



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 RE-ACCREDITATION**

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

**MARCH 2024**

## **1. TERMS OF REFERENCE**

1.1 Based on the Service Agreement (No.: AA906), 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 the Gratia Christian College (the Operator) to conduct a learning programme re-accreditation (re-LPA) 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 the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) 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.

## **2. HKCAAVQ'S DETERMINATION**

2.1 HKCAAVQ has determined that, subject to the fulfilment of the conditions set out below, the Professional Diploma in Property and Facilities Management (PDPFM) programme meets the stated objectives and QF standard at Level 4, and can continue to 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.

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of the requirement set out in Para 2.4.1 by the specified deadline.

2.3 The determinations on the Programme are specified as follows:

<b>Name of Operator(s)</b>	Gratia Christian College 宏恩基督教學院
<b>Name of Award Granting Body</b>	Gratia Christian College 宏恩基督教學院
<b>Title of Learning Programme</b>	Professional Diploma in Property and Facilities Management Programme 物業及設施管理專業文憑課程
<b>Title of Qualification(s) [Exit Award(s)]</b>	Professional Diploma in Property and Facilities Management 物業及設施管理專業文憑
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	Property and Facilities Management
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Property Management
<b>Branch</b>	Property Management
<b>QF Level</b>	Level 4
<b>QF Credits</b>	135
<b>Mode(s) of Delivery and Programme Length</b>	Part-time, 1 year
<b>Start Date of Validity Period</b>	1 September 2024
<b>End Date of Validity Period</b>	31 August 2026
<b>Number of Enrolment(s)</b>	Three enrolments per year
<b>Maximum Number of New Students</b>	90 students per year
<b>Specification of Competency Standards-based Programme</b>	<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
<b>Vocational Qualifications Pathway Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Other Specific Condition(s) of Approval</b>	One requirement to be fulfilled on or before 30 September 2024.
<b>Notes to be indicated on the QR</b>	Not applicable
<b>Address of Teaching / Training Venue(s)</b>	5 Wai Chi Street, Shek Kip Mei, Kowloon

## 2.4 Conditions

### 2.4.1 Requirement

The College is to review and revise the proposed course title of PFM404 to ensure alignment with the corresponding course content and intended learning outcomes. (Para 4.3.6)

For the fulfilment of the above requirement, the Operator is to provide the revised course title of PFM404 together with relevant deliberation and approval records **on or before 30 September 2024**.

## 2.5 Recommendation

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

2.5.1 The College should keep a designated record for tracking the academic performance of students who did not possess English/Chinese qualifications and entered the Programme via passing the College's language tests. Additional support should also be provided to these students where necessary. (Para. 4.2.6)

2.5.2 The College should improve the accuracy of the wording and appropriateness of the examples in the learning and teaching materials by following through the strengthened moderation QA mechanism to ensure the accuracy, relevancy and effectiveness of the delivery of the Programme in meeting the POs. (Para 4.3.12)

2.6 HKCAAVQ will subsequently satisfy itself on 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 the fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.

### 3. INTRODUCTION

3.1 Gratia Christian College (GCC/the College/the Operator) has been registered as an approved post-secondary college with degree granting status under the Post-Secondary Colleges Ordinance (Cap 320) since July 2015. GCC currently offers the following twelve HKCAAVQ-accredited programmes under the Qualifications Register (QR):

- Advanced Diploma in Property and Facilities Management
- Bachelor of Christian Ministry (Honours)
- Bachelor of Psychology (Honours)
- Bachelor of Service Management (Honours) [*renamed form Bachelor of Business Administration (Honours) in Service Marketing and Management*]
- Bachelor of Social Work (Honours)
- Diploma in Pre-University Studies
- Higher Diploma in Christian Ministry
- Higher Diploma in Early Childhood Education
- Higher Diploma in Psychology and Counselling
- Higher Diploma in Social work
- Higher Diploma in Transformative Business Management
- Professional Diploma in Property and Facilities Management

3.2 The PDPFM programme was first accredited in July 2022 and GCC commissioned HKCAAVQ to conduct the first re-LPA for the Programme in this accreditation exercise. HKCAAVQ formed an expert Panel (the Panel) for this exercise (Panel Membership at Appendix) and visited GCC on 18 and 19 January 2024. HKCAAVQ's Manual for the Four-stage Quality Assurance Process under the Hong Kong Qualifications Framework was the guiding document for the Operator and the Panel in conducting this exercise.

## 4. PROGRAMME DETAILS

The following programme information is provided by the operator.

### 4.1 Programme Objectives

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

- PO 1 Demonstrate the knowledge and vocational skills of a Property Officer in Vocational Qualification Pathway (VQP) Level 4 of Property Management
- PO 2 Apply practical knowledge and ethical judgment together with technical and management skills in property and facilities management
- PO 3 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 offer quality service to:

- PILO 1 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)
- PILO 2 Manage the facilities of various types of buildings and workplaces (管理各類型建築物及場所的設施)
- PILO 3 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)
- PILO 4 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

<b>Course</b> <i>[New Course Titles w.e.f. 1 September 2024 are printed in ITALICS below.]</i>	<b>Contact Hours</b>	<b>Self-study Hours</b>	<b>Notional Learning Hours</b>	<b>QF Credits</b>	<b>QF Level</b>
PFM401 Property Environment Management (I) 物業環境管理(I) <i>[Property Environment Management (Security Practices and Risk Management)</i> 物業環境管理(保安實務及風險管理)]	48	102	150	15	4
PFM402 Property Repair Maintenance and Improvement 物業維修保養及改善	48	102	150	15	4
PFM403 Property Legal Studies 物業應用法律	48	102	150	15	4
PFM404 Property Environment Management (II) 物業環境管理(II) <i>[Property Environment Management (Landscaping and Tree Management)</i> 物業環境管理(園藝美化及樹木管理)]*	48	102	150	15	4
<u>*For the fulfilment of requirement, the Operator is to revise the course title on or before 30 September 2024.</u>					
PFM405 Property Facilities Management (I) 物業設施管理(I) <i>[Property and Facilities Management (Club Facilities and Pre-Management Work)</i> 物業設施管理(會所設施及前期管理)]	48	102	150	15	4
PFM406 Property Financial and Asset Management 物業財務及資產管理	48	102	150	15	4
PFM407 Property Management Services for Occupants and Community 業戶管理及社區服務	48	102	150	15	4

<b>Course</b> <i>[New Course Titles w.e.f. 1 September 2024 are printed in ITALICS below.]</i>	<b>Contact Hours</b>	<b>Self-study Hours</b>	<b>Notional Learning Hours</b>	<b>QF Credits</b>	<b>QF Level</b>
PFM408 Property Facilities Management (II) 物業設施管理(II) <i>[Property and Facilities Management (Commercial and Industrial Facilities and Information Technology Management) 物業設施管理(工商設施及資訊科技管理)]</i>	48	102	150	15	4
PFM409 Property Human Resources Management 物業人力資源管理	48	102	150	15	4
<b>Total</b>	<b>432</b>	<b>918</b>	<b>1,350</b>	<b>135</b>	<b>-</b>

#### 4.4 Graduation Requirements

- (a) Fulfilled all 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

The minimum admission requirements of the Programme are as follows:

- (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 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 (HKDSE) Examination 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, Diploma in Applied Education 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 of 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 teaching and learning activities include lectures, tutorials, group discussions, case studies and education visits.

#### 4.7 Learner Support Services

The learner support services include counselling and pastoral care.

## **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 (<https://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 <https://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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