



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 BIANCHI COLLEGE OF CAREERS**

**LEARNING PROGRAMME RE-ACCREDITATION**

**PROFESSIONAL DIPLOMA IN PROPERTY  
MANAGEMENT**

**HIGHER DIPLOMA IN HOSPITALITY MANAGEMENT**

**AND**

**ASSOCIATE DEGREE IN BUSINESS**

**APRIL 2015**

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

## **1. Introduction**

- 1.1 The Caritas Bianchi College of Careers (the College) is a self-financed Catholic education institute. It was established in 1971 (formerly known as Bishop Bianchi College of Careers) to offer a variety of programmes at certificate and diploma levels. The College moved in the existing campus in Tseung Kwan O in 2009. The campus is a ten-storey building with a floor area of 16,400 square metres with teaching and learning facilities to support the operation of programmes.
- 1.2 At present, the College has six accredited qualifications on the Qualifications Register. The qualifications include Higher Diploma, Associate Degree, Professional Diploma and Diploma, and they are in different disciplines, such as business, design, hospitality management, property management and pharmacy. It also offers bachelor degree programmes in collaboration with overseas institutions.
- 1.3 Based on the service agreement, the HKCAAVQ was commissioned by the College to conduct a combined learning programme re-accreditation exercise with the following Terms of Reference:
  - (a) To determine whether the Professional Diploma in Property Management programme, Higher Diploma in Hospitality Management programme and Associate Degree in Business programme meet the stated objectives and Qualifications Framework (QF) standards and can continue to be offered as accredited programmes from the 2015/16 academic year; and
  - (b) To issue to Caritas Bianchi College of Careers an accreditation report setting out the HKCAAVQ's determination in relation to (a) above.
- 1.4 An on-site visit took place on 12-13 February 2015.

## 2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

### 2.1 Learning Programme Re-accreditation

Approval

<b>Name of Operator</b>	Caritas Bianchi College of Careers 明愛白英奇專業學校		
<b>Name of Award Granting Body</b>	Caritas Bianchi College of Careers 明愛白英奇專業學校		
<b>Title of Learning Programme</b>	Professional Diploma in Property Management 物業管理專業文憑課程	Higher Diploma in Hospitality Management Programme 款待管理學高級文憑課程	Associate Degree in Business Programme 商務學副學士學位課程
<b>Title of Qualification (exit award)</b>	Professional Diploma in Property Management (QF Level 4) 物業管理專業文憑 (資歷架構第 4 級)	Higher Diploma in Hospitality Management 款待管理學高級文憑	Associate Degree in Business 商務學副學士
<b>Primary Area of Study / Training</b>	Business & Management in Specific Industries	Recreation, Leisure, Tourism and Hospitality	Business & Management, General
<b>Other Area of Study / Training</b>	Not applicable		
<b>QF Level</b>	Level 4	Level 4	Level 3
<b>QF Credit</b>	161	366	297
<b>Mode of Delivery and Programme Length</b>	Full-time, 1 year Part-time, 2 years	Full-time, 2 years	Full-time, 2 years

<b>Intermediate Exit Award</b>	<b>Title of Qualification:</b> Diploma in Property Management (QF Level 3) 物業管理文憑 (資歷架構第 3 級)  <b>QF Level:</b> Level 3  <b>QF Credits:</b> 67  <b>Attainment:</b> Completion of 47 credits of Level 2 and Level 3 courses in the Professional Diploma in Property Management, plus 200 hours of practical working placement in property management or related fields		
<b>Start date of Validity Period</b>	1 September 2015		
<b>End date of Validity Period</b>	31 August 2018		
<b>Number of Enrolments</b>	One enrolment per year		
<b>Maximum Number of New Students</b>	60 per year for full-time mode 80 per year for part-time mode	120 per year	80 per year
<b>Specification of Competency Standards Based Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Address of Teaching Venues</b>	18 Chui Ling Road, Tseung Kwan O, New Territories		

### 2.1.1 Recommendations

#### All three programmes

- (a) The College should revisit its quality assurance process to require the Programme Team to respond to the recommendations of the Internal Programme Revalidation Panel.

#### Professional Diploma in Property Management (PDPM)

- (b) The College should update course materials periodically to ensure their currency.

#### Associate Degree in Business (ADB)

- (c) The College should provide option to the students who are competent in Putonghua to study one additional English language course to suit their study needs.

## **3. Programme Details**

The following programme information is provided by the Operator.

### 3.1 Programme Objectives

#### PDPM

- The objectives of PDPM are to provide students with a focus and practical learning experience in property management so as to enhance their professional development in the specific setting of property management environment. After completion of this Programme, students should be able to apply practical knowledge and ethical judgment together with technical and management skills to pursue a career in the property management industry and work in areas such as facility management, building repair and maintenance, human resources management and customer services to serve as a property management practitioner at a technical or supervisory level.

#### Higher Diploma in Hospitality Management (HDHM)

- The objectives of HDHM are to provide students with a broad and enriched learning experience in hospitality management and to enhance their intellectual and personal development. The

Programme offers students with both academic and vocational training that enables them to take up the relevant roles in the hospitality fields by applying their creative thinking, techniques and skills. It intends to build up students' confidence, competence and understanding of the respective disciplines.

### ADB

- Offer a single-stream curriculum which enables students to develop a solid foundation in business studies;
- Develop students' ability to plan, develop and apply the learned knowledge and principles, enabling them to positively contribute to their employers;
- Cultivate students' sense of responsibility, professional attitude and ethics, and the value of interpersonal relationship;
- Develop students' communication skills and enhance their reading, writing, listening and presentation skills in different languages so that they can communicate effectively with the internal and external customers;
- Equip students with the analytical and problem-solving skills so as to enhance their employability; and
- Develop students' independent thinking and learning skills and broaden students' perspectives to enhance their personal and professional development for life-long learning.

## 3.2 Programme Intended Learning Outcomes

### PDPM

- Manage the building security and environment and handle emergency situations;
- Administer maintenance and improvement works of building including purchasing and out-sourcing arrangement;
- Coordinate with owners, tenants and customers on property management works regarding shopping centre, lease affairs and community activities;
- Manage the utilities of various facilities including club house, shopping centre, car park and loading area;
- Master the jurisdictions related to property management cases, legal matter handling and drafting specifications for property management service contracts;
- Handle financial income and expenses as well as account statements and balance sheets; and

- Administer manpower planning and training, staff occupational safety and team leading in the provision of quality customer services.

#### HDHM

- Relate theoretical knowledge and skills of the hospitality industry and associated business to the enhancement of personal and professional development;
- Apply analytical skills on planning and development in the hospitality industry;
- Develop relevant problem-solving skills on hospitality operations in practical environment;
- Compile a portfolio of specialist knowledge and skills in the designated hospitality areas that would enable themselves to enter the relevant industries;
- Demonstrate teamwork spirit in the hospitality work environment;
- Employ effective communication skills in formal and informal settings; and
- Apply ethical reasoning in personal and job responsibilities.

#### ADB

- Integrate and apply a broad range of knowledge vital to the business environment;
- Apply problem solving and analytical skills to decision-making and management;
- Apply ethical reasoning in the performance of personal and general business responsibilities;
- Communicate effectively in formal and informal settings;
- Produce professional documents to a good standard;
- Apply teamwork skills and work effectively within a team; and
- Demonstrate broad perceptual and conceptual horizons and knowledge of life and a global perspective.

### 3.3 Programme Structure

PDPM

*Full-time mode (one year)*

Component		No. of QF Credits	No. of Courses	Sub-total of QF Credits	
				No.	%
Specification of Competency Standards	QF level 2	17	12	17	10.6%
	QF level 3	30	12	30	18.7%
	QF level 4	63	13	63	39.1%
Specification of Generic (Foundation) Competencies	QF level 4	11	3	11	6.8%
Placement	QF level 3	20	-	20	12.4%
	QF level 4	20	-	20	12.4%
<b>Total</b>		<b>161</b>	<b>40</b>	<b>161</b>	<b>100%</b>

*Part-time mode (two years)*

Component		No. of QF Credits		No. of Courses	Sub-total of QF Credits	
		Year 1	Year 2		No.	%
Specification of Competency Standards (SCS)	QF level 2	12.5	4.5	12	17	10.6%
	QF level 3	22.5	7.5	12	30	18.7%
	QF level 4	24	39	13	63	39.1%
Specification of Generic (Foundation) Competencies	QF level 4	-	11	3	11	6.8%
Placement	QF level 3	-	20	-	20	12.4%
	QF level 4	-	20	-	20	12.4%
<b>Total</b>		<b>59</b>	<b>102</b>	<b>40</b>	<b>161</b>	<b>100%</b>



## HDHM

Component	No. of QF Credits		No. of Courses	Sub-total of QF Credits	
	Year 1	Year 2		No.	%
Generic	54	54	8	108	30%
Specialised	108	94.5	15	202.5	55%
Industrial Experience	55	-	1	55	15%
<b>Total</b>	<b>217 (59%)</b>	<b>148.5 (41%)</b>	<b>24</b>	<b>365.5 (100%)</b>	
<b>Round up</b>	<b>217</b>	<b>149</b>	<b>24</b>	<b>366</b>	

## ADB

Component	No. of QF Credits		No. of Courses	Sub-total of QF Credits	
	Year 1	Year 2		No.	%
Generic	94.5	94.5	11	189	63.6%
Specialised	54	54	11	108	36.4%
<b>Total</b>	<b>148.5 (50%)</b>	<b>148.5 (50%)</b>	<b>22</b>	<b>297 (100%)</b>	

### 3.4 Graduation Requirements

#### PDPM

- Students must pass all 40 courses (121 QF credits) and placement (40 QF credits). Students can apply for the intermediate exit award of Diploma in Property Management (DPM) if they have passed all 24 courses at QF level 2 (17 QF credits) and level 3 (30 QF credits) and the placement at QF level 3 (20 QF credits).

#### HDHM

- Students must pass all the 24 courses including *Industrial Experience* (366 QF credits) and complete a General Education non-credit-bearing course *College Life and You*. Students must

obtain an aggregate Grade Point Average (GPA) of at least 2.0 in HDHM. *Industrial Experience* and *College Life and You*, which are marked as either “pass” or “fail”, are excluded from the calculation of GPA.

### ADB

- Students must pass all 22 courses (297 QF credits) and complete a General Education non-credit-bearing course *College Life and You*. Students must obtain an aggregate GPA of at least 2.0 in ADB excluding *College Life and You*.

## 3.5 Admission Requirements

### PDPM

- Completion of Secondary Six or equivalent; or
- Completion of relevant training courses at QF Level 1 taught at various vocational training institutions or equivalent; or
- Two years of work experience in property management or related fields; or
- Mature applicant of at least 25 years of age on 1 September of the year when admission is sought, with suitable professional experience and academic background; or
- An equivalent qualification.

### HDHM

- Have achieved Level 2 in five subjects, including Chinese Language and English Language in the HKDSE Examination. Each applicant is allowed to use not more than two Applied Learning subjects in the application; or
- Have obtained a pass in one Advanced Level subject or two Advanced Supplementary Level subjects in the HKALE, and have obtained five passes in the HKCEE, including Level 2 or above in English Language and Chinese Language; or
- Have graduated from the Yi Jin Diploma Programme; or
- Have successfully completed a Pre-Associate Degree in a recognised tertiary institution; or
- Have completed a HKQF Level 3 programme that is approved by the College; or
- Have obtained an equivalent qualification; or
- Mature applicants of at least 21 years of age on 1 September of the year of admission (i) with relevant work experience of at least

one year, (ii) have completed Secondary Five schooling (or equivalent), and (iii) have passed the relevant entrance test(s) of the College.

### ADB

- Have achieved Level 2 in five subjects, including Chinese Language and English Language in the HKDSE Examination. Each applicant is allowed to use not more than two Applied Learning subjects in the application; or
- Have obtained a pass in one Advanced Level subject or two Advanced Supplementary Level subjects in the HKALE, and have obtained five passes in the HKCEE, including Level 2 or above in English Language and Chinese Language; or
- Have graduated from the Yi Jin Diploma Programme; or
- Have successfully completed a Pre-Associate Degree in a recognised tertiary institution; or
- Have completed a HKQF Level 3 programme that is approved by the College; or
- Have obtained an equivalent qualification; or
- Mature applicants of at least 21 years of age on 1 September of the year of admission (i) with relevant work experience of at least one year, (ii) have completed Secondary Five schooling (or equivalent), and (iii) have passed the relevant entrance test(s) of the College.

## **4. Substantial Change**

- 4.1 Maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval from the HKCAAVQ.

## **5. Qualifications Register**

- 5.1 Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). The Operator should apply separately to have their quality-assured qualifications entered into the QR.
- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with

the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

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