



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

## **SUMMARY ACCREDITATION REPORT**

**Gratia Christian College**

**Learning Programme Accreditation for  
Advanced Diploma in Property and Facilities  
Management Programme**

**DECEMBER 2023**

## **1. TERMS OF REFERENCE**

1.1 Based on the Service Agreement (No.: AA893), 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 Gratia Christian College to conduct Learning Programme Accreditation for Advanced Diploma in Property and Facilities Management Programme with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Advanced Diploma in Property and Facilities Management Programme of Gratia Christian College (GCC/the Operator) meets the stated objectives and QF standards and can 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.

## **2. HKCAAVQ'S DETERMINATION**

### **2.1 Learning Programme Accreditation**

HKCAAVQ has determined that the Advanced Diploma in Property and Facilities Management (ADPFM) Programme meets the stated objectives and QF standard at Level 5, and can be offered as an accredited programme with a validity period of three 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.

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in the accreditation report by the specified deadline.

2.3 The determinations on the Programme are specified as follows:

<b>Name of Local Operator</b>	Gratia Christian College 宏恩基督教學院
<b>Name of Award Granting Body</b>	Gratia Christian College 宏恩基督教學院
<b>Title of Learning Programme</b>	Advanced Diploma in Property and Facilities Management Programme 物業及設施管理高等文憑課程
<b>Title of Qualification(s) [Exit Award(s)]</b>	Advanced Diploma in Property and Facilities Management 物業及設施管理高等文憑
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	Property and Facilities 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 5
<b>QF Credits</b>	260
<b>Mode(s) of Delivery and Programme Length</b>	Part-time, 2 years
<b>Start Date of Validity Period</b>	1 January 2024
<b>End Date of Validity Period</b>	31 December 2026
<b>Number of Enrolment(s)</b>	Three enrolments per year
<b>Maximum Number of New Students</b>	120 students per year  (The maximum number of new students per enrolment in the total 3 enrolments each year is 60)
<b>Specification of Competency Standards-based Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Address of Teaching / Training Venue(s)</b>	5 Wai Chi Street, Shek Kip Mei, Kowloon

## 2.4 Requirements

- (i) The Operator is to ensure that students are provided with adequate information about the programme through a programme-specific student handbook (Para. 4.4.2).

For the fulfilment of the requirement, the Operator is to submit to HKCAAVQ a programme-specific student handbook on or before **1 February 2024**.

- (ii) The Operator is to ensure that teaching staff are provided with adequate guidance on the required depth and scope in the delivery of programme content and the assessment of intended learning outcomes (Para. 4.7.4).

For the fulfilment of the requirement, the Operator is to submit a report to HKCAAVQ on or before **1 February 2024** demonstrating the provision of adequate guidance to the teaching staff.

- (iii) The Operator is to review and revise relevant quality assurance processes to ensure that the part-time teaching staff of the programme are adequately engaged in the processes (Para. 4.7.5).

For the fulfilment of the requirement, the Operator is to report to HKCAAVQ on or before **1 February 2024** showing relevant QA processes are in place.

## 2.5 Recommendations

HKCAAVQ also offers the following recommendations for continuous improvement of the ADPFM programme:

- (i) The Operator is **recommended** to clearly explain the criteria for holding a property management practitioner (Tier 1) Licence in all promotional materials/activities of the ADPFM programme, including the academic qualification, work experience in property management and professional qualifications. (Para. 4.1.9)
- (ii) The Operator is **recommended** to put a statement in the transcript and all promotional materials/activities to indicate that “the Programme is taught in Chinese” (Chinese translation: 「此課程以中文授課」). (Para. 4.4.3)

- 2.6 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 Since July 2015, Gratia Christian College (GCC/the Operator) has been registered as an approved post-secondary college with degree-granting status under the Post-Secondary Colleges Ordinance (Cap 320). GCC currently offers the following eleven HKCAAVQ-accredited programmes under the Qualifications Register (QR):

- Bachelor of Christian Ministry (Honours)
- Bachelor of Service Management (Honours)
- Bachelor of Psychology (Honours)
- Bachelor of Social Work (Honours)
- Higher Diploma in Transformative Business Management
- Higher Diploma in Early Childhood Education
- Higher Diploma in Christian Ministry
- Higher Diploma in Psychology and Counselling
- Higher Diploma in Social Work
- Professional Diploma in Property and Facilities Management
- Diploma in Pre-University Studies

- 3.2 GCC commissioned HKCAAVQ to conduct this Learning Programme Accreditation for the ADPFM Programme. HKCAAVQ formed an expert panel (the Panel) for this exercise (Panel Membership at Appendix). HKCAAVQ's Manual for the Four-stage Quality Assurance Process under the Hong Kong Qualifications Framework (Version 1.2, November 2020) was the guiding document for the Operator and the Panel in conducting this exercise.

### **4. Programme Details**

The following programme information is provided by the Operator.

#### 4.1 Programme Objectives (POs)

The ADPFM Programme aims to:

PO 1:	Equip students with the knowledge and vocational skills of a Property Manager as specified by the Vocational Qualification Pathway (VQP) Level 5 of Property Management.
PO 2:	Enable students to apply relevant knowledge, technical and management skills, and ethical judgment in property and facilities management.
PO 3:	Prepare students to pursue a managerial career in the property and facilities management industry.

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

<b>PILOs</b>	<b>English Version</b>	<b>Chinese Version</b>
PILO 1	Formulate, implement and review the management work related to environment, safety, maintenance and improvement of the building facilities	制訂、執行與檢討建築物有關的環境、安全、維護和改善工程的管理工作
PILO 2	Coordinate the management work of various types of buildings and workplace facilities, including planning, implementation, evaluation, improvement of the management work and the provision of quality services to occupants and the community	統籌各類建築物和工作場所設施的管理工作，包括策劃、執行、評估、改善業戶管理和提供優質服務給業戶及社區
PILO 3	Coordinate the human resources management work, including manpower planning, training, appraisal and development of staff	統籌各類管理服務員工的人力規劃、評核、培訓和發展工作
PILO 4	Coordinate the financial and asset management work, including procurement and tendering	統籌財務及資產管理工作，包括採購及招標
PILO 5	Acquire and apply the specialized knowledge of the law for property and facilities management, including the regulatory framework and legal system, contract management, legal ordinances, and licensing requirements	掌握及應用物業及設施管理應用法律，包括監管架構及司法制度、合約處理、行業相關的法律及牌照要求

### 4.3 Programme Structure

<b>Courses</b>	<b>Contact Hours</b>	<b>Self-Study Hours</b>	<b>QF Credits</b>	<b>QF Levels</b>
PFM501 進階物業環境管理 (I) Advanced Property Environment Management (I)	48	102	15	5
PFM502 進階物業環境管理 (II) Advanced Property Environment Management (II)	48	102	15	5
PFM503 進階物業維修保養及改善 Advanced Property Repair Maintenance and Improvement	48	102	15	5
PFM504 進階業戶管理及社區服務 (I) Advanced Property Management Services for Occupants and Community (I)	48	102	15	5
PFM505 進階業戶管理及社區服務 (II) Advanced Property Management Services for Occupants and Community (II)	48	102	15	5
PFM506 進階業戶管理及社區服務 (III) Advanced Property Management Services for Occupants and Community (III)	48	102	15	5
PFM507 進階物業應用法律 (I) Advanced Property Legal Studies (I)	48	102	15	5
PFM508 進階物業應用法律 (II) Advanced Property Legal Studies (II)	48	102	15	5
PFM509 進階物業設施管理 (I) Advanced Property Facilities Management (I)	48	102	15	5
PFM510 進階物業設施管理 (II) Advanced Property Facilities Management (II)	48	102	15	5

PFM511 進階物業財務及資產管理 (I) Advanced Property Financial and Asset Management (I)	48	102	15	5
PFM512 進階物業財務及資產管理 (II) Advanced Property Financial and Asset Management (II)	48	102	15	5
PFM513 進階物業人力資源管理 Advanced Property Human Resources Management	48	102	15	5
PFM514 物業及設施管理的調解與當代發展及事宜 Mediation and Contemporary Development and Issues for Property and Facilities Management	48	102	15	5
GEN1401 僕人領袖的生活 Lives of Servant Leaders	42	84	12.6	4
HGE101 英文 I English I: Reading and Writing Skills	42	84	12.6	4
HGE102 英文 II English II: Integrated English	42	84	12.6	4
HGE105 實用中文寫作 Practical Chinese Writing	42	84	12.6	4

*Note: There are no pre-requisites for the courses except English II.*

#### 4.4 Graduation Requirements

In order to be eligible to graduate from the ADPFM Programme, students must fulfil all the attendance requirements and have:

- a. completed and been assessed on all courses (260 QF credits);
- b. obtained an overall GPA of 2.0 or above across all courses in which they were assessed;
- c. obtained a passing grade or above in all assessments of all courses of the Programme.



#### 4.5 Admission Requirements

The minimum admission requirements for the HDSW Programme are as follows:

- (a) Graduates of the Professional Diploma in Property and Facilities Management from Gratia Christian College and currently employed in the facility/property management sector for at least 1 year; OR
- (b) Any recognised QF Level 4 Diploma in Property/Facilities Management and currently employed in the facility/property management sector for at least 1 year; OR
- (c) QF Level 4 Higher Diploma or Associate Degree in a relevant discipline (including compatible overseas qualifications), PLUS a minimum of 3 years of relevant working experience in the facility/property management sector; OR
- (d) Any recognised QF Level 5 Diploma in a relevant discipline (including compatible overseas qualifications), PLUS a minimum of 3 years of relevant working experience in the facility/property management sector; OR
- (e) Obtained at least 3 QF Level 4 Qualification Certificates in Property Management Industry from the Recognition of Prior Learning (RPL) scheme and pass the Chinese and English language admission tests; OR
- (f) Mature applicants aged 21 or above when admission is sought, PLUS a minimum of 4 years of relevant working experience in the facility/property management sector and pass the Chinese and English language admission tests.

#### 4.6 Teaching and Learning Activities

- 4.6.1 The ADPFM consists of Specialised Education and General Education components. It uses Chinese supplemented with English as the official medium of instruction.
- 4.6.2 The Programme employs a range of learning and teaching activities which include lectures, tutorials, group discussions, case studies, educational visits, observations and professional seminars.

#### 4.7 **Learner Support Services**

On entrance to GCC, students are provided with clear and relevant information and support to facilitate them to adapt to the learning environment of the College. Orientation is provided to new students before the programme commencement.

### 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 (<http://www.legislation.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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