



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

## **SUMMARY ACCREDITATION REPORT**

**Hong Kong College of Technology**

**Learning Programme Re-accreditation**

**Higher Diploma in Social Work  
(Full-time and Part-Time)**

**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 Hong Kong College of Technology is a self-financing tertiary institution offering accredited learning programmes from certificate to higher diploma level in various disciplines including social sciences.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by the Hong Kong College of Technology (香港專業進修學校) (the Operator) to conduct a Learning Programme Re-Accreditation exercise to assess and determine whether Higher Diploma in Social Work (Full-time and Part-time) continues to achieve the stated objectives and meet the Qualifications Framework (QF) standard at QF Level 4.
- 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 *"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 24 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(s)</b>	Hong Kong College of Technology 香港專業進修學校
<b>Name of Award Granting Body</b>	Hong Kong College of Technology 香港專業進修學校
<b>Title of Learning Programme</b>	Higher Diploma in Social Work 社會工作高級文憑
<b>Title of Qualification(s) (Exit Award(s))</b>	Higher Diploma in Social Work 社會工作高級文憑
<b>Primary Area of Study and Training</b>	Social Sciences
<b>Sub-area (Primary Area of Study and Training)</b>	Social Services
<b>Other Area of Study</b>	Not applicable

<b>and Training</b>	
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 4
<b>QF Credits</b>	284 (including 72 QF credits of practicum)
<b>Mode(s) of Delivery and Programme Length</b>	<u>Full-time</u> 2 years (2,835 notional learning hours, including 1,440 contact hours) <u>Part-time</u> 3 years (2,835 notional learning hours, including 1,440 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	4 years 1 September 2017 to 31 August 2021
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	<u>Full-time</u> Maximum of 40 students per year Maximum of 25 students per class for tutorials <u>Part-time</u> Maximum of 80 students per year Maximum of 25 students per class for tutorials
<b>Specification of Competency Standards-based Programme</b>	<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
<b>Notes to be indicated on the QR</b>	<u>Full-time</u> This programme includes Fieldwork Placement for 72 QF credits to be conducted in 25 weeks. <u>全日制</u> 此課程包括 25 星期的實習，佔 72 資歷學分。  <u>Part-time</u> This programme includes Fieldwork Placement for 72 QF credits to be conducted in 31 weeks. <u>兼讀制</u> 此課程包括 31 星期的實習，佔 72 資歷學分。

<b>Address of Teaching/ Training Venue(s)</b>	<p>(1) HKCT Jockey Club Undergraduate Campus: 2 On Shing Street, Ma On Shan, Sha Tin, New Territories 港專賽馬會本科校園：新界沙田馬鞍山鞍誠街 2 號</p> <p>(2) HKCT Jockey Club Ma On Shan Campus: Yiu On Estate, Ma On Shan, Sha Tin, New Territories 港專賽馬會馬鞍山校園：新界沙田馬鞍山耀安邨</p>
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<b>Requirement</b>	<b>Date of Fulfilment</b>
<p>1. The Operator is to develop guidelines including the timeframe for teachers to give qualitative feedback on students' assessments. The Operator is to submit relevant documents as evidence of implementation to HKCAAVQ on or before <u>31 October 2017</u>.</p>	<p>31 October 2017</p>

<b>Recommendation</b>
<p>1. The Operator is recommended to refine the programme objectives and programme intended learning outcomes by using more specific terminology to state clearly the aim of the programmes as to train graduates to become registered social workers.</p> <p>2. In regard to the programme contents, the Panel has the following recommendations:</p> <ol style="list-style-type: none"> <li>a) The new topic "Relationship between China and Hong Kong, with social perspective" under the subject of "Social Welfare in Hong Kong" should be more focused on social welfare perspective in order to meet the subject aims and intended learning outcomes.</li> <li>b) The Operator should revisit and streamline the contents of the subject "Introduction to Social Work" to allow students to have sufficient time to understand the major theories.</li> <li>c) The curriculum should cover the ethical concerns in the use of IT more explicitly including the handling of confidentiality in the social media so as to cope with the use of multimedia in daily work.</li> <li>d) The Operator should put extra effort to build up students' self-awareness and self-confidence by refining the training contents of the subject "Personal Growth and Self-Management" or including extra-curricular activities to help students get well prepared to face the challenge as a social worker.</li> </ol> <p>3. The Operator is recommended to increase the number of English assignment that requires students to complete in each term in order to enhance their English competency and prepare them for further studies.</p> <p>4. The Operator is recommended to require students to submit their assignments with the VeriGuide report showing the detection and analysis of plagiarism in order to prevent plagiarism more effectively.</p>

5. The Operator is recommended to enhance the staff training on the understanding and application of QF standards in their teaching so as to help students achieve the competency standards of that particular QF level.
6. The Operator is recommended to adopt various methods for improving the response rate of the graduate survey. Besides, the Operator is also recommended to develop a mechanism to collect employers' feedback on graduates' performance so as to gather more information from different stakeholders to enhance the programme quality.
7. The Operator is recommended to develop clear procedures in handling the plagiarism cases including the possible consequences and the appeal mechanism against the decision made.
8. In regard to fieldwork placement, the Operator is recommended to:
  - a) expand the number of mainstream placement agencies and diversify the nature of service, in particular, the Youth Service in order to provide a better environment for students to practise their knowledge and skills as well as meeting their study needs;
  - b) review the selection criteria for placement agency with the aim to provide more opportunities for students during the placement period;
  - c) offer options for part-time students to choose two concurrent fieldwork placements instead of one block placement and one concurrent placement in order to provide flexibility for part-time students to practise in their own organisation.

### 3. Programme Details

The following is the programme information provided by the Operator.

#### 3.1 Programme Objectives

- Equip students with specialised concepts and theoretical perspectives in studying the social welfare sector;
- Furnish students with relevant knowledge and skills for self-enhancement, personal growth and development;
- Nurture students' capacity for applying professional knowledge of social work in diverse settings of the social welfare sector; and
- Develop students' career in the social work sector as a frontline professional.

#### 3.2 Programme Intended Learning Outcomes

- Appraise theories, concepts and analysis about the social welfare sector;
- Examine practices and skills related to the social welfare sector;
- Work with people independently and cooperatively with effective communication skills and appropriate attitudes;
- Develop self-awareness of one's own capacity and value system for the enhancement of his/her self-efficacy;
- Communicate in Chinese and English verbally and in writing at the entry professional level; and

- Synthesise essential knowledge, values, skills and attitudes for working in the social welfare sector at the entry professional level.

### 3.3 Programme Structure

Subject Title	QF Credit
Professional Chinese Communication for Social Sciences	
Sociology and Society	
Introduction to Social Work	
Personal Growth and Self- Management	
Practice with Communities in Social Work	
Practice with Groups in Social Work	
Practice with Individuals and Families in Social Work	
Programme Planning and Administration for Social Work	
Psychology and Human Development	
Skills Laboratory: Practice with Communities in Social Work	
Skills Laboratory: Practice with Groups in Social Work	
Skills Laboratory: Practice with Individuals and Families in Social Work	
Social Welfare in Hong Kong	
Professional English Communication for Social Sciences	
Basic Legal Knowledge for Social Workers	
Ethics and Professional Development	
Integrated Social Work Practice	
Introduction to Social Policy	
Elective 1 <sup>#</sup>	
Elective 2 <sup>#</sup>	
Fieldwork Placement I (Block Placement for FT; Concurrent Placement for PT)	
Fieldwork Placement II (Concurrent Placement for FT; Block Placement for PT)	
<b># Elective subjects</b>	
<i>Gender and Social Work</i>	
<i>Working with Children and Families</i>	
<i>Working with Deprived Groups</i>	
<i>Working with Labour</i>	
<i>Working with Persons with Disabilities</i>	
<i>Working with the Elderly</i>	
<i>Working with Young Persons</i>	
<b>Total</b>	<b>284</b>

### 3.4 Graduation Requirements

- Pass all subjects or earned the credits as required;
- Achieve an overall GPA of 1.7 or above; and
- Complete the 100-hour Placement Preparation or related activities

### 3.5 Admission Requirements

- Attained Level 2 in 5 HKDSE subjects, including English and Chinese [each applicant is allowed to use not more than two Applied Learning subjects at “Attained” level as equivalent to Level 2 in the application]; or
- Pass in 1 A-Level or 2 AS-Level subjects; with passes in Chinese and English languages in either HKCEE or HKDSE (Level 2) or equivalent public examination; or
- Holder of Yi Jin Diploma; or
- Holder of Diploma for Tertiary Studies; with passes in Chinese and English languages in either HKCEE or HKDSE (Level 2) or equivalent public examination; or
- Holder of Pre-Associate Degree; with passes in Chinese and English languages in either HKCEE or HKDSE (Level 2) or equivalent public examination; or
- Holder of Diploma in related discipline, and the qualification should be awarded by one of the local or overseas recognised tertiary institutions / post-secondary colleges, and the length of study is at least 450 teaching hours; with passes in Chinese and English languages in either HKCEE or HKDSE (Level 2) or equivalent public examination; or
- Mature applicants of age 21 or above with 5 years’ working experience in human services; or
- Equivalent qualifications; and
- Pass the admission interview.

### 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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