

Closing date for reply: 28 February 2023

To: Qualifications Framework Secretariat
Units 901-903, 9th floor, Dah Sing Financial Centre,
248 Queen's Road East, Wanchai, Hong Kong
Fax: 3106 2035 Email: evatam@hkqf.hk

**Development of Specification of Competency Standards (SCS)-based
Training Package for the Elderly Care Service Industry**

Expression of Interest

Part I: Expression of Interest

1. We _____
(name of organisation¹) hereby express our interest in developing SCS-
based Training Package for the elderly care service industry, with
reference to the course content and related Units of Competency (UoCs)
in **Annex IV (Chinese version only)**.
2. Our organisation meets / does not meet* the eligibility requirements
set out in **Annex I** of the Invitation Document. (**Please delete as
appropriate*)
3. We have read and fully understood the Personal Information Collection
Statement in **Annex II** and the Disclaimer in **Annex III** and agree with
the purposes stated therein.

¹ The Expression of Interest may be submitted by an organisation or its subsidiary. In
the latter case, the name should refer to the subsidiary only.

4. We understand and agree that the Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region in this Expression of Interest exercise, reserves the right to change the content of the Invitation Document and/or terminate at any time the Invitation to Expression of Interest exercise.

5. For enquiries, please contact: _____

Name: _____

Position: _____

Telephone & Fax Number: _____

Email address: _____

Organisation's
stamp

Authorised signature:
(on behalf of the above
organisation)

Name:

Position:

Date:

Part II: Information about the organisation

Registered name of the organisation:

(Chinese)

(English)

Address of the organisation's registered office:

(Chinese)

(English)

Eligibility Requirements

Eligibility requirements for service providers to develop Training Packages for industries implementing Qualifications Framework in Hong Kong:

1. Expertise and knowledge in the development of competency-based curricula, learning and teaching support materials, assessment guidelines and tools;
2. Track record of developing competency-based curricula, learning and teaching support materials and assessment guidelines and tools;
3. Networks with industry stakeholders involved in Qualifications Framework development and training providers in the vocational and professional education and training, post-secondary education, and higher education sectors;
4. A team with a leader and members possessing relevant qualifications and experience;
5. Track record of delivering successful projects of similar nature on time and to budget.

Personal Information Collection Statement

1. The personal data of the respondent provided as part of the Expression of Interest exercise will be used by the Qualifications Framework Secretariat (QFS) of Vocational Training Council solely for the Expression of Interest exercise. The personal data of the respondent provided in the Expression of Interest may be disclosed to the parties involved in the processing of the Expression of Interest.
2. The personal data in the Expression of Interest must be completed by the respondent. If the information provided is insufficient or inaccurate, the Expression of Interest provided by the respondent may not be considered.
3. The personal data of the respondent provided through the Expression of Interest exercise may be disclosed to relevant parties in other government departments and/or non-government organisations for purposes mentioned in 1 above.
4. The respondent has a right of access to and/or correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access refers to the right of the respondent to obtain a copy of the personal data provided in the Expression of Interest, subject to payment of an administrative fee charged by the QFS.
5. Enquiries concerning the personal data collected through this Expression of Interest exercise, including the request for access and/or corrections, should be addressed to:

Qualifications Framework Secretariat
Vocational Training Council
Units 901-903, 9th floor, Dah Sing Financial Centre,
248 Queen's Road East, Wanchai, Hong Kong

Disclaimer

1. The purpose of this Expression of Interest exercise is to invite organisations, on a non-committal basis, to indicate whether they are interested in developing Training Package(s) for industries implementing Qualifications Framework in Hong Kong.
2. The Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region, may not accept any of the Expression of Interest. Each respondent shall be solely responsible for the fees, costs and/or expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. The QFS will under no circumstances be liable to any respondent for any fees, costs, expenses, losses or damages whatsoever arising out of or in connection with the process of the Expression of Interest exercise.
3. Whilst the information in the Invitation Document has been prepared in good faith, it does not claim to be comprehensive or has been independently verified. The QFS does not guarantee the information is correct and comprehensive. Any liability in respect of any such information or inaccuracy in or omission from the Invitation Document is expressly disclaimed.
4. Neither the QFS, nor any of its employees, agents, or advisers, accepts any liability or responsibility, as to, or in relation to the adequacy, accuracy or completeness of the information contained in the Invitation Document or any other written or oral information, which is, has been or will be provided or made available to any respondent; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Invitation Document is based.
5. This Invitation to Expression of Interest should not be regarded as a suggestion of the QFS or its employees, agents, or advisers to any organisations to submit the Expression of Interest.

6. This Expression of Interest exercise is not a tender exercise but a structured way to obtain feedback from the respondent. The QFS may not take any further action after the Expression of Interest exercise. This Invitation Document or the related Expression of Interest does not constitute any contractual evidence for the development of Training Package(s) for industries implementing Qualifications Framework in Hong Kong.
7. It is intended that, from those organisations expressing an interest in developing Training Package(s), a shortlist of organisations will be invited to submit detailed proposals. However, the QFS is not bound to invite detailed proposals from any organisations expressing an interest.
8. Respondents should not construe the contents of the Invitation Document, or any other communication by or on behalf of the QFS, or any of its employees, agents, or advisers, as financial, legal, tax or other matters concerning the development of Training Package(s) and support materials.
9. The QFS is not obliged or liable to have any individual or joint compromise with any respondent on the development of Training Package(s).
10. The submission of any Expression of Interest by a respondent shall be taken to be an acceptance of the terms of the Invitation, including the contents of all the attachments.
11. The QFS reserves the right, without prior consultation or notice, to change the content of the Invitation Document. The QFS is not obliged to inform respondents of any update or change of any of the information in the Invitation Document made or that comes to its knowledge after the issue of the Invitation Document.
12. Upon the closing date of submission of Expression of Interest, the QFS will first consider the Expression of Interest received, and then decide on the follow-up actions, if any. If necessary, the QFS may contact related respondent for clarification of further details or to conduct in-depth discussion.

社會福利署院舍員工培訓資助計劃 「護理員訓練課程」 課程內容及相關要求

(一) 簡介

行政長官在 2017 年及 2018 年《施政報告》中宣布會推行一系列措施，持續加強對安老院舍和殘疾人士院舍的監管並提升其服務質素，包括推出一個為期五年的計劃，全數資助全港所有安老院舍和殘疾人士院舍的主管、保健員和護理員修讀在資歷架構下認可的訓練課程。

「護理員訓練課程」的內容適用於安老院和殘疾人士院舍。經院舍提名的學員在指定的期限內成功修畢由社會福利署（社署）認可的課程並獲培訓機構頒發畢業證書，其學費將可獲政府資助。

(二) 課程評審

任何培訓機構提供的「護理員訓練課程」，必須通過香港學術及職業資歷評審局的課程評審（具備自行評審資格的訓練學院／機構所提供的課程除外），以證明其符合資歷架構第二級別的要求，方可成為獲社署認可的課程。

(三) 課程時數及師資

「護理員訓練課程」包含不少於 7 個資歷學分（總學習時數不少於 70 小時），其中總課堂面授時數必須不少於 21 小時，另包括不同形式的非面授學習時數（例如用於完成作業、進行技巧練習、自修或網上學習的時數等），學員必須在 6 個月內完成課程的所有部分。培訓機構須具備開辦護理員訓練課程的經驗，以及安排具備相關專業資格和經驗的人士擔任導師（包括社工、普通科／精神科護士、醫生、物理治療師／職業治療師），教授相關課題。

(四) 學費資助金額

政府將全數資助合資格學員修讀「護理員訓練課程」。在整項 5 年計劃期內，資助金額上限為每名學員港幣 2,000 元，培訓機構不得收取資助金額上限以外的學費或其他費用。

(五) 入讀資格

學員必須為現職於安老院或殘疾人士院舍的護理員。

(六) 頒發畢業證書的條件

學員必須出席不少於 80% 的課堂授課，而在整體評核獲得合格（即不少於 60%），方可獲培訓機構頒發畢業證書。

(七) 課程大綱

課題單元	時數	《能力標準說明》的相關能力單元	備註
<p><u>日常起居照顧</u></p> <ul style="list-style-type: none"> ◆ 護理員職責及角色 ◆ 住客日常生活活動及照顧的技巧（包括身體清潔、穿衣及更衣、整潔儀容、皮膚護理、如廁、失禁照顧、協助進食及餵食技巧、護送技巧） ◆ 長者及殘疾人士身體狀況及需要（包括認知障礙症患者、末期病患者、注意力不足／過度活躍症、自閉症、聽障、智障、精神病、肢體傷殘、特殊學習困難、言語障礙、器官殘障及視障） ◆ 常用器材及輔助工具的使用方法 ◆ 職安健知識（包括體力操作、感染控制） ◆ 個人護理計劃的內容及要求 ◆ 在進行護理期間保障個人私隱的措施 	7	<p>協助長者處理個人衛生及起居照顧 106205L2</p> <p>預防壓瘡 106052L2</p>	<p>需在教授有關殘疾人士的部分輔以能力單元以外有關照顧殘疾人士的教材</p>
<p><u>口腔護理</u></p>	2	<p>提供口腔護理</p>	<p>需在教授協助智</p>

課題單元	時數	《能力標準說明》 的相關能力單元	備註
<ul style="list-style-type: none"> ◆ 口腔護理的技巧 ◆ 替不同住客護理口腔的措施（包括可以自理的住客、長期臥床的住客、配戴假牙的住客、智障和有特殊需要的住客） ◆ 不同護理需要住客的常見的口腔問題及處理方法 		105999L2	障人士或有特殊需要的住客護理口腔的措施輔以能力單元以外的教材
<u>足部護理</u> <ul style="list-style-type: none"> ◆ 住客常見的足患問題及處理方法（包括皮膚破損、灰甲、足癬、陷甲、雞眼及硬皮、多腳汗） ◆ 預防足患問題的方法 	2	提供足部護理 106206L2	
<u>生命表徵</u> <ul style="list-style-type: none"> ◆ 觀察生命表徵的原因及重要性 ◆ 生命表徵觀察、量度與記錄的技巧（包括體溫、血壓、脈搏、呼吸、血含氧量、疼痛程度） 	3	量度生命表徵 105995L2	
<u>扶抱及轉移</u> <ul style="list-style-type: none"> ◆ 正確扶抱及轉移原則，不同扶抱及轉移的手握法 ◆ 常用的扶抱及轉移輔助用品及其使用方法 ◆ 扶抱及轉移的安全措施 	3	運用正確扶抱及轉移方法 106212L2	
<u>溝通技巧</u>	1		可參考「掌握與長

課題單元	時數	《能力標準說明》的相關能力單元	備註
<ul style="list-style-type: none"> ◆ 長者及殘疾人士常見的溝通障礙 ◆ 與長者及殘疾人士溝通的原則及應有的態度 ◆ 與住客的家人溝通的技巧及應有的態度 			者溝通技巧」能力單元(106214L2)，另輔以其他教材教授有關殘疾人士及與住客的家人溝通的部分
<u>認識及預防侵犯和虐待</u> <ul style="list-style-type: none"> ◆ 虐待的基本認識（包括定義、形式、引致虐待的危機因素、被虐的表徵） ◆ 執行相關預防虐待指引（包括懷疑虐待個案的處理） 	1		可參考「遵從預防虐老指引」能力單元(106114L2)；及「處理虐待智障／精神病患成人個案工作指引」
<u>相關法例及實務守則</u> <ul style="list-style-type: none"> ◆ 安老院及殘疾人士院舍的相關法例、安老院實務守則及殘疾人士院舍實務守則 ◆ 工作機構的服務守則及內部指引 	2		可參考「遵守法例及實務守則」能力單元(106217L2)
課堂總面授時數	21		

(八) 評核方式

實習考試及 職場評估部分	<ul style="list-style-type: none"> ■ 課堂實習考試（60%） <ul style="list-style-type: none"> - 實習考試時間應不少於30分鐘 - 必考課題須包括：量度與記錄生命表徵、扶抱及轉移 - 每位學員可獲一次補考機會 ■ 安排學員於任職的安老院或殘疾人士院舍就運用照顧及護理技巧的課題進行職場評估（40%）
-------------------------	--

The SCS of the elderly care service industry could be downloaded from the Hong Kong Qualifications Framework website (<https://www.hkqf.gov.hk/en/scs/scs/index.html>)