



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

ACCREDITATION REPORT (SUMMARY)

Caritas Institute of Higher Education

Learning Programme Re-accreditation

Higher Diploma in Social Work

June 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 Caritas Institute of Higher Education is an approved post-secondary college registered under the Post Secondary Colleges Ordinance (Cap 320) with degree-conferring status. Caritas Institute of Higher Education currently offers programmes at various QF levels, including Bachelor Degree, Higher Diploma, Associate Degree and Diploma programmes.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by Caritas Institute of Higher Education 明愛專上學院 (the Operator) to conduct a Learning Programme Re-Accreditation exercise to assess and determine whether the following learning programme continues to achieve the stated objectives and meets the Qualifications Framework (QF) standard at the proposed QF Level:
- Higher Diploma of Social Work (HDSW)
- 1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. The Education Bureau's "Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure" was also a guiding document used by the Panel and the Operator in conducting this validation exercise for the Higher Diploma programme. A site visit took place on 16 April 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:

Approval

Name of Operator	Caritas Institute of Higher Education 明愛專上學院
Name of Award Granting Body	Caritas Institute of Higher Education 明愛專上學院
Title of Learning Programme	Higher Diploma in Social Work 社會工作高級文憑
Title of Qualification(s) (Exit Award(s))	Higher Diploma in Social Work 社會工作高級文憑
Primary Area of Study / Training	Social Sciences
Other Area of Study / Training	Not applicable

Industry	Not applicable
Branch	Not applicable
QF Level	Level 4
QF Credits	329 credits, including practicum
Mode(s) of Delivery and Programme Length	Full-time: 2 years Part-time: 3 years 3,285 notional learning hours (including 1,575 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	4 years 1 September 2015 to 31 August 2019
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	140 per year (full-time) 90 per year (part-time)
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
Special Notes to be included on the QR	This programme includes Practicum for 72 QF credits to be conducted in 720 hours. 此課程包括實習部分，佔 72 資歷學分，為期 720 小時。
Address of Teaching/ Training Venue(s)	18 Chui Ling Road, Tseung Kwan O, New Territories 新界將軍澳翠嶺路 18 號

Requirements	Date of Fulfilment
1. The Operator is to formalize the policy for ethnic minority students on the requirements for admission and graduation, and the learner support measures should be clearly documented.	The policy should be submitted to the HKCAAVQ on or before 1 October 2015.
2. The Operator is to develop guidelines for teaching staff in providing feedback on student assessments.	The guidelines should be submitted to the HKCAAVQ on or before 1 October 2015.

Recommendations

1. The Operator should review the workload of individual modules so as to make sure the students will not be overloaded with coursework.
2. The Operator should ensure the teaching staff have a proper understanding of the peer review system in accordance with its QA manual.
3. The Operators should devise effective strategies in improving the response rate for the graduate destination survey.
4. The Operator should review the number of copies of core textbooks available in the library to ensure adequate learning support for students.
5. The Operator should closely monitor the lead time in releasing the timetable to facilitate students' prior work arrangements
6. The Operator should enhance their support for students in preparation for job interviews and career development.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

The programme (in both full-time and part-time modes) aims at equipping students with the essential knowledge and skills for effective delivery of social work services. It strives to enable students to develop a caring attitude and social work values which will lead to the qualities of caring for the deprived and the needy, with a commitment to social responsibility, community building and social justice. Holistic education is provided for students to enhance their personal integrity and capacity for developing as competent professionals. Besides developing students' competence as social workers, the Programme also aims at providing students with a solid foundation which is essential for its graduates to advance academically through further studies.

The programme is designed to lay a strong foundation for students in both theories and practice relating to social work, social science knowledge and its application, and to prepare them for entry into a diverse range of social work settings. In order to provide students with a broad and enriched learning experience and to enhance their intellectual and personal development, the programme also includes General Education and different required courses in the curriculum.

3.2 Programme Intended Learning Outcomes

- develop attitudes and values and acquire knowledge and skills, that are vital in the social work profession;
- apply and integrate theories and skills effectively into social work practice;
- be sensitive to the needs of people and be committed to serving the community;
- be aware of and keen on reflecting their views on social issues;

- think critically and independently in a logical and rational manner;
- be imbued with a sense of moral and intellectual responsibility;
- communicate in both Chinese and English proficiently;
- acquire the basic concepts of Information Technology (IT) and use IT as a tool to support the delivery of services; and
- develop a foundation to further their career development and pursue lifelong learning.

3.3 Programme Structure

Course Title	QF Credit
Introduction to Social Welfare and Social Work	
Introduction to Sociology	
Social Work Theory and Practice I	
Social Work Theory and Practice II	
Programme Planning and Management	
Introduction to Psychology	
Self Understanding Laboratory	
Social Policy and Legal Knowledge	
Human Behaviour and Social Environment	
Integrated Social Work Practice Seminar	
Elective I	
Elective II	
Chinese Communication	
Effective English Communication	
Numerical and IT Literacy	
Practical Putonghua	
Social Ethics	
Use of English	
GE Elective*	
Fieldwork I	
Fieldwork II	
Total	329

Remark: * Choose one course from the General Education (GE) curriculum

3.4 Graduation Requirements

Students must have obtained an aggregate Grade Point Average (GPA) of at least 2.0 in the Programme. Students are required to complete and pass one required GE course (3 credits) and one elective GE course (3 credits). The required GE course is *Social Ethics*. The elective GE course can be selected from the General Education

curriculum. The list of GE courses was presented to the Panel during on-site visit. It was noted that courses with different focus are available for students to choose from. In addition, students are also required to complete the non-credit-bearing courses *College Life and You* as well as *Pre-placement Workshop I and II*.

3.5 Admission Requirements

Corresponding to the 3-3-4 academic structure, the programme will have one admission point at Year 1. For admission to Year 1 of the programme, applicants must satisfy one of the following admission requirements:

- i. Have achieved Level 2 in five subjects, including Chinese Language and English Language in the HKDSEE. Each applicant is allowed to use not more than two Applied Learning subjects in the application; OR
- ii. 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
- iii. Have graduated from the Yi Jin Diploma Programme; OR
- iv. Have successfully completed a Pre-Associated Degree in a recognized tertiary institution; OR
- v. Have completed a HKQF Level 3 programme that is approved by the institute; OR
- vi. Mature applicants of at least 21 years of age on 1 September of the year of admission, with relevant work experience and academic background; OR
- vii. Have obtained an equivalent qualification.

A mature applicant should:

- Have relevant work experience of at least one year; and
- Have completed Secondary 5 schooling (or equivalent); and
- Have passed the relevant entrance test(s) of the Institute.

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 by 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). Operators 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.