



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

## **SUMMARY ACCREDITATION REPORT**

**CCC Kung Lee College**

**Learning Programme Accreditation**

**Certificate in Travel and Tourism (Airline and Cruise)  
Diploma in Travel and Tourism Management (Airline  
and Cruise)**

**Learning Programme Re-accreditation**

**Certificate in Hotel and Catering Services  
Diploma in Hospitality and Tourism Management**

**January 2016**

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 The CCC Kung Lee College (the Operator) is a co-educational senior secondary school established in 2003. It is subsidized by the Government under the Direct Subsidy Scheme. Its mission is to provide different progression pathways to students according to their interests and abilities. It aims to prepare students for joining the workforce or other forms of post-secondary education upon graduation. A range of articulation opportunities are available through the College's established links with both local and overseas institutes.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by CCC Kung Lee College (中華基督教會公理高中書院) (the Operator) to conduct Learning Programme Accreditation and Learning Programme Re-accreditation. The Learning Programme Accreditation exercise is to assess and determine whether the following learning programmes achieve the stated objectives and meet the Qualifications Framework (QF) standard at the relevant QF Levels:
- (1) Certificate in Travel and Tourism (Airline and Cruise);
  - (2) Diploma in Travel and Tourism Management (Airline and Cruise).
- 1.3 The Learning programme Re-Accreditation exercise is 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) Certificate in Hotel and Catering Services;
  - (2) Diploma in Hospitality and Tourism Management.
- 1.4 The 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 took place on 15 December 2015.

## 2. HKCAAVQ's Accreditation Determination

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

- Approval

<b>Name of Operator</b>	CCC Kung Lee College 中華基督教會公理高中書院
<b>Name of Award Granting Body</b>	CCC Kung Lee College 中華基督教會公理高中書院
<b>Address of Teaching/ Training Venue</b>	17 Tai Hang Drive, Causeway Bay, Hong Kong 香港銅鑼灣 17 號大坑徑

<b>Title of Learning Programme</b>	Certificate in Travel and Tourism (Airline and Cruise) 旅遊業務（航空及郵輪）證書	Diploma in Travel and Tourism Management (Airline and Cruise) 旅遊業務管理（航空及郵輪）文憑
<b>Title of Qualification (Exit Award)</b>	Certificate in Travel and Tourism (Airline and Cruise) 旅遊業務（航空及郵輪）證書	Diploma in Travel and Tourism (Airline and Cruise) 旅遊業務管理（航空及郵輪）文憑
<b>Primary Area of Study / Training</b>	Service	
<b>Sub-area (Primary Area of Study and Training)</b> 子範疇（主要學習及培訓範疇）	Hotel and Tourism	
<b>Other Area of Study / Training</b>	Not applicable	Not applicable
<b>Sub-area (Other Area of Study and Training)</b> 子範疇（其他學習及培訓範疇）	Not applicable	Not applicable
<b>Industry</b>	Not applicable	Not applicable
<b>Branch</b>	Not applicable	Not applicable
<b>QF Level</b>	2	3
<b>QF Credits</b>	123	270
<b>Mode of Delivery and Programme Length</b>	Full-time 12 months Notional learning hours 1,230 (including 840 contact hours)	Full-time 24 months Notional learning hours 2,700 (Contact hour 1,800)
<b>Intermediate Exit Award</b>	Not applicable	Not applicable
<b>Validity Period</b>	3 years 1 September 2016 to 31 August 2019	
<b>Number of Enrolment</b>	One enrolment per year	One enrolment per year
<b>Maximum Number of New Students</b>	Maximum of 35 learners per year Maximum of 35 learners per class	Maximum of 35 learners per year Maximum of 35 learners per class
<b>Specification of Competency Standards Based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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>Special Notes to be included on the QR</b>	This programme includes internship for 6 QF credits to be conducted in 1 month. 此課程包括實習部分，佔 6 資歷學分，為期 1 個月。	This programme includes internship for 36 QF credits to be conducted in 2 months. 此課程包括實習部分，佔 36 資歷學分，為期 2 個月。

<b>Title of Learning Programme</b>	Certificate in Hotel and Catering Services 酒店與餐飲服務證書	Diploma in Hospitality and Tourism Management 款待與旅遊管理文憑文憑
<b>Title of Qualification (Exit Award)</b>	Certificate in Hotel and Catering Services 酒店與餐飲服務證書	Diploma in Hospitality and Tourism Management 款待與旅遊管理文憑文憑
<b>Primary Area of Study / Training</b>	Service	
<b>Sub-area (Primary Area of Study and Training)</b>	Hotel and Tourism	
<b>Other Area of Study / 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	Not applicable
<b>Branch</b>	Not applicable	Not applicable
<b>QF Level</b>	2	3
<b>QF Credits</b>	123	270
<b>Mode of Delivery and Programme Length</b>	Full-time 12 months Notional learning hours 1,230 (Contact hours 840)	Full-time 24 months Notional learning hours 2,700 (Contact hour 1,800)
<b>Intermediate Exit Award</b>	Not applicable	Not applicable
<b>Validity Period</b>	3 years 1 September 2016 to 31 August 2019	
<b>Number of Enrolment</b>	One enrolment per year	One enrolment per year
<b>Maximum Number of New Students</b>	Maximum of 35 learners per year Maximum of 35 learners per class	Maximum of 35 learners per year Maximum of 35 learners per class
<b>Specification of</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Competency Standards Based Programme</b>		
<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>Special Notes to be included on the QR</b>	This programme includes internship for 6 QF credits to be conducted in 1 month. 此課程包括實習部分，佔 6 資歷學分，為期 1 個月。	This programme includes internship for 36 QF credits to be conducted in 2 months. 此課程包括實習部分，佔 36 資歷學分，為期 2 個月。

<b>Recommendations</b>
<u>Certificate in Hotel and Catering Services</u> <u>Diploma in Hospitality and Tourism Management</u>
<ol style="list-style-type: none"> <li>1. The Operator should include occupational safety and health related issues in the outline of Housekeeping Operations, Food Production: Western Cooking and Food &amp; Beverage Services I.</li> </ol>
<u>For all programmes</u>
<ol style="list-style-type: none"> <li>2. The Operator should organize training for teaching staff in order to enhance their knowledge in assessment design.</li> <li>3. The Operator should encourage staff to attend workshops and briefing sessions related to the latest development of the HKQF.</li> <li>4. The Operator should ensure sufficient staff is available to manage proper food storage in the kitchen so as to maintain appropriate hygiene standard.</li> </ol>

### 3. Programme Details

The following is the programme information provided by the Operator.

#### 3.1 Programme Objectives

Certificate in Travel and Tourism (Airline and Cruise)

- To build knowledge and skills for the travel and tourism industry through a wide spectrum of air and cruise related subjects
- To understand the basic operational skills, knowledge, and relevant working attitude to solve simple problems in the industry;
- To apply customer skills with people of diverse racial, ethnic, and cultural background;

- To have positive attitude, interpersonal skills and a sense of responsibility to study and at work; AND
- To be equipped with knowledge and skills required for their Year 2 studies and career development.

#### Diploma in Travel and Tourism Management (Airline and Cruise)

- To obtain additional knowledge, professional skills and techniques required for the efficient itinerary planning in air and cruise travel;
- To strengthen the ability of technical skills, knowledge, and relevant working attitude to solve general problems in the workplace;
- To apply communication service skills, to the people of various ethnic religious and cultural groups;
- To enhance IT and technological skills and focus on the development of a professional attitude for a career in the industry; AND
- To be equipped with knowledge and skills to develop their careers and / or further their studies into Higher Education.

#### Certificate in Hotel and Catering Services

- To obtain basic knowledge and fundamental skills in hotel and catering services industry at entry-level positions;
- To apply service skills and knowledge to solve simple service problems in operational situations;
- To develop self-confidence, communication skills and ability to take responsibility in the industry;
- To possess working relationships, personal grooming and positive attitudes required in the workplace; AND
- To be equipped with knowledge and skills necessary for their Year 2 studies and career development.

#### Diploma in Hospitality and Tourism Management

- To understand general knowledge and vocational skills in hospitality and tourism industry at entry-level positions;
- To apply hospitality and tourism knowledge and concepts to solve general service problems in different operational situations;
- To show self-confidence, communication skills and responsibility in study and work;
- To possess positive attitudes and willingness to help others; AND
- To be equipped with knowledge and skills necessary for their further studies and career development.

### 3.2 Programme Intended Learning Outcomes

#### Certificate in Travel and Tourism (Airline and Cruise)

- Apply basic knowledge and essential skills to identify and promote local tourism products and services;
- Relate a range of generic skills to solve simple problems encountered in the real-life experience and social needs in the workplace;

- Practice communication and customer service skills in order to cultivate service-minded attitude necessary for airline and cruise services;
- Demonstrate a level of proficiency in English and Chinese (Cantonese and Putonghua) appropriate for travel and tourism business; AND
- Recognize the importance of personal grooming, courtesy, and punctuality required in the industry.

#### Diploma in Travel and Tourism Management (Airline and Cruise)

- Apply appropriate knowledge and skills associated with business, management, customer service to the field of travel and tourism industry;
- Construct a range of generic and analytical skills to solve problems in planning airline and cruise tours;
- Present communication and interpersonal skills needed for travel operational competences in airline and cruise travel market;
- Use a range of computer-based technology and IT skills to execute bookings in airlines, hotels, cruises, cars and other services; AND
- Demonstrate responsibility, professional attitude and grooming in the workplace.

#### Certificate in Hotel and Catering Services

- Apply basic knowledge to perform practical skills in the hotel and catering services industry;
- Repeat a range of operational tasks required in the industry;
- Demonstrate a range of generic skills including communication skills in English, Chinese, IT and numeracy skills to solve problems in studies;
- Apply interpersonal skills and positive work attitude for implementation of functional activities in hotel and catering settings; AND
- Practice personal hygiene, grooming, courtesy, and punctuality in daily working life.

#### Diploma in Hospitality and Tourism Management

- Relate relevant knowledge and concepts to manage services in the hospitality and tourism industry;
- Demonstrate practical skills to perform daily operational works required in the hotels, restaurants, events, travel and tourism industries;
- Apply effective communication skills including English, Chinese, IT and numeracy skills for hospitality and tourism industry;
- Employ the learned theoretical concepts of service skills to handle customer compliant and solve problems in the workplace; AND
- Present a standard of personal hygiene, professional grooming, and demeanor in the industry.

### 3.3 Programme Structure

#### Certificate in Travel and Tourism (Airline and Cruise)

<b>Module Title</b>	<b>QF Credit</b>
English Enhancement Course	
Chinese Enhancement Course	

Vocational English (I)	
Vocational Chinese (I)	
Communication Skills (I)	
Practical Mathematics (I)	
Information Technology	
Vocational Putonghua (I)	
Introduction to Cruise Industry	
Airline Operations	
World Destinations	
Customer Service	
Food & Beverage Services (I)	
Hospitality & Tourism Studies	
Workplace Attachment (I)	
<b>Total:</b>	<b>123</b>

Diploma in Travel and Tourism Management (Airline and Cruise)

<b>Module Title</b>	<b>QF Credit</b>
English Enhancement Course	
Chinese Enhancement Course	
Vocational English (I)	
Vocational Chinese (I)	
Communication Skills (I)	
Practical Mathematics (I)	
Information Technology	
Vocational Putonghua (I)	
English Enhancement Course	
Chinese Enhancement Course	
Vocational English (II)	
Vocational Chinese (II)	
Communication Skills (II)	
Practical Mathematics (II)	
Vocational Putonghua (II)	
Introduction to Cruise Industry	
Airline Operations	
World Destinations	
Customer Service	
Principles of Marketing for Hospitality and Tourism	
Itinerary Planning in Cruise Travel	
Airline Reservation Practice	
Airline Ticketing	
Food & Beverage Services (I)	
Hospitality & Tourism Studies	
Principles of Business Management	
Event Planning and Operations	
Workplace Attachment (I)	
Workplace Attachment (II)	
<b>270</b>	

Certificate in Hotel and Catering Services



<b>Module Title</b>	<b>QF Credit</b>
English Enhancement Course	
Chinese Enhancement Course	
Vocational English (I)	
Vocational Chinese (I)	
Communication Skills (I)	
Practical Mathematics (I)	
Information Technology	
Vocational Putonghua (I)	
Food and Beverage Services (I)	
Housekeeping Operations	
Hospitality and Tourism Studies	
Customer Service	
Food Production: Western Cooking	
Food Production: Japanese Cooking	
Workplace Attachment (I)	
<b>Total:</b>	<b>123</b>

Diploma in Hospitality and Tourism Management

<b>Module Title</b>	<b>QF Credit</b>
English Enhancement Course	
Chinese Enhancement Course	
Vocational English (I)	
Vocational Chinese (I)	
Communication Skills (I)	
Practical Mathematics (I)	
Information Technology	
Vocational Putonghua (I)	
English Enhancement Course	
Chinese Enhancement Course	
Vocational English (II)	
Vocational Chinese (II)	
Communication Skills (II)	
Practical Mathematics (II)	
Vocational Putonghua (II)	
Food and Beverage Services (I)	
Housekeeping Operations	
Hospitality and Tourism Studies	
Customer Service	
Principles of Marketing for Hospitality and Tourism	
Professional Food Production : Western Cuisine	
Food & Beverage Services (II)	
Front Office	
Food Production: Western Cooking	
Food Production: Japanese Cooking	

Principles of Business Management	
Event Planning and Operations	
Workplace Attachment (I)	
Workplace Attachment (II)	
	<b>270</b>

### 3.4 Graduation Requirements

#### Certificate in Travel and Tourism (Airline and Cruise)

- gain 32 credits including a pass in Vocational Chinese (I), Vocational English (I);
- attain GPA of 1.7 or above;
- complete and meet the requirements of “Other Learning Experiences”;
- complete and meet the requirements of “Workplace Attachment Programme” (I);  
AND
- gain conduct grade C- or above.

#### Diploma in Travel and Tourism Management (Airline and Cruise)

- gain 78 credits in 2 years including a pass in Vocational Chinese (I) and (II), Vocational English (I) and (II), Chinese Enhancement Course and English Enhancement Course;
- attain in average GPA of 2.0 or above in 2 years ;
- complete and meet the requirements of ‘Other Learning Experiences’;
- complete and meet the requirements of “Workplace Attachment Programme” (I) and (II); AND
- gain conduct grade C- or above.

#### Certificate in Hotel and Catering Services

- gain 32 credits including a pass in Vocational Chinese (I), Vocational English (I);
- attain GPA of 1.7 or above;
- complete and meet the requirements of “Other Learning Experiences”;
- complete and meet the requirements of “Workplace Attachment Programme” (I) & (II); AND
- gain conduct grade C- or above.

#### Diploma in Hospitality and Tourism Management

- gain 78 credits in 2 years including a pass in Vocational Chinese (I) and (II), Vocational English (I) and (II), Chinese Enhancement Course and English Enhancement Course;
- attain in average GPA of 2.0 or above in 2 years;
- complete and meet the requirements of ‘Other Learning Experiences’;
- complete and meet the requirements of “Workplace Attachment Programme” (I) & (II); AND
- gain conduct grade C- or above.

### 3.5 Admission Requirements

#### Certificate in Travel and Tourism (Airline and Cruise)

- complete SS1 (pass in average academic results, pass in either English or Chinese) and attain satisfactory conduct grade; OR
- complete relevant training courses at QF Level 1 taught at various vocational training institutions and attain satisfactory conduct grade; OR
- possess other recognized qualifications, or a set of comparable standards (to be considered on a case-by-case basis by the College); AND
- gain a pass in the admission interview; AND
- be aged under 21.

#### Diploma in Travel and Tourism Management (Airline and Cruise)

- complete relevant training courses at QF Level 2 or above and attain satisfactory conduct grade; OR
- possess a relevant certificate / diploma awarded by a recognized institution; OR
- satisfactorily complete Secondary 5 (SS2) in three subjects including Chinese Language and English Language, and one elective subject preferably in Business, Accounting and Financial Studies (BAFS), Economics, Tourism and Hospitality Studies (THS), Information and Communication Technology (ICT) or any related subjects in an Applied Learning programme; OR
- complete Secondary 6 (SS3); OR
- have obtained other overseas or local qualifications of comparable standards (to be considered on a case-by- case basis by the College), OR equivalent; AND
- gain a pass in the admission interview; AND
- be aged under 21.

#### Certificate in Hotel and Catering Services

- complete SS1 (pass in average academic results, pass in either English or Chinese) and attain satisfactory conduct grade; OR
- complete relevant training courses at QF Level 1 taught at various vocational training institutions and attain satisfactory conduct grade; OR
- possess other recognized qualifications, or a set of comparable standards (to be considered on a case-by-case basis by the College); AND
- gain a pass in the admission interview; AND
- be aged under 21.

#### Diploma in Hospitality and Tourism Management

- complete relevant training courses at QF Level 2 or above and attain satisfactory conduct grade; OR
- possess a relevant certificate / diploma awarded by a recognized institution; OR
- satisfactorily complete Secondary 5 (SS2) in three subjects including Chinese Language and English Language, and one elective subject preferably in Business, Accounting and Financial Studies (BAFS), Economics, Tourism and Hospitality Studies (THS), Information and Communication Technology (ICT) or any related subjects in an Applied Learning programme; OR
- complete Secondary 6 (SS3); OR
- have obtained other overseas or local qualifications of comparable standards (to be considered on a case-by- case basis by the College), OR equivalent; AND
- gain a pass in the admission interview; AND
- be aged under 21.

#### **4. Substantial Change**

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

#### **5. Qualifications Register**

- 5.1 Qualifications accredited by 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.: 16/10  
File Reference: VA06/02/05b, 08b, 10-11