



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

SUMMARY ACCREDITATION REPORT

Federation for Self-financing Tertiary Education

Hong Kong Institute of Technology

Programme Validation at QF Level 3

**Certificate in Hotel Operations and Catering Services
(Elective Cluster of Yi Jin Diploma)**

June 2014

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 Yi Jin Diploma (YJD) programme was accredited by the HKCAAVQ in August 2013 with a validity period of three years starting from the 2013/14 academic year to be operated by seven member institutions of the Federation for Self-financing Tertiary Education (FSTE) including the Hong Kong Institute of Technology (HKIT/the Operator). At the time of the accreditation exercise for the YJD programme, the HKCAAVQ was informed that the FSTE member institutions may propose new and/or revamped Elective Clusters before commencement of each academic year.
- 1.2 For implementation in the 2014/15 academic year, the HKIT proposed an Elective Cluster, Hotel Operations and Catering Services [酒店及餐飲服務], which was developed with reference to the Specification of Competency Standards (SCS) developed by the Chinese Catering Industry Training Advisory Committee of the Qualifications Framework (QF) and the Qualifications Guidelines for the SCS-based Courses under the QF.
- 1.3 Following the advice of the Education Bureau to the FSTE and its member institutions to award standalone qualifications to YJD students on successful completion of a SCS-based Elective Cluster/Course, this Elective Cluster of HKIT is to be accredited by the HKCAAVQ leading to the SCS-based qualification, Certificate in Hotel Operations and Catering Services (Elective Cluster of Yi Jin Diploma) [酒店及餐飲服務(毅進文憑選修群組)證書] and to be uploaded separately on the Qualifications Register of the QF. On successful completion of the Elective Cluster, students of the YJD programme will be awarded the Certificate in Hotel Operations and Catering Services (Elective Cluster of Yi Jin Diploma).
- 1.4 Based on the agreement, the HKCAAVQ was commissioned by the FSTE to assess and determine whether the following learning programme of the HKIT achieves the stated objectives and meets the QF standard at QF Level 3:
 - (1) Certificate in Hotel Operations and Catering Services (Elective Cluster of Yi Jin Diploma)
- 1.5 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the agreement and the terms stated therein.

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 Programme Validation

Approval

Name of Operator	Hong Kong Institute of Technology 香港科技專上書院
Name of Award Granting Body	Hong Kong Institute of Technology 香港科技專上書院
Title of Learning Programme	Certificate in Hotel Operations and Catering Services (Elective Cluster of Yi Jin Diploma) 酒店及餐飲服務 (毅進文憑選修群組) 證書
Title of Qualification (Exit Award)	Certificate in Hotel Operations and Catering Services (Elective Cluster of Yi Jin Diploma) 酒店及餐飲服務 (毅進文憑選修群組) 證書
Primary Area of Study / Training	Recreation, Leisure, Tourism and Hospitality
Other Area of Study / Training	Not applicable
Industry	Chinese Catering
Branch	Chinese Catering
QF Level	Level 3
QF Credit	45
Mode of Delivery and Programme Length	Full-time: 1 year [450 notional learning hours (including 180 contact hours)] Part-time: 2 years [450 notional learning hours (including 180 contact hours)]
Intermediate Exit Award	Not applicable
Validity Period	2 years (1 September 2014 – 31 August 2016)
Number of Enrolments	Not applicable
Maximum Number of New Students	Maximum of 35 students per class
Specification of Competency Standards Based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Programme Specific Requirement	Not applicable
Remark to be indicated on the QR	This programme is an Elective Cluster, Hotel Operations and Catering Services, of the Yi Jin Diploma programme. 此課程屬於毅進文憑課程的「酒店及餐飲服務」選修群組。

<p>Address of Teaching/Training Venue</p>	<p>No. 638 Cheung Sha Wan Road, Cheung Sha Wan, Kowloon 九龍長沙灣道 638 號</p> <p>Shop No. 101, 1/F, Wharf T&T Square, No.123 Hoi Bun Road, Kwun Tong, Kowloon 九龍官塘海濱道 123 號九倉電訊廣場 1 樓 101 號舖</p> <p>Shop Nos. UG17-UG20, UG/F, Waterside Plaza, 38 Wing Shun Street, Tsuen Wan, N.T. 新界荃灣永順街 38 號海灣花園購物商場地下上層 17-20 號舖</p> <p>Shop G/F, Florence Mansion, No. 6 Tsing Ling Path, Tuen Mun, N.T. 新界屯門青菱徑 6 號富麗大廈地下 G 號舖</p> <p>Shop Nos. A118&119, G/F, Kingswood Richly Plaza, Locwood Court, Kingswood Villas, No. 1 Tin Wu Road, Tin Shui Wai, Yuen Long, N.T. 新界元朗天水圍天湖路 1 號樂湖居嘉湖新北江商場地下 A118-119 號舖</p> <p>Shop 605, 6/F, Jubilee Square, 2-18 Lok King Street, Shatin, N.T. 新界沙田火炭樂景街 2-18 號銀禧薈 6 樓 605 號舖</p> <p>Shop G30, G/F, The Metropolis, Metro City Phase III, 8 Mau Yip Road, Tseung Kwan O, N.T. 新界將軍澳貿業路 8 號新都城三期地下 G30 號舖</p> <p>5/F, Well View Commercial Building, 10 Morrison Street, Sheung Wan, Hong Kong 香港上環摩利臣街 10 號宏基商業大廈 5 樓</p> <p>Towngas Cooking Centre, 9A, Lee Theatre Plaza, 99 Percival Street, Causeway Bay, Hong Kong 香港銅鑼灣波斯富街 99 號利舞臺廣場 9A 煤氣烹飪中心</p>
--	--

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

The programme aims to give students basic knowledge and skills about Hotel Operations and Catering Services. Elective Course (1) “Introduction to Hospitality” will give students basic information about hotel operations and management, topics include housekeeping, catering services, event management and administrative works. Elective Course (2) and Elective Course (3) will give students an all rounded opportunity to study catering services ranging from raw materials selection and preparation, food culture, food and beverage services to practice culinary principles of menu planning, recipe formulation, workplace communication skills and information technology in catering services. Students should be able to apply their knowledge and skills learnt for their further study or career development in the related field.

3.2 Programme Intended Learning Outcomes

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

- describe the structure, nature and management in hotel service operations;
- understand the work flow of various posts in catering services;
- recognise the features and future prospect of catering services;
- demonstrate the knowledge and practice in Chinese cuisine production;
- grasp the Chinese and Western cuisine service skills;
- apply bar tools for cocktail preparation; and
- employ a range of responses to various customers’ needs

3.3 Programme Structure

Elective Course (1): Introduction to Hospitality

Category	Unit of Competency	QF Credit
Introduction to Hospitality Industry	-	-
Housekeeping Management and Operations	-	-
Catering Service Procedures	-	-
Conventions, Exhibitions and Event Management	-	-
Hotel Administration	-	-
Examination	-	-
Total		15

Elective Course (2): Introduction to Catering Services I

Category	Unit of Competency	QF Credit
Introduction to Catering Services	-	-

Introducing Chinese Cuisine and Culture	CCZZPS404A	-
Introducing non-Chinese Cuisine and Culture	CCZZPS405A	-
Basic Food Production and Cooking Technique	CCZZPS301A CCZZPS304A CCZZPS312A	-
Western Food and Beverage	CCZZSS206A	-
Basic Catering Service Procedures	-	-
Applications of Food Safety	CCZZGS303A	-
Examination	-	-
Total		15

Elective Course (3): Introduction to Catering Services II

Category	Unit of Competency	QF Credit
Functions and Operations of Major Food and Beverage Departments	CCZZSM201A	-
Team Spirit for Catering Services	CCZZMS301A	-
Chinese and Western Food and Beverage Service Techniques	CCZZSS304A	-
Basic Bartending	-	-
Menu Planning and Design	CCZZSS303A	-
Generic Skills for Catering Services	-	-
Communication Skills	CCZZSS301A	-
Examination	-	-
Total		15

3.4 Graduation Requirements

- Achieve an attendance rate of 80% or above in each Elective Course; and
- Achieve at least 50% overall mark in each Elective Course.

3.5 Admission Requirements

- Students of Yi Jin Diploma programme

4. Substantial Change

- 4.1 The 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.

Report No.: 14/78
File Reference: 20/12/03