



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

Certificate in Vocational English

JANUARY 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA792), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (hereafter Ordinance), was commissioned by the Caritas Bianchi College of Careers (Operator) to conduct a Learning Programme Accreditation Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the Ordinance to determine whether the programme of the Caritas Bianchi College of Careers (the Operator) meets the stated objectives and QF standard and can be offered as an accredited programme
 - (i) Certificate in Vocational English
- (b) To issue to the Operator accreditation report(s) setting out the results of the determination in relation to (a) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement. A site visit took place on 30 November 2017.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation

2.1 HKCAAVQ has determined that the Certificate in Vocational English meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 June 2018 to 31 May 2020.

2.2 Validity Period

2.2.1 The validity period will commence on the date specified below.

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.4 by the specified deadline.

2.3 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	Caritas Bianchi College of Careers 明愛白英奇專業學校
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Name of Award Granting Body	Caritas Bianchi College of Careers 明愛白英奇專業學校	
Title of Learning Programme	Certificate in Vocational English 職業英語證書	
Title of Qualification(s) (Exit Award(s))	Certificate in Vocational English 職業英語證書	
Primary Area of Study and Training	Languages and Related Studies	
Sub-area (Primary Area of Study and Training)	Languages and Related Studies	
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	Level 3	
QF Credits	42	
Mode(s) of Delivery and Programme Length	Part-time 12 months (420 notional learning hours, including 168 contact hours)	
Intermediate Exit Award(s)	<p>Title of Qualification: Certificate in Workplace English — Reading and Writing Skills (QF Level 2) 職場英語證書(閱讀及寫作能力)(資歷架構級別二)</p> <p>QF Level: Level 2</p> <p>QF Credits: 9</p> <p>Attainment: Attaining an overall pass mark of 50% and overall 80% attendance in the module concerned</p>	<p>Title of Qualification: Certificate in Workplace English — Listening and Speaking Skills (QF Level 2) 職場英語證書(聆聽及說話能力)(資歷架構級別二)</p> <p>QF Level: Level 2</p> <p>QF Credits: 9</p> <p>Attainment: Attaining an overall pass mark of 50% and overall 80% attendance in the module concerned</p>

	<p>Specification of Competency Standards Based Intermediate Exit Award: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specification of Generic (Foundation) Competencies-based Intermediate Exit Award: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Specification of Competency Standards Based Intermediate Exit Award: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specification of Generic (Foundation) Competencies-based Intermediate Exit Award: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Title of Qualification: Certificate in Vocational English — Writing Skills (QF Level 3) 職業英語證書（寫作能力）（資歷架構級別三）</p> <p>QF Level: Level 3</p> <p>QF Credits: 12</p> <p>Attainment: Attaining an overall pass mark of 50% and overall 80% attendance in the module concerned</p> <p>Specification of Competency Standards Based Intermediate Exit Award: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specification of Generic (Foundation) Competencies-based Intermediate Exit Award: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Title of Qualification: Certificate in Vocational English — Speaking Skills (QF Level 3) 職業英語證書（說話能力）（資歷架構級別三）</p> <p>QF Level: Level 3</p> <p>QF Credits: 12</p> <p>Attainment: Attaining an overall pass mark of 50% and overall 80% attendance in the module concerned</p> <p>Specification of Competency Standards Based Intermediate Exit Award: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specification of Generic (Foundation) Competencies-based Intermediate Exit Award: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Validity Period</p>	<p>The validity period shall commence on 1 June 2018 and end on 31 May 2020.</p>	
<p>Number of</p>	<p>Not applicable</p>	

Enrolment(s)	
Maximum Number of New Students	Maximum of 360 learners per year Maximum of 30 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Notes to be indicated on the QR	<p>This programme includes four intermediate exit awards, namely Certificate in Workplace English — Reading and Writing Skills (QF Level 2), Certificate in Workplace English — Listening and Speaking Skills (QF Level 2), Certificate in Vocational English — Writing Skills (QF Level 3), and Certificate in Vocational English — Speaking Skills (QF Level 3).</p> <p>此課程包括四個中段結業資歷，資歷名稱為職場英語證書（閱讀及寫作能力）（資歷架構級別二）、職場英語證書（聆聽及說話能力）（資歷架構級別二）、職業英語證書（寫作能力）（資歷架構級別三）及職業英語證書（說話能力）（資歷架構級別三）。</p>
Address of Teaching/ Training Venue(s)	18 Chui Ling Road, Tseung Kwan O, New Territories 新界將軍澳翠嶺路 18 號

2.4 Condition(s) (including pre-conditions for obtaining the HKCAAVQ accreditation status as applied for within the validity period as specified in the above table; and requirements for maintenance of the accreditation status within the validity period)

Requirement	Date of Fulfilment
1. The Operator is required to submit a report showing the implementation of the activity-based teaching approach, including samples of teaching/learning materials with clear indication of how learning activities are organised and implemented to help students in integrating the different skills learnt. The report is to be submitted to HKCAAVQ on or before 31 December 2018.	31 December 2018

2.5 Recommendation(s)

HKCAAVQ offers the following recommendation for continuous improvement.

Recommendation
1. The Operator should review the use of the terms “workplace” and “vocational” in the award and module titles to ensure the terms are used appropriately and there is correct interpretation of the terms.

- 2.6 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. **For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.**

3. INTRODUCTION

- 3.1 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.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

- 4.1 Programme Objectives
- Enhance students' interest and confidence in learning English
 - Introduce and expose students to workplace communication
 - Develop students' English language skills essential for basic workplace communication and further work-related training
- 4.2 Programme Intended Learning Outcomes
- Understand written information in English commonly encountered in the workplace
 - Present information in written form in English typically expected of employees in the workplace
 - Understand spoken information in English commonly encountered in the workplace

- Present information orally and interact socially in conversation in English in the workplace

4.3 Programme Structure

Module	UoC	QF Credit
Workplace English – Reading and Writing Skills (QF Level 2)	GCEN205A GCEN206A	
Workplace English – Listening and Speaking Skills (QF Level 2)	GCEN202A GCEN203A	
Vocational English – Writing Skills (QF Level 3)	GCEN305A GCEN306A GCEN307A	
Vocational English – Speaking Skills (QF Level 3)	GCEN302A GCEN303A GCEN304A	
Total		42

4.4 Graduation Requirements

- Terminal exit award
 - Attaining an overall pass mark of 50% in each of the four modules; and
 - Attaining an overall 80% of attendance in each module.
- Intermediate exit award
 - Attaining an overall pass mark of 50% in the module concerned; and
 - Attaining an overall 80% of attendance in the module concerned.

4.5 Admission Requirements

- Currently studying Senior Secondary 1 or above under the NS; or
- Having completed Secondary 4 under the pre-NSS system; or
- Having obtained equivalent qualification.

5. IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT

5.1 Variation and withdrawal of this Accreditation Report

- 5.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation, including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.
- 5.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer

competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.

- 5.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.
- 5.1.4 The accreditation status of the Operator and/or Programme will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

5.2 Appeals

- 5.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO 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.
- 5.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Withdrawal.
- 5.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 5.2.4 Please refer to Cap 592A (<http://www.legislation.gov.hk>) 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>.

5.3 Qualifications Register

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <http://www.hkqr.gov.hk> for recognition under the QF. The

Operator should apply separately to have their quality-assured qualifications entered into the QR.

- 5.3.2 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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