



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 Higher Education

Programme Revalidation

Higher Diploma in Human Services

Diploma in General Studies

July 2014

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

1. Introduction

- 1.1 Caritas Institute of Higher Education is an approved post-secondary college registered under the Post Secondary Colleges Ordinance with degree-conferring status. Caritas Institute of Higher Education currently offers study programmes at various levels, including Bachelor's Degree, Higher Diploma, Associate Degree and Diploma programmes.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by Caritas Institute of Higher Education [明愛專上學院] (the Operator) to conduct a Programme Revalidation exercise to assess and determine whether the following learning programmes continue to achieve the stated objectives and meet the Qualifications Framework (QF) standard at the relevant QF Levels:
 - (1) Higher Diploma in Human Services; and
 - (2) Diploma in General Studies
- 1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. The Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure" is also a guiding document used by the Panel and the Operator in conducting this validation exercise for the Higher Diploma programme. An on-site visit took place on 27-28 May 2014.

2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

2.1 Programme Revalidation

☒ Approval

Name of Operator	Caritas Institute of Higher Education 明愛專上學院	
Name of Award Granting Body	Caritas Institute of Higher Education 明愛專上學院	
Title of Learning Programme	Higher Diploma in Human Services 人本服務高級文憑	Diploma in General Studies 綜合教育文憑
Title of Qualification (Exit Award)	Higher Diploma in Human Services	Diploma in General Studies 綜合教育文憑

	人本服務高級文憑	
Primary Area of Study / Training	Social Sciences	Arts, Humanities, and Liberal Studies and General Studies
Other Area of Study / Training	Not Applicable	
Industry	Not Applicable	
Branch	Not Applicable	
QF Level	Level 4	Level 3
QF Credit	298	149
Mode of Delivery and Programme Length	Full-time: 2 year (2,980 notional learning hours, including 1040 contact hours)	Full-time / Part-time: 1 year (1485 notional learning hours, including 495 contact hours)
Intermediate Exit Award	Not applicable	
Validity Period	3 years (1 September 2014 – 31 August 2017)	3 years (1 September 2014 – 31 August 2017)
Number of Enrolments	One enrolment per year	
Maximum Number of New Students	Maximum 60 students per annual intake	Full-time: Maximum 200 students per annual intake Part-time: Maximum 60 students per annual intake
Specification of Competency Standards Based Programme	☐ Yes ☒ No	
Programme Specific Requirement(s)	The Operator is required to abide by the Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure".	Not Applicable
Remark(s) to be indicated on the QR	Not Applicable	
Address of Teaching/Training Venue	1. 18 Chui Ling Road, Tseung Kwan O, New Territories, Hong Kong 香港新界將軍澳翠嶺路 18 號 2. 1D Oxford Road, Kowloon Tong, Hong Kong 香港九龍塘牛津道 1D 號	

Requirement	Date of Fulfilment
<u>Higher Diploma in Human Services</u> 1. The Operator is to formalize the quality assurance mechanism of the course <i>Integrated Project</i> and produce a handbook to specify the implementation procedures and grading criteria of the course. The Operator is required to submit the handbook to the HKCAAVQ by 1 November 2014.	1 November 2014
Recommendations	
<u>Higher Diploma in Human Services</u> 1. The Operator should state more explicitly the positioning of the Higher Diploma in Human Services and inform students of their career paths upon graduation. 2. The Operator should deploy more teaching staff with appropriate expertise to provide supervision and conduct evaluation of student performance in the course <i>Integrated Project</i> so that there will be sufficient staff manpower with appropriate expertise to cover projects of different nature.	

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

Higher Diploma in Human Services

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 other required courses in its curriculum. Such a basic and rich scope will enable students to make informed decisions in deciding their goals for further studies and career development.

Diploma in General Studies

The Programme aims at strengthening students' background and general competency, and arousing students' interest in different disciplines to facilitate their further studies in relevant sub-degree programmes.

3.2 Programme Intended Learning Outcomes

Higher Diploma in Human Services

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

- demonstrate competence in integrating and applying generic knowledge and skills that are vital in human services;
- reflect on the significance of human values and attitudes from a humanistic perspective;
- be sensitive to the needs of people and be committed to serve the community;

- be aware of and keen on reflecting their views on social issues;
- 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;
- acquire the basic concepts of information technology (IT) and make use of it as a tool to support the delivery of human services;
- communicate in both Chinese and English proficiently;
- think critically and independently in a logical and rational manner; and
- demonstrate competence to apply basic knowledge and skills required as an associate professional in human service provision and / or further study in selected fields of social sciences.

Diploma in General Studies

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

- Express their ideas precisely and concisely to other people in both Chinese and English;
- Apply numerical skills to their daily life, further study and future employment;
- Recognise and analyse contemporary issues encountered in daily life at personal, social, national and global levels;
- Identify and solve problems encountered in daily life, future study and future work place, both individually and in collaboration with others; and
- Define the nature and recognize the basic issues of various disciplines to facilitate their further study at the AD and HD levels.

3.3 Programme Structure

Higher Diploma in Human Services

Course Title	QF Credit
<i>Generic Courses</i>	
Chinese Communication	-
Use of English	-
Numerical and Information Technology Literacy	-
Social Ethics	-
Effective English Communication	-
Practical Putonghua	-
General Education (GE) Elective	-
College Life and You (non-credit bearing)	-
<i>Specialised Courses</i>	
Accounting for Non-profit Organization	-
General Psychology	-
Introduction to Human Services	-
Management in Human Service Organizations	-
Programme Planning and Evaluation	-
Self Growth and Development	-
Sociology and Society	-
Group, Community and Organizational Practice	-
Integrated Project	-
Promotion and Fundraising for Non-profit Organizations	-

Working with Children and Youth	-
Working with Older People	-
Working with People with Special Needs	-
Working towards Mental Wellness	-
Total	298

Diploma in General Studies

Course Title	QF Credit
Chinese Language	-
English Language	-
Liberal Studies	-
Mathematics	-
Elective I*	-
Elective II*	-
Elective III*	-
Elective IV*	-
Total	149

*The elective courses in the curriculum can be chosen from the following pool:

- Art of Helping
- Foundation in Chemistry for Life Sciences
- Foundation in Food Production
- Foundation in Human Biology
- Foundation in Tour Service Skills
- Internet and Multimedia
- Interpersonal Relationship
- Introduction to Accounting
- Introduction to Business
- Introduction to Design Practice and Appreciation
- Introduction to Economics
- Translation and Modern Life
- Understanding Social Issues

3.4 Graduation Requirements

Higher Diploma in Human Services

To graduate from the DGS Programme, a student must have:

- Passed the 14 specialized courses and the eight generic courses (including the non-credit-bearing course *College Life and You*) as specified in the curriculum; and
- Obtained an aggregate Grade Point Average (GPA) of at least 2.0.

Diploma in General Studies

To graduate from the DGS Programme, a student must have:

- Passed the four core courses and the four elective courses as specified in the curriculum; and
- Obtained an aggregate Grade Point Average (GPA) of at least 2.0.

3.5 Admission Requirements

Higher Diploma in Human Services

- Have achieved Level 2 in five subjects, including Chinese Language and English Language in the HKDSEE. Each applicant is allowed to use not more than two Applied Learning subjects in the application; OR
- Have obtained a pass in one Advanced Level subject or two Advanced Supplementary Level subjects in the HKALE, AND have obtained five passes in the HKCEE, including Level 2 or above in English Language and Chinese Language; OR
- Have graduated from the Yi Jin Diploma Programme; OR
- Have successfully completed a Pre-Associated Degree in a recognized tertiary institution; OR
- Have completed a QF Level 3 programme that is approved by the Institute; OR
- Mature applicants of at least 21 years of age on 1 September of the year of admission, with relevant work experience and academic background; OR
- Have obtained an equivalent qualification.

Diploma in General Studies

- Having completed Senior Secondary 3 (i.e. Secondary 6) under the new secondary school system; OR
- Having completed Secondary 6 under the old secondary school system; OR
- Having graduated from the Project Yi Jin; OR
- Having passed in five subjects (including Chinese Language and English Language) in the Hong Kong Certificate of Education Examination; OR
- Having completed a QF Level 2 programme that is approved by the Institute; OR
- Being a mature applicant aged 21 or above on 1 September of the year when admission is sought, with relevant work experience and academic background; OR
- Having obtained an equivalent qualification.

4. Substantial Change

- 4.1 The maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval by the HKCAAVQ.

5. Qualifications Register

- 5.1 Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). Operators should apply separately to have their quality-assured qualifications entered into the QR.
- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

Report No.: 14/86
File Reference: VA124/02/05a, 06a