



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

SUMMARY ACCREDITATION REPORT

YMCA College of Careers

Learning Programme Re-accreditation

Diploma in Hospitality Studies

May 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 YMCA College of Careers (the College) is a non-profit making school formed in 1995 and sponsored by the Chinese YMCA of Hong Kong, with over 110 years of experience in providing multiple social services to the Hong Kong community, especially young people. In the past 15 years, the College has been offering various full-time and part-time diploma programmes in Business Studies, Professional Accounting, Hotel Management, Travel & Tourism and Design and Art for secondary school graduates and other flexible short courses.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by the YMCA College of Careers (青年會專業書院) (the Operator) to conduct a Learning Programme Re-Accreditation exercise to assess and determine whether the Diploma in Hospitality Studies (the Programme) continues to achieve the stated objectives and meets the Qualifications Framework (QF) standard at the QF Level 3. The exit awards for the 2 streams of the Programme are as follows:
- (1) Diploma in Hospitality Studies (Hotel and Catering)
 - (2) Diploma in Hospitality Studies (Travel and Tourism)

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

Name of Operator(s)	YMCA College of Careers 青年會專業書院	
Name of Award Granting Body	YMCA College of Careers 青年會專業書院	
Title of Learning Programme	Diploma in Hospitality Studies 款待學文憑	
Title of Qualification(s) (Exit Award(s))	Diploma in Hospitality Studies (Hotel and Catering) 款待學文憑 (酒店及餐飲)	Diploma in Hospitality Studies (Travel and Tourism) 款待學文憑 (旅遊業)
Primary Area of Study and Training	Services	
Sub-area (Primary Area of Study and Training)	Hotel and Tourism	

Other Area of Study and Training	Not applicable	
Sub-area (Other Area of Study and Training)	Not applicable	
Industry	Not applicable	
Branch	Not applicable	
QF Level	QF Level 3	
QF Credits	195 QF Credits	
Mode(s) of Delivery and Programme Length	Full-time, 13 months 1950 notional learning hours (including 1263 contact hours)	
Intermediate Exit Award(s)	Not applicable	
Validity Period	3 years 1 September 2016 – 31 August 2019	
Number of Enrolment(s)	One enrolment per year	
Maximum Number of New Students	Maximum of 35 learners per year	Maximum of 35 learners per year
Specification of Competency Standards Based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Notes to be indicated on the QR	This programme includes “Industrial Placement” for 72 QF credits to be conducted in 720 hours. 此課程包括「職前實習」，佔 72 資歷學分，為期 720 小時。	
Address of Teaching/ Training Venue(s)	23 Waterloo Road, Kowloon 九龍油麻地窩打老道 23 號	

Requirements	Date of Fulfilment
1. The Operator is to revise the module outline and training materials of “Food Production”. The focus of training should be on topics of “International Cuisines” or “Western Cuisines”, and remove topics of “South East Asian Cuisines” or “East Asian Cuisines”. The Operator is required to submit the relevant documents in fulfilment of the requirement <u>on or before 30 June 2016</u> .	On or before 30 June 2016

<p>2. The Operator is to improve the mechanism on setting, vetting, and monitoring of assessment papers, in order to ensure that the student can achieve the learning outcomes and the required standards at QF level 3. The Operator is required to submit the revised mechanism with supporting evidences <u>on or before 30 September 2016.</u></p>	<p>On or before 30 September 2016</p>
<p>3. The Operator is required to develop guidelines for supervising students who are aged under 18 for practical training or activities conducted outside the Operator’s venue and for “Industrial Placement”. The Operator should include the above guidelines in both their internal and external documents for references by students, teaching staff, parents / guardians and industrial partners. The Operator is to submit the relevant documents with supporting evidences <u>on or before 30 September 2016.</u></p>	<p>On or before 30 September 2016</p>

Recommendations

1. The Operator should provide and keep under review English remedial courses for students who are weak in English, in order to enhance their English proficiency and standards required in the hotel and tourism industry.
2. The Operator should brief and advise current and new teaching staff to use the revised examination paper of “Health and Safety Control” as a reference, before they set questions in assessments in each semester in the new academic year, in order to strengthen their capacity to adequately assess students’ basic knowledge and analytical skills at QF level 3.
3. The Operator should benchmark the learning programme against the market demands and needs in the hotel and tourism industry, in order to improve the programme, and undertake contingency plans if the actual enrolled student numbers continue to be far below the planned enrolled student numbers.

4. Programme Details

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Diploma in Hospitality Studies (Hotel and Catering)

- Graduates of the learning programme will be employable in rooms division, and food and beverage division in hotel or other food and beverage services and broader hospitality industries; and

- Graduates of the learning programme will be prepared for further academic study in the discipline of hospitality, hotel and catering management; and
- Graduates of the learning programme will have appropriate foundational skills and knowledge to become lifelong learners within the hotel and catering field.

Diploma in Hospitality Studies (Travel and Tourism)

- Graduates of the learning programme will be employable in operating division, and ticketing division in travel service companies and broader hospitality industries; and
- Graduates of the learning programme will be prepared for further academic study in the discipline of travel and tourism management; and
- Graduates of the learning programme will have appropriate foundational skills and knowledge to become lifelong learners within the travel and tourism field.

4.2 Programme Intended Learning Outcomes

Diploma in Hospitality Studies (Hotel and Catering)

- Apply knowledge and skills in a range of activities in hotel and catering operation, demonstrating comprehension of relevant theories; and
- Access, organize and evaluate information independently and make reasoned judgements in relation to hotel and catering studies; and
- Work as team members in hotel and catering operation activities and to adopt necessary responsibility; and
- Perform tasks in a broad range of predictable and structured contexts which may also involve some non-routine activities requiring a degree of individual responsibility.

Diploma in Hospitality Studies (Travel and Tourism)

- Apply knowledge and skills in a range of activities in travel and tourism operation, demonstrating comprehension of relevant theories; and
- Access, organize and evaluate information independently and make reasoned judgements in relation to travel and tourism studies; and
- Work as team members in travel and tourism operation activities and to adopt necessary responsibility; and
- Perform tasks in a broad range of predictable and structured contexts which may also involve some non-routine activities requiring a degree of individual responsibility.

4.3 Programme Structure

Diploma in Hospitality Studies (Hotel and Catering)

Module Title	QF Credits
<i>Common Modules</i>	
English in Hospitality Industry	
Putonghua in Hospitality	
Practical Chinese in Hospitality	
E-business in Hospitality	
Professional Customer Services in Hospitality	
Understanding in Hospitality Industry	
Introduction to Event Management	
<i>Specialized Modules</i>	

Food and Beverage Services	
Food Production	
Introduction to Front Office Operation	
Introduction to Housekeeping Operation	
Industrial Placement	
Total	195

Diploma in Hospitality Studies (Travel and Tourism)

Module Title	QF Credits
<i>Common Modules</i>	
English in Hospitality Industry	
Putonghua in Hospitality	
Practical Chinese in Hospitality	
E-business in Hospitality	
Professional Customer Services in Hospitality	
Understanding in Hospitality Industry	
Introduction to Event Management	
<i>Specialized Modules</i>	
Introduction to Guiding Services	
Global Reservations System in Ticketing	
Business Operations in Travel and Tourism	
Health and Safety Control	
Industrial Placement	
Total	195

4.4 Graduation Requirements

Diploma in Hospitality Studies (Hotel and Catering) and Diploma in Hospitality Studies (Travel and Tourism)

- Obtain an overall of GPA 2.0 or above; and
- Pass all modules and achieve a total of 195 QF credits required by the learning programme; and
- Achieve at least 80% of attendance in each module.

4.5 Admission Requirements

Diploma in Hospitality Studies (Hotel and Catering) and Diploma in Hospitality Studies (Travel and Tourism)

- Completion of Secondary 6; or
- Completion of Secondary 5 and with a Certificate offered by the YMCA College of Careers; or
- Completion of a Certificate or equivalent qualifications recognized by the YMCA College of Careers; or
- Mature student (aged 21 or above); and
- Pass an admission interview of the YMCA College of Careers.

5. Substantial Change

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

6. Qualifications Register

- 6.1 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.
- 6.2 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.

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