



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**

**Professional Diploma in Property Management**

**August 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 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 a Learning Programme Accreditation exercise to assess and determine whether the **Professional Diploma in Property Management** achieves the stated objectives and meets 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. A site visit took place on 29 June 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>	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>	Professional Diploma in Property Management 物業管理專業文憑
<b>Title of Qualification(s) (Exit Award(s))</b>	Professional Diploma in Property Management 物業管理專業文憑
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	Property and Facilities Management
<b>Other Area of Study and Training</b>	Not applicable
<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>	104
<b>Mode(s) of Delivery and Programme Length</b>	Part-time 1 year (1040 notional learning hours (including 360 contact hours))
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	The validity period shall commence on 1 January 2018 and end on 31 December 2019.
<b>Number of Enrolment(s)</b>	Three enrolments per year
<b>Maximum Number of New Students</b>	Maximum of 120 learners per year Maximum of 40 learners per class
<b>Specification of Competency Standards-based Programme</b>	<input checked="" type="checkbox"/> Yes <input 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>	Not applicable
<b>Address of Teaching/ Training Venue(s)</b>	18 Chui Ling Road, Tseung Kwan O, New Territories 新界將軍澳翠嶺路 18 號

<b>Recommendations</b>
<ol style="list-style-type: none"> <li>1. The Operator should state more clearly the programme objectives and the intended employment pathways reflecting the aim to prepare learners to take up the job roles of assistant officer rank positions.</li> <li>2. The Operator should review the assessment policy to ensure that students pass both continuous assessments and final exam so as to sufficiently reflect their attainments of all the learning outcomes.</li> <li>3. The Operator should encourage teaching staff to participate in training related to QF levels so as to pitch their teaching at the appropriate standard.</li> <li>4. The Operator should formalise the student support arrangements and inform learners of such provision to ensure learners could seek or receive timely</li> </ol>

support for their study.

### 3. Programme Details

The following is the programme information provided by the Operator.

#### 3.1 Programme Objectives

- 本課程旨在教授物業及設施管理的專業知識，以便為現職業界的學員提升其在行業的專業地位。完成此課程後，學員可應用物業及設施管理的實用知識及管理技巧從事物業及設施管理行業工作。

#### 3.2 Programme Intended Learning Outcomes

- 執行建築物環境管理及推行維修保養計劃；
- 管理各類場所的設施；
- 管理人力資源及提供優質業戶管理服務；及
- 掌握物業管理工作所需要的基本法律、調解、財務管理、及資訊科技知識。

#### 3.3 Programme Structure

Course Title	QF Credit
PFM401 建築物及環境管理	
PFM402 建築物維修保養	
PFM403 業戶管理及服務	
PFM404 設施管理	
PFM405 應用法律	
PFM406 財務管理	
PFM407 人力資源管理	
PFM408 物業管理資訊科技	
	<b>104</b>

#### 3.4 Graduation Requirements

- 學員須成功完成課程內所有科目（「成功完成」定義包括取得合格成績、或取得豁免）。
- 學員取得合格成績須合乎以下標準：
  - 每項科目總分須要四十分或以上；及
  - 每項科目課堂出席率須要八成（80%）以上。

#### 3.5 Admission Requirements

- 申請人必須符合下列入學要求之一：
  - 完成中五（舊學制）/ 中六（新學制），分別在中文科考獲 E 級（香港中學會考）或二級水平（香港中學文憑考試）；及目前在物業管理行業從事助理職級（例如：助理主任、主任助理、物業助理、客戶服務助理）至少 6 個月；或

- 成年申請人，即於入學學年的九月一日年滿二十一歲，並具有五年物業管理相關工作經驗；或
  - 獲得相關物業管理資歷架構三級的資歷；或
  - 具同等資歷。
- 入學面試：
    - 申請人必須通過面試。
    - 如果申請人未符合中國語文能力要求，必須參加本校提供的中文入學試。如申請人未能通過此考試，則須首先修讀並完成中文傳意基礎精修課程，才能開始修讀物業管理專業文憑課程。

#### **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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