



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

## **SUMMARY ACCREDITATION REPORT**

**YMCA COLLEGE OF CAREERS**

**LEARNING PROGRAMME ACCREDITATION**

**HIGHER DIPLOMA IN SOCIAL WORK**

**HIGHER DIPLOMA IN SPECIALTY COFFEE AND  
CAFÉ BUSINESS MANAGEMENT**

**May 2022**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1378), 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 the YMCA College of Careers (“Operator”) to conduct a Learning Programme Accreditation (LPA) Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 4 standards and can be offered as accredited programmes:
  - (i) Higher Diploma in Social Work; and
  - (ii) Higher Diploma in Speciality Coffee and Café Business Management;
- (b) To issue to the Operator 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. The Education Bureau’s *“Updated 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 exercise for the Higher Diploma programme. A videoconference between the accreditation panel and representatives of the Operator (with virtual tour of the Operator’s training venue) took place on 2-3 March 2022.

## 2. HKCAAVQ’S DETERMINATION

### Learning Programme Accreditation

#### Higher Diploma in Social Work

2.1 HKCAAVQ has determined that subject to the compliance with the restriction set out in 2.8, the Higher Diploma in Social Work meets the stated objectives and QF standard at Level 4 and can be offered as an accredited programme with a validity period from 1 September 2023 to 31 August 2026.

## 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:

<b>Name of Operator(s)</b>	YMCA College of Careers 青年會專業書院
<b>Name of Award Granting Body</b>	YMCA College of Careers 青年會專業書院
<b>Title of Learning Programme</b>	Higher Diploma in Social Work 社會工作高級文憑
<b>Title of Qualification(s) (Exit Award(s))</b>	Higher Diploma in Social Work 社會工作高級文憑
<b>Primary Area of Study and Training</b>	Social Sciences
<b>Sub-area (Primary Area of Study and Training)</b>	Social Services
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 4
<b>QF Credits</b>	267
<b>Mode(s) of Delivery and Programme Length</b>	Full-time, 2 years Part-time, 3 years 2,670 notional learning hours (including 1695 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 September 2023 to 31 August 2026
<b>Number of Enrolment(s)</b>	Full-time: One enrolment per year Part-time: Two enrolments per year
<b>Maximum Number of New Students</b>	<u>Full-time</u> Maximum of 60 students per year Maximum of 20 students per class

	<u>Part-time</u> Maximum of 80 students per year Maximum of 20 students per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	This programme includes Fieldwork Placement for 72 QF credits to be conducted in 720 hours. 此課程包括為期 720 小時的實習，佔 72 資歷學分。
<b>Address of Teaching/ Training Venue(s)</b>	23 Waterloo Road, Yau Ma Tei, Kowloon 九龍油麻地窩打老道 23 號

## **Learning Programme Accreditation**

### **Higher Diploma in Specialty Coffee and Café Business Management**

2.4 HKCAAVQ has determined that the Higher Diploma in Specialty Coffee and Café Business management meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 September 2022 to 31 August 2026.

#### **2.5 Validity Period**

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

2.6 The determinations on the Learning Programme Accreditation are specified as follows:

<b>Name of Operator(s)</b>	YMCA College of Careers 青年會專業書院
<b>Name of Award Granting Body</b>	YMCA College of Careers 青年會專業書院

<b>Title of Learning Programme</b>	Higher Diploma in Specialty Coffee and Café Business Management 精品咖啡及咖啡店管理高級文憑
<b>Title of Qualification(s) (Exit Award(s))</b>	Higher Diploma in Specialty Coffee and Café Business Management 精品咖啡及咖啡店管理高級文憑
<b>Primary Area of Study and Training</b>	Services
<b>Sub-area (Primary Area of Study and Training)</b>	Catering, Food and Beverage Services
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 4
<b>QF Credits</b>	351
<b>Mode(s) of Delivery and Programme Length</b>	Full-time, 2 years 3,510 notional learning hours (including 1,680 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 September 2022 to 31 August 2026
<b>Number of Enrolment(s)</b>	One enrolment per year
<b>Maximum Number of New Students</b>	Maximum of 30 students per year Maximum of 30 students per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Notes to be indicated on the QR</b>	This programme includes Industrial Placement for 72 QF credits to be conducted in 3 months. 此課程包括 3 個月的實習，佔 72 資歷學分。
<b>Address of Teaching/ Training Venue(s)</b>	23 Waterloo Road, Yau Ma Tei, Kowloon 九龍油麻地窩打老道 23 號

## 2.8 Restriction(s)

The Operator is expected to fulfil and comply with all restriction(s) during the validity period as stipulated in the accreditation report.

Restriction	Date of Fulfilment
<p><b><u>Higher Diploma in Social Work (HDSW)</u></b></p> <p>The Higher Diploma in Social Work must be approved by the Social Workers Registration Board as a recognized qualification for Social Worker Registration before the commencement of the programme.</p>	On-going

## 2.9 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations
<p><b><u>All programmes</u></b></p> <p><b><u>Recommendation 1</u></b></p> <p>The Operator should expand its library collection by providing online learning resources to facilitate students' access to reference materials and information on the latest industry development.</p> <p><b><u>Higher Diploma in Social Work(HDSW)</u></b></p> <p><b><u>Recommendation 2</u></b></p> <p>The Operator should expand the pool of elective modules to furnish students with more choices and to give a more well-rounded curriculum.</p> <p><b><u>Recommendation 3</u></b></p> <p>The Operator should provide clear indications on the use of language for different types of assessments.</p>

Recommendation 4

The Operator should expand the pool of placement agencies to include various social service contexts for students to practice their knowledge and skills in different types of social services.

Recommendation 5

The Operator should review the retake policy for fieldwork placement assessment at programme level and specify the allowable number of times for students retaking the fieldwork placement assessment.

Recommendation 6

The Operator should consider forming an advisory committee for enriching external inputs in regard to the programme development and continuous improvement to ensure the programme remains current, valid and up to the professional standard.

**Higher Diploma in Specialty Coffee and Café Business Management (HDSCCBM)**

Recommendation 7

The Operator should provide more training workshops and sharing sessions for teaching staff to enhance their understanding and application of QF standards in assisting in module design.

Recommendation 8

The Operator should enrich the teaching staff training and development opportunities to keep abreast of the latest trend and development of the coffee industry.

Recommendation 9

The Operator should strengthen its quality assurance process in reviewing learning outcomes and training materials of the programme to further enhance the programme quality.

- 2.10 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 YMCA College of Careers is a non-profit making school formed in 1995 and sponsored by the Chinese YMCA of Hong Kong in providing various types of learning programmes to the Hong Kong community, especially young people.

### **4. Programme Details**

The following is the programme information provided by the Operator.

#### **4.1 Programme Objectives**

##### **HDSW**

- The programme is a comprehensive training that prepares students to become competent social workers. The programme emphasizes developing students' proper attitude, knowledge and skills for their future studies and employment in social work.
- Graduates are expected to uphold the value and carry the professional attitude of being a social worker and to practice in the field competently and professionally. They can be reflective in social work practices and adaptive in the rapidly changing social environment. Last but not least, they can assume their roles and duties as qualified frontline social workers in social welfare and related fields in Hong Kong.

##### **HDSCCBM**

- Provide students with an understanding of specialty coffee, café business and related industries from an interdisciplinary perspective.
- Equip students with the necessary attitude, academic knowledge and practical skills at entry-level practitioner required in specialty coffee and café business and related industries.
- Enable students to master the essential academic knowledge, professional competence and generic skills for further study in the discipline of specialty coffee and café business and related management.
- Develop students' awareness of the latest developments in the specialty coffee and café business and related industries.

#### **4.2 Programme Intended Learning Outcomes (PILOs)**

##### **HDSW**



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

1. Acquire concepts and theoretical knowledge in social work for effective assessment, planning, implementation, and intervention with individuals and families, groups, organizations and communities;
2. Demonstrate professional values and attitudes with the social work profession and its prescribed ethical standards and principles;
3. Perform various tasks/roles of social workers as deemed desirable in a rapidly changing social context;
4. Contribute to development of societies through appraising the cultural diversity and socio-economics factors; and
5. Use a wide range of routine and effective communication skills in both familiar and new social work contexts.

### **HDSCCBM**

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

1. Demonstrate the mastery of the knowledge and skills required for functioning effectively as a professional in specialty coffee and café business and related industry, an ability to integrate and apply them effectively;
2. Employ the major management concepts in small business operation, marketing, human resources, and management and be able to manage and evaluate functional systems in coffee and café business operations;
3. Employ alternative solutions for the specific problem in business environment by analyzing and evaluating local and global issues in specialty coffee, café business and related industries;
4. Demonstrate service attitudes in terms of sense of responsibility, integrity, self-confidence, initiative and teamwork in life-long learning and career pursuit; and
5. Communicate competently with written and oral skills and information technology across a range of professional and personal contexts.

## 4.3 Programme structure

### **HDSW**

Module Title	QF Credit
1. Practical Chinese for Social Workers	267
2. Introduction to Social Work	
3. Social Welfare and Social Policies in Hong Kong	
4. Introduction to Sociology	
5. Human Behaviour and Social Environment	
6. Personal Growth and Transformation	
7. Practical English for Social Workers	

8. Social Work Values and Ethics	
9. Social Work Theory and Practice	
10. Working with Individuals and Families	
11. Skills Laboratory	
12. Introduction to Psychology	
13. Placement Preparatory Workshop (I)	
14. Fieldwork Placement (Block Mode)	
15. Working with Groups and Communities	
16. Law and Social Work	
17. Placement Preparatory Workshop (II)	
18. Fieldwork Placement (Concurrent Mode)	
19. Programme Planning, Management and Evaluation	
20. Introduction to Research Method	
21. Working with the Disadvantaged Groups	
22. Working with the Elderly	
Plus Two Elective modules of the following: 1.Youth at Risk 2.Ethnic Minorities and Social Inclusion 3.Mental Health	
<b>Total:</b>	<b>267</b>

### **HDSCCBM**

Module Title	QF Credit
1. English in the Workplace I	351
2. Gastronomy and Innovation	
3. Barista Skills Development	
4. Food and Beverage Operations	
5. Food Production and Hygiene	
6. English in the Workplace II	
7. Introduction to Management	
8. Introduction to Management for Hotel and Tourism Industry	
9. Brewing Skills Development	
10. Café Operations	
11. Putonghua for Business	
12. Human Resources Management in Hotel and Tourism Industry	
13. Patisserie and Artisan Bakery Production	
14. Green Coffee, Sensory and Roasting Skill Development	
15. Quality Management in Hotel and Tourism Industry	
16. Business Environment	
17. Entremets and Artistic Skills	
18. Professional Bar Management	
19. Contemporary Hospitality and Tourism Management	
20. Café Business Management	
21. Entrepreneurship	

22. Industrial Placement	
<b>Total:</b>	<b>351</b>

#### 4.4 Admission Requirements

##### **HDSW**

- For applicants with Hong Kong Diploma of Secondary Education Examination
  - Obtain Level 2 or above in any five Core subjects / Elective subjects (including Chinese Language and English Language) \*
  - Pass an admission interview.
- For applicants with other equivalent entry qualification(s)
  - Obtain relevant Qualifications Framework Level 3 qualification with at least 1-year full-time study load or equivalent as recognised by HKCAAVQ; or
  - Satisfactory completion of Diploma offered by YMCA College of Careers; or
  - Satisfactory completion of pre-Associate Degree or Diploma Yi Jin or an equivalent qualification; or
  - Aged 21 or above will be considered on an individual basis\*\*;**AND**
  - Pass an admission interview.

\*Applicants possessing “Attained”, “Attained with Distinction (I)” and “Attained with Distinction (II)” in Applied Learning (ApL) subjects are deemed to have attained “Level 2”, “Level 3” and “Level 4” respectively in the application.

\*\*Mature applicants must be over the age of 21 by 1 September of the year of admission and be able to demonstrate sufficient motivation, knowledge and potential to indicate a high probability of completing the programme.

##### **HDSCCBM**

- For applicants with Hong Kong Diploma of Secondary Education Examination
  - Obtain Level 2 or above in any five Core Subjects / Elective Subjects (including Chinese Language and English Language) \*; and
  - Pass an admission interview.
- For applicants with other equivalent entry qualification(s)
  - Pass in 1 AL or 2 AS-Level Subjects in the Hong Kong Advanced Level Examination, plus 3 passes in Hong Kong Certificate of Education Examination and Level 2 / Grade E or above in Chinese Language and English Language or equivalent; or

- Obtain relevant Qualifications Framework Level 3 qualification with at least 1-year full-time study load or equivalent as recognised by HKCAAVQ; or
  - Satisfactory completion of Diploma offered by YMCA College of Careers; or
  - Satisfactory completion of pre-Associate Degree or Diploma Yi Jin or an equivalent qualification; or
  - Aged 21 or above will be considered on an individual basis\*\*;
- AND
- Pass an admission interview.

\*Applicants possessing “Attained”, “Attained with Distinction (I)” and “Attained with Distinction (II)” in Applied Learning subjects (ApL) are deemed to have attained “Level 2” , “Level 3” and “Level 4” respectively in the application.

\*\*Mature applicants must be over the age of 21 by 1 September of the year of admission and be able to demonstrate sufficient motivation, knowledge and potential to indicate a high probability of completing the programme.

#### 4.5 Graduation Requirements

##### **HDSW**

- Obtain an overall GPA 2.0 or above; and
- Achieve a total of 267 QF credits required by the programme; and
- Achieve at least 80% attendance in each module.

##### **HDSCCBM**

- Obtain an overall GPA 2.0 or above; and
- Achieve a total of 351 QF credits required by the programme; and
- Achieve at least 80% attendance in each module.

### **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 Variation or 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](http://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](http://www.hkqf.gov.hk).

## **5.3 Qualifications Register**

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the QR at [www.hkqr.gov.hk](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.

Ref: VA05/02/23a,24a,28,29

