



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 HEALTH CARE PRACTICE
(SENIOR SECONDARY APPLIED LEARNING)**

**CERTIFICATE IN CHILD CARE AND DEVELOPMENT
(SENIOR SECONDARY APPLIED LEARNING)**

NOVEMBER 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA900), 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 Caritas Institute of Community Education (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 programmes of the Caritas Institute of Community Education (the Operator) meet the stated objectives and QF standard and can be offered as accredited programmes
 - (i) Certificate in Health Care Practice (Senior Secondary Applied Learning); and
 - (ii) Certificate in Child Care and Development (Senior Secondary Applied Learning);
- (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 4 October 2018.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation — Certificate in Health Care Practice (Senior Secondary Applied Learning)

2.1 HKCAAVQ has determined that the Certificate in Health Care Practice (Senior Secondary Applied Learning) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 January 2019 to 31 December 2023.

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 Programme	Certificate in Health Care Practice (Senior Secondary Applied Learning) 健康護理實務（高中應用學習）證書
Title of Qualification(s) (Exit Award(s))	Certificate in Health Care Practice (Senior Secondary Applied Learning) (QF Level 3) 健康護理實務（高中應用學習）證書（資歷架構第3級）
Primary Area of Study and Training	Medicine, Dentistry and Health Sciences
Sub-area (Primary Area of Study and Training)	Health Care
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	27
Mode(s) of Delivery and Programme Length	Full-time, 24 months 270 notional learning hours (including 180 contact hours)
Validity Period	1 January 2019 to 31 December 2023
Number of Enrolment(s)	Two enrolments per year
Maximum Number of New Students	Maximum of 240 learners per year Maximum of 40 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Competencies-based Programme	
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This course is approved by the Education Bureau. 此課程經教育局批核。
Address of Teaching/ Training Venue(s)	<p>(1) Caritas Jockey Club Institute of Community Education – Tsuen Wan 146 Chung On Street, Tsuen Wan, N.T. 新界荃灣眾安街 146 號 明愛賽馬會社區書院 - 荃灣</p> <p>(2) Caritas Institute of Community Education – Tin Hau 1/F, SUP Tower, 75 – 83 King’s Road, North Point, Hong Kong 香港英皇道 75 至 83 號聯合出版大廈一樓 明愛社區書院 - 天后</p> <p>(3) Premises of Secondary Schools choosing Mode 2 for class arrangement (Required to furnish with the standard facilities related to the programme) 選擇模式二上課安排之中學校舍 (須設有課程相關的標準設備)</p>

Learning Programme Accreditation — Certificate in Child Care and Development (Senior Secondary Applied Learning)

2.4 HKCAAVQ has determined that, subject to the fulfilment of the conditions set out below, the Certificate in Child Care and Development (Senior Secondary Applied Learning) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 January 2019 to 31 December 2023.

2.5 Validity Period

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

2.5.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.7 by the specified deadline.

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 Child Care and Development (Senior Secondary Applied Learning) 幼兒發展（高中應用學習）證書
Title of Qualification(s) (Exit Award(s))	Certificate in Child Care and Development (Senior Secondary Applied Learning) (QF Level 3) 幼兒發展（高中應用學習）證書（資歷架構第3級）
Primary Area of Study and Training	Education
Sub-area (Primary Area of Study and Training)	Education and Teacher Education
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	27
Mode(s) of Delivery and Programme Length	Full-time, 24 months 270 notional learning hours (including 180 contact hours)
Validity Period	1 January 2019 to 31 December 2023
Number of Enrolment(s)	Two enrolments per year
Maximum Number of New Students	Maximum of 116 learners per year Maximum of 29 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Competencies-based Programme	
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	<p>This course is approved by the Education Bureau. 此課程經教育局批核。</p> <p>This programme includes Field Attachment for 1 QF credit to be conducted in 12 hours. 此課程包括 12 小時的實習，佔 1 資歷學分。</p>
Address of Teaching/ Training Venue(s)	<p>(1) Caritas Institute of Community Education – Hung Hom 5 Dyer Avenue, Hung Hom, Kowloon 九龍紅磡戴亞街 5 號 明愛社區書院 – 紅磡</p> <p>(2) Caritas Institute of Community Education – Tuen Mun Units 21-34, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T. 新界屯門湖景邨湖月樓地下 21-34 室 明愛社區書院 – 屯門</p> <p>(3) Caritas Institute of Community Education – Fanling 3/F, Carpark No. 1, Cheung Wah Estate, Fanling, N.T. 新界粉嶺祥華邨一號停車場三樓 明愛社區書院 – 粉嶺</p> <p>(4) Premises of Secondary Schools choosing Mode 2 for class arrangement (Required to furnish with the standard facilities related to the programme) 選擇模式二上課安排之中學校舍（須設有課程相關的標準設備）</p>

2.7 **Conditions (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
<u>Certificate in Child Care and Development (Senior Secondary Applied Learning)</u>	

<p>1. Operator is required to review and revise the teaching materials to ensure that the teaching materials can meet the learners' learning needs and the standard of QF Level 3. The contents should be consistently presented in the teaching materials across topics. The Operator is required to submit to HKCAAVQ the teaching materials of the topics "Child Development", "Language Learning Environment" and "Varies Interventions as a Teaching Strategy" as sample evidence by 28 February 2019.</p>	<p>28 February 2019</p>
<p>2. The Operator is required to revise the assignment of the topic "Varies Interventions as a Teaching Strategy" to provide the assignment guidelines and a case for learners to design the learning activity. The Operator is required to submit the revised assignment brief and the corresponding rubrics to HKCAAVQ by 28 February 2019.</p>	<p>28 February 2019</p>

2.8

Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations
<p><u>All programmes</u></p> <p>1. Operator is recommended to include proper citation in the teaching materials.</p> <p><u>Certificate in Child Care and Development (Senior Secondary Applied Learning)</u></p> <p>2. The Operator is recommended to tailor-make some teaching and learning activities for learners with different cultural background to better fit their learning needs.</p> <p>3. The Operator is recommended to arrange the field attachment to take place in local kindergarten-cum-child care centres to facilitate learners to observe the early childhood education settings.</p>

2.9

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

Caritas Institute of Community Education (CICE), as a self-financing academic institute, is one of the major collaborative partners of government bureaus and statutory bodies. Currently, CICE offers a range of full-time Higher Diplomas as well as other diverse learning programmes.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Certificate in Health Care Practice (Senior Secondary Applied Learning)

- 1) Developing students' understanding of the fundamental theories and concepts relevant to health care through application and practice;
- 2) Developing students' generic skills and increase their mindfulness through health care study and practicum session which can be transferred to other areas of learning and new contexts; and
- 3) Providing students with opportunities to explore their career interest in various health care professions.

Certificate in Child Care and Development (Senior Secondary Applied Learning)

- 1) Providing students with the fundamental knowledge of theories of childhood development and early childhood education;
- 2) Providing students with activities and familiarizes them with the responsibilities and commitments required for the profession in the industry;
- 3) Providing students with a wide range of learning and teaching strategies for children with diverse needs;
- 4) Providing students with opportunities to explore different supportive learning environment for children with diverse needs in the field of early childhood setting.

4.2 Programme Intended Learning Outcomes

Certificate in Health Care Practice (Senior Secondary Applied Learning)

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

- 1) Demonstrate basic understanding of the concepts, principles and operations of the health care industry;

- 2) Apply the knowledge of health care to identify specific medical conditions and basic nursing skills to provide care services in selected clinical settings;
- 3) Demonstrate basic analytical, problem-solving, and decision-making skills in tackling health care problems;
- 4) Employ effective communication skills in collaborating with teammates to provide patient-centred care services;
- 5) Demonstrate basic pharmaceutical knowledge, dispensing skills, and competence in first aid and nursing skills;
- 6) Recognise the professional ethics and demonstrate positive values and attitudes of health care practitioners; and
- 7) Develop self-understanding for further studies and career development in the related field.

Certificate in Child Care and Development (Senior Secondary Applied Learning)

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

- 1) Understand the foundation knowledge of early childhood development;
- 2) Design and implement activities for young children with diverse learning needs;
- 3) Understand the characteristics required for early childhood education practitioners and the importance of work ethics;
- 4) Evaluate learning environment to ensure the children's health and safety to facilitate their effective learning;
- 5) Apply and integrate the concepts and knowledge learned for implementing effective teaching strategies in early childhood education settings; and
- 6) Develop self-understanding for further studies and career development in the related field.

4.3 Programme Structure

Certificate in Health Care Practice (Senior Secondary Applied Learning)

Topic	QF Credits
Health Care System in Hong Kong and Health Care Practice	
Human Physiology and Pathology	
Immunology and Infectious Diseases	
Pharmacology	
First Aid	
Nursing Practice	
Food and Nutrition	
Medical Laboratory Science	
Physiotherapy Skills	
Special Care	
Simulation Ward Training	
Healthy Ageing	
Total	27

Certificate in Child Care and Development (Senior Secondary Applied Learning)

Topic		QF Credits
Core	Child Development	
	Children's Health and Safety	
	Early Childhood Education in Hong Kong	
	Early Childhood Professional Development	
Elective A	Language Learning Environment*	
Elective B	Varies Interventions as a Teaching Strategy*	
Core	Micro-teaching	
	Total	27

*Learners select one of the elective topics.

4.4 Graduation Requirements

Certificate in Health Care Practice (Senior Secondary Applied Learning)
Certificate in Child Care and Development (Senior Secondary Applied Learning)

- An average of 50 marks of all assessments with attendance rate of 80% or above.

4.5 Admission Requirements

Certificate in Health Care Practice (Senior Secondary Applied Learning)
Certificate in Child Care and Development (Senior Secondary Applied Learning)

- All current Secondary 4 students who are following the senior secondary curriculum recommended by the Curriculum Development Council (CDC) may apply for studying ApL courses in Secondary 5 and 6. Applicants should pass a selection 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 (www.elegislation.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 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 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: VA128/02/21-22

HKCAAVQ Report No.: 18/239