



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

SUMMARY ACCREDITATION REPORT

CCC KUNG LEE COLLEGE

LEARNING PROGRAMME RE-ACCREDITATION

**CERTIFICATE IN HOTEL AND CATERING SERVICE
DIPLOMA IN HOSPITALITY AND TOURISM
MANAGEMENT**

APRIL 2019

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA948), 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) (AAVQO), was commissioned by CCC Kung Lee College (“Operator”) to conduct Learning Programme Re-accreditation Exercise with the following Terms of Reference:
- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the programmes of the Operator meets the stated objectives and QF standards and can continue to be offered as accredited programmes
 - (i) Certificate in Hotel and Catering Services; and
 - (ii) Diploma in Hospitality and Tourism Management
 - (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 27 February 2019.

2. HKCAAVQ’S DETERMINATION

Learning Programme Re-accreditation — Certificate in Hotel and Catering Services

- 2.1 HKCAAVQ has determined that, subject to the fulfilment of the conditions set out below, the Certificate in Hotel and Catering Services meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 1 September 2019 to 31 August 2022.
- 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 2.7 by the specified deadline.
- 2.3 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator(s)	CCC Kung Lee College 中華基督教會公理高中書院
Name of Award Granting Body	CCC Kung Lee College 中華基督教會公理高中書院
Title of Learning Programme	Certificate in Hotel and Catering Services 酒店及餐飲服務證書
Title of Qualification(s) (Exit Award(s))	Certificate in Hotel and Catering Services 酒店及餐飲服務證書
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Catering, Food and Beverage
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 2
QF Credits	123
Mode(s) of Delivery and Programme Length	Full-time, 12 months 1,230 notional learning hours (including 840 contact hours)
Validity Period	1 September 2019 to 31 August 2022
Number of Enrolment(s)	One enrolment per year
Maximum Number of New Students	Maximum of 35 learners per class Maximum of 1 class per year
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" 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 includes Practicum for 5 QF credits to be conducted in 1 month 此課程包括 1 月的實習，佔 5 資歷學分。
Address of Teaching/ Training Venue(s)	17 Tai Hang Drive, Causeway Bay, Hong Kong 香港銅鑼灣 17 號大坑徑

Learning Programme Re-accreditation — Diploma in Hospitality and Tourism Management

2.4 HKCAAVQ has determined that, subject to the fulfilment of the conditions set out below, the Diploma in Hospitality and Tourism Management 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 2019 to 31 August 2022.

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 Re-accreditation are specified as follows:

Name of Operator(s)	CCC Kung Lee College 中華基督教會公理高中書院
Name of Award Granting Body	CCC Kung Lee College 中華基督教會公理高中書院
Title of Learning Programme	Diploma in Hospitality and Tourism Management 款待與旅遊管理文憑
Title of Qualification(s) [Exit Award(s)]	Diploma in Hospitality and Tourism Management 款待與旅遊管理文憑
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Catering, Food and Beverage

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	270
Mode(s) and Length of Delivery	Full-time, 2 years 2,700 notional learning hours (including 1800 contact hours)
Validity Period	1 September 2019 to 31 August 2022
Number of Enrolment(s)	One enrolment per year
Maximum Number of New Students	Maximum of 35 learners per class Maximum of 1 class per year
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" 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 includes Practicum for 34 QF credits to be conducted in 2 months. 此課程包括實習部分，佔 34 資歷學分，為期 2 個月。
Address of Teaching/ Training Venue(s)	17 Tai Hang Drive, Causeway Bay, Hong Kong 香港銅鑼灣 17 號大坑徑

2.7 **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(s)	Date of Fulfilment
<p><u>All programmes</u></p> <ol style="list-style-type: none"> <li data-bbox="288 405 1098 622">1. The Operator is to review the current appointment criteria for part time teachers and devise a staff deployment plan to ensure that the teaching staff have relevant qualifications and experience. The Operator is to submit the relevant documents to the HKCAAVQ on or before 31 August 2019. <li data-bbox="288 663 1098 842">2. The Operator is to devise an improvement plan on the training equipment and facilities to ensure that they are adequate, appropriate and relevant. The Operator is to submit the improvement plan to HKCAAVQ on or before 31 December 2019. <li data-bbox="288 882 1098 1245">3. The Operator is to revise the “Programme Development and QA Protocols on VET Programmes” to include operational guidelines for programme monitoring and review. Additional measures should be incorporated to ensure the feedback provided by different stakeholders is addressed in the programme review process. The Operator is to submit the revised QA Protocols and other relevant document to HKCAAVQ on or before 31 December 2019. 	<p>31 August 2019</p> <p>31 December 2019</p> <p>31 December 2019</p>

2.8 **Recommendation(s)**

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

Recommendations
<p><u>All programmes</u></p> <ol style="list-style-type: none"> <li data-bbox="288 1626 1449 1697">1. The Operator should revise the programme objectives so as to clearly articulate the purpose of the programme. <li data-bbox="288 1738 1449 1809">2. The Operator should regularly review the effectiveness of the support services for the SEN students. <li data-bbox="288 1850 1449 1921">3. The Operator should review the design of the practical assessment form and ensure detailed assessment rubrics are provided for each assessment task. <li data-bbox="288 1962 1449 2022">4. The Operator should organize professional development activities for part-time teachers to cater for students with special education needs



- 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

- 3.1 The CCC Kung Lee College is a co-educational senior secondary school established in 2003. It is subsidized by the Government under the Direct Subsidy Scheme. Its mission is to provide different progression pathways to students according to their interests and abilities. It aims to prepare students for joining the workforce or other forms of post-secondary education upon graduation.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator:

4.1 Programme Objectives

Certificate in Hotel and Catering Services

By the end of the programme, students will:

- i) acquire the basic knowledge and fundamental skills in hotel and catering services industry at entry-level positions;
- ii) apply service skills and knowledge to solve simple service problems in operational situations;
- iii) develop relevant social responsibilities and communication skills needed in the industry;
- iv) possess positive attitudes for building rapport in the workplace; AND
- v) be equipped with knowledge and skills necessary for the second year of the Diploma Programme and career development.

Diploma in Hospitality and Tourism Management

By the end of the programme, students will:

- i) To understand general knowledge and vocational skills in hospitality and tourism industry at entry-level positions;

- ii) To apply hospitality and tourism knowledge and concepts to solve general service problems in different operational situations;
- iii) To show self-confidence, communication skills and responsibility in study and work;
- iv) To possess positive attitudes and willingness to help others; AND
- v) To be equipped with knowledge and skills necessary for their further studies and career development.

4.2 Programme Intended Learning Outcomes

Certificate in Hotel and Catering Services

Upon completion of the programme, learners will be able to:

- i) Apply basic knowledge to perform practical skills in the hotel and catering services industry;
- ii) Repeat a range of operational tasks required in the industry;
- iii) Demonstrate a range of generic skills including communication skills in English, Chinese, IT and numeracy skills to solve problems in studies;
- iv) Apply interpersonal skills and positive work attitude for implementation of functional activities in hotel and catering settings; AND
- v) Practice personal hygiene, grooming, courtesy, and punctuality in daily working life.

Diploma in Hospitality and Tourism Management

Upon completion of the programme, learners will be able to:

- i) Relate relevant knowledge and concepts to manage services in the hospitality and tourism industry;
- ii) Demonstrate practical skills to perform daily operational works required in the hotels, restaurants, events, travel and tourism industries;
- iii) Apply effective communication skills including English, Chinese, IT and numeracy skills for hospitality and tourism industry;
- iv) Employ the learned theoretical concepts of service skills to handle customer compliant and solve problems in the workplace; AND
- v) Present a standard of personal hygiene, professional grooming, and demeanor in the industry

4.3 Programme Structure

Certificate in Hotel and Catering Services

Module Title	QF Credits
---------------------	-------------------

Generic Studies	
English Enhancement Course (I)	
Chinese Enhancement Course (I)	
Vocational English (I)	
Vocational Chinese (I)	
Communication Skills (I)	
Practical Mathematics (I)	
Information Technology	
Vocational Putonghua (I)	
Subtotal for Generic Studies	72
Specialized Core Modules	
Food and Beverage Services (I)	
Housekeeping Operations	
Hospitality and Tourism Studies	
Customer Service	
Specialized Elective Modules (Select one out of two)	
Food Production: Western Cooking	
Food Production: Japanese Cooking	
Subtotal for Specialized Modules	45
Workplace Attachment Programme	6
Total	123

Diploma in Hospitality and Tourism Management

Module Title	QF Credits
Year 1	
Generic Studies	
English Enhancement Course (I)	
Chinese Enhancement Course (I)	
Vocational English (I)	
Vocational Chinese (I)	
Communication Skills (I)	
Practical Mathematics (I)	
Information Technology	
Vocational Putonghua (I)	
Subtotal for Generic Studies	72
Specialized Core Modules	
Food and Beverage Services (I)	
Housekeeping Operations	
Hospitality and Tourism Studies	

Customer Service	
Specialized Elective Modules (Select one out of two)	
Food Production: Western Cooking	
Food Production: Japanese Cooking	
Subtotal for Specialized Modules	45
Workplace Attachment Programme (I)	6
Subtotal for Year 1	123
Year 2	
Generic Studies	
English Enhancement Course (II)	
Chinese Enhancement Course (II)	
Vocational English (II)	
Vocational Chinese (II)	
Communication Skills (II)	
Practical Mathematics (II)	
Vocational Putonghua (II)	
Subtotal for Generic Studies	57
Specialized Core Modules	
Principles of Marketing for Hospitality and Tourism	
Professional Food Production – Western Cuisine	
Food and Beverage Services (II)	
Front Office	
Specialized Elective Modules (Select one out of two)	
Principles of Business Management	
Event Planning and Operations	
Subtotal for Specialized Modules	60
Workplace Attachment Programme (II)	30
Subtotal for Year 2	147
Total	270

4.4 Graduation Requirements

Certificate in Hotel and Catering Services

The graduation requirements of the programme are as follows:

- a) Pass all generic modules and the required number of specialized modules;
- b) attain GPA of 1.7 or above;
- c) complete and meet the requirements of “*Other Learning Experiences”;
- d) complete and meet the requirements of “Workplace Attachment Programme” (I); AND
- e) gain conduct grade “C-“ or above.

*Other Learning Experiences includes PE and a Record of “Student Learning Profile” attained to the satisfaction of the college.

Diploma in Hospitality and Tourism Management

The graduation requirements of the programme are as follows:

- a) Pass all generic modules and the required number of specialized modules ;
- b) attain in average GPA of 2.0 or above in 2 years; AND,
- c) complete and meet the requirements of “Other Learning Experiences” (OLE);
- d) complete and meet the requirements of “Workplace Attachment Programme” (I) & (II); AND,
- e) gain conduct grade “C-“ or above.

*Other Learning Experiences includes PE and a Record of “Student Learning Profile” attained to the satisfaction of the college.

4.5 Admission Requirements

Certificate in Hotel and Catering Services

- (i) complete Secondary 4 (SS1) (pass in average academic results, pass in either English or Chinese) and attain satisfactory conduct grade; OR
- (ii) complete relevant training courses at QF Level 1 taught at various vocational training institutions and attain satisfactory conduct grade; OR
- (iii) possess other recognized qualifications, or a set of comparable standards (to be considered on a case-by-case basis by the College); AND
- (iv) gain a pass in the admission interview; AND
- (v) be aged under 21

Diploma in Hospitality and Tourism Management

Normal Entry to Diploma Year 1 (Certificate Programme)

- (i) complete Secondary 4 (SS1) (pass in average academic results, pass in either English or Chinese) and attain satisfactory conduct grade; OR
- (ii) complete relevant training courses at QF Level 1 taught at various vocational training institutions and attain satisfactory conduct grade; OR
- (iii) possess other recognized qualifications, or a set of comparable standards (to be considered on a case-by-case basis by the College); AND
- (iv) gain a pass in the admission interview; AND
- (v) be aged under 21.

Direct Entry to the Diploma Year 2

- (i) complete relevant training courses at QF Level 2 or above and attain satisfactory conduct grade, OR
- (ii) possess a relevant certificate / diploma awarded by a recognized institution; OR

- (iii) satisfactorily complete Secondary 5 (SS2) and pass in three subjects including Chinese Language and English Language, and one elective subject preferably in Business, Accounting and Financial Studies (BAFS), Economics, Tourism and Hospitality Studies (THS), Information and Communication Technology (ICT) OR
- (iv) complete Secondary 6 (SS3); OR
- (v) have obtained other overseas or local qualifications of comparable standards (to be considered on a case-by- case basis by the College), or equivalent; AND
- (vi) gain a pass in the admission interview; AND
- (vii) be aged under 21.

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.

HKCAAVQ Report No.: 19/70