Practice of Physiotherapy	
11	Principles and Practice of Occupational Therapy	
12	Health Promotion and Community Participation	
13	Cognitive Impairment and Chronic Illness	
14	Hospice and Palliative Care	
15	Psycho-social Health	
16	Communication and Counselling	
17	English for Workplace Communication	
18	Chinese Communication	
19	Information and Communication Technology Applications	
20	Project	
Total		317

Module Title	UoCs	Number of QF Credit of the learning contents drawn from the SCS of the Elderly Care Service Industry
<p>Combined Health Worker Training Course</p>	<p> 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 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 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 處理疥瘡個案 106053L2 清洗一般傷口 106055L3 進行標準感染控制措施 105998L2 預防便秘 106063L2 進行管餵 106065L3 預防長者自殺 106115L3 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 選擇均衡飲食餐單 106004L3 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 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 協助行動不便長者活動 106207L2 運用正確扶抱及轉移方法 </p>	<p>74.5</p>

	106212L2 安排覆診／到診 106010L3 跟進長者出院後的護理 106218L3 進行標準感染控制措施 105998L2	
Immunization and Disease Prevention in Community Care	認識及執行防疫措施 106023L4	
Hospice and Palliative Care	提供紓緩照顧 106223L4	
Psycho-social Health	制定長者心理／心靈健康照顧計劃 106117L4	
Total		74.5

4.4 Graduation Requirements

- 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; and
- Achieve an attendance rate of 90% or above in lecture, 100% in visit and practicum, and obtain 60% or above (in both written assessments and practical assessments) in the module “Combined Health Worker Training.

4.5 Admission Requirements

- Obtained Level 2 or above in five HKDSE subjects including English and Chinese, each applicant is allowed to use not more than two Applied Learning subjects with "Attained" or “Attained with Distinction I/II” levels in the HKDSE result; OR
- Successfully completed Diploma Yi Jin; OR
- Successfully completed CICE’s QF Level 3 full-time programmes. Applicants who use the CICE’s QF Level 3 qualification to apply for CICE’s Higher Diploma programmes are required to have completed a programme with at least 450 teaching hours; OR
- Obtained other acceptable equivalent qualifications; OR
- Mature applicants who are over 21 years of age with a minimum of 5 years' work experience may be considered on a case-by-case basis.

AND

- Passed an admission interview.

AND

- Met 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.

Ref: VA128/02/31

