



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 Bianchi College of Careers**

**Learning Programme Accreditation**

**Diploma in General Studies  
Higher Diploma in Human Services**

**April 2017**

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 Bianchi College of Careers (CBCC) is a self-financed Catholic education institute. It was established in 1971 (formerly known as Bishop Bianchi College of Careers) to offer a variety of programmes at Certificate to Higher Diploma levels.
- 1.2 CBCC and Caritas Institute of Higher Education (CIHE) are the two tertiary institutions under the Community & Higher Education Services of Caritas—Hong Kong. The accreditation status of Diploma in General Studies (DGS) and Higher Diploma in Human Services (HDHS) has started since 1 September 2012 and 1 September 2009 respectively. Both DGS and HDHS were previously operated by CIHE.
- 1.3 As it was their plan to have clear differentiation between the two colleges, which CBCC would have programme portfolio comprising programmes pitched at QF Level 4 or below while CIHE would have programme portfolio comprising programmes pitched at QF Level 5 or above, both DGS and HDHS have been put under the operation of CBCC from this accreditation exercise.
- 1.4 Despite the fact that the two programmes are not new to HKCAAVQ accreditation, this is the first accreditation exercise of the two programmes operated by CBCC. Under this circumstance, it is the Learning Programme Accreditation for the two programmes of CBCC.
- 1.5 Based on the Service Agreement, HKCAAVQ was commissioned by Caritas Bianchi College of Careers (明愛白英奇專業學校) (the Operator) to conduct Learning Programme Accreditation exercise to assess and determine whether the following two learning programmes achieve the stated objectives and meet the Qualifications Framework (QF) standard at the relevant QF Levels:
  - (1) Diploma in General Studies  
綜合教育文憑
  - (2) Higher Diploma in Human Services  
人本服務高級文憑
- 1.6 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 "*Updated 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. A site visit took place on 28 February 2017.

## 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>	Caritas Bianchi College of Careers 明愛白英奇專業學校	
<b>Name of Award Granting Body</b>	Caritas Bianchi College of Careers 明愛白英奇專業學校	
<b>Title of Learning Programme</b>	Diploma in General Studies 綜合教育文憑	Higher Diploma in Human Services 人本服務高級文憑
<b>Title of Qualification (Exit Award)</b>	Diploma in General Studies 綜合教育文憑	Higher Diploma in Human Services 人本服務高級文憑
<b>Primary Area of Study and Training</b>	Humanities	Social Sciences
<b>Sub-area (Primary Area of Study and Training)</b>	Humanities	Social Services
<b>Other Area of Study and 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>	Level 3	Level 4
<b>QF Credit</b>	149	298
<b>Mode of Delivery and Programme Length</b>	Full-time and Part-time 1 year, 1,485 notional learning hours (including 495 contact hours)	Full-time 2 years, 2,980 notional learning hours (including 1,040 contact hours and 140 hours for internship)
<b>Intermediate Exit Award</b>	Not applicable	Not applicable
<b>Validity Period</b>	2 years 1 September 2017 – 31 August 2019	4 years 1 September 2017 – 31 August 2021
<b>Number of Enrolments</b>	One enrolment per year	One enrolment per year
<b>Maximum Number of New Students</b>	Full-time: Maximum 160 students per annual intake Part-time: Maximum 60 students per annual intake	Maximum 60 students per annual intake
<b>Specification of Competency Standards-based</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>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>Notes to be indicated on the QR</b>	Not applicable	This programme includes internship element in the course “Integrated Project” for 28 QF credits to be conducted in 14 weeks. 此課程包括 14 星期的實習於科目 “Integrated Project” 內，佔 28 資歷學分。
<b>Address of Teaching/Training Venue</b>	18 Chui Ling Road, Tseung Kwan O, New Territories 新界將軍澳翠嶺路 18 號	

<b>Requirement</b>	<b>Fulfilment date</b>
<u>DGS</u> 1. The Operator is to review the intended learning outcome, course content and level of attainment and revise, where necessary, the two elective courses “Foundation in Western Music” and “Introduction to Chinese Music” after seeking inputs and endorsement from relevant external experts. The Operator is to submit the review process report and revised syllabi, sample teaching materials and samples of assessment tasks of the two elective courses to HKCAAVQ on or before 30 November 2017.	30 November 2017

<b>Recommendations</b>
<u>DGS and HDHS</u> 1. The Operator should have a plan to adopt the QF credits as the means to measure programme learning size as well as to facilitate students’ understanding of their learning time and effort towards the achievement of the intended learning outcomes. 2. The Operator should inform students the weightings of the assessment clearly, including the marking weightings between teachers and peer students. The Operator should also provide more specific marking criteria and rubrics to facilitate constructive feedback on student’s strengths and weaknesses covering different aspects of abilities. All information and feedback should be clearly given to students in a timely manner.

3. The Operator should appoint different external members for the Advisory Committee and the Internal Programme Validation Panel to ensure two mechanisms for the programme development and review can be benefitted by having more balanced and diverse views from different stakeholders.
4. The Operator should ensure the Annual Programme Reports have gathered all the necessary evidence about programme implementation and effectiveness as well as good practices to facilitate programme review. Discussion of continuous improvement measures and action taken should be documented for not only the programmes but also the quality assurance mechanism and institutional operation. The External Examiner report format should be revised to make it clear that written and evaluative commentary is required.

#### DGS

5. The Operator should learn more about the study loads and pattern of part-time students and take improvement measures and review on the programme duration for part-time mode whenever necessary.
6. The Operator should provide applicants and students with information about the language used in teaching for each course before their applications for the programme as well as their selections for elective courses.

### **3. Programme Details**

The following is the programme information provided by the Operator.

#### 3.1 Programme Objectives

##### Diploma in General Studies

The Diploma in General Studies programme aims at strengthening students' background and general competency, and raising students' interest in different disciplines to facilitate their further studies at relevant sub-degree programmes.

##### Higher Diploma in Human Services

The Higher Diploma in Human Services 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 different required courses in its curriculum. Such a basic and rich scope will enable students to make their best informed decisions in deciding their goals for further studies and career development.

#### 3.2 Programme Intended Learning Outcomes

##### Diploma in General Studies

Upon completion of the Programme, learners 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;

- Recognize and analyse contemporary issues encountered in daily life at personal, 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.

#### Higher Diploma in Human Services

Upon completion of the Programme, learners 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;
- Identify the needs of people and be committed to serve the community;
- 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; and
- Think critically and independently in a logical and rational manner.

### 3.3 Programme Structure

#### Diploma in General Studies

The programme altogether has 4 core courses and 17 elective courses. All courses are pitched at QF Level 3. Students have to take 4 core courses and 4 elective courses to complete the curriculum. The curriculum structure is shown in the table below.

<b>Course Title</b>	<b>QF Credit</b>
Chinese Language	
English Language	
Liberal Studies	
Mathematics	
<i>Elective Course (selection 1)</i>	
<i>Elective Course (selection 2)</i>	
<i>Elective Course (selection 3)</i>	
<i>Elective Course (selection 4)</i>	
<b>Total</b>	

#### Higher Diploma in Human Services

The programme comprises 21 courses for a total 298 QF credits. The 21 courses compose of 14 specialised courses (carrying a total of 203.5 QF credits), 7 generic courses (carrying a total of 94.5 QF credits), and 1 non-credit-bearing course “College Life and You”. The curriculum includes internship element in the course “Integrated Project” for 28 QF credits to be conducted in 14 weeks. All QF credits in the programme are pitched at QF Level 4. The details of the curriculum structure are as follows:

Course Title	QF Credit
<b>Year 1</b>	
<b><u>Specialised Courses</u></b>	
Sociology and Society	
Programme Planning and Evaluation	
Introduction to Human Services	
Self Growth and Development	
General Psychology	
Management in Human Service Organizations	
<b><u>Generic Courses</u></b>	
Chinese Communication	
Use of English	
Numerical and IT Literacy	
Social Ethics	
GE Elective Course	
College Life and You	
<b>Year 2</b>	
<b><u>Specialised Courses</u></b>	
Integrated Project	
Promotion and Fundraising for Non Profit Organisations	
Group, Community and Organisational Practice	
Working with Children and Youth	
Working with Older People	
Working with People with Special Needs	
Working towards Mental Wellness	
Practical Skills Workshop	
<b><u>Generic Courses</u></b>	
Effective English Communication	
Practical Putonghua	
<b>Total</b>	<b>298</b>

### 3.4 Graduation Requirements

#### Diploma in General Studies

- The total number of credits required for graduation is 33; and
- Students must have obtained an aggregate GPA of at least 2.0 in the Programme.

#### Higher Diploma in Human Services

- The total number of credits required for graduation is 66;
- Students must have obtained an aggregate GPA of at least 2.0 in the Programme;
- Students are required to complete and pass one required GE course (Social Ethics) and one elective GE course (3 credits); and
- Students are required to complete the non-credit-bearing course College Life and You.

### 3.5 Admission Requirements

#### 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 pre-NSS secondary school system; OR
- Having passed in five subjects (including Chinese Language and English Language) in the Hong Kong Certificate of Education Examination; OR
- Having completed a HKQF 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.

#### Higher Diploma in Human Services

- Have achieved Level 2 in five subjects, including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE). Each applicant is allowed to use not more than two Applied Learning subjects in the application;
- Have graduated from the Diploma Yi Jin; OR
- Have completed a HKQF Level 3 programme that is approved by the institute; OR
- Being a mature applicant 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.

### 4. Appeal

- 4.1 If the Operator is aggrieved by the determination made in this accreditation report, then pursuant to Part 3 of the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap 592) 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. Please refer to Cap. 592A (<http://www.legislation.gov.hk/eng/home.htm>) 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 <http://www.hkqf.gov.hk>.

### 5. Substantial Change

- 5.1 The accreditation status of the learning programme(s) will lapse upon the expiry of the validity period or HKCAAVQ may withdraw the accreditation status at any time during the validity period if there are substantial changes made to the programme(s) that have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. The Guidance Notes can be downloaded from the HKCAAVQ website.

## **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 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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