



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**

**ASSOCIATE DEGREE IN BUSINESS**

**MARCH 2024**

## 1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA951), 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), was commissioned by Caritas Bianchi College of Careers (the College) to conduct a learning programme re-accreditation exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the programme of Caritas Bianchi College of Careers (the Operator) (with specifications under (B)) meet the stated objectives and QF standards and can continue to be offered as an accredited programme; and
- (b) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

### Specifications of the programme seeking accreditation status

Programme title (English and Chinese)	Award title on exit (English and Chinese)	Mode of study	Programme length	Majors leading to distinctive awards, if any	Claimed HKQF level
Associate Degree in Business 商務學副學士	Associate Degree in Business 商務學副學士	Full-time	2 years	Not Applicable	4
		Part-time	3 years		4

## 2. HKCAAVQ'S Determination

### Learning Programme Re-Accreditation

2.1 HKCAAVQ has determined that, the Associate Degree in Business programme meets the stated objectives and QF standard at Level 4, and can continue to be offered as an accredited programme with a validity period of four years.

## 2.2 Validity Period

2.2.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.3 The determinations on the Programme are specified as follows:

<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>	Associate Degree in Business 商務學副學士
<b>Title of Qualification [Exit Award]</b>	Associate Degree in Business 商務學副學士
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	General Business Management
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>QF Level</b>	Level 4
<b>QF Credits</b>	284
<b>Mode of Delivery and Programme Length</b>	Full-time, 2 years Part-time, 3 years (maximum 5 years)
<b>Start Date of Validity Period</b>	1 September 2024
<b>End Date of Validity Period</b>	31 August 2028
<b>Number of Enrolment</b>	One enrolment per year
<b>Maximum Number of New Students</b>	Full-time: Year 1 entry - 60 per year Part-time: Year 1 entry - 30 per year

<b>Address of Teaching Venue</b>	18 Chui Ling Road, Tseung Kwan O, New Territories
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## 2.4 Recommendations

HKCAAVQ also offers the following recommendations for continuous improvement of the Programme.

- 2.4.1 The College should keep a record of such reviews and track the record of the academic performance of entrants with these qualifications, if any, and offer additional support to these students where necessary.
- 2.4.2 The College should revisit the CILOs to find out whether they adequately address the revised PILOs, and ensure the relevancy, currency and effectiveness of the courses in meeting the corresponding PILOs.
- 2.4.3 The College should enhance the evaluation system to ensure the informal English learning support could achieve the intended objectives, mainly to supplement and complement the formal English curriculum.
- 2.4.4 The College should continue reviewing the weightings between the formative and summative assessments, seeing also the benefits of a more developmental approach for such changes.
- 2.5 HKCAAVQ will subsequently satisfy itself on 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 the fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.

## 3. Introduction

- 3.1 Caritas Bianchi College of Careers (CBCC) is a self-financed Catholic education institute in Hong Kong. Established in 1971 in the name of Bishop Bianchi College of Careers, CBCC offered a variety of programmes at certificate and diploma levels. In 2009, it moved into a

10-storey new campus in Tseung Kwan O and began its operation from there since.

- 3.2 At present, the CBCC programmes are offered through five departments, Department of Business and Hospitality Management (DBHM), Department of Design, Department of General Education and Language Studies, Department of Health Sciences and Department of Social Sciences. CBCC has been offering sub-degree programmes since 2001, and all sub-degree programmes are accredited by HKCAAVQ. The Associate Degree in Business (ADB) Programme is hosted by DBHM.
- 3.3 The programme under review in this exercise (ADB) was accredited and launched in 2001. The latest one was conducted in March 2021.
- 3.4 The current ADB is a two-year sub-degree programme (at QF Level 4) conducted in full-time and part-time modes. It consists of 22 courses with a total of 284 HKQF credits. The curriculum is composed of 62% generic and 38% specialised contents, in line with the government requirement of at least 60% of the curriculum consisting of generic contents for an Associate Degree programme as stipulated in the Updated Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure (version as at July 2023).
- 3.5 The Operator commissioned HKCAAVQ to conduct a re-LPA for the Associate Degree in Business programme (the Programme). HKCAAVQ formed an expert Panel for this exercise and visited the Institute on 25 and 26 January 2024. HKCAAVQ's *Manual for the Four-stage Quality Assurance Process under HKQF (Version 1.2, November 2020)* was the guiding document for the Operator and the Panel in conducting this exercise.

#### **4. Programmes Details**

The following programme information with effect from 1 September 2024 is provided by the operator.

#### 4.1 Programme Objectives

Programme Objectives (POs)
(a) Offer a comprehensive curriculum which enables students to develop a solid foundation in business studies from a global perspective, with knowledge in information and communication technology applications and awareness in environmental, social and governance;
(b) Develop students' ability to plan, develop and apply the learned knowledge and principles, enabling them to positively contribute to their further studies and employability;
(c) Cultivate students' sense of responsibility, professional attitude and ethics, and the value of interpersonal relationship;
(d) Develop students' communication skills and enhance their reading, writing, listening and presentation skills in English and Chinese so that they can communicate effectively with various stakeholders;
(e) Equip students with the analytical and problem-solving skills so as to enhance their employability; and
(f) Develop students' independent thinking and learning skills, and broaden students' perspectives to enhance their personal and professional development for lifelong learning.

#### 4.2 Programme Intended Learning Outcomes

Programme Intended Learning Outcomes (PILOs)
1. Integrate and apply a broad range of knowledge vital to the business environment;
2. Apply problem-solving and analytical skills to decision-making and management with the use of information and communication technology;
3. Apply ethical reasoning and critical thinking in the performance of personal and general business responsibilities, including consideration of environmental, social and governance factors;
4. Communicate effectively in formal and informal settings and produce professional documents to a good standard;
5. Apply teamwork skills and work effectively within a team; and
6. Demonstrate broad perceptual and conceptual horizons with knowledge of life and a global perspective.

### 4.3 Programme Structure

Course Type	Full-Time Mode	No. of Credits	Part-Time Mode	No. of Credits	
<b>Year 1</b>					
<b>Specialised Courses</b>	Principles of Accounting	3	Principles of Accounting	3	
	Economics	3	Economics	3	
	Principles of Management	3	Principles of Management	3	
	Introduction to Marketing	3			
<b>Language and GE Courses</b>	Emerging Technologies and Data Analysis for Workplace	3	Emerging Technologies and Data Analysis for Workplace	3	
	Quantitative Methods	3			
	English for Academic Reading and Writing I	3	English for Academic Reading and Writing I	3	
	Use of English	3	Use of English	3	
	Society and the Individual	3			
	Thinking and Learning	3	Thinking and Learning	3	
	GE Elective/ Cross-Discipline Elective	3			
	College Life and You	0			
	<b>Year 2</b>				
	<b>Specialised Courses</b>	<b>Sustainable Business and Society</b>	3	<b>Sustainable Business and Society</b>	3
Organisational Behaviour		3	Introduction to Marketing	3	
<b>Business Finance</b>		3			
Management Information Systems		3			

<b>Language and GE Courses</b>	Effective English Communication for Business	3	Effective English Communication for Business	3
	Chinese Communication	3	Chinese Communication	3
	English for Academic Reading and Writing II	3		
	Social Ethics	3	Social Ethics	3
	GE Elective/ Cross-Discipline Elective	3	Society and the Individual	3
	GE Elective/ Cross-Discipline Elective	3	GE Elective/ Cross-Discipline Elective	3
<b>Year 3</b>				
<b>Specialised Courses</b>			Organisational Behaviour	3
			<b>Business Finance</b>	3
			Management Information Systems	3
<b>Language and GE Courses</b>			Quantitative Methods	3
			English for Academic Reading and Writing II	3
			GE Elective/ Cross-Discipline Elective	3
			GE Elective/ Cross-Discipline Elective	3
<b>Total</b>		<b>63</b>		<b>63</b>



#### 4.4 Graduation Requirements

- Successfully completed 63 credits of courses in accordance with the regulations and the syllabi;
- Attained a cumulative grade point average (GPA) of 2.0 or above; and
- Passed the non-credit-bearing course College Life and You (not applicable to part-time students).

#### 4.5 Admission Requirements

For Full-time Admission:

- Have obtained Level 2 in five subjects (including Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education (HKDSE) Examination; or
- Completion of Diploma Yi Jin (DYJ) / Diploma of Applied Education (DAE); or
- Have completed a Hong Kong Qualifications Framework (HKQF) Level 3 programme that is assessed and approved by the College; or
- Mature applicant aged 21 or above on 1 September of the year when admission is sought, with at least one-year relevant working experience and appropriate academic background; or
- Have obtained an equivalent qualification.

For Part-time Admission:

- Have obtained Grade E or above in one Advanced Level (AL) subject or two Advanced Supplementary Level (ASL) subjects in the HKALE plus five passes in the HKCEE including Chinese Language and English Language. Completion of Diploma Yi Jin (DYJ) / Diploma of Applied Education (DAE); or
- Any of the requirements set for full-time admission above.

#### 4.6 Teaching and Learning Activities

The primary medium of instruction of the programme is English. A variety of teaching and learning activities are employed, including lectures, tutorials, group discussions, web-based teaching and learning, presentations, case studies, and projects.

#### 4.7 Learner Support Services

In addition to the modern campus, the learners are supported by a wide range of services, including IT facilities support and training, language enhancement training, library resources, and administrative services.

## **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 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 (<https://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 <https://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 <https://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.

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