



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

SUMMARY ACCREDITATION REPORT

PENASIA SCHOOL OF CONTINUING EDUCATION

LEARNING PROGRAMME RE-ACCREDITATION

DIPLOMA IN CULINARY MANAGEMENT

JULY 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA837), 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 Penasia School of Continuing Education (the Operator) to conduct a Learning Programme Re-accreditation Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the Ordinance to determine whether the Diploma in Hotel Culinary Management (the Programme) of the Operator meets the stated objectives and QF standards and can continue to be offered as an accredited programme.
- (b) To issue to the Operator an 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. A site visit took place on 1 June 2018.

2. HKCAAVQ'S DETERMINATION

Learning Programme Re-accreditation

2.1 HKCAAVQ has determined that the Programme meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 October 2018 to 30 September 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 fulfilment of all requirements set out in 2.4 by the specified deadlines.

2.3 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator(s)	Penasia School of Continuing Education 盈亞持續教育中心
Name of Award Granting Body	Penasia School of Continuing Education 盈亞持續教育中心

Title of Learning Programme	Diploma in Hotel Culinary Management 酒店廚務管理文憑
Title of Qualification(s) (Exit Award(s))	Diploma in Hotel Culinary Management 酒店廚務管理文憑
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Hotel and Tourism
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	179
Mode(s) of Delivery and Programme Length	Full-time 24 months 1790 notional learning hours (including 1276 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	The validity period shall commence on 1 October 2018 and end on 30 September 2021.
Number of Enrolment(s)	One enrolment per year
Maximum Number of New Students	Maximum of 66 learners per year Maximum of 22 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

(Foundation) Competencies-based Programme	
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This programme includes Internship for 56 QF credits to be conducted in 14 weeks. 此課程包括 14 星期的實習，佔 56 資歷學分。
Address of Teaching/ Training Venue(s)	Shop nos. C101 at 1/F, C202, C204 & C206 at 2/F, Block C, and Shop no. D202 at 2/F, Block D, Cho Yiu Centre, Cho Yiu Chuen, 6 King Cho Road, Kwai Chung, New Territories, Hong Kong 香港新界葵涌敬祖路 6 號祖堯邨祖堯坊 C 座 1 樓 C101 號舖及 2 樓 C202、C204 及 C206 號舖及 D 座 2 樓 D202 號舖

- 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)**

Requirements	Date of Fulfilment
1. The Operator is to demonstrate that it is financially viable for the delivery of the Programme. The Operator is to submit the audited financial statement of the Penasia Event Management Limited (the Company) to HKCAAVQ for the year ended 31 August 2017 by 30 September 2018.	30 September 2018
2. The Operator is to formalize the teaching demonstration arrangements, with clear teaching topics and assessment criteria, in the recruitment procedures for training staff. The Operator is to submit to HKCAAVQ the formal procedures, topics and assessment criteria of teaching demonstrations by 31 December 2018.	31 December 2018
3. The Operator is to ensure the training staff have proper understanding of the standards relevant to the QF level of the programme. The Operator is to submit training records of staff attended QF-related training to HKCAAVQ by 31 December	31 December 2018

2018.	
4. The Operator is to develop a programme definitive document which records the latest approved version of the Programme and the maintenance procedure to ensure accurate programme documentation should be in its QA mechanism. The Operator is to submit the programme definitive document and the relevant QA mechanism to HKCAAVQ by 31 December 2018.	31 December 2018

2.5 Recommendation

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendation
1. The Operator is recommended to include the definitions of different ratings and to record appraisers' evaluative comments in the staff appraisal form.

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 Penasia School of Continuing Education (the Operator), a registered school under the Cap 279, offers various culinary and food & beverage training programmes.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

- The programme will equip learners with the practical skills and knowledge required to work in the catering sector of the hospitality industry.

4.2 Programme Intended Learning Outcomes

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

- Identify correct quantity requirements according to the production plan and quality of output with respect to the service standard of food produced by themselves and/or others in a modern Western commercial kitchen;
- Demonstrate an ability to communicate and perform effectively within a food and beverage preparation and service team;
- Implement a range of techniques to ensure the safe and efficient operations of all aspects of food preparation, production and service;
- Apply principles to promote and support a well-maintained and healthy kitchen and food service environments;
- Create Western culinary dishes using the most popular preparation and cooking techniques; and
- Distinguish the different sectors of the Hospitality Industry and have sound knowledge of the organizational structure and operation of the catering sector (Hotels & Restaurants).

4.3 Programme Structure

Module Title	QF Credits
M1 Food Safety & OSH	4
M2 General Kitchen Operations	24
M3 Bakery and Pastry	30
M4 Food & Beverage Service Operation	22
M5 Communication & report writing skills	8
M6 Hospitality Sector	6
M7 Gastronomy	4
M8 Purchasing Management & Cost Control	4
M9 Menu Studies	4
M10 Kitchen Management	4
M11 Food and Beverage Pairing	6
M12 Industrial Training	63
Total	179

4.4 Graduation Requirements

- Achieve 90% attendance or above in each Module
- Each module must achieve 50% in average of all related assessment tasks (do not include the industrial training)
- For those who do not meet the English Language Entry Requirement (DSE English Language Level 2 or IELTS level 4.5), they have to attend the mandatory Remedial English Course must pass before graduation.

4.5 Admission Requirements

- Completion of Secondary 5 with grade E in HKCEE English (Syllabus B) or grade C in English (Syllabus A) or 4.5 in IELTS exam; or
- Completion of Secondary 6 with Level 2 in the HKDSE English Exam or 4.5 in IELTS exam; and
- Pass in admission interview.

In addition to the above requirements, for applicants who do not obtain grade E in HKCEE English (Syllabus B) or grade C in English (Syllabus A) or Level 2 in the HKDSE English Exam or 4.5 in IELTS exam, they must pass an English comprehension test on listening and reading before the admission interview.

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.

