



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 INSTITUTE OF COMMUNITY EDUCATION

LEARNING PROGRAMME ACCREDITATION

**HIGHER DIPLOMA IN HEALTH AND COMMUNITY
CARE FOR THE ELDERLY**

May 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA813), 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 the Ordinance), was commissioned by Caritas Institute of Community Education (the 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 Higher Diploma in Health and Community Care for the Elderly of the Operator meets the stated objectives and QF standard and can be offered as an accredited programme;
- (b) To issue to the Operator accreditation report 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. The Education Bureau's '*Updated Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure*' was also a guiding document used by the Panel and the Operator in conducting this exercise. A site visit took place on 22 March 2018.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation

2.1 HKCAAVQ has determined that the Higher Diploma in Health and Community Care for the Elderly meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 September 2018 to 31 August 2021.

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 compliance with the restriction set out in 2.4.

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

Name of Operator(s)	Caritas Institute of Community Education 明愛社區書院
Name of Award Granting Body	Caritas Institute of Community Education 明愛社區書院
Title of Learning Programme	Higher Diploma in Health and Community Care for the Elderly 長者健康及社區照顧高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Health and Community Care for the Elderly 長者健康及社區照顧高級文憑
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Elderly Care Service
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Elderly Care Service
Branch	Elderly Care Service
QF Level	Level 4
QF Credits	282
Mode(s) of Delivery and Programme Length	Full-time: 2 years; Part-time: 4 years. 2,820 notional learning hours (including 1,023 contact hours) and 90 contact hours of two non-credit bearing modules
Intermediate Exit Award(s)	Not applicable
Validity Period	The validity period shall commence on 1 September 2018 and end on 31 August 2021.
Number of Enrolment(s)	Full-time: One enrolment per year Part-time: Two enrolments per year
Maximum Number of New Students	Full-time: Maximum 80 students per annual intake Part-time: Maximum 80 students per annual intake
Specification of Competency Standards-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Notes to be indicated on the QR	This programme includes a practicum in the module 'Combined Health Worker Training' to be conducted for 80 contact hours in 10 days. 此課程包括為期 10 日佔 80 小時的實習於科目「保健員統一訓練」內。
Address of Teaching/ Training Venue(s)	<ol style="list-style-type: none">1. Caritas Jockey Club Institute of Community Education - Tsuen Wan 146 Chung On Street, Tsuen Wan, New Territories 明愛賽馬會社區書院 - 荃灣 新界荃灣眾安街 146 號2. Caritas Institute of Community Education – Yaumati 4 Cliff Road, Yaumati, Kowloon 明愛社區書院 - 油麻地 九龍油麻地石壁道 4 號3. Caritas Institute of Community Education - Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, New Territories 明愛社區書院 - 屯門 新界屯門湖景邨湖月樓地下 21-34 室

2.4 **Restriction(s)**

The Operator is expected to fulfil and/or comply with the restriction(s) during the validity period as stipulated in the accreditation report.

Restriction
The 'Combined Health Worker Training' in the programme must be approved by the Social Welfare Department of the HKSAR Government as an approved training for Health Workers in Residential Care Homes for Elderly Persons and Persons with Disabilities.

2.5 **Recommendation(s)**

HKCAAVQ offers the following recommendation(s) for continuous improvement.

Recommendations
<ol style="list-style-type: none">1. The Operator should consider using the contemporary term 'senior citizens' instead of 'the elderly' for the programme title and for the learning areas in health and community care and services of wider lifespan coverage.2. The Operator should review the sequencing of the topic about 'formulating the Personal Basic Care Plan for the Elderly' in the 'Combined Health Worker

Training' to reflect a logical and coherent arrangement to facilitate progressive learning.

3. The Operator should review the learning and teaching time assigned for the module 'Psychology for Aging' to ensure the size of the learning is sufficient to facilitate students' achievement of the learning outcomes.
4. The Operator should consider providing electronic learning platform to support online learning and teaching to engage students in the learning process and to facilitate effective use of students' self-study hours for promoting self-directed learning during the Higher Diploma study.
5. The Operator should include learning and teaching activities and/or assessments to facilitate students' abilities in observing and being responsive to individual needs and service environment during the field study visits in the module 'Project'.
6. The Operator should provide formal guideline, tools/ forms relevant to the expected programme quality standards to guide the review of the IPVP members and for them to give structured inputs on the quality aspects of the programme under review.

- 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 Institute of Community Education is a self-financed Catholic education institute. It currently offers 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

- Enable students to develop generic skills in languages, communication and use of information technology (IT) as well as social skills in general and with special reference to health and community care;
- Provide students with conceptual understanding as well as practical knowledge and skills relating to aging, elderly services and community care in Hong Kong;
- Equip students with practical skills in planning interventions and promoting care services for the elderly in community care settings;
- Cultivate in students appropriate attitude that would help them to deliver client-oriented care services to the elderly which are vocationally skill-based and professionally social-oriented; and
- Help students develop notions for lifelong learning and learning how to learn in support of their further studies in related disciplines and career development in relevant industries.

4.2 Programme Intended Learning Outcomes

Upon completion of the Programme, students should be able to:

- communicate effectively in oral and written Chinese and English, and in an IT-enabled learning context and in socially oriented work environment;
- analyze service needs as well as the vocational skills and facilities requirements applicable to health and community care for the elderly;
- design, implement and evaluate client-oriented caring plans with psychosocial interventions to promote health and community care of the elderly in a managed environment;
- perform ethically and responsibly in the planning and execution of healthcare services for the elderly in different community-based settings; and
- reflect for a more holistic understanding of health and community care for the elderly in Hong Kong as input to a personal development plan for further study and work.

4.3 Programme Structure

The Higher Diploma in Health and Community Care for the Elderly comprises 17 core modules, 2 electives and 2 non-credit bearing modules 'Whole Person Development I' and 'Whole Person Development II'. Students are required to take all core modules and one elective (total 281 QF credits) as well as the two non-credit bearing modules to complete the programme. The majority QF credits of the programme are pitched at QF Level 4.

Module Title	Units of Competency drawn from the Specification of Competency Standards of the Elderly Care Service industry	QF Credit
Year 1		
Combined Health Worker Training	<ul style="list-style-type: none"> • 識別正常老化 106000L2 • 協助長者適應院舍生活 106152L3 	

	<ul style="list-style-type: none"> • 遵守法例及實務守則 106217L2 • 制定長者個人基本護理計劃 106005L4 • 量度生命表徵 105995L2 • 監察生命表徵 106003L3 • 提供氧氣治療 106041L3 • 進行口鼻咽抽術 106042L3 • 提供眼、耳、鼻藥水 106027L3 • 提供導尿管護理 106046L2 • 提供小便失禁護理 106047L2 • 提供大便失禁護理 106048L2 • 注射胰島素 106031L3 • 預防壓瘡 106052L2 • 處理疥瘡個案 106053L2 • 清洗一般傷口 106055L3 • 進行標準感染控制措施 105998L2 • 預防便秘 106063L2 • 進行管餵 106065L3 • 預防長者自殺 106115L3 • 與患有認知障礙症長者溝通 106059L3 • 為長者的日常生活活動（ADLs）提供所需的照顧 106141L3 • 選擇均衡飲食餐單 106004L3 • 餵食有吞嚥困難長者 106066L3 • 提供閒暇活動 106213L2 • 提供優質顧客服務 106187L3 • 管理長者醫療紀錄 106147L3 • 遵從預防虐老指引 106114L2 • 執行防跌措施 106009L2 • 使用約束物品 106011L3 • 認識藥物（包括普通科及精神科藥物） 106024L3 • 派發口服藥物 106025L3 • 執備藥物 106032L3 • 協助行動不便長者活動 106207L2 • 運用正確扶抱及轉移方法 106212L2 • 進行標準感染控制措施 105998L2 • 安排覆診／到診 106010L3 • 跟進長者出院後的護理 106218L3 	
Hong Kong Society and Elderly Services	-	
Psychology for Aging	-	
English for Academic Purpose	-	

Chinese Communication	-	
Community Field Study	-	
Principles and Practice of Rehabilitation	-	
Whole Person Development I	-	
Year 2		
Group Work Practice for the Elderly	<ul style="list-style-type: none"> • 計劃長者小組活動 106219L4 	
Health Promotion and Community Participation	-	
Essential Health Assessment	-	
Principles and Practice of Occupational Therapy	-	
Communication & Counselling	-	
Principles and Practice of Physiotherapy	-	
English for Professional Purpose	-	
Elderly Services Operation Management	<ul style="list-style-type: none"> • 管理日常運作 106155L4 • 管理人力資源 106156L4 	
Hospice and Palliative Care	-	
Electives (1) Social Enterprise for the Elderly Or (2) Positive Aging Project	-	
Whole Person Development II	-	
Total		282

4.4 Graduation Requirements

- Pass in each required module and obtain at least 2.0 in cumulative GPA; and
- Achieve an attendance rate of 80% or above in each required module; and
- Achieve an attendance rate of 90% or above in lecture, 100% in visit and practicum, and obtain 60% or above in both written exams as well as practical exams in the module of Combined Health Worker Training; and
- Pass the Whole Person Development I and II modules.

4.5 Admission Requirements

- obtained Level 2 or above in five HKDSE subjects including English and Chinese;
OR

- successfully completed Diploma Yi Jin; OR
- successfully completed CICE's QF Level 3 full-time programmes; OR
- obtained other acceptable equivalent qualifications.

AND

- Passed an admission interview.

OR

- Mature applicants who are over 21 years of age with a minimum of 5 years' work experience may be considered on a case-by-case basis. They must pass an admission interview.

Notes:

- Each applicant is allowed to use not more than two Applied Learning subjects with "Attained" or "Attained with Distinction I/II" levels in the application.
- Apart from assessing applicants holding the qualifications of "successfully completed CICE's QF Level 3 full-time programme, the length of study is also another criteria for consideration. Currently, CICE requires applicants who use the CICE's QF Level 3 qualification to apply for CICE's Higher Diploma programmes to have completed a programme with at least 450 teaching hours.
- All applicants must meet the minimum entry requirements specified in the Combined Health Worker training specification of the Social Welfare Department of the HKSAR Government.

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.

