



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

**Certificate in Bridal Make-up and Hair Styling
(Elective Course of Diploma Yi Jin)
Certificate in Customer Services
(Elective Course of Diploma Yi Jin)**

May 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA823(revised)), 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 Federation for Self-financing Tertiary Education (FSTE), which represents its member institutions offering the accredited Diploma Yi Jin (DYJ) programme (Operators), 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 Elective Clusters/Elective Courses of the accredited Diploma Yi Jin (DYJ) programme leading to Specification of Competency Standards (SCS)-based qualifications offered by the member institutions of the Federation for Self-financing Tertiary Education (自資高等教育聯盟) (the Operators) meet the stated objectives and QF standard and can be offered as SCS-based qualifications under the accredited DYJ; and
- (b) To issue to the Operator accreditation report(s) setting out the results of the determination in relation to (a) by HKCAAVQ.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation — Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

2.1 HKCAAVQ has determined that the Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2018 to 31 August 2020.

2.2 Validity Period

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

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	Certificate in Bridal Make-up and Hair Styling (Elective

Programme	Course of Diploma Yi Jin) 新娘化妝及頭髮造型（毅進文憑選修科目）證書
Title of Qualification(s) (Exit Award(s))	Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin) 新娘化妝及頭髮造型（毅進文憑選修科目）證書
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Beauty and Hairdressing
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Beauty
Branch	Beauty
QF Level	Level 3
QF Credits	15
Mode(s) of Delivery and Programme Length	Full-time and Part-time Full-time: 1 year, 150 notional learning hours (including 60 contact hours) Part-time: 2 years, 150 notional learning hours (including 60 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	The validity period shall commence on 1 September 2018 and end on 31 August 2020.
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 35 learners per class
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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Pathway Programme	
Notes to be indicated on the QR	This programme is one of the Elective Courses of the Elective Cluster, Skin Care & Slimming and Bridal Styling, of the Diploma Yi Jin programme. 此課程屬於毅進文憑中「美容、纖體及新娘造型」選修群組的其中一個選修科目。
Address of Teaching/ Training Venue(s)	See Annex

Learning Programme Accreditation — Certificate in Customer Services (Elective Course of Diploma Yi Jin)

2.4 HKCAAVQ has determined that the Certificate in Customer Services (Elective Course of Diploma Yi Jin) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2018 to 31 August 2020.

2.5 Validity Period

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

2.6 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	Certificate in Customer Services (Elective Course of Diploma Yi Jin) 顧客服務（毅進文憑選修科目）證書
Title of Qualification(s) (Exit Award(s))	Certificate in Customer Services (Elective Course of Diploma Yi Jin) 顧客服務（毅進文憑選修科目）證書
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	General Business Management
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable

Industry	Retail
Branch	Retail
QF Level	Level 3
QF Credits	15
Mode(s) of Delivery and Programme Length	Full-time and Part-time Full-time: 1 year, 150 notional learning hours (including 60 contact hours) Part-time: 2 years, 150 notional learning hours (including 60 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	The validity period shall commence on 1 September 2018 and end on 31 August 2020.
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 35 learners per class
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This programme is one of the Elective Courses of the Elective Clusters, Animal Care, and Sports and Fitness Coaching, of the Diploma Yi Jin programme. 此課程屬於毅進文憑中「動物護理」及「運動及體適能教練」選修群組的其中一個選修科目。
Address of Teaching/ Training Venue(s)	See Annex

2.7 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 In the academic year 2012/13, the Yi Jin Diploma, subsequently renamed as Diploma Yi Jin (DYJ), was introduced in replacement of the former Project Yi Jin. DYJ aims to provide an alternate pathway for Secondary Six school leavers as well as adult learners to obtain a formal qualification for the purposes of further study and employment. FSTE is commissioned by the Education Bureau to develop and administer the programme, and serves as the secretary to the DYJ Programme Management Committee (PMC).
- 3.2 The Yi Jin Diploma programme was accredited by HKCAAVQ in August 2013 with a validity period of three years starting from the academic year 2013/14 for operation by seven member institutions of FSTE. The subsequent re-accreditation exercise was conducted in July 2016. DYJ was approved with a validity period of four years starting from the academic year 2016/17.
- 3.3 The Caritas Institute of Community Education (CICE) (the Operator) is one of the FSTE member institutions offering DYJ in the academic year 2018/19. The Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin) and Certificate in Customer Services (Elective Course of Diploma Yi Jin) are Elective Courses of three newly introduced Elective Clusters of DYJ for implementation in the academic year 2018/19.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

本科目旨在教授學員：

- 因應為顧客的化妝目的，正確運用色彩配搭的技巧；
- 根據新娘的服裝、髮型、飾物等不同造型因素的新娘化妝技巧；
- 配合中西禮服及宴會禮服飾的化妝及色彩配搭技巧；及
- 傳統及時尚晚妝髮型造型的技巧。

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

本科目旨在教授學員：

- 專業道德及員工守則相關知識；
- 建立與顧客關係的相關知識和建立與顧客關係的技巧；

- 優質顧客服務的相關知識和執行優質顧客服務計劃的技巧；及
- 處理顧客投訴相關知識和處理顧客投訴的技巧。

4.2 Programme Intended Learning Outcomes

Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

學員修畢本科後，應能：

- 掌握色彩學理論，正確地運用色彩配搭於化妝上，為顧客提供化妝服務時，確保妝容的效果符合顧客的需求；
- 掌握晚妝特點及技巧，因應顧客的需要，運用色彩配搭技巧，為顧客提供晚妝服務；
- 掌握基本新娘化妝技巧，並能根據顧客需要，選擇合適的化妝品色彩系列，為顧客進行基本新娘化妝及能夠檢視顧客妝容與髮型、服飾等色調是否一致；
- 掌握婚禮相關人士的中西禮服及宴會化妝、色彩搭配、環境場地的配合技巧及能夠因應婚禮宴會人士的角色特點、服飾、皮膚性質等因素，正確運用色彩搭配技巧，為顧客進行中西禮服及宴會化妝，以達致整體妝容與色彩及環境燈光協調的效果；及
- 按照顧客的要求，配合其個人特徵及出席場合，靈活運用各種傳統及時尚晚妝髮型造型技巧，於指定時間內為顧客設計所需的晚妝髮型造型。

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

學員修畢本科後，應能：

- 認識職業道德、員工守則以及香港僱傭條例；
- 與顧客建立關係，瞭解他們的需求，並協助顧客選擇合適的產品；
- 按照顧客服務計劃、程序及標準，執行顧客服務管理、提供優質服務；及
- 按照程序和準則，有效地處理顧客投訴，並加以跟進。

4.3 Programme Structure

Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

Module	UoC	QF Credit
運用色彩學於化妝	BEZZMU202A	
掌握晚妝技巧	BEZZMU203A	
進行基本新娘化妝	BEZZMU301A	
進行婚禮相關人士的禮服及宴會化妝	BEZZMU303A	
運用傳統及時尚晚妝髮型造型技巧	105371L3	
	Total	15

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

Module	UoC	QF Credit
遵守專業道德及員工守則	105073L1	
建立與顧客關係	105074L2	
執行優質顧客服務計劃	105076L3	
處理顧客投訴	105079L3	
	Total	15

4.4 Graduation Requirements

Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

- An attendance rate of 80% or above in the programme; and
- At least 50% overall marks in the programme.

4.5 Admission Requirements

Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

a. Local students:

- (i) Hong Kong ID card holder; AND
- (ii) Completed Secondary 6 in HK or equivalent to 12 years of progressive study;
OR
Aged 21 or above upon commencement of the first semester for mature students without Secondary 6 qualification.

b. Non-local students:

- (i) Whose immigration status permits them to study in HK; AND
- (ii) Fulfil the conditions stated in a. (ii) above.

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.

Ref: 20/12/05/sc6B1

Address of Teaching/ Training Venue(s)

Certificate in Bridal Make-up and Hair Styling (Elective Course of Diploma Yi Jin)

- (1) Caritas Institute of Community Education - Hung Hom
5 Dyer Avenue, Hung Hom, Kowloon
明愛社區書院 - 紅磡
九龍紅磡戴亞街 5 號
- (2) Caritas Institute of Community Education - Shatin
18-24 Man Lai Road, Shatin, New Territories
明愛社區書院 - 沙田
新界沙田文禮路 18-24 號
- (3) Caritas Institute of Community Education Centre - 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

Certificate in Customer Services (Elective Course of Diploma Yi Jin)

- (1) Caritas Institute of Community Education - Tin Hau
1/F, SUP Tower, 75-83 King's Road, North Point, Hong Kong
明愛社區書院 - 天后
香港英皇道 75 至 83 號聯合出版大廈一樓
- (2) Caritas Institute of Community Education - Sau Mau Ping
Room 317, Sau Mau Ping Shopping Centre, Sau Ming Road, Kwun Tong, Kowloon
明愛社區書院 - 秀茂坪
九龍秀茂坪邨秀茂坪商場 3 樓 317 室
- (3) Caritas Institute of Community Education - Tsui Ping
Unit No. 1-7, Podium Level, Tsui Lau House, Tsui Ping (North) Estate, Kwun Tong, Kowloon
明愛社區書院 - 翠屏
九龍觀塘翠屏北村翠柳樓平台 1-7 號
- (4) Caritas Institute of Community Education - Yaumatei
4 Cliff Road, Yau Ma Tei, Kowloon
明愛社區書院 - 油麻地
九龍油麻地石壁道 4 號
- (5) Caritas Institute of Community Education - Hung Hom
5 Dyer Avenue, Hung Hom, Kowloon
明愛社區書院 - 紅磡
九龍紅磡戴亞街 5 號

- (6) 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
- (7) Caritas Bianchi College of Careers
18 Chui Ling Road, Tseung Kwan O, New Territories
明愛白英奇專業學校
新界調景嶺翠嶺路 18 號
- (8) Caritas Institute of Community Education - Shatin
18-24 Man Lai Road, Shatin, New Territories
明愛社區書院 - 沙田
新界沙田文禮路 18-24 號
- (9) Caritas Institute of Community Education Centre - 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
- (10) Caritas Institute of Community Education - Yuen Long
G/F, Shop 1, Dip Shui House, Shui Pin Wai Estate, Yuen Long, New Territories
明愛社區書院 - 元朗
新界元朗水邊圍邨疊水樓地下 1 號鋪
- (11) Caritas Yau Shing Community Education Centre (Night School)
Ping Ha Road, Area 3, Tin Shui Wai, Yuen Long, New Territories
明愛友誠社區進修中心 (夜校)
新界元朗天水圍第 3 區屏廈路

