

應用學習調適課程資料 (2024-26 年度)
Course Information for Adapted Applied Learning Courses
(2024-26 Cohort)

聖雅各福群會

- 2024260812 舞蹈藝術培訓 **Dancing Art Training**
2024260832 唱作與合奏音樂培訓 **Discover Music Together**

職業訓練局

- 2024260834 創意攝影及傳意設計
Creative Photography and Communication Design
2024260835 創意手作藝術 **Creative Handcraft Arts**
2024260836 西式甜品、烘焙及朱古力製作
Patisserie, Bakery and Chocolate Making

匡智松嶺綜合職業訓練中心

- 2023250801 酒店房務 **Hotel Housekeeping**
2023250806 初級烘焙實務 **Elementary Bakery**
2024260826 環境管理實務課程
Environmental Management Practice

明愛樂務綜合職業訓練中心

- 2024260840 工藝品製作及傳意
Handicraft Making and Communication
2023250806A 初級烘焙實務 **Elementary Bakery A**
2024260809 基礎飲食業實務 **Basic Catering Services**
2023250817 西式餐飲業實務 **Western Catering Practice**
2024260820 活動策劃助理實務 **Event Planning Assistant**

香港中華基督教青年會

- 2024260833 創意藝術及舞台表演 **Creative Art & Stage Performance**
2024260838 咖啡及甜品師助理訓練
Barista and Patisserie Assistant Training
2024260839 商場機械人服務大使
Shopping Mall Robot Service Ambassador

2024260812 舞蹈藝術培訓 Dancing Art Training	
課程提供機構 Course Provider	聖雅各福群會 St James' Settlement
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	本課程讓學生學習基本舞蹈藝術知識及技巧，透過藝術創作或表達過程，培養學生獨立自主，建立個人的價值觀，並對舞蹈藝術文化有所理解和欣賞。此外，藉著創作或表演，運用敏銳觸覺，培養學生對生命充滿熱情，了解社會並提昇個人素質，認知生命的意義。學生透過藝術活動體會及瞭解作為舞蹈藝術工作者所需的知識及技巧，增加與他人及社會的互助，從而發掘更多人生的道理，尋覓、塑造自己人生的目標。 The course focuses on the knowledge and skills of basic dancing art. Through art creation or performance, it helps cultivate the independency of students, establish individual values and deepen their understanding and appreciation towards the culture of dancing art. It can also train students to apply keen senses, cultivate their passion for life, help them understand the society and enhance their personal qualities as well as understanding of the meaning of life. Students can experience and learn the required knowledge and skills of being a dance artist through art activities. With increasing mutual help with people and society, students can explore the wisdom in life in order to look for and sharpen their own life goals.
授課語言 Medium of Instruction	中文 Chinese
課程特色 Course Features	本課程由聖雅各福群會舞蹈藝術發展顧問－專業舞者王廷琳先生為智障人士的舞蹈藝術活動及課程內容提供專業意見。課程由具教授智障人士經驗的專業導師任教，着重啟發學生的潛能，而非僅僅提供知識及技巧的教授。透過認識舞蹈基本技巧，學生可靈活運用在創作或表演上。課程於設備完善的場地授課，為學生提供良好的學習環境。 Consultant of Dancing Art Development of St. James' Settlement, Mr. Andy Wong who is a professional dancer, provides professional advice on the dancing art activities and curriculum contents for students with intellectual disabilities. The course is taught by professional instructors with experiences of teaching students with intellectual disabilities, who emphasize to inspire students to develop their potentials rather than merely provide them with knowledge and skills. Students can flexibly apply the basic skills of dancing on creation or performance. The course will be held in a well-equipped venue, so as to provide a good learning environment for students.

2024260812 舞蹈藝術培訓 Dancing Art Training	
升學路向 Articulation to Further Studies	完成培訓的學生可直接連接賽馬會啟藝學苑之延續綜合藝術課程，延續發展舞蹈藝術。擁有藝術才華而完成培訓的傑出學生可獲以下機會： Students who have completed training can be connected directly to the Extended Integrated Art Course offered by The Jockey Club Artspiration Academy for further development in music arts. Outstanding students may have the following opportunities: - 聖雅各福群會藝團-「心飛舞團」、「心飛舞團2」、「和聲合唱團」及「鼓動人生」甄選資格 Selection qualifications for "Dancing Heart Troupe", "Dancing Heart Troupe 2", "Voice for Harmony" and "Drum Alive" of St. James' Settlement Art Troupes - 獲甄選參加社區比賽、藝術交流、或公開表演 Being selected to participate in community competitions, art exchange or public performances - 連接賽馬會啟藝學苑藝術啟航課程，延續藝術學習與探索 Continuing the exploration and studies in Art, by enrolling the "EmbART programme" of The Jockey Club Artspiration Academy - 成為「藝術天使」，讓學生向公眾人士展現他們在藝術表現上的經驗及潛能，加深社會人士對智障人士的認識，從而培養一個傷健共融的社會 Becoming "Arts Angel" to show their potentials on art and share their experiences with the public so as to foster an inclusive society
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：九龍尖沙咀山林道20號錦興大廈2樓201室 Dancing Paradise Studio Venue: Dancing Paradise Studio, Room 201, 2/F, Kam Hing Building, 20 Hillwood Road, Tsim Sha Tsui, Kowloon 模式二 Mode 2 本課程未有提供模式二的安排 Arrangements for mode 2 are not provided for this course
課程對象 Target Students	輕度智障 Mild ID
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260812 舞蹈藝術培訓 Dancing Art Training

課程結構 Course Structure

第一年：基礎階段 (共 120 小時) First year: Elementary Phase (Total: 120 hours)

基礎舞蹈藝術知識及技巧 (72小時)

Basic Knowledge and Skills of Dancing Art (72 hours)

- 認識身體
Body Awareness
- 舞蹈律動訓練
Training on Dancing Rhythm
- 以身體語言來表達自己
Expression in Body Languages
- 身體、空間、他人之互動模式
Interactive Mode of Body, Space and Others
- 姿態與造型的塑造
Molding of Posture and Modeling
- 節奏、身體、音樂之互動練習
Interactive Practice of Rhythm, Body and Music

綜合藝術 (36 小時)

Integrated Art (36 hours)

- 藝術與自我認識及溝通技巧
Art and Self-awareness and Communication Skills
- 藝術與互動合作1
Art, Interaction and Cooperation 1
- 藝術、情感與表達
Art, Emotion and Expression
- 合作藝術與時間管理
Collaborative Art and Time Management

舞蹈導賞或藝術體驗 (12小時)

Dancing Tour or Arts Experience (12 hours)

- 認識舞蹈藝術
Introduction to Dancing Art
- 舞蹈藝術的特性
Features of Dancing Art
- 舞蹈的美感與展示方法
Beauty and Displaying Methods of Dancing
- 我最喜愛的舞蹈風格與模式
My Favourite Dancing Style and Mode
- 參與不同的藝術展覽/工作坊
Join Different Arts Exhibitions and Workshops

2024260812 舞蹈藝術培訓 Dancing Art Training

課程結構 Course Structure

第二年：進階階段 (共 120 小時) Second year: Advanced Phase (Total: 120 hours)

舞蹈創作與排練 (34小時)

Dancing Art Creation and Rehearsals (34 hours)

- 舞蹈進階訓練
Advance Dancing Training
- 動作組合訓練
Training on Action Combinations
- 小品排練
Rehearsal of Pieces

舞台空間的運用 (20小時)

Use of Stage Space (20 hours)

- 舞台知識教授
Training on Stage Performance Knowledge
- 模擬舞台體驗
Stage Performance Experience

演出與排練 (18 小時)

Performance and Rehearsals (18 hours)

- 舞蹈演出
Performance of Dancing Art
- 演出綵排與舞台術語學習
Rehearsals and Technical Terms Studies

綜合藝術 (36 小時)

Integrated Art (36 hours)

- 藝術與互動合作2
Art, Interaction and Cooperation 2
- 藝術與創意思維
Art and Creativity
- 藝術與溝通
Art and Communication
- 自我形象、表演與態度
Self-image, Performance and Attitude

舞蹈導賞或藝術體驗 (12小時)

Dancing Tour or Arts Experience (12 hours)

- 如何與他人享受共舞之樂趣
How to Enjoy Dancing Fun with Others
- 初步引發創作作品過程
Preliminary Trigger for Creation Process
- 參觀、欣賞、專業舞者經驗分享
Visit, Appreciation, Experience Sharing by Professional Dancers
- 參與不同的藝術展覽/工作坊
Join Different Arts Exhibitions and Workshops

2024260832 唱作與合奏音樂培訓 Discover Music Together	
課程提供機構 Course Provider	聖雅各福群會 St James' Settlement
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	本課程與一般高中音樂課程學習內容不同，主要教授唱作與樂器合奏的知識及技巧之餘，再透過藝術創作或表達過程，提升學生對歌唱和詞曲創作的理解及欣賞。課程主要選取音樂中的唱作及合奏項目，因兩項均為音樂的核心內容，可與高中音樂課程起相輔相成之用；欣賞和表達的活動能培育學生敏銳的觸覺，體驗音樂作品流露的創意和對生命的熱情。 The course focuses mainly on the knowledge of composing and singing, and skill of ensemble, which are different from the learning contents of Senior Secondary Music curriculum. It aims to enhance students' understanding and appreciation towards the art and culture of composing & singing and ensemble through art creation or performance. The course is mainly about composing, singing and ensemble, as these are the two core contents of music which would be complementary to the Senior Secondary Music curriculum. Activities of appreciation and expression can foster students' keen senses and enable them to experience the creation and passion for life from musical works.
授課語言 Medium of Instruction	中文 Chinese
課程特色 Course Features	課程由具教授智障人士經驗的專業導師任教，着重啟發學生的潛能，而非僅僅教授知識及技巧。透過學習唱作與合奏的基本技巧，學生可靈活運用在創作或表演上。課程於設備完善的場地授課，為學生提供良好的學習環境。 課程的首年為基礎訓練，第二年的進階訓練包括個人發展、社區互動，融入社區及進階技巧；每一階段會進行進展性及總結性評估，讓導師瞭解其學習進度及更適切回應學生的不同學習需要；協助每位學生製作其進度紀錄、創作作品及參與活動的照片。 The course is taught by professional instructors with experiences of teaching students with intellectual disabilities, who emphasize to inspire students to develop their potentials rather than merely provide them with knowledge and skills. Students can flexibly apply the basic skills of ensemble, composing and singing on creation or performance. The course will be held in a well-equipped venue so as to provide a good learning environment for students. The first year focuses on elementary trainings. The advanced training in the second year includes personal development, community interaction, social inclusion and advanced techniques. Formative and summative assessments in each phase help instructors understand students' learning progress and better address their diverse learning needs. The course also assists each student to produce his/her own progress reports, creative works and activity photos.

2024260832 唱作與合奏音樂培訓 Discover Music Together	
升學路向 Articulation to Further Studies	完成培訓的學生可直接連接賽馬會啟藝學苑之延續綜合藝術課程，延續發展音樂藝術。擁有藝術才華而完成培訓的傑出學生可獲以下機會： Students who have completed training can be connected directly to the Extended Integrated Art Course offered by The Jockey Club Artspiration Academy for further development in music arts. Outstanding students may have the following opportunities: - 聖雅各福群會藝團-「心飛舞團」、「心飛舞團2」、「和聲合唱團」及「鼓動人生」甄選資格 Selection qualifications for "Dancing Heart Troupe", "Dancing Heart Troupe 2", "Voice for Harmony" and "Drum Alive" of St. James' Settlement Art Troupes - 獲甄選參加社區比賽、藝術交流、或公開表演 Being selected to participate in community competitions, art exchange or public performances - 連接賽馬會啟藝學苑藝術啟航課程，延續藝術學習與探索 Continuing the exploration and studies in Art, by enrolling the "EmbART programme" of The Jockey Club Artspiration Academy - 成為「藝術天使」，讓學生向公眾人士展現他們在藝術表現上的經驗及潛能，加深社會人士對智障人士的認識，從而培養一個傷健共融的社會 Becoming "Arts Angel" to show their potentials on art and share their experiences with the public so as to foster an inclusive society
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：新界大圍積輝街 15 號 沙田公立學校 Shatin Public School, 15 Chik Fai Street, Tai Wai, New Territories 模式二 Mode 2 本課程未有提供模式二的安排 Arrangements for mode 2 are not provided for this course
課程對象 Target Students	輕度智障 Mild ID
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260832 唱作與合奏音樂培訓 Discover Music Together

課程結構 Course Structure

第一年：基礎階段 (共 120 小時) First year: Elementary Phase (Total: 120 hours)

聲音探索 I (36 小時)

Sound Exploration I (36 hours)

- 認識聲音
Understanding Sound
- 認識敲擊樂器
Understanding Percussion Instruments

音樂感與演奏 (18 小時)

Musical Sensation and Performance (18 hours)

- 節奏及音感訓練
Rhythm and Sense of Pitch Training
- 小組合奏及合唱
Ensemble and Chorus
- 旋律創作及和唱訓練
Melody Creation and Chorus Training

音樂與表達 (18 小時)

Music and Expression (18 hours)

- 情感與表達
Emotion and Expression
- 音樂的質感
Music Texture

綜合藝術(36 小時)

Intergrated Art (36 hours)

- 藝術與自我認識及溝通技巧
Art and Self-awareness and Communication Skills
- 藝術與互動合作1
Art, Interaction and Cooperation 1
- 藝術、情感與表達
Art, Emotion and Expression
- 合作藝術與時間管理
Collaborative Art and Time Management

音樂導賞或其他藝術體驗 (12 小時)

Music Tour or Other Arts Experience (12 hours)

- 欣賞音樂表演
Appreciation of Music Performance
- 音樂藝術的特性
Features of Music Art
- 音樂的美感與展示方法
Beauty and Displaying Methods of Music
- 我最喜愛的音樂風格與模式
My Favourite Music Style and Mode
- 參與不同的藝術展覽/工作坊
Participation in Different Arts Exhibitions and Workshops

2024260832 唱作與合奏音樂培訓 Discover Music Together

課程結構 Course Structure

第二年：進階階段 (共 120 小時) Second year: Advanced Phase (Total: 120 hours)

聲音探索 II (18 小時)

Sound Exploration II (18 hours)

- 發展聲音的可能性
Possibility of Sound Development
- 單音旋律即興演奏
Monophony Improvisation

詞曲創作 (36 小時)

Creation of Songwriting (36 hours)

- 改編與原創
Adaptation and Originality
- 樂句及樂段創作與賞析
Creation and Appreciation of Phrases and Sections
- 合奏技巧及和唱訓練
Ensemble Skills and Chorus Training

演出與排練 (18 小時)

Performance and Rehearsals (18 hours)

- 音樂創作演出
Performance of Music Creation
- 演出綵排與舞台術語學習
Rehearsals and Technical Terms Studies

綜合藝術 (36 小時)

Integrated Art (36 hours)

- 藝術與互動合作2
Art, Interaction and Cooperation 2
- 藝術與創意思維
Art and Creativity
- 藝術與溝通
Art and Communication
- 自我形象、表演與態度
Self-image, Performance and Attitude

音樂導賞或其他藝術體驗 (12 小時)

Music Tour or Other Arts Experience (12 hours)

- 如何與他人享受音樂的樂趣
How to Enjoy Music Fun with Others
- 初步引發創作作品過程
Preliminary Stimulation of Creation Process
- 音樂演出與分享
Music Performance and Sharing
- 參與不同的藝術展覽/工作坊
Participation in Different Arts Exhibitions and Workshops

2024260834 創意攝影及傳意設計 Creative Photography and Communication Design	
課程提供機構 Course Provider	職業訓練局 Vocational Training Council, VTC
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	本課程讓學生在模擬的工作環境下接受創意攝影及設計訓練，學習有關行業的基礎知識、技能、職業健康和 safety，從而提高學生對創作行業的認識及對設計之興趣。本課程除學習行業專門知識及技能外，亦會培養學生的個人素質，如溝通技巧、團隊精神、自信心、責任感及工作態度等，以協助學生了解自己的職業性向，為日後接受職業訓練或公開就業作好準備。 The course lets students receive training in creative photography and design in a simulated environment. They can learn the relevant fundamental knowledge and skills, occupational health and safety, and enhance their understanding of the creative industry as well as their interest in design. Apart from equipping students with career-related abilities and skills, the course also puts emphasis on developing students' communication skills, team spirit, self-confidence and working attitude etc., so that they can realize their career aptitude and prepare for vocational training or employment in the future.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程採用互動教學模式，理論及實踐並重，透過模擬實際工作環境，讓學生從實務操作中學習，包括：使用不同類型的攝影器材及專業電腦應用軟件，例如：Photoshop, Illustrator, InDesign 等，使學生所獲得與實際工作情況類近的知識和技能。再者，透過製作主題式的創作，讓學生在大框架中，學習跨媒體之間的運用，發揮創意。此外，課程著重培養學生的共通能力和建立正面的價值觀和工作態度。 The course adopts an interactive learning and teaching approach with emphasis on both theory and practice. Through a range of hands-on practices in a simulated working environment, students acquire the knowledge and skills in creative design and photography. In addition, different types of photographic equipment and professional computer applications, such as Photoshop, Illustrator, InDesign, etc., will be learnt fruitfully. By making different themed creations, students can learn the use of cross-media and helps them to develop creativity. Besides, the course also stresses on cultivating students' generic skills, positive values and attitudes necessary for their future careers.
升學路向 Articulation to Further Studies	畢業生通過相關的職業評估，可報讀展亮技能發展中心的全日制課程，如：「設計及桌上出版」、「數碼商業營運」及「電腦及網絡實務」課程。 Graduates who passed the Vocational Assessment may apply for admission to the full-time courses offered by Shine Skills Centre of the VTC, such as “Design and Desktop Publishing”, ” Digital Shop Operation “ and “Computer and Network Practice”.

2024260834 創意攝影及傳意設計 Creative Photography and Communication Design	
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：請參閱該年度的課程一覽表 Venue: Please refer to the course list of the year 模式二 Mode 2 有關詳情有待課程提供機構與學校協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障，本課程適合輪椅使用者報讀，惟需要手部有一定程度上的活動能力及手指靈活度，並通過入學甄選。 Mild ID, this course is suitable for wheelchair user to apply, but also require certain extent of upper limb ability and finger dexterity and need to pass the admission screening assessment.
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

***Remarks:**

2024/25 至 2025/26 學年：新界屯門豐安街 1 號展亮技能發展中心(屯門)

2024/25 to 2025/26 school year: Shine Skills Centre (Tuen Mun), 1 Fung On Street, Tuen Mun, New Territories

2024260834 創意攝影及傳意設計 Creative Photography and Communication Design

課程結構 Course Structure

單元一：基礎平面設計 (24 小時)

Module 1: Basic Graphic Design (24 hours)

- 平面設計基礎原理
Basic Principles of Graphic Design
- 平面設計流程
Workflow of Graphic Design
- 創意設計行業的基礎概念
Introduction of Creative Design Industry
- 行業相關的共通能力
Trade Specific Generic Skills

單元二：基礎設計軟件應用(76 小時)

Module 2: Use of Design Software (76 hours)

- 週邊設備應用
Peripheral Devices Application
- 文字及圖像輸入
Importing Text and Images
- 流行軟件應用
Trendy Design Software Application
- 行業相關的共通能力
Trade Specific Generic Skills

單元三：數碼攝影入門 (88 小時)

Module 3: Digital Photography (88 hours)

- 數碼相機之基本使用
Basic Usage of Digital Cameras
- 攝影器材之基本使用
Basic Usage of Photographic Equipment
- 攝影技巧
Photographic Skills
- 數碼影像處理及修描技巧
Digital Image Processing and Editing Skills
- 行業相關的共通能力
Trade Specific Generic Skills

2024260834 創意攝影及傳意設計 Creative Photography and Communication Design

課程結構 Course Structure

單元四：綜合創意應用 (52 小時)

Module 4: Integrated Creative Application (52 hours)

- 創意媒體的認識
Introduction to Creative Media
- 創意出版的應用
Application of Creative Media
- 行業相關的共通能力
Trade Specific Generic Skills

2024260835 創意手作藝術 Creative Handcraft Arts	
課程提供機構 Course Provider	職業訓練局 Vocational Training Council, VTC
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	本課程旨在啟發學生的創意和藝術，並提高學生對相關行業的認識和興趣。課程在模擬的製作工場下進行，經導師教授相關手作藝術的概論和技巧後，學生能在導師的協助下，選擇喜歡的材料和配飾親身創作手作。過程中除認識行業的專項知識和技能外，亦會認識到職安健資訊。此外，本課程亦重視培養學生的個人素質，如溝通技巧、團隊精神、自信心、責任感及工作態度等。導師會引用生活或職場上的情境作討論，以協助學生了解自己的職業性向，為日後接受職業訓練或公開就業作好準備。 The course is designed to inspire students' creativity and artistry, as well as to develop knowledge and interest of the industry. The course allows students to receive knowledge and training on creative handcraft arts, and allows them to choose the materials and accessories to create handcraft arts in a stimulated workshop under tutors' assistance. They can acquire occupational safety and health information besides the career-related abilities and skills. In addition, the course put emphasis on students' communication skills, team spirit, self-confidence, sense of responsibility and work attitude. By quoting situations in daily life and workplace for discussion, students can be well prepared for vocational training and open employment in the future.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程採用互動教學模式，理論及實踐並重，並透過模擬實際工作環境，讓學生從實務操作中學習，使用不同的材料及工具，製作各款飾物、吊飾及擺設，啟發學生的思考及創意。課程中學生會認識各種花材及配襯方法，製作切合不同主題的簡單花藝擺設、花束及花藝佈置。學生亦會學習到緞帶繫法及花結製作技巧，並利用各種輔助材料，包裝各式禮盒。此外，課程著重培養學生的共通能力和建立正面的價值觀和工作態度。 The course adopts an interactive learning and teaching approach with emphasis on both theory and practice. Through a range of hands-on practices in a simulated working environment, students acquire the knowledge and skills and develop the creativity and thinking skills in making various types of accessories, hanging ornaments and decorations, ribbon tying and knot making and gift box wrapping. Besides, the course also stresses on cultivating students' generic skills and positive values and attitudes necessary for their future careers.

2024260835 創意手作藝術 Creative Handcraft Arts	
升學路向 Articulation to Further Studies	畢業生通過相關的職業評估，可報讀展亮技能發展中心的全日制課程，如：「商業及零售服務」、「包裝服務」及「零售業營運實務證書（資歷架構 級別 1）」課程。 Graduates who passed the Vocational Assessment may apply for admission to the full-time courses offered by Shine Skills Centre of the VTC, such as “Commercial and Retailing Service”, “Packaging Service” and “Certificate in Retail Store Operation (QF Level 1)”.
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點*：請參閱該年度的課程一覽表 Venue * : Please refer to the course list of the year 模式二 Mode 2 有關詳情有待課程提供機構與學校協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障 / 能力較佳的中度智障，本課程適合輪椅使用者報讀，惟需要手部有一定程度上的活動能力及手指靈活度，並通過入學甄選。 Mild ID / More capable moderate ID, this course is suitable for wheelchair user to apply, but also require certain extent of upper limb ability and finger dexterity and need to pass the admission screening assessment.
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

***Remarks:**

2024/25 至 2025/26 學年：九龍塘牛津道 1D 號展亮技能發展中心(觀塘) - 牛津道暫遷校舍

2024/25 to 2025/26 school year: Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus,
1D Oxford Road, Kowloon Tong

2024260835 創意手作藝術 Creative Handcraft Arts

課程結構 Course Structure

單元一：創意飾品 (80 小時)

Module 1: Creative Accessories (80 hours)

- 講解製作飾品的安全守則
Introduce the Work Safety Guidelines of Making Accessories
- 認識製作飾品的概論
Understand the Procedures of Making Accessories
- 掌握製作飾品的工具和材料的應用
Understand the Usage of Tools and Materials of Making Accessories
- 講授製作飾品(各款飾物、吊飾及擺設)的技巧
Introduce the Skills and Methods of Making Accessories
- 在指導下，創作飾品(節慶禮品、珠飾及飾物)
Design and Production of Creative Accessories Under Guidance
- 行業參觀
Industrial Visit
- 行業相關的共通能力
Trade Specific Generic Skills

單元二：創意花藝 (80 小時)

Module 2: Creative Flower Arts (80 hours)

- 講解製作花藝的安全守則
Introduce the Work Safety Guidelines of Making Flower Arts
- 認識製作花藝的概論
Understand the Procedures of Making Flower Arts
- 掌握製作花藝的工具和材料的應用
Understand the Usage of Tools and Materials of Making Flower Arts
- 講授製作花藝的技巧(紮作、插作及冷膠)
Introduce the Skills and Methods of Making Flower Arts (Flower Bunches, Floral Arrangement and Floral adhesive)
- 講授花材保養的技巧(乾花及鮮花)
Introduce the Skills and Methods of Flower Maintenance (Dried flowers and Fresh flowers)
- 在指導下，創作花藝成品(花束、插花、襟花及手腕花)
Design and Production of Creative Flower Arts Under Guidance
- 行業參觀
Industrial Visit
- 行業相關的共通能力
Trade Specific Generic Skills

2024260835 創意手作藝術 Creative Handcraft Arts

課程結構 Course Structure

單元三：創意包裝 (80 小時)

Module 3: Creative Wrapping (80 hours)

- 講解包裝的安全守則
Introduce the Work Safety Guidelines of Wrapping
- 認識包裝的概論
Understand the Procedures of Wrapping
- 掌握包裝工具和材料的應用
Understand the Usage of Tools and Materials of Wrapping
- 講授禮品、包裝紙及緞帶的配襯技巧
Introduce the Matching Skills of Gift, Wrapping Paper and Ribbon
- 講授創意包裝的技巧(緞帶繫法、花結製作、禮盒包裝)
Introduce the Skills and Methods of Creative Wrapping (Ribbon Tying, Knot Making and Gift Box Wrapping)
- 在指導下，以創意手法包裝禮品
Design and Production of Creative Wrapping Under Guidance
- 行業參觀
Industrial Visit
- 行業相關的共通能力
Trade Specific Generic Skills

2024260836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making	
課程提供機構 Course Provider	職業訓練局 Vocational Training Council, VTC
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程讓學生在模擬環境下接受西式甜品、烘焙及朱古力製作訓練，學習有關行業的基礎知識、技能、職業健康及安全，從而提高學生對行業的認識及對專業西式甜品、烘焙及朱古力製作之興趣。課程中除學習行業的專門知識及技能外，亦會培養學生的個人素質，如溝通技巧、團隊精神、自信心、責任感及工作態度等，以協助學生了解自己的職業性向，為日後接受職業訓練或公開就業作好準備。 The course allows students to receive training on patisserie, bakery and chocolate production in a simulated environment. They can learn the relevant fundamental knowledge, skills, occupational health and safety of the industry, and develop knowledge of the industry and interests in patisserie, bakery and chocolate production. Apart from equipping students with the career-related abilities and skills, the course also puts emphasis on students' communication skills, team spirit, self-confidence, sense of responsibility and work attitude etc., so that they can be well prepared for vocational training and open employment in the future.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程採用互動教學模式，理論及實踐並重，並透過模擬實際工作環境，讓學生從實務操作中學習，使用專業的烘焙器材及工具，例如：多層式烘焙爐、麵糰發酵櫃、多功能廚師機等，從而增進對西式甜品、烘焙及朱古力製作的應用知識及技巧。此外，課程著重培養學生的共通能力和建立正面的價值觀和工作態度。 The course adopts an interactive learning and teaching approach with emphasis on both theory and practice. Through a range of hands-on practices in a simulated work setting, students acquire the knowledge and skills in patisserie, bakery and chocolate making such as using professional baking equipment and tools such as; multi-layered baking oven, fermentation cabinet for bread dough, multi-function mixing machine, etc. Besides, the course also stresses on cultivating students' generic skills and positive values and attitudes necessary for their future careers.

2024260836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making	
升學路向 Articulation to Further Studies	畢業生通過相關的職業評估，可報讀展亮技能發展中心的全日制課程，如：「飲食業實務」，「包餅及咖啡店服務」及「快餐店營運實務證書(資歷架構 級別 1)」課程。 Graduates who passed the Vocational Assessment may apply for admission to the full-time courses offered by Shine Skills Centre of the VTC, such as “Catering Service Practice”, “Bakery and Café Service” and “Certificate in Fast Food Operation (QF Level 1)”
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點*：請參閱該年度的課程一覽表 Venue*: Please refer to the course list of the year 模式二 Mode 2 有關詳情有待課程提供機構與學校協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障 (能長時間站立；及需要手部有一定程度上的活動能力及靈活度，並通過入學甄選。) Mild ID (Can maintain prolong standing; also require certain extent of upper limb ability and manual dexterity of hand and need to pass the admission screening assessment)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

***Remarks:**

2024260836A 西式甜品、烘焙及朱古力製作 A Patisserie, Bakery and Chocolate Making A

2024/25 至 2025/26 學年：九龍塘牛津道 1D 號展亮技能發展中心(觀塘) - 牛津道暫遷校舍

2024/25 to 2025/26 academic year: Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus, 1D Oxford Road, Kowloon Tong

2024260836B 西式甜品、烘焙及朱古力製作 B Patisserie, Bakery and Chocolate Making B

2024/25 至 2025/26 學年：新界屯門豐安街 1 號展亮技能發展中心(屯門)

2024/25 to 2025/26 academic year: Shine Skills Centre (Tuen Mun), 1 Fung On Street, Tuen Mun, New Territories

2024260836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

課程結構 Course Structure

單元一：甜品烘焙廚房實務 (24 小時)

Module 1: Introduction of Patisserie and Bakery Operation (24 hours)

- 西餐廚房部門的組織架構
Organisational Structure of Western Kitchen
- 廚房各部門的功能與整體運作
The Functions and Overall Operation of Different Sections of the Kitchen
- 廚房設備及安全守則
Kitchen Equipment and Safety Rules
- 食品保存法
Food Storage Methods
- 行業相關的共通能力
Trade Specific Generic Skills

單元二：基本烹調方法 (28 小時)

Module 2: Introduction of Cooking Methods (28 hours)

- 基礎烹調方法
Basic Cooking Methods
- 西式甜品汁醬及果醬
Jam and Western Sauce for Desserts
- 西式忌廉與餡料
Western Cream and Fillings
- 行業相關的共通能力
Trade Specific Generic Skills

單元三：基礎軟硬麵包製作 (50 小時)

Module 3: Basic Operation in Bread Making (50 hours)

- 麵包原材料
Raw Ingredients for Bread
- 基礎軟硬麵包製作
Basic Production of different kinds of Bread
- 行業相關的共通能力
Trade Specific Generic Skills

單元四：基礎西式甜品實務製作 (84 小時)

Module 4: Basic Practices in Pastry Making (84 hours)

- 蛋糕及雜餅的製作技巧
Cakes and Assorted Pastries Production Skills
- 冷及熱甜品的製作技巧
Cold and Hot Desserts Production Skills
- 健康甜品的製作技巧
Healthy Desserts Production Skills
- 曲奇的製作技巧
Cookies Production Skills
- 行業相關的共通能力
Trade Specific Generic Skills

2024260836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

課程結構 Course Structure

單元五：基礎朱古力製作 (22 小時)

Module 5: Basic Operation in Chocolate Making (22 hours)

- 朱古力原材料
Introduction of Cocoa Products
- 基礎朱古力製作
Basic Chocolate Production Skills
- 行業相關的共通能力
Trade Specific Generic Skills

單元六：飲食安全衛生 (32 小時)

Module 6: Food Hygiene and Safety (32 hours)

- 個人衛生的重要
Understand the Importance of Personal Hygiene
- 食物污染
Food Pollution
- 安全守則及環境保護方法
Safety Rules and Environmental Protection Methods
- 行業相關的共通能力
Trade Specific Generic Skills

2024260801 酒店房務 Hotel Housekeeping	
課程提供機構 Course Provider	匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在讓學生在模擬環境下，學習酒店房務的基礎知識，以及房務部和洗衣部的實務操作技能，透過多元化的學習和實習活動，提升學生對旅遊業和酒店房務的興趣和認識，培養良好的服務文化、自律和團隊精神，並加強解難、溝通和表達能力。 The course is designed for students to learn the elementary knowledge of hotel housekeeping, practical skills of housekeeping and laundry in a simulated environment. It aims to raise students' interests and understanding in tourism and hotel housekeeping through diversified learning activities and practice. The course helps students cultivate their good service manner, self-discipline and team spirit, and also enhance their problem-solving skills, communication skills and presentation skills.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程理論及實踐並重，除了有完善配備之模擬酒店房間學習外，亦會到本會轄下之訓練酒店實習及參觀星級酒店，以認識其真實運作，藉此加強學生對此科目的認識及培養其興趣。 With emphasis on both theory and practice, the course allows students to learn in a well-equipped simulated hotel room. Students will also be attached to training hotels under Hong Chi Association and learn more about the authentic operation of hotels through visits. All of these enable students to have a better understanding of and interests in hotel housekeeping.

2024260801 酒店房務 Hotel Housekeeping	
升學路向 Articulation to Further Studies	出席率達 80%並成績達標者，將獲頒修業證書；成功修畢應用學習調適課程者，如報讀本中心之職業訓練課程，將獲優先考慮 Certificate of accomplishment will be awarded to qualified students with 80% attendance; priority will be given to graduates of adapted applied learning course to apply for vocational training courses offered by Hong Chi Association. 出席率達 80%並表現優異者，如報讀本中心相關之銜接職業訓練課程，可獲豁免入學能力測試 For students with outstanding performance and 80% attendance, they could be exempted from the proficiency test for the following top-up vocational training programme offered by Hong Chi Association: • 酒店管家訓練 Hotel Housekeeping Training
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Venue: Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T. 模式二 Mode 2 有關詳情由個別學校與本中心協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障（未能長時間站立或對清潔用品敏感者不適宜修讀本課程） Mild ID (Not recommended for students who are not able to stand for a long time or are allergic to cleaning supplies)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260801 酒店房務 Hotel Housekeeping

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

概論、核心單元及參觀活動：

Fundamentals, Core Modules and Visits:

- 旅遊業概論
Overview of Tourism
 - 認識香港的「旅遊業」
Understanding the Tourism Industry in Hong Kong
 - 認識酒店內的不同設施
Understanding Different Facilities in Hotels
 - 認識酒店內不同部門的基本運作
Understanding the Basic Operations of Different Departments in Hotels
- 人力抬舉
Manual Lifting
 - 人力抬舉技巧
Manual Lifting Skills
 - 貨物擺放
Goods Placement
- 職業安全及器材使用
Occupational Safety and Use of Equipment
 - 房務工作的清潔器材的認識
Understanding Cleaning Equipment in Housekeeping
 - 洗衣機器的認識
Understanding Laundry Machines
 - 清潔劑的認識
Understanding Cleaning Agents
 - 房務工作安全的注意事項
Safety Precautions in Housekeeping
 - 危機管理定義
Definition of Crisis Management
- 房務工作技巧
Housekeeping Skills
 - 認識房務工作的流程
Understanding the Workflow of Housekeeping
 - 工作間的社交技巧
Social Skills in the Workplace
 - 基本房間清潔技巧
Basic Room Cleaning Techniques
 - 房間清潔質素檢定
Quality Inspection of Room Cleaning

2024260801 酒店房務 Hotel Housekeeping

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

- 布草工作技巧(一)
Linen Work Skills (I)
 - 認識酒店布草房工作流程
Understanding the Workflow of Hotel Linen Room
 - 認識衣物標籤
Understanding Clothing Labels
 - 摺布草技巧
Folding Linens Techniques
 - 認識壓力
Understanding Stress
- 職業性向認知
Cognition of Career Aptitude
 - 自我認識
Self-awareness
 - 不同行業的工作能力要求
Job Skills Requirements in Different Industries
 - 工作選擇
Career Choices

2024260801 酒店房務 Hotel Housekeeping

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

理論及技能訓練：

Theories and Skill Trainings:

- 酒店業待客概論
Concepts of Hospitality in Hotel Industry
 - 想法解讀能力
Interpretation of Thoughts
 - 簡單招待用語 (中/英)
Basic Hospitality Terms in Chinese/English
 - 處理客人查詢 (情境學習)
Handling Guest Inquiries - Scenario-based Learning
 - 處理客人投訴 (情境學習)
Handling Guest Complaints - Scenario-based Learning
 - 工作與情緒控制
Work and Emotional Control
 - 處理衝突的技巧
Conflict Resolution Skills
- 房務清潔(吸抹)技巧
Housekeeping Cleaning (Suction and Wipe) Skills
 - 房間擺設及清潔程序
Room Arrangement and Cleaning Procedures
 - 房務工作職安健
Occupational Health and Safety in Housekeeping
 - 抹塵技巧
Dusting Techniques
 - 吸塵技巧
Vacuuming Techniques
- 布草工作技巧(二)
Linen Work Skills (II)
 - 熨衣技巧
Ironing Techniques
 - 摺衣技巧
Folding Clothes Techniques
 - 掛衣技巧
Hanging Clothes Techniques
 - 布草房其他工作程序
Other Procedures in the Linen Room
 - 布草房工作品質檢定
Quality Inspection in the Linen Room
- 求職準備
Job Hunting Preparation
 - 工作與學習
Work and Learning
 - 個人資料準備
Preparation of Personal Information
 - 簡單面試技巧
Basic Interview Skills

2024260806B 初級烘焙實務 B Elementary Bakery B	
課程提供機構 Course Provider	匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在讓學生在模擬環境下，學習糕餅製作的基礎知識，與及有關的實用技能。透過多元化的學習和實習活動，提升學生對烘焙行業的興趣和認識，為將來升學及就業預先作好準備。 The course is designed for students to learn the elementary knowledge and relevant practical skills of bakery in a simulated environment. It aims to raise students' interests and understanding in bakery through diversified learning activities and practice. Be prepared for further studies and employment.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程理論及實踐並重，除了在有完善配備之糕餅工場學習外，亦會到本會轄下之社會企業糕餅房參觀，以認識其真實運作，藉此加強學生對此科目的認識及培養其興趣。 With emphasis on both theory and practice, the course allows students to learn in a well-equipped simulated bakery workshop. Students will learn more about the authentic operation of bakery through visits. All of these enable students to have a better understanding of and interests in bakery.

2024260806B 初級烘焙實務 B Elementary Bakery B	
升學路向 Articulation to Further Studies	出席率達 80%並成績達標者，將獲頒修業證書；成功修畢應用學習調適課程者，如報讀本中心之職業訓練課程，將獲優先考慮 Certificate of accomplishment will be awarded to qualified students with 80% attendance; priority will be given to graduates of adapted applied learning course to apply for vocational training courses offered by Hong Chi Association. 出席率達 80%並表現優異者，如報讀本中心相關之銜接職業訓練課程，可獲豁免入學能力測試 For students with outstanding performance and 80% attendance, they could be exempted from the proficiency test for the following top-up vocational training programme offered by Hong Chi Association: 糕餅製作 Bakery
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Venue: Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T. 模式二 Mode 2 有關詳情由個別學校與本中心協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障（未能長時間站立者不適宜修讀本課程） Mild ID (Not recommended for students who are not able to stand for a long time)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

概論、核心單元及參觀活動：

Fundamentals, Core Modules and Visits:

- 課程概論
Overview of Bakery
 - 烘焙行業的基本認識
Basic Understanding of the Bakery Industry
 - 烘焙食品基本概念
(Basic Concepts of Baked Goods)
 - 認識不同烘焙食品
Understanding Different Baked Goods
- 人力抬舉
Manual Lifting
 - 人力抬舉技巧
Manual Lifting Skills
 - 貨物擺放
Goods Placement
- 職業安全
Occupational Safety
 - 基本餅房電器爐具的認識
Understanding Basic Bakery Appliances
 - 烘焙工具的使用
Use of Baking Tools
 - 糕餅工場的安全指引
Safety Guidelines in Pastry Shops
 - 突發情況處理
Handling Emergency Situations
 - 危機管理定義
Definition of Crisis Management
- 基礎烘焙技巧
Basic Skills of Bakery
 - 烘焙材料準備
Preparation of Baking Ingredients
 - 基本烘焙技巧
Basic Baking Techniques
 - 烘焙器材的使用及清潔保養
Use and Maintenance of Baking Equipment

2024260806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

- 烘焙技巧(餅食)
Bakery Skills (Biscuits)
 - 餅食製作基本原理
Basic Principles of Biscuit Making
 - 專業餅食烘焙技巧
Professional Biscuit Baking Techniques
 - 曲奇包裝技巧
Cookie Packaging Techniques
- 職業性向認知
Cognitive Development
 - 自我認識
Self-awareness
 - 不同行業的工作能力要求
Job Skills Requirements in Different Industries)
 - 工作選擇
Career Choices

2024260806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

理論及技能訓練：

Theories and Skill Trainings:

- 烘焙技巧(麵包及西點)
Bakery Skills (Bread and Pastries)
 - 麵包製作基本技巧
Basic Bread Making Techniques
 - 麵包烘焙
Bread Baking)
 - 專業蛋糕烘焙技巧
Professional Cake Baking Techniques
 - 撻類製作基本原理
Basic Principles of Tart Making
- 餅房人事架構及人際關係
Personnel Structure and Interpersonal Relations
 - 餅房人事架構的認識
Personnel Structure and Interpersonal Relations in the Bakery
 - 想法解讀能力
Interpretation of Thoughts
 - 工作與情緒控制
Work and Emotional Control
 - 工作間的社交技巧
Social Skills in the Workplace
 - 處理衝突的技巧
Conflict Resolution Skills
 - 認識壓力
Understanding Stress
- 烘焙技巧(甜品)
Bakery Skills (Desserts)
 - 焦糖布甸、意式奶凍理論及製作
Caramel Pudding, Italian Panna Cotta Theory and Preparation
 - 班戟理論及製作
Pancake Theory and Preparation
 - 豆沙燒餅、銅鑼燒理論及製作
Red Bean Pancake, Taiyaki Theory and Preparation
 - 西多士理論及製作
French Toast Theory and Preparation

2024260806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

- 食物安全與衛生
Food Hygiene and Safety
 - 基本食物安全與衛生
Basic Food Hygiene and Safety
 - 預防食物中毒
Prevention of Food Poisoning
 - 個人衛生
Personal Hygiene
- 求職準備
Job Hunting Preparation
 - 工作與學習
Work and Learning
 - 個人資料準備
Preparation of Personal Information
 - 簡單面試技巧
Basic Interview Skills

2024260826 環境管理實務課程 Environmental Management Practice	
課程提供機構 Course Provider	匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在讓學生在模擬環境下，學習清潔技巧，以及環境保護和綠化環境的實務技能，透過多元化的學習和實習活動，提升學生對環境管理的興趣和認識，培養良好的服務文化、自律和團隊精神，並加強解難、溝通和表達能力。 The course is designed for students to learn the elementary knowledge of cleaning skills, practical skills of environmental protection and greening the environment. It aims to raise students' interests and understanding in environmental management through diversified learning activities and practice. The course helps students cultivate their good service manner, self-discipline and team spirit, and also enhance their problem-solving skills, communication skills and presentation skills.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程理論及實踐並重，除了在有完善配備之中心大樓學習外，亦會到戶外場地作訓練及參觀清潔公司 / 物業管理公司，以認識其真實運作，藉此加強學生對此科目的認識及培養其興趣。 With emphasis on both theory and practice, the course allows students to learn in a well-equipped complex. Students will also have their outdoor training, and learn more about the authentic operation of cleaning companies / property management limited through visits. All of these enable students to have a better understanding of and interests in environmental management.

2024260826 環境管理實務課程 Environmental Management Practice	
升學路向 Articulation to Further Studies	出席率達 80%並成績達標者，將獲頒修業證書；成功修畢應用學習調適課程者，如報讀本中心之職業訓練課程，將獲優先考慮 Certificate of accomplishment will be awarded to qualified students with 80% attendance; priority will be given to graduates of adapted applied learning course to apply for vocational training courses offered by Hong Chi Association. 出席率達 80%並表現優異者，如報讀本中心相關之銜接職業訓練課程，可獲豁免入學能力測試 For students with outstanding performance and 80% attendance, they could be exempted from the proficiency test for the following top-up vocational training programme offered by Hong Chi Association: 綜合清潔服務 / 園藝服務 Integrated Cleaning Service / Gardening Service
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Venue: Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T. 模式二 Mode 2 有關詳情由個別學校與本中心協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障 / 中度智障 (未能長時間站立、蹲或對清潔用品敏感者不適宜修讀本課程) Mild ID / Moderate ID (Not recommended for students who are not able to stand and squat for a long time or are allergic to cleaning supplies)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260826 環境管理實務課程 Environmental Management Practice

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

概論、核心單元及參觀活動：

Fundamentals, Core Modules and Visits:

- 環境管理概論
Overview of Environmental Management
 - 認識香港的環境管理
Understanding Environmental Management in Hong Kong
 - 環境清潔基礎理論
(Fundamental Theories of Environmental Cleaning)
 - 環境改善及綠化
Environmental Improvement and Greening
- 人力抬舉
Manual Lifting
 - 人力抬舉技巧
Manual Lifting Skills
 - 貨物擺放
Goods Placement
- 職業安全及器材使用
Occupational Safety and Use of Equipment
 - 從業員的衛生須知
Hygiene Guidelines for Employees
 - 清潔工作的安全配備
Safety Equipment for Cleaning Work
 - 清潔工作需注意的事項
Precautions for Cleaning Work
 - 預防傳染病的方法
Methods for Preventing Infectious Diseases
 - 危機管理定義
Definition of Crisis Management
 - 廢物的分類及安全處理
Waste Classification and Safe Disposal
- 基礎清潔技巧
Basic Cleaning Skills
 - 基礎清潔技巧及要求
Basic Cleaning Skills and Requirements
 - 清潔劑的認識及使用方法
Understanding and Usage of Cleaning Agents
 - 基本清潔工具及機器的認識
Understanding Basic Cleaning Tools and Equipment
 - 基本清潔工具及機器的清潔
Cleaning of Basic Cleaning Tools and Equipment
 - 一般污漬的處理方法
Methods for Handling Common Stains

2024260826 環境管理實務課程 Environmental Management Practice

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

- 室內清潔
Indoor Cleaning
 - 家居環境
Residential Environment
 - 辦公室
Office
 - 公眾地方
Public Areas
 - 廚房 / 茶水間
Kitchen / Pantry
 - 公用洗手間
Public Restrooms
 - 清潔工作質素檢定
Quality Assessment of Cleaning Work
- 職業性向認知
Cognition of Career Aptitude
 - 自我認識
Self-awareness
 - 不同行業的工作能力要求
Job Skills Requirements in Different Industries
 - 工作選擇
Career Choices

2024260826 環境管理實務課程 Environmental Management Practice

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

理論及技能訓練：

Theories and Skill Trainings:

- 戶外清潔
Outdoor Cleaning
 - 戶外地方清潔(走廊/地面)
Outdoor Area Cleaning - Corridors/Grounds
 - 戶外地方清潔(園圃)
Outdoor Area Cleaning - Gardens
 - 盆栽及花槽
Potted Plants and Flower Beds
 - 污水及積水處理
Sewage and Standing Water Treatment
 - 清潔工作質素檢定
Quality Assessment of Cleaning Work
- 人際關係與情緒管理
Interpersonal Relationships and Emotional Management
 - 認識壓力
Understanding Stress
 - 想法解讀能力
Interpretation of Thoughts
 - 工作與情緒控制
Work and Emotional Control
 - 工作間的社交技巧
Social Skills in the Workplace
 - 處理衝突的技巧
Conflict Resolution Skills
- 綠化環境
Greening the Environment
 - 綠化環境的重要性
Importance of Greening the Environment
 - 植物的栽種
Plant Cultivation
 - 植物的護理
Plant Care
 - 綠化環境的實踐
Practical Implementation of Greening the Environment
- 環境保護
Environmental Protection
 - 廢物回收及循環再用
Waste Recycling and Reuse
 - 環保清潔方法
Environmental-Friendly Cleaning Methods
 - 環保實踐及應用
Environmental Practices and Applications

2024260826 環境管理實務課程 Environmental Management Practice

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

- 求職準備
Job Hunting Preparation
 - 工作與學習
Work and Learning
 - 個人資料準備
Personal Information Preparation
 - 簡單面試技巧
Basic Interview Skills

2024260840 工藝品製作及傳意 Handicraft Making and Communication	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	媒體及傳意 Media and Communication
課程簡介 Course Introduction	本課旨在培養學生發展製作具個人風格工藝品的能力，以及有關以視覺媒體傳遞信息的基本知識和技巧。並透過主題創作提升學生對藝術設計行業的興趣和認識，培養良好的服務態度、自律和團隊精神。透過個人成長單元，培育同學的共通能力、價值觀和態度。 The course aims to allow students to develop their abilities of making a personal touch handicraft, and learn visual media communication and relevant knowledge and skill. Through thematic creation activities, it enhances students' interests in and understanding of the arts and design industry as well as to cultivate their good service manner, self-discipline and team spirit. It also nurtures students' generic skills, values and attitudes through modules on personal growth.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程以創作及設計工藝品的概念，配合視覺媒體傳遞信息為整個課程的主要軸心，輔以生活文化與設計的討論，把行業內的相關知識及工作性質與智障學員個人成長所需要的共通能力整合成為課程之框架，並依據學員的學習能力和螺旋式教學模式建構而成為課程大綱。同時，也重於培養學員製作具個人風格的工藝品及有關以視覺媒體傳遞信息的基本知識和技巧，為未來升學及就業發展所需作好準備。 The focus of the course is based on the creating and design handicraft, as well as visual media communication. Supported with discussion on life and culture, the relevant knowledge of the industry and the needs of personal growth of students with intellectual disabilities are integrated into the course framework. Spiral approach is constructed in accordance with the learning abilities and learning modes of the students with intellectual disabilities. Moreover, the emphasis is to develop and establish their personal touch handicrafts with the basic knowledge and skills of visual media communication, so that they can be well prepared for the future adult life.

2024260840 工藝品製作及傳意 Handicraft Making and Communication

升學路向

Articulation to Further Studies

出席率達 80%並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：

A certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the centre:

- 「數碼錄像創作」課程 Digital Video Editing
- 「繪畫及藝術欣賞」課程 Drawing and Painting
- 「電腦繪圖初階」課程 Basic Computer Graphics
- 「形美創意生活藝術」課程 Arts in Life
- 「活動助理」課程 Programme Assistant
- 「辦公室電腦應用」課程 Office Computer Applications
- 「圖書館助理」課程 Library Assistant

出席率達 80%而成績未達標者，獲頒出席證書

An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard

2024260840 工藝品製作及傳意 Handicraft Making and Communication	
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon 模式二 Mode 2 本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course
課程對象 Target Students	輕度智障 / 能力較佳的中度智障 Mild ID / More capable moderate ID
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260840 工藝品製作及傳意 Handicraft Making and Communication

課程結構 Course Structure

第一學段 Term 1

實用技能 (56 小時) Practical Skills (56 hours)

- 認識工藝品與日常
Handicraft and Daily Live
- 認識裝飾工藝
Introduction of Decorative Handicraft
- 認識配色及構圖
Colour Matching and Composition
- 工藝品的色彩運用
Colour Application in Handicraft
- 工具的使用及安全
Use of Tools and Safety
- 認識手撕及拼貼藝術
Knowledge of Torn Paper Collage Art
- 手撕及拼貼藝術創作
Torn Paper Collage Art Creation
- 主題創作及傳意
Thematic Creation and Communication

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 增強溝通技巧：透過師生與學員間互相接觸及交流，可加強語言及非語言表達能力
Strengthening Communication Skills: to enhance verbal and non-verbal expression by teacher-student and peer contact and interaction
 - 自我管理：投入操作學習，可保持及加強學員的專注力和情緒控制
Self-management: to be immersed in operant learning, maintain and strengthen the attention and manage the emotion
- 群性發展
Social Development
 - 人際關係的培養：擴闊社交生活，學習互相接納，培養合作精神
Cultivation of Interpersonal Relationship: to expand social life, learn acceptance of others and nurture the team spirit

2024260840 工藝品製作及傳意 Handicraft Making and Communication

課程結構 Course Structure

第二學段 Term 2

實用技能 (52.5 小時) Practical Skills (52.5 hours)

- 認識工藝品與設計及傳意
Relationship between Handicraft Making and Design and Communication
- 平面設計基礎
Basic Knowledge of Graphic Design
- 產品演繹
Product Interpretation
- 色彩運用理論
Theory of Use of Colour
- 創作主題與傳意
Thematic Creation and Communication

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 激發潛能：明白個人的優點，學習欣賞自己和採用正面的方法加以發展
Arousing Potentials: to understand individual strengths, learn to appreciate oneself and develop one's strengths in a positive manner
- 群性發展
Social Development
 - 團隊精神的培養：學習欣賞別人的優點，接納別人的不足之處，互相合作為團隊作出貢獻
Cultivation of Team Spirit: to appreciate the strengths of others and accept their shortcomings in order to cooperate with and contribute to the team

第三學段 Term 3

實用技能 (52.5 小時) Practical Skills (52.5 hours)

- 認識立體賀卡與製作
3D Greeting Card Making
- 自然素材的處理
Processing of Natural Materials
- 認識石頭彩繪
Stone Art
- 認識曼陀羅彩繪
Mandala Art
- 工具運用及安全
Use of Tools and Safety
- 製作石頭彩繪畫
Making of Stone Art Painting
- 主題創作及傳意
Thematic Creation and Communication

2024260840 工藝品製作及傳意 Handicraft Making and Communication

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展 Personal Development
 - 在自然環境中學習新技能，迎接新挑戰
Learning New Skills and Meeting New Challenges in a Natural Environment
 - 培養解難能力
Nurturing problem-solving skills
- 群性發展 Social Development
 - 在團體協作模式下，透過學習情景，導師指導下，學員能學習和睦相處的要素，了解衝突的成因，學習避免和處理衝突的方法
Learning the key elements of getting along with others harmoniously, understand the causes of conflicts and ways of avoiding conflicts and handling conflicts through the teachers' guidance situated learning and teamwork

第四學段 Term 4

實用技能 (52.5 小時) Practical Skills (52.5 hours)

- 認識字體設計及結構
Understanding of Typography Design and Structure
- 手繪設計字體
Fonts Design
- 認識包裝設計與傳意
Relationship between Packaging Design and Communication
- 包裝設計的應用
Application of Packaging Design
- 認識數碼攝影基礎概念
Basic Concept of Digital Photography
- 運用數碼攝影技巧
Digital Photography Skills
- 認識產品攝影的特色及技巧
Characteristics and Skills of Product Photography
- 影像處理的方法
Image Processing
- 綜合工藝品及設計傳意
Integration of Handicraft and Design Communication

個人成長 (7小時) Personal Growth (7 hours)

- 能融匯所學，應用於日常家庭及學校生活中，提升獨立自處能力及主動性
Integration and Application of the skills learnt in daily family and school life in order to enhance independent skills and activeness
- 個人發展 Personal Development
 - 處事態度：學習待客禮貌、說話技巧，與學員合作，融洽共事
Attitude: to serve customers with courtesy, acquire speaking skills, cooperate with classmates and work harmoniously with each other
 - 工作態度：克服困難，學習認真和盡責的工作態度，表現敬業樂業的精神
Work Attitude: to overcome difficulties and learn to be conscientious, responsible and devoted to their work

2024260806A 初級烘焙實務 A Elementary Bakery A	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在讓學生在模擬環境下，學習有關初級烘焙技術、烘焙原材料、食物衛生與安全等知識，並透過實務培訓提升學生對烘焙業的興趣和認識，培養良好的服務態度、自律和團隊精神。透過個人成長單元，培育同學的共通能力、價值觀和態度。 The course aims to allow students to learn elementary baking skills and knowledge such as baking ingredients, food hygiene and safety in a simulated work setting. Through practical training activities, it enhances students' interests in and understanding of the baking industry as well as cultivates their good service manner, self-discipline and team spirit. It also nurtures students' generic skills, values and attitudes through personal growth and social development modules.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程以烘焙實務為整個課程之軸心，把行業內相關的知識與智障學員個人成長所需要的共通能力整合成為課程之框架；並依據學員的學習能力和模式而建構課程大綱，重點在於豐富學員之學習經驗，在學習烘焙實務的知識和技能之餘，同時發展其共通能力，為未來成人生活作好準備。 The focus of the course is baking practice. Supported with the relevant knowledge of the industry and the needs of personal growth of students with intellectual disabilities are integrated into the course framework. Moreover, the learning programme is constructed in accordance with the learning abilities and learning modes of the students with intellectual disabilities. The emphasis is to enrich their learning experience, and to develop their generic skills while learning the practical knowledge and skills of baking so that they can be well prepared for the future adult life.

2024260806A 初級烘焙實務 A Elementary Bakery A

升學路向

Articulation to Further Studies

出席率達 80%並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：

A certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the centre:

- 「飲食業廚務助理」課程 Catering Assistant
- 「西式廚務助理」課程 Western Catering Assistant
- 「基礎餐飲服務及款待」課程 Elementary Restaurant Service & Hospitality
- 「食材加工」課程 Food Preparation
- 「水吧服務及廚房清潔」課程 Beverage Service and Kitchen Cleaning
- 「基本烘焙實務」課程 Elementary Bakery
- 「甜品製作」課程 Desserts Making
- 「批撻製作」課程 Pies & Tarts Baking
- 「基礎咖啡店實務」課程 Basic Coffee Shop Practice
- 「基礎飲食業實務證書-出品部(資歷架構第一級)」課程
Certificate in Basic Catering Service - Production Section (QF Level 1)
- 「餐廳服務及款待證書 (資歷架構第一級)」課程
Certificate in Restaurant Service & Hospitality (QF Level 1)
- 「基礎烘焙技術證書(資歷架構第一級)」課程
Certificate in Elementary Baking Techniques (QF Level 1)

出席率達 80%而成績未達標者，獲頒出席證書

An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard

2024260806A 初級烘焙實務 A Elementary Bakery A	
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon 模式二 Mode 2 本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course
課程對象 Target Students	輕度智障（視乎職業治療師的意見而決定是否接受肢體傷殘的學生） Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260806A 初級烘焙實務 A Elementary Bakery A

課程結構 Course Structure

第一學段 Term 1

實用技能 (56小時) Practical Skills (56 hours)

- 烘焙業的簡介
Brief Introduction of the Baking Industry
- 認識烘焙設備及工具的應用與保養
The Usage and Maintenance of Baking Equipment
- 量度單位的認識及應用
Understanding and Applications of Units of Measurement
- 原材料的認識與保存
Understanding and Preservation of Ingredients
認識產品種類
Bakery Product Categories
- 認識麵糰製作及發酵
Dough making and Baking Fermentation
- 認識各類麵包及餡料
Concepts of Different Types of Bread and Fillings
- 製作常見的麵包
Baking Common Types of Bread
- 清潔及衛生
Cleaning and Hygiene
- 職業安全健康
Occupational Safety and Health

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 增強溝通技巧：透過師生與同學間互相接觸及交流，可加強語言及非語言表達
Strengthening communication skills: to enhance verbal and non-verbal expression by teacher-student and peer communication and interaction
 - 自我管理：投入操作學習，可保持及加強同學的專注力和情緒控制
Self-management: to be immersed in operant learning, maintain and strengthen students' attention as well as manage their emotions
- 群性發展
Social Development
 - 人際關係的培育：擴闊社交生活、學習互相接納、培養合作精神
Cultivation of the interpersonal relationship: to expand social life, learn acceptance of others and nurture team spirit

2024260806A 初級烘焙實務 A Elementary Bakery A

課程結構 Course Structure

第二學段 Term 2

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 重溫上學期的內容，作出適度調節和跟進，讓同學能掌握所需的操作基礎
Consolidation of Operant Learning: Revision of the prior knowledge, making appropriate adjustment and taking follow-up actions
- 烘焙設備的應用
The Use of Baking Equipment
- 烘焙過程的認識
Baking Process
- 製作包餅
Baking bread and cakes
- 清潔及衛生
Cleaning and Hygiene
- 飲食業職業安全健康
Occupational Safety and Health of the Catering Industry

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 激發潛能：明白個人的優點，學習欣賞自己和採用正面的方法加以發展
Developing Potential: to understand one's strengths, learn to appreciate oneself and develop one's strengths in a positive manner
 - 啟發創意思維：在引導下，揣摩材料的配搭，自行創作麵包款式；欣賞同儕的創作成果
Inspiring Creative Thinking: to explore the combinations of ingredients and create the styles of bread under guidance; to appreciate the creative production of the peers
- 群性發展
Social Development
 - 團隊精神的培育：學習欣賞別人的優點，接納別人的不足之處，互相合作為團隊作出貢獻
Cultivation of Team Spirit: to appreciate the strengths of others and accept their shortcomings in order to cooperate and contribute to the team

第三學段 Term 3

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 鞏固及深化烘焙技術：進一步了解製飽餅步驟
To consolidate and deepen the learning of bakery skills: to further understand the steps of baking bread and cakes
- 認識成品包裝與儲存
Concepts of the packing and storage of finished products
- 認識餅店運作流程
The Operational Flow of a Bakery
- 清潔及衛生
Cleaning and Hygiene

2024260806A 初級烘焙實務 A Elementary Bakery A

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 在日常生活環境中學習新技能，迎接新挑戰。
Learning new skills and meeting new challenges in daily life
 - 解決問題：透過導師引導、團隊協作，從而學習了解問題的成因、發展過程和處理方法
Problem-solving: to learn the causes, process and solutions of problems through teacher's guidance and teamwork
- 群性發展
Social Development
 - 在團體協作模式下，透過學習情境，導師指導下，學員能學習和睦相處的要素，了解衝突的成因，學習避免和處理衝突的方法
Learning the key elements of getting along with others harmoniously, understanding the causes of conflicts, ways of avoiding conflicts and handling conflicts through the teachers' guidance, learning in contexts and teamwork

第四學段 Term 4

實用技能 (52.5小時) Practical skills (52.5 hours)

- 融匯製作包餅知識及技能，在導師指導下製作包餅
Integration of the Skills and Knowledge of Baking Bread and Cakes
- 執行餅房環境清潔程序
Environmental Hygiene of Pastry Room
- 職業安全健康
Occupational Safety and Health
- 食物營養
Food Nutrition

個人成長 (7小時) Personal Growth (7 hours)

- 能融匯所學，應用於日常家庭及學校生活中，提升獨立自處能力及主動性
Integration and application of the skills learned in daily family life and school life in order to enhance independent skills and activeness
- 個人發展
Personal Development
 - 處事態度：學習待客禮貌、說話技巧、與同學合作，融洽共事
Attitude: to learn to serve customers with courtesy, acquire speaking skills, cooperate with classmates and work harmoniously with others
 - 工作態度：克服困難，學習努力、認真、盡責的工作態度，表現敬業樂業的精神
Work Attitude: to overcome difficulties, learn to work hard, be conscientious, responsible and devoted to their work

2024260809 基礎飲食業實務 Basic Catering Services	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程以飲食業實務為整個課程之軸心，輔以廚務、食物烹調技巧、侍應生及水吧實務，把行業內相關的知識與智障學員個人成長所需要的共通能力整合成為課程之框架。此外，在促進同學學習的真實情境中，透過製作食品，培育與職業相關的能力、價值觀與態度及共通能力。 The focus of the course is catering practice. Supported with food preparation skills and cooking skills as well as practical duties of waiters and barmen, the relevant knowledge of the industry and the generic skills required for personal growth of the students with intellectual disabilities are integrated into the course framework. Furthermore, career-related abilities, values and attitudes as well as generic skills are nurtured through the food production in an authentic context which facilitates learning.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	本課程著重實際操作，透過實踐活動，建構不同的應用技能，讓學員掌握職業上需具備的基本技巧。課程依據輕度智障學員的學習能力和模式而建構以單元為主之學習綱領，重點在於豐富學員之學習經驗，在學習飲食業實務的知識和技能之餘，也發展其共通能力，為未來成人生活作好準備。 The emphasis of the course is practice. Through practical activities, students are able to develop required basic and application skills of occupation. A module-based learning programme is constructed in accordance with the learning abilities and learning modes of students with mild intellectual disabilities. The emphases are on enriching the learning experience of students, and developing their generic skills while acquiring the knowledge and skills of catering practice in order to prepare well for their future adult lives.

2024260809 基礎飲食業實務 Basic Catering Services

升學路向

Articulation to Further Studies

出席率達 80% 並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：

Certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the centre:

- 「飲食業廚務助理」課程 Catering Assistant
- 「西式廚務助理」課程 Western Catering Assistant
- 「基礎餐飲服務及款待」課程 Elementary Restaurant Service & Hospitality
- 「食材加工」課程 Food Preparation
- 「水吧服務及廚務清潔」課程 Beverage and Cleaning Assistant
- 「基本烘焙實務」課程 Elementary Bakery
- 「批撻製作」課程 Pies & Tarts Baking
- 「甜品製作」課程 Dessert Making
- 「基礎咖啡店實務」課程 Basic Coffee Shop Practice
- 「餐廳服務及款待證書（資歷架構第一級）」課程
Certificate in Restaurant Service & Hospitality (QF Level 1)
- 「基礎飲食業實務證書-出品部(資歷架構第一級)」課程
Certificate in Basic Catering Service - Production Section (QF Level 1)
- 「基礎烘焙技術證書(資歷架構第一級)」課程
Certificate in Elementary Baking Techniques (QF Level 1)

出席率達 80% 而成績未達標者，獲頒出席證書

An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard

2024260809 基礎飲食業實務 Basic Catering Services

授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon 模式二 Mode 2 本課程未能提供模式二的安排 Arrangements for mode 2 are not provided for this course
課程對象 Target Students	輕度智障（視乎職業治療師的意見而決定是否接受肢體傷殘的學生） Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第一學段 Term 1

實用技能 (56小時) Practical Skills (56 hours)

- 飲食業的簡介
Brief Introduction of Catering Services Industry
- 各類食肆的認識
Types of Restaurant
- 行業組織架構的認識
Organizational Structure of Industry
- 廚房爐具及工具的運用與保養
The Usage and Maintenance of Kitchen Tools and Utensils
- 餐具的認識及使用
Understanding and Use of Tableware
- 廚房及器皿的清潔常識
Cleaning of Kitchen and Utensils
- 量度單位的認識及應用
Units of Measurement and their Applications
- 食材的認識與保存
Understanding of Food Ingredients and their Preservation
- 製作 1 款湯羹、1 款小菜、1 款粥粉麵飯、1 款甜品
Making 1 kind of soup, 1 kind of side dishes, 1 kind of rice/noodles/congee, 1 kind of desserts
- 儀表儀容~侍應制服的認識
Appearance – Waiter Uniform
- 衛生
Hygiene
- 職業安全健康
Occupational Safety and Health

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 增強溝通技巧：透過師生與同學間互相接觸及交流，可加強語言及非語言表達
Strengthening communication skills: to enhance verbal and non-verbal expression by teacher-student and peer communication and interaction
 - 自我管理：投入操作學習，可保持及加強同學的專注力和情緒控制
Self-management: to be immersed in operant learning, maintain and strengthen students' attention as well as manage their emotions
- 群性發展
Social Development
 - 人際關係的培育：擴闊社交生活、學習互相接納、培養合作精神
Cultivation of the interpersonal relationship: to expand social life, learn acceptance of others and nurture team spirit

2024260809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第二學段 Term 2

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 重溫上學期的內容，作出適度調節和跟進，讓同學能掌握所需的操作基礎
Consolidation of Operant Learning: revising prior knowledge, making appropriate adjustment and taking follow-up actions
- 基本刀工技巧
Basic Skills of Using Knives
- 基本肉類醃製方法
Marinated Methods of Meat
- 食材的認識與保存
Understanding of Food Ingredients and their Preservation
- 製作 1 款湯羹、1 款小菜、1 款粥粉麵飯、1 款甜品
Making 1 kind of soup, 1 kind of side dishes, 1 kind of rice/noodles/congee, 1 kind of desserts
- 侍應款待的基本認識
Basic Concepts of Hospitality
- 餐廳清潔
Restaurant Cleaning
- 飲食衛生與安全知識
Food Hygiene and Safety
- 衛生操守和處理食物方法
Food Processing and Code of Practice
- 飲食業職業安全健康
Occupational Health and Safety of Catering Industry

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 激發潛能：明白個人的優點，學習欣賞自己和採用正面的方法加以發展
Developing Potential: to understand one's strengths, learn to appreciate oneself and develop one's strengths in a positive manner
 - 啟發創意思維：在引導下，揣摩材料的配搭，自行創作烹調款式；欣賞同儕的創作成果
Inspiring Creative Thinking: to explore the combinations of ingredients and create different dishes under guidance; to appreciate the creative outcomes of the peers
- 群性發展
Social Development
 - 團隊精神的培育：學習欣賞別人的優點，接納別人的不足之處，互相合作為團隊作出貢獻
Cultivation of Team Spirit: to appreciate the strengths of others and accept their shortcomings in order to cooperate with and contribute to the team

2024260809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第三學段 Term 3

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 鞏固及深化烹調技術，進一步了解食品製作步驟
To consolidate and deepen cooking skills: to further understand the steps of cooking
- 醬料及調味的應用
Application of Sauces and Seasonings
- 製作 1 款湯羹、1 款小菜、1 款粥粉麵飯、1 款甜品
Making 1 kind of soup, 1 kind of side dishes, 1 kind of rice/noodles/congee, 1 kind of desserts
- 飲品沖調方法
Beverage Preparation
- 水吧工作實務
Practice of Work of Barista
- 餐桌擺設及服務程序
Table Setting and Service Routine
- 上餐技巧
Serving Techniques
- 侍應的應對技巧
Response Techniques of Waiter
- 應變技巧
Contingency Handling
- 清潔實務
Cleaning Practice
- 個人衛生及儀表
Personal Hygiene and Appearance
- 食物營養
Food Nutrition

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 在自然環境中，學習新技能，迎接新挑戰。
Learning new skills and meeting new challenges in a natural environment
 - 培養解難能力。
Nurturing problem-solving skills
- 群性發展
Social Development
 - 在團體協作模式下，透過學習情景，導師指導下，學員能學習和睦相處的要素，了解衝突的成因，學習避免和處理衝突的方法
Learning the key elements of getting along with others harmoniously, understanding the causes of conflict, ways of avoiding and handling conflicts through the teachers' guidance, learning in contexts and team cooperation

2024260809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第四學段 Term 4

實用技能 (52.5小時) Practical skills (52.5 hours)

- 融匯製作食品的知識及技能：製作 1 款湯羹、1 款小菜、1 款粥粉麵飯、1 款甜品
Consolidation of Knowledge and Skills: making 1 kind of soup, 1 kind of side dishes, 1 kind of rice/noodles/congee, 1 kind of desserts
- 鞏固及強化款待技巧
Consolidating and Strengthening Hospitality Skills
- 豐富款待用語
Enriching Glossary of Hospitality
- 餐桌禮儀
Table Manner
- 清潔實務
Cleaning Practice
- 職業安全健康
Occupational Safety and Health
- 食物營養
Food Nutrition

個人成長 (7小時) Personal Growth (7 hours)

- 能融匯所學，應用於日常家庭及學校生活中，提升獨立自處能力及主動性
Integration of skills learnt and their applications to daily family and school life in order to enhance independent skills and activeness
- 個人發展
Personal Development
 - 處事態度：學習待客禮貌、說話技巧、與同學合作，融洽共事
Attitude: to learn to serve customers with courtesy, acquire speaking skills, cooperate with classmates and work harmoniously with others
 - 工作態度：克服困難，學習認真和盡責的工作態度，表現敬業樂業的精神
Work Attitude: to overcome difficulties and learn to be conscientious, responsible and devoted to their work

2024260817 西式餐飲業實務 Western Catering Practice	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程讓學生配合課堂學習和廚房實地操作，培育與職業相關的能力。通過學習，培育同學的價值觀與態度。透過食品製作過程，發展其共通能力及讓學生認識相關行業之職業安全與健康知識，並能遵守及應用。 The course allows students to benefit from both classroom learning and learning practical skills at the kitchen, and cultivate career-related skills; nurture their values and attitudes through learning; acquire the generic skills through food production; and allow students to learn, comply with and apply the knowledge of the occupational safety and health of the industry.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	為使學員能將課程內容與生活連結，本課程以西式食品製作為軸心，除灌輸與西式餐飲業相關之知識外，亦把西式餐飲業內其他相關的知識互相串連，以基礎知識為起點，並以製作一頓西式晚餐為終結。依據輕度智障學員的能力和學習模式建構以單元為主之學習綱領，重點在於豐富學員之學習經驗，在學習食品製作的知識和技能之餘，同時發展其共通能力，為未來成人生活作好準備。 The focus of the course is on western food production in order for students to associate course content with daily life. Apart from teaching knowledge related to western catering industry, other related knowledge of the industry is also linked up. The starting point is the fundamental knowledge and it ends with the production of a set of western dinner. A module-based learning program is constructed in accordance with the abilities and learning modes of the students with mild intellectual disabilities. It emphasizes on the enrichment of their learning experience and development of their generic skills while learning the skills and knowledge of food production. The ultimate goal is to prepare them for future adult life.

2024260817 西式餐飲業實務 Western Catering Practice

升學路向

Articulation to Further Studies

出席率達 80%並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：

A certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the centre:

- 「飲食業廚務助理」課程 Catering Assistant
- 「西式廚務助理」課程 Western Catering Assistant
- 「基礎餐飲服務及款待」課程 Elementary Restaurant Service & Hospitality
- 「食材加工」課程 Food Preparation
- 「水吧服務及廚務清潔」課程 Beverage Service and Kitchen Cleaning
- 「基本烘焙實務」課程 Elementary Bakery
- 「甜品製作」課程 Desserts Making
- 「批撻製作」課程 Pies & Tarts Baking
- 「基礎咖啡店實務」課程 Basic Coffee Shop Practice
- 「基本飲食業實務證書-出品部(資歷架構第一級)」課程
Certificate in Basic Catering Service - Production Section (QF Level 1)
- 「餐廳服務及款待證書 (資歷架構第一級)」課程
Certificate in Restaurant Service & Hospitality (QF Level 1)
- 「基礎烘焙技術證書(資歷架構第一級)」課程
Certificate in Elementary Baking Techniques (QF Level 1)

出席率達 80%而成績未達標者，獲頒出席證書

An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard

2024260817 西式餐飲業實務 Western Catering Practice	
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon 模式二 Mode 2 本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course
課程對象 Target Students	輕度智障（視乎職業治療師的意見而決定是否接受肢體傷殘的學生） Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260817 西式餐飲業實務 Western Catering Practice

課程結構 Course Structure

第一學段 Term 1

實用技能 (56小時) : Practical Skills (56 hours)

- 飲食業的簡介
Brief Introduction of the Catering Industry
- 西式食肆的分類
Classification of Western Restaurant
- 西餐的分類
Classification of Western Meals
- 行業組織架構的認識
Concepts of the Organizational Structure of the Industry
- 儀表儀容~廚師及侍應制服的認識
Grooming ~ Introduction to Uniforms of Chefs and Waiters
- 基本衛生常識
Basic Knowledge of Hygiene
- 職業安全健康
Occupational Safety and Health
- 廚房爐具及工具的運用與保養
The Usage and Maintenance of Kitchen Tools and Utensils
- 西式餐具的認識及使用
The Use of Western Cutlery
- 重量單位的認識及應用
Knowledge and Application of the Weight Units
- 食材的認識與儲存方法
Introduction to the ingredients and the preservation
- 廚房實習-製作 1 款頭盤、1 款餐湯、1 款主菜、1 款甜品
Practical Training in the Kitchen: to produce 1 kind of appetizers, 1 kind of soup, 1 main dish and 1 kind of desserts
- 西式廚房及器皿的清潔常識
General Knowledge of Cleaning Western Kitchens and Kitchenware

個人成長 (7小時) : Personal Growth (7 hours)

- 個人發展
Personal Development
 - 增強溝通技巧：透過師生與學員間互相接觸及交流，可加強語言及非語言表達能力
Strengthening communication skills: to enhance verbal and non-verbal expression capability by teacher-student and peer communication and interaction
 - 自我管理：投入操作學習，可保持及加強學員的專注力和情緒控制
Self-management: to be immersed in operant learning, maintain and strengthen students' attention as well as manage their emotions
- 群性發展
Social Development
 - 人際關係的培養：擴闊社交生活、學習互相接納、培養合作精神
Cultivation of the interpersonal relationship: to expand social life, learn acceptance of others and nurture team spirit

2024260817 西式餐飲業實務 Western Catering Practice

課程結構 Course Structure

第二學段 Term 2

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 重溫上學期的內容，作出適度調節和跟進，讓學員能掌握所需的操作基礎
Consolidation of Operant Learning: revision of prior knowledge, making appropriate adjustment and taking follow-up actions
- 西式刀具的分類
Classification of Western Kitchen Knife
- 刀具的清潔及保養
Cleaning and Maintenance of Kitchen Knife
- 基本刀工技巧
Basic Knife Skills
- 牛肉的分類
Classification of Beef
- 基本肉類醃製方法
Basic Meat Marinade Methods
- 廚房實習—製作 1 款頭盤、1 款餐湯、1 款主菜、1 款甜品
Practical in Kitchen: to produce 1 kind of appetizers, 1 kind of soup, 1 main dish and 1 kind of desserts
- 基本西式餐桌禮儀
Basic Western Table Manners
- 基本侍應款待技巧
Basic Serving Skills
- 飲食衛生與安全知識
Knowledge of Food Hygiene and Safety
- 衛生操守和處理食物方法
Hygiene Ethics and Ways of Handling Food
- 清潔實務
Cleaning Practice
- 飲食業職業安全與健康
Occupational Safety and Health of the Catering Industry

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 激發潛能：明白個人的優點，學習欣賞自己和採用正面的方法加以發展
Developing Potential: to understand one's strengths, learn to appreciate oneself and develop one's strengths in a positive manner
- 群性發展
Social Development
 - 團隊精神的培養：學習欣賞別人的優點，接納別人的不足之處，互相合作為團隊作出貢獻
Cultivation of Team Spirit: to appreciate the strengths of others and accept their shortcomings in order to cooperate and contribute to the team

2024260817 西式餐飲業實務 Western Catering Practice

課程結構 Course Structure

第三學段 Term 3

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 鞏固及深化烹調技術，進一步了解食品製作步驟
Consolidating and Deepening Cooking Skills: to further understand the steps of food production
- 香料的調製和應用
The Mixing and Use of Spice
- 汁醬的調製和應用
The Mixing and Use of Sauce
- 西式飲品的沖調方法
Ways of Mixing Western Drinks
- 水吧工作實務
Beverage Practice
- 食物和飲品的配搭
Combinations of food and drinks
- 廚房實習—製作 1 款頭盤、1 款餐湯、1 款主菜、1 款甜品、1 款飲品
Practice in Kitchen: to produce 1 kind of appetizers, 1 kind of soup, 1 main dish, 1 kind of desserts and drink
- 餐牌的分類
Classification of Menus
- 餐桌擺設及上餐程序
Table Setting and Serving Procedures
- 侍應的應對技巧
Conversation Skills of Waiters
- 侍應應變技巧~處理衝突及突發事件、回應顧客的要求等
Adaptive Skills of Waiters – handling conflicts and unexpected events, responding to the request of customers etc.
- 基本食物營養學
Basic Food Nutrition
- 個人衛生及儀表
Personal hygiene and grooming
- 餐廳清潔
Restaurant Cleaning

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 在自然環境中學習新技能，迎接新挑戰。
Learning new skills and meeting new challenges in a natural environment
 - 解決問題：透過導師引導、團隊協作，從而學習了解問題的成因、發展過程和處理方法。
Problem-solving: to learn the causes, process and solutions of problems through teacher's guidance and teamwork
- 群性發展
Social Development
 - 在團體協作模式下，透過學習情景，導師指導下，學員能學習和睦相處的要素，了解衝突的成因，學習避免和處理衝突的方法
Learning the key elements of getting along with others harmoniously, understanding the causes of conflicts, ways of avoiding conflicts and handling conflicts through the teachers' guidance, learning in contexts and teamwork

2024260817 西式餐飲業實務 Western Catering Practice

課程結構 Course Structure

第四學段 Term 4

實用技能 (52.5小時) Practical skills (52.5 hours)

- 主要以實習為主，整合兩年的課程內容，從製作至款待，使學員能完善整個學習過程
Integration of the course content of 2 years, which focuses on practical training from food production to serving customers, allowing students to make the most of the whole learning process
- 融匯製作食品的知識及技能，在導師指導下製作 1 款頭盤、1 款餐湯、1 款主菜、1 款甜品、1 款飲品
Integration of the knowledge and skills of food production: to produce 1 kind of appetizers, 1 kind of soup, 1 main dish, 1 kind of desserts and drink under the teacher's guidance
- 鞏固及強化款待技巧
Consolidating and Strengthening serving skills
- 豐富款待用語
Enriching Expressions Used for Serving
- 餐桌禮儀實務應用
Practical Application of Table Manners
- 簡單廚藝雕刻
Simple Culinary Carving
- 食物裝飾技巧
Food Decoration Skills
- 職業安全與健康
Occupational Safety and Health
- 清潔實務
Cleaning Practice

個人成長 (7小時) Personal Growth (7 hours)

- 能融匯所學，應用於日常家庭及學校生活中，提升獨立自處能力及主動性
Integration and application of the skills learnt in daily family and school life in order to enhance independent skills and activeness
- 個人發展
Personal Development
 - 處事態度：學習待客禮貌、說話技巧、與學員合作，融洽共事
Attitude: to learn to serve customers with courtesy, acquire speaking skills, cooperate with classmates and work harmoniously with others
 - 工作態度：克服困難，學習努力、認真、盡責的工作態度，表現敬業樂業的精神
Work Attitude: to overcome difficulties, learn to work hard, be conscientious, responsible and devoted to their work

2024260820 活動策劃助理實務 Event Planning Assistant	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在讓學生明白「活動策劃助理」的工作範疇、類型及重要性，並學習支援活動策劃運作流程和操作文儀器材的基礎知識和技巧。學生藉著課堂學習和實務操作，認識行業的職業健康及安全，提高他們對活動策劃助理實務和相關的工作之興趣與知識。此外，透過個人成長和群性發展單元，培育同學的共通能力和價值觀與態度。 The course allows students to understand the areas, types and importance of work of an <i>Event Planning Assistant</i>, learn how to support the operational procedures of event planning and the basic skills and knowledge of operating office equipment. Students learn the occupational health and safety through classroom learning and practical operation which can enhance their interest and knowledge of event planning assistant practice and related work. In addition, the generic skills, values and attitude of the students are also cultivated through modules of personal growth and social development.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程以「活動策劃助理」為整個課程之軸心，輔以辦公室工作實務，把行業內相關的知識與智障學員個人成長所需要的共通能力整合成為課程之框架；並依據輕度智障學員的學習能力和模式而建構以單元為主之學習綱領，重點在於豐富學員之學習經驗，在學習活動策劃助理的知識和技能之餘，同時發展其共通能力，為未來成人生活作好準備。 The emphasis of the course is focused on <i>Event Planning Assistant</i>. Supported with the office work practice, the related knowledge of the industry and the generic skills required for personal growth of the students with intellectual disabilities are integrated into the course framework. The module-based learning outline is constructed in accordance with the learning ability and learning mode of the students with mild intellectual disabilities, with emphasis on enriching their learning experience and developing their generic skills while learning the knowledge and skills of being an event planning assistant, and being well prepared for their future adult life.

2024260820 活動策劃助理實務 Event Planning Assistant	
升學路向 Articulation to Further Studies	出席率達 80%並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元： A certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the centre: • 「學校支援助理」課程 School Support Assistant • 「圖書館助理」課程 Library Assistant • 「活動助理」課程 Programme Assistant • 「辦公室實務」課程 Office Work Practice • 「辦公室電腦應用」課程 Office Computer Applications • 「數據處理」課程 Data Processing • 「形美創意生活藝術」課程 Arts in Life • 「速遞實務」課程 Courier Service Practice • 「樂園款待及支援助理」課程 Theme Park Guests and Support Assistant 出席率達 80%而成績未達標者，獲頒出席證書 An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon 模式二 Mode 2 本課程未能提供模式二的安排 Arrangements for mode 2 are not provided for this course
課程對象 Target Students	輕度智障（視乎職業治療師的意見而決定是否接受肢體傷殘的學生） Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260820 活動策劃助理實務 Event Planning Assistant

課程結構 Course Structure

第一學段 Term 1

實用技能 (56小時) Practical Skills (56 hours)

- 認識活動策劃助理的工作性質
Work Nature of Event Planning Assistant
- 活動設計的功能及原則
Principles and Functions of Event Design
- 帶領活動技巧（一）
Skills of Leading Events I
- 認識司儀的角色及工作
Introduction of the Role and Job Duties of Emcee
- 認識電腦操作系統
Computer Operating Systems
- 基本文書處理軟件的使用
Basic Word Processing Skills
- 文儀器材操作（一）
Operation of Office Equipment I
- 認識外勤工作（一）
Outdoor Work I
- 活動場地安排
Arrangement of Activities Venue
- 基本衣著指引
Basic Guidance on Dress Code
- 文職人員職業安全與健康
Occupational Safety and Health of Clerical Staff

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 增強溝通技巧：透過師生與學員間互相接觸及交流，可加強語言及非語言表達能力
Strengthening Communication Skills: to enhance verbal and non-verbal expression by teacher-student and peer contact and interaction
 - 自我管理：投入操作學習，可保持及加強學員的專注力和情緒控制
Self-management: to be immersed in operant learning, maintain and strengthen the attention and manage the emotion
- 群性發展
Social Development
 - 人際關係的培養：擴闊社交生活，學習互相接納，培養合作精神
Cultivation of Interpersonal Relationship: to expand social life, learn acceptance of others and nurture the team spirit

2024260820 活動策劃助理實務 Event Planning Assistant

第二學段 Term 2

實用技能 (52.5小時) Practical Skills (52.5 hours)

- 活動程序設計方法
Designing Event Procedures
- 認識計劃書及財政預算
Proposal and Financial Budget
- 認識活動檢表及財政報告
Financial Report and Event Checklist
- 帶領活動技巧 (二)
Skills of Leading Events II
- 活動策劃實習 (一)
Event Planning Practice I
- 基本說話技巧
Basic Speaking Skills
- 互聯網的應用
The Use of the Internet
- 建立不同種類的文件 (一)
Building up Different Types of Documents I
- 文儀器材操作 (二)
Operation of Office Equipment II
- 認識外勤工作 (二)
Outdoor Work II
- 場地佈置
Venue Setting

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 激發潛能：明白個人的優點，學習欣賞自己和採用正面的方法加以發展
Arousing Potentials: to understand individual strengths, learn to appreciate oneself and develop one's strengths in a positive manner
- 群性發展
Social Development
 - 團隊精神的培養：學習欣賞別人的優點，接納別人的不足之處，互相合作為團隊作出貢獻
Cultivation of Team Spirit: to appreciate the strengths of others and accept their shortcomings in order to cooperate with and contribute to the team

2024260820 活動策劃助理實務 Event Planning Assistant

第三學段 Term 3

實用技能 (52.5 小時) Practical Skills (52.5 hours)

- 帶領活動的技巧 (三)
Skills of Leading Events III
- 司儀技巧
Emcee Skills
- 體驗各種類型遊戲
Experience of Different Types of Group Games
- 建立不同種類的文件 (二)
Setting up Different Types of Documents II
- 製作簡報
Use of PowerPoint
- 認識試算表及數據輸入
Introduction of Excel and Data Entry
- 文儀器材操作
Operation of Office Equipment
- 郵件處理及外勤工作
Mail Handling and Outdoor Work
- 電話接待
Handling Phone Calls
- 操作音響設備
Audio Setting and Operation
- 個人衣服及保護裝備、工房工作的注意事項
Points to Note on personal garment and protective gear as well as working in the worker's house
- 體力處理
Physical Condition

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展 Personal Development
 - 在自然環境中學習新技能，迎接新挑戰
Learning New Skills and Meeting New Challenges in a Natural Environment
 - 培養解難能力
Nurturing problem-solving skills
- 群性發展 Social Development
 - 在團體協作模式下，透過學習情景，導師指導下，學員能學習和睦相處的要素，了解衝突的成因，學習避免和處理衝突的方法
Learning the key elements of getting along with others harmoniously, understand the causes of conflicts and ways of avoiding conflicts and handling conflicts through the teachers' guidance situated learning and teamwork

2024260820 活動策劃助理實務 Event Planning Assistant

第四學段 Term 4

實用技能 (52.5小時) Practical skills (52.5 hours)

- 整合活動策劃助理的工作並加以應用
Integration and Application of the Skills of Event Planning Assistant
- 活動策劃實習 (二)
Event Planning Practice II
- 文儀器材的運用
Use of Office Equipment
- 電話接待 (二)
Handling Phone Calls II
- 接待訪客的技巧
General Tips of Greeting Visitors
- 使用簡報製作宣傳文件
Create Poster or Leaflet by PowerPoint
- 使用試算表
Use of Excel
- 使用數碼攝影及攝錄器材
Operation of Digital Photography and Video Equipment
- 個人安全
Personal Safety
- 顧及他人之安全
Considerations of the Safety of Other People
- 勞工法例
The Labour Legislation

個人成長 (7小時) Personal Growth (7 hours)

- 能融匯所學，應用於日常家庭及學校生活中，提升獨立自處能力及主動性
Integration and Application of the skills learnt in daily family and school life in order to enhance independent skills and activeness
- 個人發展
Personal Development
 - 處事態度：學習待客禮貌、說話技巧，與學員合作，融洽共事
Attitude: to serve customers with courtesy, acquire speaking skills, cooperate with classmates and work harmoniously with each other
 - 工作態度：克服困難，學習認真和盡責的工作態度，表現敬業樂業的精神
Work Attitude: to overcome difficulties and learn to be conscientious, responsible and devoted to their work
- 個人服飾及儀容
Personal Attire and Grooming

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance	
課程提供機構 Course Provider	香港中華基督教青年會 Chinese YMCA of Hong Kong
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	本課程旨在透過教授三個主要的學習範疇：氣球藝術、魔術訓練及舞台表演和沙畫藝術，讓學員認識及探索舞台表演工作者的工作概況、工作技巧及應有的工作態度，從而擴闊他們在藝術和表演層面的體驗。另外，通過課程中的訓練和實踐活動，希望能培養學員的自信心和團隊合作的精神，並發展他們在藝術與表演方面的表達、演繹和評賞能力。 This course aims to enables students to learn and explore the work scope, skills, and professional attitude of stage performers through teaching three main areas of learning: balloon art, magic training and stage performance, and sand art. Hence, it could help broaden students' experiences in terms of art and performance. Additionally, the ultimate goal is to foster students' confidence and teamwork spirit as well as develop their abilities in expression, interpretation, and appreciation in the field of art and performance through various training and practical activities in the course.
授課語言 Medium of Instruction	中文 Chinese

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance**學習活動特色****Course Features**

課程理論及實踐並重，以創意藝術為軸心，輔以相關理論知識，把行業內相關知識與智障學生個人成長所需要的共通能力整合成課程框架，旨在為學生的未來成人生活作好準備。課程編排是依據輕度智障學生的學習能力及學習模式而設計的，學習內容由淺入深，且與生活連結，讓智障學生易於掌握相關知識和技能。透過參與實踐活動，讓學生接觸社區並展示其學習成果，提高與其個人成長有關的共通能力。課程設有階段性評估，讓導師與學生更能瞭解學習的進度及成效，並作相應的調節，以滿足學生的學習需要。

The course places emphasis on both theory and hands-on practice associated with creative arts. The industry-relevant knowledge and the generic skills required for students with intellectual disabilities are integrated into the course framework which aims to fully prepare students for their future adult life. The course is designed to cater for the learning needs and the learning pattern of the students with mild intellectual disabilities. To this end, the course content starts with the basics and is closely linked to students' life so it would be easier for them to acquire the corresponding knowledge and skills. Learning through practice enables students to connect with the community and demonstrate what they have learned in the course. Also, students' generic skills associated with personal growth will be enhanced. In addition, summative assessments are designed to inform learning and teaching. Accordingly, both instructors and students have a better understanding of students' learning progress and instructional effectiveness and make appropriate adjustments to meet students' learning needs.

升學路向**Articulation to Further Studies**

完成課程的學生可以：

- 選讀小丑表演藝術相關課程；或
- 選讀青年會專業書院其他課程。

Upon completion of the course, students are able to:

- further study for Clown Performer Training and related courses;
- or study other courses at YMCA College of Careers.

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance	
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表。 Commencement date: Please refer to the course list of the year. 時間：請參閱該年度的課程一覽表。 Time: Please refer to the course list of the year. 地點：九龍油麻地窩打老道 23 號，香港中華基督教青年會 – 青年會專業書院 Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon. 模式二 Mode 2 有關詳情有待課程提供機構與學校協定。 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障 Mild ID
課程費用 Course Fee	請參閱該年度的課程一覽表。 Please refer to the course list of the year.
查詢 Enquiries	請參閱該年度的課程一覽表。 Please refer to the course list of the year.

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元一：氣球藝術 (24小時)

Module 1: Balloon art (24 hours)

1. 認識氣球佈置的工作要求和進修方法
Getting to know the work scope and the balloon-twisting drills of being a balloon artist
2. 認識氣球扎作所需的材料和工具
Getting to know the materials and tools for creating various pieces of balloon art
3. 學習氣球佈置工作的職業安全及健康知識
Learning the knowledge of occupational safety and health in terms of balloon art
4. 學習不同氣球打結的方法
Learning various twisting methods in terms of balloon art
5. 學習製作不同基礎氣球造型和佈置
Learning the basic knowledge and skills to create various types of balloon art pieces and decorate venues with balloons
6. 學習色彩搭配的技巧
Learning how to match color properly
7. 學習如何合力完成一個場地佈置的工作
Learning how to complete a mission of setting up the venue with balloons collaboratively

單元二：魔術訓練及舞台表演 (48小時)

Module 2: Magic training and stage performance (48 hours)

1. 認識魔術表演的工作要求和進修途徑
Getting to know the work scope and the ways of pursuing further studies of being a magician
2. 認識不同近景魔術的道具
Getting to know various tools of close-up magic
3. 學習魔術表演工作的安全注意事項
Learning the safety precautions in terms of performing magic
4. 學習及練習魔術表演的基本肢體動作
Learning and practicing the basics of physical movement in terms of performing magic
5. 學習近景魔術和街頭魔術的表演知識和技巧
Learning the knowledge and skills in terms of performing close-up magic and street magic
6. 學習魔術表演者應有的守則和態度
Learning the code of conduct and proper attitude as a magician
7. 學習及練習基本的魔術舞台表演技巧
Learning and practicing basic skills of stage performance in terms of performing magic
8. 學習完成一個完整的近景魔術或街頭魔術
Learning how to conduct a complete performance of close-up magic/street magic

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元三：沙畫藝術 (28小時)

Module 3: Sand art (28 hours)

1. 認識沙畫表演的工作要求和進修途徑
Getting to know the work scope and the ways of pursuing further studies of being a sand painting artist
2. 學習如何設置沙畫藝術的設備
Learning how to set up the venue and the equipment of sand painting
3. 學習沙畫表演工作的安全注意事項
Learning the safety precautions in terms of performing sand painting
4. 認識基礎沙畫表演手法 (如灑、擦、點等)
Learning the basics of sand painting techniques such as sprinkling, bushing, and dotting
5. 學習如何運用不同的手部位置製作出沙畫的作品
Learning how to use the different parts of hands to create sand art pieces
6. 學習如何按主題進行簡單的構圖和設計
Learning how to compose a picture according to designated themes
7. 學習就所繪製出的沙畫作品進行解說
Learning how to explicate his/her own work
8. 學習完成一個完整的沙畫演出
Learning how to conduct a complete performance of sand painting

單元四：個人及群體發展導向 (20小時)

Module 4: Orientation of personal and group development (20 hours)

1. 學習情緒管理
Learning how to manage emotion
2. 學習語言與非語言的表達技巧
Learning verbal and non-verbal communication skills
3. 認識魔術表演、沙畫表演，以及氣球佈置的行業概況，並進行自我分析
Understanding the workplace environment, salary, and career path in the industries of magic performing, sand painting and balloon art and conducting a self-analysis

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元一：氣球藝術 (24小時)

Module 1: Balloon art (24 hours)

1. 學習製作進階的氣球造型

Learning the advanced knowledge and skills to create various types of sophisticated balloon art pieces

2. 學習進行大型氣球佈置工作的安全注意事項

Learning the safety precautions in terms of conducting large-scale of decoration with balloons

3. 學習製作大型的氣球佈置

Learning how to set up a large-scale of decoration with balloons

4. 學習如何規劃、設計及佈置一個帶有主題的氣球裝飾

Learning how to plan, design and set up a themed decoration with balloons

單元二：沙畫藝術 (28小時)

Module 2: Sand art (28 hours)

1. 學習沙畫表演工作的安全注意事項

Learning the safety precautions in terms of performing sand painting

2. 學習如何透過沙畫的表演方式去敘述一個簡單的故事

Learning how to present a simple story with sand painting and animation

3. 學習進階沙畫的表演技巧

Learning advanced performing techniques of sand painting and animation

4. 學習如何進行一個進階的沙畫演出

Learning how to conduct a sophisticated performance of sand painting and animation

單元三：魔術訓練及舞台表演 (48小時)

Module 3: Magic training and stage performance (48 hours)

1. 學習在使用中距離、舞台和大型魔術表演道具時的安全注意事項

Learning the safety precautions in terms of using the tools for parlor magic, stage magic, and illusion magic performance

2. 學習如何在不同的表演場地避免意外的發生

Learning how to avoid accidents in different performance venues

3. 學習中距離、舞台和大型魔術表演的知識和技巧

Learning the knowledge and skills in terms of performing parlor magic, stage magic, and illusion magic

4. 學習及練習與中距離、舞台和大型魔術相應的舞台表演技巧

Learning and practicing skills of stage performance related to parlor magic, stage magic, and illusion magic performance

5. 學習如何與同學合作進行一個中距離/舞台魔術的表演

Learning how to cooperate with peers to perform a parlor magic or a stage magic

2024260833 創意藝術及舞台表演 Creative Art & Stage Performance

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元四：個人及群體發展導向 (20小時)

Module 4: Orientation of personal and group development (20 hours)

1. 學習解難的方法和技巧

Learning the methods and skills to solve problems

2. 學習團隊精神和合作的技巧

Learning how to cooperate with other people

3. 實習體驗：學習籌劃活動項目、佈置場地及進行表演

Internship experience: Learning how to plan for an event, set up a venue, and execute a performance

2024260838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training	
課程提供機構 Course Provider	香港中華基督教青年會 Chinese YMCA of Hong Kong
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在教授學員認識烘焙、製作糕點和甜品及沖調咖啡的基本知識和技巧。課程亦會涵蓋客戶服務訓練、介紹營運咖啡店的概念及相關的行業狀況，有助擴闊學員升學或事業發展的機會。此外，課程著重實踐學習，有助學員建立在咖啡店經營行業上應具備的態度和專業。完成課程後，學員可選擇於咖啡店任職店務員或手調咖啡師助理，或於西廚行業中擔任烘焙助理或糕點製作助理。 This course is designed to equip students with the foundational knowledge and skills in terms of baking, pastry and dessert making, and coffee brewing. Customer service training, an introduction to the operation of coffee shops as well as the industrial trends and practices will also be covered in the course in order to help expand further-study and career options and increase opportunities for students. Apart from that, the course focuses on practical training which enables students to develop a professional attitude and a holistic skill set of being a practitioners in the coffee/catering business. Upon completion of the course, graduates could apply for server/barista assistant in the coffee shops or bakery/patisserie assistant for catering business specializing in western cuisine.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程理論與實踐並重，以烘焙、甜品和糕點製作，以及咖啡沖調為軸心，輔以相關理論知識，把行業內相關知識與智障學生個人成長所需要的共通能力整合成課程框架，旨在為學生的未來成人生活作好準備。課程編排是依據輕度智障學生的學習能力及學習模式而設計的，學習內容由淺入深，且與生活連結，讓智障學生易於掌握相關知識和技能。透過參與實踐活動，讓學生接觸社區並展示其學習成果，提高與其個人成長有關的共通能力。課程設有階段性評估，讓導師與學生更能瞭解學習的進度及成效，並作相應的調節，以滿足學生的學習需要。 The course places emphasis on both theory and hands-on practice associated with baking, pastry and dessert making, and coffee brewing. The industry-relevant knowledge and the generic skills required for students with intellectual disabilities are integrated into the course framework which aims to fully prepare students for their future adult life. The course is designed to cater for the learning needs and the learning pattern of the students with mild intellectual disabilities. To this end, the course content starts with the basics and is closely linked to students' life so it would be easier for them to acquire the corresponding knowledge and skills. Learning through practice enables students to connect with the community and demonstrate what they have learned in the course. Also, students' generic skills associated with personal growth will be enhanced. In addition, summative assessments are designed to inform learning and teaching. Accordingly, both instructors and students have a better understanding of students' learning progress and instructional effectiveness and make appropriate adjustments to meet students' learning needs.

2024260838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training	
升學路向 Articulation to Further Studies	完成課程的學生可以： • 選讀烘焙、糕點製作或咖啡沖調相關課程；或 • 選讀青年會專業書院其他課程。 Upon completion of the course, students are able to: • further study for Bakery, Pastry Making, Coffee Brewing and related courses; • or study other courses at YMCA College of Careers.
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表。 Commencement date: Please refer to the course list of the year. 時間：請參閱該年度的課程一覽表。 Time: Please refer to the course list of the year. 地點：九龍油麻地窩打老道 23 號，香港中華基督教青年會 – 青年會專業書院 Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon. 模式二 Mode 2 有關詳情有待課程提供機構與學校協定。 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障 Mild ID
課程費用 Course Fee	請參閱該年度的課程一覽表。 Please refer to the course list of the year.
查詢 Enquiries	請參閱該年度的課程一覽表。 Please refer to the course list of the year.

2024260838 咖啡及甜品師助理訓練 Barista and Patissier Assistant Training

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元一：烘焙和糕點製作行業介紹及職業安全 and 健康 (4小時)

Module 1: An introduction to the baking and pastry-making industry and occupational safety and health in the industry (4 hours)

1. 簡介烘焙和糕點製作行業的概況和架構
An overview of the baking and pastry-making industry
2. 學習烘焙和糕點製作行業的職業安全及健康知識和技巧
Learning the knowledge and skills of occupational safety and health in the baking and pastry-making industry

單元二：食物安全及衛生 (8小時)

Module 2: Food safety and hygiene (8 hours)

1. 學習食物安全及衛生相關知識
Learning about food safety and hygiene knowledge
2. 廚房及器皿的清潔常識
General knowledge of cleaning and sanitizing kitchen and utensils

單元三：烘焙及糕點製作 (44小時)

Module 3: Baking and pastry making (44 hours)

1. 烘焙用具的操作技巧
Proper use of baking equipment and tools
2. 掌握甜品和糕點的製作方法及程序
Mastering pastry and dessert making methods and procedures
3. 掌握工作環境的清潔及整理的步驟和方法
Mastering the cleaning-up and tidying-up methods and procedures in terms of the workplace
4. 與行業相關的客戶服務情境訓練
Industry-related customer service training

單元四：咖啡沖調 (48小時)

Module 4: Coffee brewing (48 hours)

1. 認識咖啡歷史和文化
Understanding the history and culture about coffee
2. 認識咖啡師助理的職責及咖啡店的日常運作
Understanding the job duties of a barista assistant and the daily operation of coffee shops
3. 掌握咖啡的基本調製方法及技巧
Mastering foundational methods and techniques of brewing coffee
4. 與行業相關的客戶服務情境訓練
Industry-related customer service training

2024260838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元五：個人及群體發展導向 (8小時)

Module 5: Orientation of personal and group development (8 hours)

1. 學習解難的技巧

Learning problem-solving skills

2. 學習團隊合作和溝通技巧

Learning the skills of how to cooperate and communicate with other people

單元六：職業性向認知 (8小時)

Module 6: Awareness of vocational aptitudes (8 hours)

1. 認識咖啡師助理的職業概況

Understanding the workplace environment, salary, and career path as a barista assistant

2. 認識甜品師助理的職業概況

Understanding the workplace environment, salary, and career path as a patisserie assistant

2024260838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元一：咖啡沖調 (40小時)

Module 1: Coffee brewing (40 hours)

1. 掌握咖啡進階調製方法及技巧
Mastering advanced level of coffee brewing methods and skills
2. 掌握非咖啡飲品調製技巧
Mastering brewing skills of non-coffee drinks
3. 掌握打理咖啡店的實務技能
Mastering practical skills of operating coffee shops
4. 與行業相關的客戶服務情境訓練
Industry-related customer service training

單元二：職業安全及健康 (4小時)

Module 2: Occupational safety and health (4 hours)

1. 工作環境安全重要性
Importance of workplace safety
2. 常見工作中的意外
Common emergencies in workplace
3. 避免意外發生的方法
How to avoid emergencies/accidents in workplace

單元三：烘焙及糕點製作 (40小時)

Module 3: Baking and pastry making (40 hours)

1. 掌握進階烘焙及糕點製作技巧 (包括特色蛋糕、曲奇和甜品等)
Mastering advanced level of baking, dessert and pastry making, and decorating techniques (including various featured cakes, cookies and desserts)
2. 掌握工作環境的清潔及整理的步驟和方法
Mastering the cleaning-up and tidying-up methods and procedures in terms of the workplace
3. 與行業相關的客戶服務情境訓練
Industry-related customer service training

2024260838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元四：客戶服務 (20小時)

Module 4: Customer service (20 hours)

1. 學習保持作為店務員的個人儀容及整潔

How to maintain a tidy appearance and personal hygiene as a server in catering business

2. 回應客人所需要的技巧和態度

How to serve and communicate with clients with proper manner and skills

3. 客戶服務情境的訓練

Practical customer service training

單元五：實習體驗 (16小時)

Module 5: Internship experience (16 hours)

1. 合力籌劃及嘗試於校內營運咖啡店

Planning and running a pop-up coffee shop in the college collaboratively

2024260839 商場機械人服務大使 Shopping Mall Robot Service Ambassador	
課程提供機構 Course Provider	香港中華基督教青年會 Chinese YMCA of Hong Kong
學習範疇 Area of Study	工程及生產 Engineering and Production
課程簡介 Course Introduction	本課程旨在聚焦職前訓練，教授學員認識機械人的基本知識、如何操作商場內常見的機械人和在商場工作時所需要的客戶服務技巧訓練，為學習有需要的學生提供職前訓練的機會及開拓更多就業空間。針對學員著重簡單及重覆的學習方式，改變昔日在工場上的沉悶學習環境，提供一個既有學習效能及嶄新的學習體驗，配合社會未來的發展及技能需要。 This course aims at introducing the basic knowledge, skills in operating robots and concepts of customer service. With vital and emerging trend of robot existence in retail, students will be trained to provide customer service in dynamic environment of shopping malls together with robots. Course content is composed of theories and practical part which emphasizes on application in both virtual and real scenarios. At the end of the course, students will be able to demonstrate basic customer service skills in responding to customers. Applying the knowledge and skills of basic mechanical operation, students can manage to control and collaborate with the robot in shopping mall. With repeated practices of student-robot-customer interaction, students will be able to identify difficulties and attempt to generate solutions. Such learning process enhances their self-understanding and confidence which is important for future plans in study and work.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程教學與實踐並重，除了教授學員對商場機械人服務大使的認識及前備職業的訓練，例如客戶服務技巧外，還特別著重訓練學生的共通能力、溝通能力、人際關係；及建立關愛共融、正面的價值觀和態度，讓學生提升使命感及承擔感，透過增強學員的客戶服務技能及解難能力和提升學員的科技覺知，從而建立學員對服務業的就業期望及應具備的態度和專業技能，為學員將來升學或就業作好準備。 The course emphasizes on both theoretical and practical training. Practical sessions are designed with the presence of robots. Students will be able to keep abreast of the trend of how technology is applied in the business arena and get involved. Under the shopping mall context, students will have numerous chances to interact with different customers leading to enhancement of communication skills and problem solving abilities. Under the guidance and facilitation of teachers and career planning experts, students will go through continuous improvement and well prepare themselves for further studies and employment.

2024260839 商場機械人服務大使 Shopping Mall Robot Service Ambassador	
升學路向 Articulation to Further Studies	完成課程的學生可以： • 選讀青年會專業書院其他課程。 Upon completion of the course, students are able to: • study other courses at YMCA College of Careers.
授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表。 Commencement date: Please refer to the course list of the year. 時間：請參閱該年度的課程一覽表。 Time: Please refer to the course list of the year. 地點：九龍油麻地窩打老道 23 號，香港中華基督教青年會 – 青年會專業書院 Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon. 模式二 Mode 2 有關詳情有待課程提供機構與學校協定 Details will be confirmed between the course provider and schools concerned.
課程對象 Target Students	輕度智障 / 中度智障 Mild ID / Moderate ID
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2024260839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元一：商場內的客務關係及服務(基礎篇) (30 小時)

Module 1: Foundation of customer service in shopping mall context (30 hours)

- 認識客務關係及服務對商場的重要性
The importance of customer service in shopping mall
- 了解商場客戶服務大使之功能及職責
The functions and responsibilities of service ambassador
- 認識優質客戶服務與客戶服務大使之關係
Role of service ambassador in pursuing good quality of customer service
- 認識優質客戶服務所應有之技巧及態度
Locate the skills and attitude of professional customer service ambassador

單元二：認識機械人在商場內的應用、建立空間及方向感的認知(概念、理論、實踐課) (30 小時)

Module 2: Recognize the usage of robot in spatial and directional application in shopping mall (concepts, theories and practices) (30 hours)

- 認識商場內的不同環境、設施及其提供的基本客戶服務
Shopping mall environment, facilities and related customer service
- 認識商場機械人的種類和應用
Types and application of robots
- 認識機械人與日常生活的關係
Application of robots in daily life
- 透過簡單遊戲活動、電腦模擬操作、課堂情境設置、及小組協作技巧等，令學員認識空間、距離、方向的概念
Introduce concepts of spatial, distancing and direction through simulated computer exercises and group work

單元三：商場靜態機械人簡單操作與客戶服務 (40 小時)

Module 3: Operation of static robot and customer service (40 hours)

- 透過模擬職場訓練令學員對簡單的工作流程、安全措施及工作環境有初步認識
Workflow, safety measures and shopping mall environment
- 認識機械人職業安全、風險評估及處理(概念、理論、實踐課)
Understanding occupational safety, risk evaluation and management (concepts, theories and practices)
- 透過示範及模擬操作體驗如何操作靜態機械人
Demonstration and simulation of static robot
- 商場機械人服務大使所扮演的夥伴角色
Role of service ambassador as the companion of robot
- 透過角色扮演訓練學員職場上的客戶服務技巧
Role play exercises on customer service skill

單元四：生涯規劃-自我認識及能力探索(20 小時)

Module 4: Career and Life Planning – Self-understanding (20 hours)

- 生涯規劃教育-自我認識及能力探索
Self-understanding and exploration

2024260839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元一：商場內的客務關係及服務(進階篇) (30 小時)

Module 1: Advance skills of customer service in shopping mall context (30 hours)

- 透過第一學年所學的客戶服務知識及技巧，循序漸進地構建不同的複雜情境，令學員掌握在商場擔任服務大使時實際情況
Based on the customer service knowledge and skills learned in the first academic year, simulated different customer service related scenarios in shopping mall
- 面對不同性格顧客的應有態度及回應技巧
Skills and attitudes in handling for customers with different character
- 認識處理壓力及情緒控制的方法
Ways to deal with stress and emotional control
- 透過課堂模擬不同事故發生的情境，訓練令學員學習對簡單事故處理的應對，加強對情緒管理的認知
Ways to deal with simple crises by simulating different customer service situations
- 透過課堂模擬情境，展示服務大使在處理「突發性事件」時的客戶服務技巧及情緒處理方法
Customer service skills and emotional regulation methods when simulating the handling of “sudden events”

單元二：商場動態機械人的應用 (30 小時)

Module 2: Application of motion robots in shopping mall context (30 hours)

- 商場機械人的應用(理論及模擬訓練)
Application of robots (theories and simulated training)
- 認識商場環境及其提供的服務，和機械人所扮演角色
Roles of robots in shopping mall context
- 透過課室圖片及實物指認訓練加強學員空間感官的認知
Strengthen spatial skills with classroom image and object recognition training
- 從課堂上模擬不同的商場實境，讓學生體驗如何操作機械人
Simulated training on operating the robot in different scenario in shopping mall
- 實地考察，把課堂所學的概念轉化為具體
Site visit and practice
- 透過不同的考察地點，令學員從簡單至複雜體會及認識不同工作環境的實際情況
Experiential learning by applying knowledge and skills in different shopping mall environment through classroom pictures and visual identification, strengthen training to feel the cognition of spatial sensation

單元三：商場動態機械人簡單操作與客戶服務應用(40 小時)

Module 3: Operating motion robots for customer service (40 hours)

- 透過實地考察讓學員觀察不同商場處所內的設施
Observe the real setting of facilities in shopping malls
- 商場動態機械人的安全應用(理論及模擬訓練)
Safety regulations in operating motion robot in shopping mall (theories and practices)
- 透過簡單模擬情境，如在課室內無障礙物下陪同和控制機械人進行簡單任務
Perform simple duties with robots in classroom under virtual setting
- 透過課堂模擬情境展示在不同情境下服務大使需要提供的即時應變服務
Services provision in different scenarios under virtual setting
- 模擬不同事故發生的情境訓練令學員學習對簡單事故處理的應對，加強對安全意識的認知
Practices in handling different scenarios with emphasis on safety issues

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課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元四：生涯規劃教育-事業管理與實踐的能力(20 小時)

Module 4: Career and life planning – career path (20 hours)

- 生涯規劃教育 - 事業管理與實踐的能力
Career and life planning - exploring the career path

***備註：關於生涯規劃教育**

生涯規劃教育將滲透整個課程設計，並分拆成多個小節於第 1 及第 2 學年中教授。期望通過多元體驗及循序漸進的課程特色，由淺入深，讓學員得益更大。由自我認識開始，鼓勵學員認識其興趣、能力及價值觀，使學員自我探索及發掘是否具備客戶服務大使的特質及擁有機械控制操作的敏感度，繼而思考職業與自身的配對，亦會探討未來升學及就業的可能性，最後學習解難方法及訂立事業目標，讓有特殊學習困難的學生更容易理解及吸收課程內容。

Remarks: Elements of Career and Life planning are embedded in the course for both Year 1 and 2. The course content provides fundamental knowledge and skills leading to practical operation of how to provide customer service with robots in the shopping mall. Throughout the process, students develop self-understanding on their strengths, weaknesses, value and interests. They are encouraged to explore whether they match the job nature relating to customer service and control of mechanical tools. Under the facilitation of career and life-planning experts, students will learn to develop problem solving skills and attempt to explore their career path.