

應用學習調適課程資料 (2025-27 年度)

Course Information for Adapted Applied Learning Courses (2025-27 Cohort)

聖雅各福群會

2025270832 唱作與合奏音樂培訓 **Discover Music Together**

職業訓練局

2025270834 創意攝影及傳意設計
Creative Photography and Communication Design

2025270835 創意手作藝術
Creative Handcraft Arts

2025270836 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

2025270813 陶藝創作課程 **Ceramics Course**

2025270801 酒店房務 **Hotel Housekeeping**

2025270825 餐飲服務基礎課程 **Basics for Catering Services**

明愛樂務綜合職業訓練中心

2025270817 西式餐飲業實務 **Western Catering Practice**

2025270827 基礎酒店房務 **Basic Hotel Housekeeping**

2025270837 文員助理實務 **Clerical Assistant Practice**

2025270806 初級烘焙實務 **Elementary Bakery**

香港中華基督教青年會

2025270841 表演藝術助理訓練
Performing Arts Assistant Training

2025270838 咖啡及甜品師助理訓練
Barista and Patisserie Assistant Training

2025270842 校園助理培訓
School Assistant Training

2025270839 商場機械人服務大使
Shopping Mall Robot Service Ambassador

2025270832 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	<p>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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
課程特色 Course Features	<p>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。</p> <p>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。</p> <p>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.</p> <p>The first year focuses on elementary trainings. The advanced training in the second year includes personal development, community interaction, social inclusion and advanced techniques. 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.</p>

2025270832 唱作與合奏音樂培訓 Discover Music Together

<p>學習成果 Learning Outcomes</p>	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> (1) 掌握唱作與樂器合奏的知識及技巧。 (2) 認識舞台演出的專業技巧及禮儀。 (3) 了解團隊合作的精神及加強團隊合作能力。 (4) 擴闊藝術視野，提高藝術水平及造詣。 (5) 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> (1) Master the knowledge and skills of songwriting and instrumental ensemble. (2) Acquire professional skills and etiquette for stage performances. (3) Understand the spirit of teamwork and enhance team collaboration abilities. (4) Broaden artistic horizons, enhance artistic proficiency and achievement. (5) Improve self-awareness required for academic and career development in relevant fields.
<p>升學路向 Articulation to Further Studies</p>	<p>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：</p> <p>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:</p> <ul style="list-style-type: none"> • 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

2025270832 唱作與合奏音樂培訓 Discover Music Together	
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

2025270832 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 I
Art, Interaction and Cooperation I
- 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

2025270832 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

2025270834 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	<p>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。本課程除讓學生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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>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。</p> <p>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.</p> <p>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.</p>

2025270834 創意攝影及傳意設計 Creative Photography and Communication Design	
學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 描述平面設計的基本原理； 2. 運用基礎設計軟件設計圖像； 3. 使用數碼攝影器材進行攝影及處理影像； 4. 了解現今流行創意設計平台； 5. 運用前置的基礎知識，配合主題學習，發揮創意地設計作品； 6. 認識行業相關的共通能力，培養與人合作的工作精神及良好工作態度；及 7. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Describe the basic principles of graphic design; 2. Apply basic design software to design graphic images; 3. Use digital photographic equipment for photography and image processing; 4. Understand recent popular creative design platforms; 5. Demonstrate the prior learnt basic knowledge with theme-based learning, and create their own works; 6. Acquire the trade specific generic skills to enhance teamwork and maintain positive working attitude; and 7. Enhance self-awareness for further study and career development in related fields
升學路向 Articulation to Further Studies	<p>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：「創意多媒體設計」、「數碼商業營運」及「智能科技與電腦應用」課程。</p> <p>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 “Creative Multimedia Design”, ” Digital Shop Operation “ and “Smart Technology and Computer Applications”.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表</p> <p>Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表</p> <p>Time: Please refer to the course list of the year</p> <p>地點：請參閱該年度的課程一覽表</p> <p>Venue: Please refer to the course list of the year</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定</p> <p>Details will be confirmed between the course provider and schools concerned.</p>

2025270834 創意攝影及傳意設計 Creative Photography and Communication Design	
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:**

2025/26 至 2026/27 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

2025/26 to 2026/27 school year: Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus, 1D Oxford Road, Kowloon Tong

2025270834 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

2025270834 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

2025270835 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	<p>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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>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。</p> <p>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.</p>

2025270835 創意手作藝術 Creative Handcraft Arts	
學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 認識手作藝術的基本概論及工作流程； 2. 構思及創作簡單飾品； 3. 構思及創作簡單花藝； 4. 構思及以創意手法包裝禮品； 5. 針對不同對象，將創意及設計意念融入手作中； 6. 認識行業相關的共通能力，培養與人合作的工作精神及良好工作態度。 7. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Understand the basic principles and workflow in Handcraft Arts 2. Design and make simple accessories 3. Design and make simple flower art 4. Design and make creative gift wrapping 5. Incorporate creativity and design concepts into handcraft arts for different situations 6. Acquire the trade specific generic skills to enhance teamwork and maintain positive working attitude; and 7. Enhance self-awareness for further study and career development in related fields
升學路向 Articulation to Further Studies	<p>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」、「包裝及貨倉服務」、「手藝設計與製作」及「零售業營運實務證書（資歷架構 級別 1）」課程。</p> <p>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 and Warehouse Service”, “Handicraft Design and Making”, and “Certificate in Retail Store Operation (QF Level 1)”.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>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</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點*：請參閱該年度的課程一覽表 Venue * : Please refer to the course list of the year</p> <p>模式二 Mode 2</p> <p>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.</p>

2025270835 創意手作藝術 Creative Handcraft Arts	
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:**

2025/26 至 2026/27 學年：新界屯門豐安街 1 號展亮技能發展中心(屯門)

2025/26 to 2026/27 academic year: Shine Skills Centre (Tuen Mun), 1 Fung On Street, Tuen Mun, New Territories

2025270835 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

2025270835 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
- 認識禮品包裝的概論
Understand the Procedures of Gift 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

2025270836 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	<p>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。本課程除了讓學生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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>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。</p> <p>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.</p>

2025270836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making	
學習成果 Learning Outcomes	<p>完成本課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 展示簡單的基本烹調技巧； 2. 製作一般甜品、麵包及朱古力； 3. 應用飲食安全衛生在甜品、烘焙及朱古力製作上； 4. 簡述廚房的作業環境及職業健康與安全； 5. 展示良好的個人衛生習慣，及 6. 認識行業相關的共通能力，培養與人合作的工作精神及良好工作態度。 7. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic cooking techniques 2. Demonstrate how to make desserts, bread and chocolate in general 3. Apply food safety and hygiene practices in the preparation of desserts, baked goods and chocolate 4. Describe the working environment, occupational health and safety of kitchen 5. Display good personal hygiene habits, 6. Acquire the trade specific generic skills to enhance teamwork and maintain positive working attitude; and 7. Enhance self-awareness for further study and career development in related fields
升學路向 Articulation to Further Studies	<p>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」，「烘焙及咖啡店營運實務」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”, “Bakery and Café Practical Operation” and “Certificate in Fast Food Operation (QF Level 1)”.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>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</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點*：請參閱該年度的課程一覽表 Venue*: Please refer to the course list of the year</p> <p>模式二 Mode 2</p> <p>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.</p>

2025270836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making	
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:**

2025270836A 西式甜品、烘焙及朱古力製作 A Patisserie, Bakery and Chocolate Making A

2025/26 至 2026/27 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

2025270836B 西式甜品、烘焙及朱古力製作 B Patisserie, Bakery and Chocolate Making B

2025/26 至 2026/27 學年：新界屯門豐安街 1 號展亮技能發展中心(屯門)

2025/26 to 2026/27 academic year: Shine Skills Centre (Tuen Mun), 1 Fung On Street, Tuen Mun, New Territories

2025270836 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

2025270836 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

2025270813 陶藝創作課程 Ceramics Course	
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	創意學習 Creative Studies
課程簡介 Course Introduction	<p>本課程旨在讓學生在陶藝工場/工作室的環境下，學習陶藝製作的基礎技術，以及使用和清潔相關工具/器材的方法。透過多元化的學習和練習活動，提升學生對陶藝的興趣和認識，並培養創意、自律和團隊精神，加強解難、溝通和表達能力。本課程還提升學生欣賞陶瓷藝術的能力，並明白陶藝作品可應用於日常生活中。</p> <p>The course is designed for students to learn the elementary knowledge and practical skills of ceramics in our Pottery workshop. It aims to raise students' interests and understanding in ceramics through diversified learning activities and practice. The course helps to raise the ability to appreciate ceramic arts and also notice pottery products could be found in our daily life.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程理論及實踐並重，除了於完善配備之陶藝工場/工作室上課外，亦會參觀本會轄下之匡智松藝廊及香港其他陶藝創作室/藝術工作室，並與陶藝家/藝術家對話，以認識陶藝創作的真實運作流程及情況，藉此加強學生對此科目的認識及培養其興趣。</p> <p>With emphasis on both theory and practice, the course allows students to learn in a well-equipped pottery workshop. Students will also be attached to Pine Gallery under Hong Chi Association and other art galleries. Through dialogue with potters / artists, students have a better understanding of and interests in ceramics.</p>

2025270813 陶藝創作課程 Ceramics Course

學習成果

Learning Outcomes

完成課程後，學生應能：

- 1) 對藝術與設計的職業有基本的認識
- 2) 對藝術與設計的相關工作技巧有初階的掌握及認知
- 3) 對藝術與設計的器材使用有基本的掌握
- 4) 對藝術與設計的工作用語有基本的掌握
- 5) 培養個人創作的風格
- 6) 增強同學將來選擇藝術與設計作為升學或工作方向的推動力
- 7) 增強其學習、工作及環境的適應能力
- 8) 將課堂所學融入日常生活，學以致用
- 9) 提昇其工作態度及做事的嚴謹程度
- 10) 擴闊對工作技能訓練及職場的視野，了解自己的職業性向，認識有關職訓的銜接課程，從而於職業訓練上作出合適的選擇，為自己將來定立基礎

Upon successful completion of the course, students are expected to:

- 1) Have basic understanding about careers in art and design.
- 2) Grasp and have a preliminary understanding of relevant skills in art and design.
- 3) Have basic proficiency in the use of tools and equipment related to art and design.
- 4) Fundamental understanding of terminology used in art and design.
- 5) Develop their creative style.
- 6) Enhance students' motivation to pursue art and design as a direction for further education or career.
- 7) Strengthen their adaptability to learning, work, and environments.
- 8) Integrate classroom learning into daily life and apply knowledge practically.
- 9) Improve their work attitude and the rigor of their tasks.
- 10) Broaden their perspective on skills training and the workplace, understand their career orientation, and recognize relevant vocational training programs to make appropriate choices in vocational training, thereby laying a foundation for their future.

2025270813 陶藝創作課程 Ceramics Course	
升學路向 Articulation to Further Studies	<p>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</p> <p>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.</p> <p>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</p> <p>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:</p> <ul style="list-style-type: none"> • 陶藝創作 Pottery
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>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</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>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.</p> <p>模式二 Mode 2</p> <p>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.</p>
課程對象 Target Students	<p>輕度智障 / 中度智障 Mild ID / Moderate ID</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>

2025270813 陶藝創作課程 Ceramics Course

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 Ceramics
- 職業安全及器材使用
Occupational Safety and Use of Equipment
- 陶藝與生活
Ceramics and Life
- 陶藝創作技巧(一)
Basic Techniques of Hand Building (I)
- 職業性向認知
Cognition of Career Aptitude
- 工作態度
Work Attitude
- 職業操守
Work Ethics

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

- 陶藝創作技巧(二)
Basic Techniques of Hand Building (II)
- 陶瓷拉坯技巧
Basic Techniques of Throwing
- 施釉及燒製技巧
Essential Techniques of Glaze and Firing
- 求職準備
Job Hunting Preparation
- 認知發展
Cognitive Development
- 工作態度
Work Attitude
- 職業操守
Work Ethics

2025270801 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	<p>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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>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。</p> <p>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.</p>

2025270801 酒店房務 Hotel Housekeeping

學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none">1) 對酒店房務的相關工作技巧有初階的掌握及認知2) 對酒店房務的器材使用有基本的掌握3) 對酒店房務的工作用語有基本的掌握4) 增強同學將來選擇酒店房務作為升學或工作方向的推動力5) 增強其學習、工作及環境的適應能力6) 提升相關範疇之升學及就業發展所需的自我認知 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none">1) Have a basic understanding and grasp of relevant skills in hotel housekeeping.2) Have a basic understanding in the use of hotel housekeeping equipment.3) Have a basic understanding of terminology related to hotel housekeeping.4) Enhance students' motivation to choose hotel housekeeping as a path for further education or employment.5) Improve their adaptability in learning, work, and environmental settings.6) Enhance self-awareness for academic and employment development in related fields.
升學路向 Articulation to Further Studies	<p>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</p> <p>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.</p> <p>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</p> <p>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:</p> <ul style="list-style-type: none">• 酒店管家訓練 Hotel Housekeeping Training

2025270801 酒店房務 Hotel Housekeeping	
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>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</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>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.</p> <p>模式二 Mode 2</p> <p>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.</p>
課程對象 Target Students	<p>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)</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>

2025270801 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

2025270801 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

2025270801 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

2025270825 餐飲服務基礎課程 Basics for Catering Services	
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	<p>本課程旨在讓學生在模擬環境下，掌握基本餐飲服務的工作流程，以及讓學生學習待客及輕食製作技巧，透過多元化的學習和實習活動，提升學生對餐飲業的興趣和認識，培養良好的服務態度、自律及團隊合作精神，並提升學生的解難能力、溝通能力及演說能力。</p> <p>The course is designed for students to learn the logistics of catering services, practical skills of serving customers and cooking light food in a simulated environment. It aims to raise students' interests and understanding in catering services through diversified learning 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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程理論及實踐並重，除了有完善配備之餐飲工場學習外，亦會到本會轄下之社會企業參觀，以認識其真實運作，藉此加強學生對餐飲服務的認識及培養其興趣。</p> <p>With emphasis on both theory and practice, the course allows students to learn in a well-equipped catering workshop. Through visits to social enterprises under Hong Chi Association's jurisdiction, students can learn about the authentic operation of catering services so as to strengthen their understanding and interests in catering services.</p>

2025270825 餐飲服務基礎課程 Basics for Catering Services

學習成果

Learning Outcomes

完成課程後，學生應能：

- 1) 對餐飲服務員的職業有基本的認識
- 2) 對餐飲服務員的相關工作技巧有初階的掌握及認知
- 3) 對餐飲服務員的食物製作及清潔器材使用有基本的掌握
- 4) 對餐飲服務員的工作用語有基本的掌握
- 5) 增強同學將來選擇餐飲服務作為升學或工作方向的推動力
- 6) 增強其學習、工作及環境的適應能力
- 7) 將課堂所學融入日常生活，學以致用
- 8) 明顯提昇其工作態度及做事的嚴謹程度
- 9) 擴闊對工作技能訓練及職場的視野，了解自己的職業性向，認識有關職訓的銜接課程，從而於職業訓練上作出合適的選擇，為自己將來定立基礎

Upon successful completion of the course, students are expected to:

- 1) Have a basic understanding about catering service.
- 2) Grasp and have a preliminary understanding of relevant skills for catering service.
- 3) Have a basic understanding of food preparation and the use of cleaning supplies for catering service.
- 4) Have a basic understanding of the working terminology used by catering service.
- 5) Enhance their motivation to choose catering service as their future academic or career path.
- 6) Enhance their ability to adapt to learning, work, and different environments.
- 7) Integrate classroom learning into daily life and apply knowledge practically.
- 8) Improve their work attitude and the rigor with which they approach tasks.
- 9) Broaden their perspective on skills training and the workplace, understand their career orientation, and recognize relevant vocational training programs to make appropriate choices in vocational training, thereby laying a foundation for their future.

2025270825 餐飲服務基礎課程 Basics for Catering Services	
升學路向 Articulation to Further Studies	<p>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</p> <p>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.</p> <p>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</p> <p>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:</p> <ul style="list-style-type: none"> 廚藝實務 / 餐飲樓面實務 Cookery Practice / F&B Server Practice
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>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</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>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.</p> <p>模式二 Mode 2</p> <p>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.</p>
課程對象 Target Students	<p>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)</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>

2025270825 餐飲服務基礎課程 Basics for Catering Services

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 Catering Services
- 職業安全
Occupational Safety
- 管事及樓面清潔技巧
Stewarding Cleaning Skills
- 基礎輕食及調飲製作
Making Light Deli and Drinks
- 職業性向認知
Cognition of Career Aptitude
- 工作態度
Work Attitude
- 職業操守
Work Ethics

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

理論及技能訓練：

Theories and Skill Trainings:

- 樓面招待服務
Restaurant Services
- 飲品製作技巧
Beverage Making Skills
- 輕食料理技巧
Light Deli Making Skills
- 認知發展
Cognitive Development
- 求職準備
Job Hunting Preparation
- 工作態度
Work Attitude
- 職業操守
Work Ethics

2025270817 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	<p>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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>為使學生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。依據輕度智障學生的能力和學習模式建構以單元為主之學習綱領，重點在於豐富學生之學習經驗，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。</p> <p>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.</p>

2025270817 西式餐飲業實務 Western Catering Practice

學習成果

Learning Outcomes

完成課程後，學生應能：

- 對西式餐飲業產生興趣；
- 掌握基礎的廚務知識，包括使用各種工具及爐具、刀具及機器、分辨各種食材，並初步了解整個食品製作過程；
- 透過對職業安全與健康和衛生的實踐，遵守並重視食物製造過程的職安健和衛生的要求，把相關經驗帶入日常生活中，以保障個人及家人的健康；
- 透過分組學習，明白合作的重要性，並在日常生活中嘗試與別人合作，建立良好的人際關係；
- 透過製作食品的成功經歷提升自信心；
- 從款待的過程中，學習面對挑戰和遇到困難時的解難技巧、自我管理和有效控制情緒，有助加強自信心；
- 認識正確的服務態度，加強與別人溝通的能力，有助處理日常生活所面對的困難；
- 於學習過程中擴闊其學習面，並提升其專注力及自信心，以協助他們融入生活及社區學習；
- 藉著個人成長課和實用技能所學到的技能和知識，提升學生的情緒管理、處理衝突和解決問題的能力，進一步提升學生的整體共通能力，鞏固所學的實用技能，並能運用在日常生活中；
- 提升相關範疇之升學及就業發展所需的自我認知。

Upon successful completion of the course, students are expected to:

- Develop an interest in western catering industry;
- Master the basic knowledge of kitchen operations, including the use of various tools and equipment, knives and machines, identifying different ingredients, and gaining a preliminary understanding of the entire food preparation process;
- Comply with and emphasize the requirements and practices of occupational safety, health, and hygiene in the food production process, and apply relevant experiences to daily life to ensure the health of individuals and families;
- Through group learning, understand the importance of cooperation, and try to collaborate with others in daily life to build good interpersonal relationships;
- Enhance their self-confidence through positive food production experiences;
- Through the process of hospitality, learn problem-solving skills, self-management, and effective emotional control when facing challenges and difficulties, which helps to strengthen self-confidence;
- Understand the importance of a good service attitude and enhance communication skills with others, which helps in managing difficulties in daily life.
- Expand the scope of learning, and improve concentration and self-confidence to assist them in integrating into life and community.

2025270817 西式餐飲業實務 Western Catering Practice

學習成果

Learning Outcomes

- Apply the skills and knowledge gained from personal growth lessons and practical training, enhance students' emotional management, conflict resolution, and problem-solving abilities, further improving their overall competencies while consolidating practical skills learned, and applying them in daily life.
- Enhance self-awareness necessary for further studies and employment development in relevant fields.

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

2025270817 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

2025270817 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
- 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：透過師生與學生間互相接觸及交流，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，可保持及加強學生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

2025270817 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，讓學生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

2025270817 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，學生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

2025270817 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，使學生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、與學生合作，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

2025270827 基礎酒店房務 Basic Hotel Housekeeping	
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	<p>本課程旨在讓學生在模擬環境下，學習有關酒店房務的基礎知識，並透過實務培訓提升學生對酒店業的興趣和認識，並且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。</p> <p>The course aims to allow students to learn basic skills and knowledge of hotel housekeeping in a simulated work setting. Through practical training activities, it enhances students' interests in and understanding of the hotel 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 module.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程以基礎酒店房務為整個課程之軸心及框架，輔以客戶服務技巧，把行業內相關的知識與智障學生個人成長所需要的共通能力整合成為課程之框架；並依據輕度智障學生的學習能力和模式而建構以單元為主之學習綱領，重點在於豐富學生之學習經驗，在學習基礎酒店房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。</p> <p>The focus and framework of the course is basic housekeeping practice in hotel, supplemented by customer service skills. The relevant knowledge of the industry and the needs of personal growth of students with intellectual disabilities are integrated into the course framework. Moreover, module-based learning programme is constructed in accordance with the learning abilities and learning modes of the students with mild intellectual disabilities. The emphasis is to enrich their learning experience, and to develop their generic skills while learning the practical knowledge and skills of basic hotel housekeeping so that they can be well prepared for the future adult life.</p>

2025270827 基礎酒店房務 Basic Hotel Housekeeping

學習成果

Learning Outcomes

完成課程後，學生應能：

- 了解及展示酒店房務員的專業操守及服務文化；
- 明白職業安全、衛生及清潔對酒店業的重要性；
- 應用酒店房務的知識與技巧，並培養專業的優質服務態度；
- 透過個人成長課提升待人處事的態度，強化其社交技能，亦可學習面對挑戰和在遇到困難時的解決方法、自我管理和有效控制情緒，冷靜地尋找解決方案；
- 透過執行工作，讓學生明白分工合作的重要性，及培養樂意與別人合作的態度；
- 於未來學習或工作上，表現正確的價值觀及態度；
- 提升相關範疇之升學及就業發展所需的自我認知。

Upon successful completion of the course, students are expected to:

- Understand and demonstrate the professional ethics and service culture of hotel room attendants;
- Understand the importance of occupational safety and hygiene, as well as sanitation in the hotel industry;
- Apply knowledge and skills related to hotel housekeeping, and develop a professional service attitude;
- Enhance interpersonal skills through personal growth lessons, strengthen social skills, and learn to face challenges, problem solving, self-management, and control their emotions effectively while finding solutions;
- Understand the importance of teamwork and develop a willingness to collaborate with others through performing tasks;
- Perform proper values and attitudes in future studies and work;
- Enhance self-awareness necessary for further studies and employment development in relevant fields.

2025270827 基礎酒店房務 Basic Hotel Housekeeping	
升學路向 Articulation to Further Studies	<p>出席率達 80%並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心下列三年制職業訓練課程：</p> <p>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:</p> <ul style="list-style-type: none"> • 「基礎酒店房務」課程 Elementary Hotel Housekeeping • 「基本酒店房務證書(資歷架構第一級)」課程 Certificate in Housekeeping (QF Level 1) <p>出席率達 80%而成績未達標者，獲頒出席證書</p> <p>An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表</p> <p>Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表</p> <p>Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心</p> <p>Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排</p> <p>Arrangement for mode 2 is not provided for this course</p>
課程對象 Target Students	<p>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）</p> <p>Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>

2025270827 基礎酒店房務 Basic Hotel Housekeeping

課程結構 Course Structure

第一學段 Term 1

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

- 酒店業概況
Introduction of hotel industry
- 酒店組織架構
Organizational structure of hotel
- 酒店房務部的運作
Operation of housekeeping
- 酒店房務員的工作條件及守則
Code of practice and working conditions for room attendant
- 酒店房間種類及設備
Types of room and related facilities
- 執行鋪床程序
Steps to make up beds
- 認識工作前伸展運動
Stretching
- 正確提舉及搬運技巧
Lifting and moving skills

個人成長 (7小時) Personal Growth (7 hours)

- 個人發展
Personal Development
 - 增強溝通技巧：透過師生與學生間互相接觸及交流，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，可保持及加強學生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 each other and nurture team spirit

2025270827 基礎酒店房務 Basic Hotel Housekeeping

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)

- 提供優質客戶服務的基本要求
Basic requirements of excellent customer services
- 使用有禮殷勤的款待用語
Courteous words of hospitality
- 酒店常用英語及普通話
Common English and Putonghua in hotel
- 房間保安程序
Room security procedure
- 清潔廳房程序
Room cleaning procedure

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 personal strengths, learn self-appreciation and develop potential 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

第三學段 Term 3

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

- 常用的清潔工具及清潔化學用品
Common cleaning tools and chemicals
- 清潔消毒及衛生原理
Principles of cleaning, disinfection and hygiene
- 各種浴室用品
Bathroom supplies
- 進入及離開酒店房間程序
Steps of entering and leaving guest rooms
- 收拾房間借用的酒店物品
Cleaning up items borrowed from hotels
- 點算做房車上物資數量
Counting materials in the housekeeping cart
- 清潔浴室流程
Bathroom cleaning process

2025270827 基礎酒店房務 Basic Hotel Housekeeping

課程結構 Course Structure

第三學段 Term 3

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，透過學習情景，導師指導下，學生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)

- 提供優質客戶服務的基本要求
Basic requirements of excellent customer services
- 使用有禮殷勤的款待用語
Courteous words of hospitality
- 整間房間清潔工作
The whole room cleaning
- 做房車補貨程序及技巧
Process and skills of replenishing housekeeping carts
- 收妥做房車、布草車及吸塵機
Putting back housekeeping carts, linen carts and vacuum cleaners
- 整理樓層儲物櫃
Replenishing and tidying up pantry on each floor

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、與學生合作，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

2025270837 文員助理實務 Clerical Assistant 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	<p>本課程旨在讓學生明白「文員助理」的工作範疇、類型及重要性，並學習支援辦公室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，提高他們對文員助理實務和相關的工作之興趣與知識。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。</p> <p>The course is designed for students to understand the areas and types of work and the importance of the role of <i>Clerical Assistants</i>. It enables students to have a better understanding of the workflow of the office and the required knowledge and skills of the office equipment. Through classroom learning and the practical training, students learn the occupational health and safety of the industry so that their interests in and understanding of office assistant practice and related work are enhanced. The generic skills, values and attitudes of the students are also cultivated through modules on personal development and social development.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程以文員助理實務為整個課程之軸心，把行業內相關的知識與智障學生個人成長所需要的共通能力整合成為課程之框架。並依據輕度智障學生的學習能力和模式而建構以單元為主之學習綱領，重點在於豐富學生之學習經驗，在學習辦公室助理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。</p> <p>The course emphasizes on clerical assistant practice, the related knowledge of the industry and the generic skills required by the personal growth of students with intellectual disabilities are integrated into the course framework. Module-based learning program is constructed in accordance with the learning ability and learning mode of students with mild intellectual disabilities. It emphasizes on enriching their learning experience so that they can develop their generic skills while learning knowledge and skills of office assistant practice and be well prepared for the future adult life.</p>

2025270837 文員助理實務 Clerical Assistant Practice

學習成果

Learning Outcomes

完成課程後，學生應能：

- 對辦公室的工作產生興趣；
- 對辦公室工作的知識有初步的認識及運用，包括使用各種文儀器材、中英文文書處理、簡報及數據處理軟件；
- 體驗文員助理的工作實況，從而提升其溝通、創造、協作、專注和自我管理等共通能力；
- 透過個人成長課提升待人處事的態度，強化其社交技能，亦可學習面對挑戰和在遇到困難時的解決方法、自我管理和有效控制情緒，冷靜地尋找解決方案；
- 透過與外勤工作相關的練習，於面對陌生環境時提升其自信心及應變能力；
- 透過執行工作，明白分工合作的重要性，及培養樂意與別人合作的態度；
- 於未來學習或工作上，表現正確的價值觀及態度；
- 提升相關範疇之升學及就業發展所需的自我認知。

Upon successful completion of the course, students are expected to:

- Develop an interest in office work;
- Gain a basic understanding and application of office work knowledge, including the use of various office equipment, Chinese and English document processing, presentations, and data processing software;
- Experience the work of a clerical assistant, thereby enhancing generic skills such as communication, creativity, collaboration, attention, and self-management;
- Enhance interpersonal skills through personal growth lessons, strengthen social skills, and learn to face challenges, problem solving, self-management, and control their emotions effectively while finding solutions;
- Improve confidence and adaptability in unfamiliar environments through practices related to outreach work;
- Through simulating outreach work practice, enhance confidence and adaptability when facing unfamiliar situations;
- understand the importance of teamwork and develop an attitude of willingness to collaborate with others through performing tasks;
- Perform proper values and attitudes in future studies and work;
- Enhance self-awareness necessary for further studies and employment development in relevant fields.

2025270837 文員助理實務 Clerical Assistant Practice	
升學路向 Articulation to Further Studies	<p>出席率達 80%並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心下列三年制職業訓練課程：</p> <p>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 3-year vocational training courses offered by the centre:</p> <ul style="list-style-type: none"> • 「辦公室實務」課程 Office Work Practice • 「學校支援助理」課程 School Support Assistant • 「活動助理」課程 Programme Assistant • 「數據處理」課程 Data Processing <p>出席率達 80%而成績未達標者，獲頒出席證書</p> <p>An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表</p> <p>Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表</p> <p>Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心</p> <p>Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排</p> <p>Arrangements for mode 2 are not provided for this course</p>
課程對象 Target Students	<p>輕度（視乎職業治療師的意見而決定是否接受肢體傷殘的學生）</p> <p>Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>

2025270837 文員助理實務 Clerical Assistant Practice

課程結構 Course Structure

第一學段 Term 1

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

- 文儀器材操作 (一)
Operation of Office Equipment
- 認識電腦操作系統
Computer Operating System
- 中英文文書處理初階 (一)
Elementary Chinese and English word processing I
- 互聯網的應用
The Use of the Internet
- 文件處理 (一)
Handling Documents I
- 認識文員助理的工作
Clerical Assistant Job Duties
- 認識辦公室的架構
General Organisation Structure of an Office
- 認識工作間通訊軟件的素養
Workplace Communication Software Literacy
- 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：投入實務學習，保持及加強學生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

2025270837 文員助理實務 Clerical Assistant 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)

- 文儀器材操作 (二)
Operation of Office Equipment
- 中英文文書處理初階 (二)
Elementary Chinese and English word processing II
- 製作簡報初階
Elementary use of PowerPoint
- 文件處理 (二)
Handling Documents II
- 認識辦公室常見文件及表格
General Office Documents and Forms
- 辨識中文地址各部份
Chinese Address Reading
- 搜尋目的地的方法 (一)
Map Searching I
- 認識及管理辦公室用品
Office Supplies Management
- 體力處理
Handling Physical Strengths

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

2025270837 文員助理實務 Clerical Assistant 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)

- 應用文儀器材
Application of Using of Office Equipment
- 中英文文書處理初階 (三)
Elementary Chinese and English word processing III
- 辨識英文地址各部份
English Address Reading
- 搜尋目的地的方法 (二)
Map Searching II
- 郵件處理
Mail Handling
- 電話接待 (一)
Handling Phone Calls I
- 數據處理初階
Elementary Data Entry
- 認識及管理辦公室用品
Office Supplies Management
- 體力處理
Handling Physical Strengths

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，透過學習情景，導師指導下，學生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

2025270837 文員助理實務 Clerical Assistant 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)

- 整合及應用文儀器材和電腦的工作
Integration and Application of Skills of Using Office Equipment and Computer
- 處理文件交收
Handling of Documents Delivery
- 電話接待（二）
Handling Phone Calls II
- 認識及管理辦公室用品
Office Supplies Management
- 認識內聯網及雲端技術
Basic Knowledge of Intranet and Cloud Technology
- 認識人工智能與工作
AI Technology in Office Work

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、與學生合作，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

2025270806 初級烘焙實務 Elementary Bakery	
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	<p>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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>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生個人成長所需要的共通能力整合成為課程之框架；並依據學生的學習能力和模式而建構成課程大綱，重點在於豐富學生之學習經驗，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。</p> <p>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.</p>

2025270806 初級烘焙實務 Elementary Bakery

學習成果

Learning Outcomes

完成課程後，學生應能：

- 對烘焙業產生興趣；
- 掌握基礎烘焙知識，包括使用各種工具及設備，並透過準備及製作不同種類的包餅，初步了解整個製作過程；
- 透過製作烘焙製成品的成功經歷提升自信心；
- 透過學習及遵守職業安全與健康，以及衛生的知識，明白對於食物製造過程的重要性，將相關經驗帶入日常生活中，以保障個人及家人的安全 and 健康；
- 透過互動學習過程，讓學生和導師建立合作及融洽的關係；
- 在製作包餅的過程中，明白合作的重要性，發揮互相合作的精神，一同參與，共享成果；並在日常生活中嘗試與別人合作，建立良好的人際關係；
- 透過分組的學習過程，加強與別人溝通的能力，有助其處理日常生活所面對的困難；
- 透過實習製作包餅，提升學生的工作態度，引伸至學習態度，有助其在校內的學習表現，長遠對個人成長有重大的幫助；
- 透過個人成長課，提升學生待人處事的態度，強化社交技能，亦可學習面對挑戰和當遇到困難時的解決方法、自我管理和有效控制情緒，冷靜地尋找解決方案；
- 藉著個人成長的教育和實用技能所學習的技能和知識，進一步提升整體共通能力，鞏固所學的實用技能，並能運用在日常生活中；
- 掌握過往所學，了解自己之角色及崗位，並在實習的過程中加以發揮，達致學習和成長的目的；
- 提升相關範疇之升學及就業發展所需的自我認知。

Upon successful completion of the course, students are expected to:

- Develop an interest in baking industry;
- Master basic baking knowledge, including the use of various tools and equipment, and gain a preliminary understanding of the entire production process by preparing and making different types of pastries;
- Enhance their self-confidence through positive baking experiences;
- Understand the importance of food production processes by learning and adhering to occupational safety and health guidelines, as well as hygiene knowledge, and apply the relevant experience in daily life to ensure personal and family safety and health;
- Establish cooperative and harmonious relationships between students and instructors through interactive learning;
- Recognize the importance of collaboration during the baking process, promote a spirit of cooperation, work together, and share; also try to collaborate with others in daily life to build good interpersonal relationships;

2025270806 初級烘焙實務 Elementary Bakery	
學習成果 Learning Outcomes	<ul style="list-style-type: none"> Strengthen communication skills through group learning, which helps in dealing with difficulties encountered in daily life; Improve students' working attitude through baking practice, which extend to their learning attitude, supports their performance in school, and significantly contributes to long-term personal growth; Enhance interpersonal skills through personal growth lessons, strengthen social skills, and learn to face challenges, problem solving, self-management, and control their emotions effectively while seeking solutions; Further enhance overall competencies through the skills and knowledge gained from personal growth lessons and practical skills, solidifying the learned practical skills for daily life; Comprehend learning, understand one's role and position, and apply this understanding during the practical training process to achieve learning and growth objectives; Enhance self-awareness necessary for further studies and employment development in relevant fields.
升學路向 Articulation to Further Studies	<p>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：</p> <p>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:</p> <ul style="list-style-type: none"> 「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)

2025270806 初級烘焙實務 Elementary Bakery	
升學路向 Articulation to Further Studies	<p>出席率達 80%而成績未達標者，獲頒出席證書</p> <p>An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表</p> <p>Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表</p> <p>Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心</p> <p>Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排</p> <p>Arrangement for mode 2 is not provided for this course</p>
課程對象 Target Students	<p>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）</p> <p>Mild ID (physically disabled students are considered with reference to the advice of occupational therapists)</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>

2025270806 初級烘焙實務 Elementary Bakery

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
- 製作常見的烘焙產品
Making Common Bakery Products
- 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

2025270806 初級烘焙實務 Elementary Bakery

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

2025270806 初級烘焙實務 Elementary Bakery

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

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，學生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

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

2025270841 表演藝術助理訓練 Performing Arts 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	創意學習 Creative Studies
課程簡介 CourseT Introduction	<p>本課程旨在透過教授兩個表演和藝術範疇: 氣球藝術及佈置和魔術訓練及舞台表演，讓學員認識及探索表演和藝術工作者的工作概況、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上的體驗。除此之外，課程亦會涵蓋表演藝術助理所需具備的其他工作知識和技巧，當中包括基本的攝影和剪接技巧、在網路平台上的推廣技巧，以及資訊素養及電子安全的知識和技巧等。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，以至協助他們探索從事表演或藝術工作的可能性。</p> <p>The course aims to expand students' understanding of the working environment, skills and attitude of performing arts workers by teaching two areas of performing arts: balloon art and decoration as well as magic training and stage performance, therefore, it enhances their experience on the artistic and performance levels. In addition, the course will also cover job knowledge and skills as performing arts assistants, including basic photography and editing skills, promotion skills on online platforms, as well as information literacy and e-safety knowledge and skills. Through the training and practical activities in the course, we hope to cultivate students' self-confidence and team spirit, and develop their ability to express, interpret and appreciate art and performance. After the completion of the course, it helps them explore the possibility of engaging in performance or artistic work.</p>
授課語言 Medium of Instruction	中文 Chinese

2025270841 表演藝術助理訓練 Performing Arts Assistant Training**學習活動特色****Course Features**

課程理論與實踐並重，以魔術汽球表演、舞台表演為軸心，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 focuses on both theory and practice, with magic balloon performances and stage performances as the axis, supplemented by relevant theoretical knowledge, integrating relevant industry knowledge and the common abilities required for personal growth of mentally retarded students into a course framework, aiming to provide students with a better future. Prepare for adult life. The curriculum is designed based on the learning abilities and learning patterns of students with mild intellectual disabilities. The learning content progresses from the simplest to the most complex and is connected to daily life, making it easier for students with intellectual disabilities to master relevant knowledge and skills. Through participation in practical activities, students can engage with the community and demonstrate their learning outcomes, thereby improving generic skills related to their personal growth. The course has periodic assessments to enable tutors and students to better understand the progress and effectiveness of learning and make corresponding adjustments to meet students' learning needs.

學習成果**Learning Outcomes**

完成課程後，學生應能：

1. 認識及掌握舞台表演和場地佈置的工作概況，以及工作知識和技巧；
2. 認識及掌握表演藝術助理所需具備的基本工作知識、技巧和資訊素養；
3. 認識舞台表演和場地佈置的職業安全及健康知識和注意事項；
4. 了解及掌握舞台表演和場地佈置的專業道德和操守；
5. 擴闊在舞台表演和場地佈置方面的藝術體驗；
6. 建立個人的自信，提升自我表達的能力，以及培養團隊合作的精神；
7. 提升相關範疇之升學及就業發展所需的自我認知。

Upon successful completion of the course, students are expected to:

1. Understand and master the work overview, work knowledge and skills of stage performance and venue arrangement;
2. Understand and master the basic work knowledge, skills and information literacy required of performing arts assistants;
3. Understand the occupational safety and health knowledge and precautions for stage performances and venue layout;
4. Understand and master the professional ethics and conduct of stage performance and venue arrangement;
5. Expand artistic experience in stage performance and venue arrangement;
6. Build personal confidence, enhance self-expression skills, and cultivate a spirit of teamwork;
7. Enhance self-awareness for further study and career development in related fields.

2025270841 表演藝術助理訓練 Performing Arts Assistant Training	
升學路向 Articulation to Further Studies	<p>完成課程的學生可以：</p> <ul style="list-style-type: none"> • 選讀小丑表演藝術文憑相關課程；或 • 選讀青年會專業書院其他課程。 <p>Upon successful completion of the course, students are able to:</p> <ul style="list-style-type: none"> • Study a diploma course in clown arts; or • Choose to study other courses at YMCA Professional College.
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：由 2025 年 9 月起（逢星期六）</p> <p>Commencement date: Starting from September 2025 (Every Saturday)</p> <p>時間：上午 9 時至 1 時</p> <p>Time: 9:00 a.m. – 1:00 p.m.</p> <p>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</p> <p>Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon.</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定。</p> <p>Details will be confirmed between the course provider and schools concerned.</p>
課程對象 Target Students	<p>輕度智障</p> <p>Mild ID</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表。</p> <p>Please refer to the course list of the year.</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表。</p> <p>Please refer to the course list of the year.</p>

2025270841 表演藝術助理訓練 Performing Arts Assistant Training

課程結構 Course Structure

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

單元一：氣球藝術及佈置 (36 小時)

Module 1: Balloon Art and Installation (36 Hours)

1. 認識氣球藝術及佈置在相關行業內的應用概況、氣球藝術師助理的工作要求和進修方法
Understand the application of balloon art and its layout in related industries, the job requirements and training methods of balloon artist assistants
2. 認識氣球扎作所需的材料和工具及其用途
Understand the materials and tools of making balloons
3. 認識氣球佈置工作的職業安全及健康知識和注意事項
Learn about occupational safety and health knowledge as well as precautions for balloon installation
4. 認識及學習不同氣球打結的方法，如雙泡結、熊耳結及鸚鵡肚等
Learn how to tie different balloon knots, such as the double bubble knot, bear ear knot and parrot belly knot
5. 認識及學習製作不同基礎氣球造型和佈置，如小狗、小花、玫瑰、心、劍和氣球柱等
Learn to make different basic balloon shapes and arrangements, such as puppies, flowers, roses, hearts, swords and balloon poles
6. 啟發學員的創意思維，並讓他們學習掌握色彩搭配的技巧，如透過色彩實驗的活動，隨機抽選幾種顏色以完成不同的氣球造型作品
Inspire students' creative thinking and let them learn to master the skills of colour matching, such as randomly selecting several colours to complete different balloon shapes through colour experiment activities
7. 學習欣賞導師和其他學員所製作的氣球作品，以提升他們的審美能力
Learn to appreciate balloon works made by instructors and other students to improve their aesthetic ability
8. 學習合力完成一個表演場地的氣球佈置工作
Learn to work together to complete the balloon layout of a performance venue

課程結構 Course Structure

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

單元二：魔術訓練及舞台表演 (36 小時)

Module 2: Magic Training and Stage Performances (36 Hours)

1. 認識魔術師助理的工作要求和進修途徑

Understand the job requirements and further study paths of a magician's assistant

2. 認識及學習不同魔術道具的特色和用途(主要以小型道具為主)，如硬幣、卡牌和絲巾等

Understand and learn the characteristics and uses of different magic props (mainly small props), such as coins, cards and scarves, etc.

3. 認識魔術表演工作的安全注意事項，如道具的檢查及保養、保持表演場地的整潔、表演前進行充分的綵排及採取適當的保護措施等

Understand the safety precautions for magic performances, such as checking and maintaining props, keeping the performance venue clean, conducting adequate rehearsals before performances, and taking appropriate protective measures.

4. 學習及練習魔術表演的基本肢體動作

Learn and practice basic body movements for magic performances

5. 認識及學習近景魔術和街頭魔術的表演知識和技巧，如黑洞空間、預言撲克牌和明日環等

Understand and learn the performance knowledge and skills of close-up magic and street magic, such as black hole space, prediction playing cards and tomorrow ring, etc.

6. 學習魔術表演者應有的守則和態度，如要保守魔術的秘密、不以魔術進行不良的活動及進行充分的練習等

Learn the rules and attitudes that magicians should have, such as keeping the magic secret, not using magic for harmful activities, and practicing enough.

7. 學習及訓練魔術的舞台表演技巧

Learn and train magic stage performance skills

8. 學習完整地完成一個簡單的近景魔術或街頭魔術的表演

Learn to perform a simple close-up or street magic trick

課程結構 Course Structure

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

單元三：活動花絮攝影及剪接 (28 小時)

Module 3: Event Highlights Photography and Editing (28 Hours)

1. 學習如何尊重及保障被攝對象的私隱權

Learn how to respect and protect the privacy

2. 學習如何辨別照片或影片真偽的技巧

Learn how to identify the authenticity of photos or videos

3. 學習如何運用 iPad 就著表演或藝術作品進行簡單的拍攝

Learn how to use an iPad to take simple photos of performances or artworks

4. 學習掌握運用 iPad 進行攝影的技巧

Learn to master photography techniques using iPad

5. 在完成拍攝後，能學習如何存取、命名及整理拍攝所得的素材，以方便後期的剪接工作

After the shooting is completed, learn how to save, name and organize the footage to facilitate later editing

6. 在完成拍攝後，學習如何使用 Capcut 把一些相關的素材剪接成在社交媒體平台上常見的短影片如在 Instagram 上的 Reels 和在 YouTube 上的 Shorts

After finishing the filming, learn how to use Capcut to edit some related materials into short videos commonly seen on social media platforms such as Reels on Instagram and Shorts on YouTube.

7. 能學習運用 Capcut 去調整音頻、加入背景音樂、生成及修改字幕、加入過渡效果，以及導出合適的視頻格式以上傳到有關的平台等

Learn to use Capcut to adjust audio, add background music, generate and modify subtitles, add transition effects, and export the video in a suitable format for uploading to relevant platforms, etc.

8. 在上傳影片和照片至網絡平台前，能養成核對上傳素材的習慣，以確保上傳素材的真確性、是否能尊重有關的知識版權，以及能尊重被攝對象的私隱權

Develop the habit of checking the uploaded materials to ensure the authenticity of the uploaded materials, whether the relevant intellectual property rights are respected, and whether the privacy rights of the subjects are respected before uploading videos and photos to online platforms

單元四：個人及群體發展導向 (20 小時)

Module 4: Individual and Group Development Orientation (20 Hours)

1. 學習如何進行情緒管理，如抒發負面情緒、處理壓力的方法等

Learn how to manage emotions, such as how to express negative emotions and deal with stress, etc.

2. 學習語言與非語言的表達技巧

Learn verbal and non-verbal communication skills

3. 認識魔術表演和氣球藝術及佈置的行業概況及探索對這些行業的職業興趣

Understand the industry overview of magic performance and balloon art and arrangement and explore career interests in these industries

4. 就上述有關的行業進行探索及規劃職業路向，並發展相關的能力和技巧

Explore and plan career paths in the above-mentioned industries and develop relevant abilities and skills

總計：120 小時

Total: 120 Hours

2025270841 表演藝術助理訓練 Performing Arts Assistant Training

課程結構 Course Structure

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

單元一：氣球藝術及佈置 (36 小時)

Module 1: Balloon Art and Installation (36 Hours)

1. 重溫不同氣球打結的方法，如雙泡結、熊耳結及鸚鵡肚等

Review different balloon knot tying techniques, such as the double bubble knot, bear ear knot, and parrot belly knot

2. 認識及學習製作進階的氣球造型，如氣球花束、旋轉木馬和單車等

Learn to make advanced balloon shapes, such as balloon bouquets, carousels and bicycles

3. 能認識進行大型氣球佈置工作時的安全注意事項

Be able to understand the safety precautions when carrying out large balloon decorations

4. 認識及學習製作大型的氣球佈置，如複合的氣球柱、氣球牆、氣球拱門和氣球聖誕樹等

Learn to make large balloon decorations, such as composite balloon columns, balloon walls, balloon arches and balloon Christmas trees

5. 學習如何規劃、設計及佈置一個帶有主題的氣球裝飾，包括與同組學員進行團隊創作，一起設計氣球裝飾的草稿，輪流增添不同的元素並進行搭配，以及共同完成最後的作品

Learn how to plan, design and arrange a balloon decoration with a theme, including working with classmates to design a draft of the balloon decoration, taking turns to add different elements and match them, and working together to complete the final work

6. 學習合力完成一個表演場地的氣球佈置工作

Learn to work together to complete the balloon layout of a performance venue

課程結構 Course Structure

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

單元二：魔術訓練及舞台表演 (36 小時)

Module 2: Magic Training and Stage Performances (36 Hours)

1. 重溫及練習近景魔術的知識和技巧，如硬幣魔術和牌類魔術等

Review and practice close-up magic skills such as coin tricks and card tricks

2. 學習在使用不同中距離、舞台和大型魔術表演道具時的安全注意事項

Learn safety precautions when using various mid-range, stage and large-scale magic show props

3. 學習在不同的表演場地中，如室外與室內、有舞台與沒有舞台的場地進行表演時該如何佈置以避免意外的發生

Learn how to set up performances in different venues, such as outdoor and indoor, with and without a stage, to avoid unexpected events

4. 認識及學習中距離、舞台和大型魔術的知識和技巧，如紙盒花箱、軟硬繩和小屋變人等

Understand and learn the knowledge and skills of medium-distance, stage and large-scale magic, such as cardboard flower boxes, soft and hard ropes and small house transformation

5. 學習與中距離、舞台和大型魔術相應的舞台表演技巧，如表演時如何配合音樂和燈光效果，運用適當的語言和故事講述技巧與觀眾互動

Learn stage performance techniques for medium-distance, stage and large-scale magic, such as how to coordinate music and lighting effects during performances, and use appropriate language and storytelling techniques to interact with the audience

6. 學習如何與同學合作進行一個中距離/舞台魔術的表演

Learn how to collaborate with classmates to perform a mid-range/stage magic show

課程結構 Course Structure

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

單元三：表演藝術行業的市場推廣知識及技巧 (28 小時)

Module 3: Marketing Knowledge and Skills for the Performing Arts (28 Hours)

1. 在認識及利用不同媒體平台時，學習提防危險及保障個人私隱的措施

Learn to beware of dangers and measures to protect personal privacy when understanding and using different media platforms

2. 能了解媒體平台所發佈的資訊會存在偏頗、不真實和不準確的資訊，並學習相關的事實查證技巧

Understand that information published by media platforms may be biased, untrue and inaccurate, and learn relevant fact-checking skills

3. 認識常見的網路營銷平台如網站、Facebook、Instagram 和 YouTube 等，如平台的使用介面，包括其特徵和功能，特別是設置平台的權限和帳戶私隱，以及平台上所發佈的內容類型

Understand common online marketing platforms such as websites, Facebook, Instagram and YouTube, such as the platform's user interface, including its features and functions, especially how to set platform permissions and account privacy, and the types of content published on the platform

4. 學習運用網路素材時尊重及保障他人知識產權的技巧

Learn how to respect and protect the intellectual property rights of others when using online materials

5. 學習如何在有關網路營銷平台上發佈一個能夠有效與目標群眾溝通的帖子，包括運用簡潔的文字與受眾溝通、素材的選擇、加上適當的主題標籤等

Learn how to publish a post on the relevant online marketing platform that can effectively communicate with the target audience, including using concise text to communicate with the audience, selecting materials, adding appropriate topic tags, etc.

6. 學習如何使用 Canva 製作簡單的宣傳材料，如 Facebook 的封面、宣傳單張和 Instagram 的限時動態等

Learn how to use Canva to create simple promotional materials such as Facebook covers, flyers and Instagram stories

單元四：個人及群體發展導向 (20 小時)

Module 4: Individual and Group Development Orientation (20 Hours)

1. 學習解難的方法和技巧，如解決困難的態度、步驟和方法

Learn problem-solving methods and skills, such as attitudes, steps and methods to solve problems

2. 學習團隊精神和合作的技巧，在氣球藝術及佈置和魔術表演行業的工作環境中如何發揮團隊合作的精神

Learn teamwork and cooperation skills, how to work in a team environment in the balloon art and decoration and magic show industry

3. 在實習體驗中，學習如何籌備及實行進階的氣球佈置工作，以及進行中距離/舞台魔術的演出

During the internship experience, learn how to prepare and execute advanced balloon arrangements and perform mid-range/stage magic performances

總計：120 小時

Total: 120 Hours

2025270838 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	<p>本課程旨在教授學員認識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，有助學生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。</p> <p>This course aims to teach students the basic knowledge and techniques of making pastries and desserts as well as brewing coffee. Also, the course will cover customer service training, introduction to the concepts of operating a coffee shop and related industry conditions, helping to broaden students' opportunities for further studies or career development. In addition, the course focuses on practical learning, which helps students develop the attitude and professionalism required in the coffee shop management industry. After completing the course, students can choose to work as a shop assistant or barista assistant in a coffee shop, or as a baking assistant or pastry assistant in the western kitchen.</p>
授課語言 Medium of Instruction	中文 Chinese

2025270838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training**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.

學習成果**Learning Outcomes**

完成課程後，學生應能：

1. 認識烘焙、糕點製作及咖啡沖調行業技術要求；
2. 認識烘焙、糕點製作及咖啡沖調行業製作的基本運作流程，以及遵守衛生和安全措施；
3. 認識烘焙、糕點製作及咖啡沖調行業的專業道德與操守；
4. 應用烘焙、糕點製作及咖啡沖調行業的知識去設計及製作活動；及
5. 提升相關範疇之升學及就業發展所需的自我認知。

Upon successful completion of the course, students are expected to:

1. Understand the technical requirements of baking, pastry making and coffee brewing industries;
2. Understand the basic operation process of baking, pastry making and coffee brewing industry, and comply with hygiene and safety measures;
3. Understand the professional ethics and conduct of the baking, pastry making and coffee brewing industries;
4. Apply knowledge of the baking, pastry and coffee brewing industries to design and produce activities; and
5. Enhance self-awareness for further study and career development in related fields.

2025270838 咖啡及甜品師助理訓練 Barista and Patisserie Assistant Training	
升學路向 Articulation to Further Studies	<p>完成課程的學生可以：</p> <ol style="list-style-type: none"> 1. 選讀烘焙、糕點製作或咖啡沖調相關課程；或 2. 選讀青年會專業書院其他課程。 <p>Upon successful completion of the course, students are able to:</p> <ol style="list-style-type: none"> 1. further study for Bakery, Pastry Making, Coffee Brewing and related courses; 2. or study other courses at YMCA College of Careers.
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：2025 年 9 月起（逢星期三） Commencement date: Starting from September 2025 (Every Wednesday)</p> <p>時間：下午 2 時至 6 時 Time: 2:00 p.m. – 6:00 p.m.</p> <p>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.</p> <p>模式二 Mode 2</p> <p>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.</p>
課程對象 Target Students	<p>輕度智障 Mild ID</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表。 Please refer to the course list of the year.</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表。 Please refer to the course list of the year.</p>

2025270838 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：行業介紹及職業安全及健康 (4小時)

Module 1: Industry Introduction and Occupational Safety and Health (4 Hours)

1. 認識甜品和烘焙的行業概況和架構、甜品師助理的角色和職責

Understand the industry overview and structure of desserts and baking, and the roles and responsibilities of a pastry chef assistant.

2. 學習及總結甜品師助理的職業安全及健康知識和技巧如在廚房工作時應有的穿著、認識廚房內的設備及安全注意事項、在廚房工作時所應遵從的安全守則等

Learn and summarize occupational safety and health knowledge and skills of pastry chef assistants, such as proper attire when working in the kitchen, understanding the equipment and safety precautions in the kitchen, and safety rules to be followed when working in the kitchen, etc.

單元二：食物安全及衛生 (8 小時)

Module 2: Food Safety and Hygiene (8 Hours)

1. 學習與食物安全及衛生相關的知識

Learn knowledge related to food safety and hygiene

2. 廚房及器皿的清潔常識

Common knowledge of kitchen and utensils cleaning

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，按指示操作烘焙設備和器具

Baking equipment and utensils operation skills, follow the instructions to operate baking equipment and utensils.

2. 掌握甜品及糕點的製作方法和程序，從而製作簡單的甜品和糕點如曲奇、班戟、布甸等

Master the methods and procedures of making desserts and pastries, so as to make simple desserts and pastries such as cookies, pancakes, puddings, etc.

3. 能了解及實踐在製作甜品和糕點後的清潔程序和收納工作

Be able to understand and practice the cleaning procedures and storage work after making desserts and pastries.

4. 能了解及實踐與工作情境相關的客戶指定要求

Be able to understand and implement client-specified requirements relevant to the work situation

課程結構 Course Structure

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

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如咖啡的產地、咖啡的潮流演變和咖啡的生產和飲品種類等
Learn about the history and culture of coffee, such as the origin of coffee, the evolution of coffee trends, and the production and types of coffee drinks
2. 了解咖啡師助理的職責和咖啡店的日常運作，對咖啡店店務員的日常工作和服務有所認識並進行實踐
Understand the responsibilities of a barista assistant and the daily operations of a coffee shop, and have some knowledge and practice of the daily work and services of a coffee shop attendant
3. 認識及學習咖啡的基本調製方法及技巧如手沖咖啡、操作半自動咖啡機沖調咖啡及製作不同種類的咖啡等
Understand and learn the basic coffee preparation methods and techniques such as hand brewing, operating a semi-automatic coffee machine to brew coffee and making different types of coffee, etc.
4. 能了解及實踐與工作情境相關的客戶指定要求
Be able to understand and implement client-specified requirements relevant to the work situation

單元五：個人及群體發展導向 (8 小時)

Module 5: Individual and Group Development Orientation (8 Hours)

1. 解決困難的方法和技巧
Methods and techniques for solving problems
2. 群體合作的重要性的技巧
The importance and skills of group work
3. 人際關係管理與溝通技巧
Interpersonal relationship management and communication skills

單元六：職業性向認知 (8 小時)

Module 6: Career Orientation (8 Hours)

1. 認識甜品師助理的工作性質、職責、工作環境、回報和發展機遇
Understand the job nature, responsibilities, working environment, rewards and development opportunities of a pastry chef assistant
2. 認識咖啡師助理的工作性質和職責、工作環境、回報和發展機遇
Understand the nature and responsibilities of a barista assistant, the work environment, rewards and development opportunities

總計：120 小時

Total: 120 Hours

2025270838 咖啡及甜品師助理訓練 Barista and Patissier 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. 認識咖啡進階調製的方法和技巧，例如進階的咖啡飲品沖調、拉花和畫花的技巧
Learn about advanced coffee brewing methods and techniques, such as advanced coffee drink brewing, latte art and drawing techniques
2. 認識其他飲品的沖調技巧，例如花茶和朱古力沖製
Learn the techniques for preparing other beverages, such as scented tea and chocolate
3. 打理咖啡店的實務技能，例如清潔和保養咖啡機和相關的器具
Practical skills in running a coffee shop, such as cleaning and maintaining coffee machines and related equipment
4. 能了解及實踐與工作情境相關的客戶指定要求
Be able to understand and implement client-specified requirements relevant to the work situation

單元二：職業安全及健康 (4 小時)

Module 2: Occupational Safety and Health (4 Hours)

1. 工作環境的安全重要性
Importance of a safe working environment
2. 常見工作中的意外
Common accidents at work
3. 避免意外發生的方法
Measures to avoid accidents

單元三：烘焙及糕點製作 (40 小時)

Module 3: Baking and Pastry Making (40 Hours)

1. 進階的烘焙和糕點製作
Advanced baking and pastry making
2. 能了解及實踐在製作甜品和糕點後的清潔程序和收納工作
Be able to understand and practice the cleaning procedures and storage work after making desserts and pastries
3. 能了解及實踐與工作情境相關的客戶指定要求
Be able to understand and implement client-specified requirements relevant to the work situation

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 Services (20 Hours)

1. 學習如何保持作為店務員的個人儀容和整潔

Learn how to maintain personal appearance and cleanliness as a store clerk

2. 回應客人所需的技巧和態度

The skills and attitude required to respond to guests

3. 能了解及實踐與飲食業相關的客戶指定要求如點單、推薦菜單及處理突發情況等

Be able to understand and implement customer-specific requirements related to the catering industry such as ordering, menu recommendations and handling emergencies

單元五：實習體驗 (16 小時)

Module 5: Internship (16 Hours)

1. 籌備及綵排校內營運咖啡/甜品一日店的工作

Prepare and rehearse the operation of a one-day coffee/dessert shop on campus

2. 於校內實踐營運咖啡/甜品一日店的預備、飲品/食品製作和客戶服務工作

Practice the preparation, beverage/food production and customer service of a one-day coffee/dessert shop on campus

總計：120 小時

Total: 120 Hours

2025270842 校園助理培訓 School 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	<p>本課程旨在讓學生對於校園助理有全面的認識和理解，課程內容涵蓋了學校組織架構、日常校務支援、活動籌備及職業安全等方面，並透過不同的活動及學習體驗，提升學生的工作技能、解難能力、社交能力、自信心，擴大他們的就業空間，未來升學或就業作好準備。</p> <p>This course aims to provide students with a comprehensive understanding of school assistants. The content covers various aspects such as the school organizational structure, daily administrative support, event planning, and occupational safety. Through different activities and learning experiences, the course enhances students' work skills, problem-solving abilities, social skills, and self-confidence, thereby broadening their employment opportunities and preparing them for future academic advancement or employment.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>此課程理論與實踐並重，除了教授學員對學校一般校務支援、文件處理、活動籌備及前備職業的訓練外，還特別著重訓練學生的解難能力、社交能力、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，提升學生使命感、責任感及承擔感，透過增強學員的各方面技能及應變能力，從而建立學員對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。</p> <p>The course emphasizes on both theoretical and practical training. It trains students in general school administrative support, document handling, event preparation, and foundational vocational skills. Particularly, it focuses on developing students' problem-solving abilities, social skills, common competencies, communication skills, and interpersonal relationships. The aim of the course is to foster a caring and inclusive environment, instilling positive values and enhancing students' sense of responsibility and accountability. 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.</p>

2025270842 校園助理培訓 School Assistant Training	
學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> (1) 掌握在學校一般行政支援工作； (2) 培養基本的活動籌備和執行能力； (3) 學習在學校工作的有效溝通與協作技巧； (4) 運用各類型辦公室應用軟件以協助處理學校日常工作； (5) 認識不同AI工具的使用； (6) 培養個人素養及正確態度，增強日後在相關職位上的發展。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> (1) Master general administrative support tasks in schools; (2) Develop basic event preparation and execution skills; (3) Learn effective communication and collaboration skills in schools; (4) Utilize various office applications to assist in managing daily school operations; (5) Understand the use of different AI tools; (6) Cultivate personal qualities and the right attitude to enhance future development in relevant positions.
升學路向 Articulation to Further Studies	<p>完成課程的學生可以：</p> <ul style="list-style-type: none"> • 選讀青年會專業書院其他課程。 <p>Upon successful completion of the course, students are able to:</p> <ul style="list-style-type: none"> • study other courses at YMCA College of Careers.
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：正式開課日期待定，2025 年 9 月份開始（逢星期六） Commencement date: Specific date will be confirmed later. The first lesson will be commenced in September, 2025 (every Saturday)</p> <p>時間：上午 9 時至下午 1 時 Time : 9:00 am – 1:00 pm</p> <p>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.</p> <p>模式二 Mode 2</p> <p>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.</p>
課程對象 Target Students	<p>輕度智障 Mild ID</p>

2025270842 校園助理培訓 School Assistant Training

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

2025270842 校園助理培訓 School Assistant Training

課程結構 Course Structure

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

1. 學校環境介紹 - 4 小時

Introduction to School Structure and Positions – 4 hours

- 學校組織架構
Introduction to school organizational structure
- 校內不同的崗位及職責
The functions and responsibilities of various positions
- 不同崗位之間的協作關係
Collaborative relationships between different positions

2. 日常校務支援與技能(基本篇) – 48 小時

Foundation of Daily School Administration Support and Skills – 48 hours

- 校園助理的職責及工作態度
Responsibilities and work attitude of school assistants
- 基本的日常校務支援工作和技能
Basic daily administrative support tasks and skills
- 基本的學校接待處工作
Fundamental duties of the school reception
- 簡單撰寫、整理和歸檔各類公文、報告及會議記錄
Simple writing, organizing, and filing of various documents, reports, and meeting minutes
- 協助預備及安排校內會議
Assist in preparing and arranging school meetings
- 文件送遞 / 郵寄工作
Document delivery / mailing tasks
- 協助學生日常的校園生活
Support students in their daily school life
- 協助老師準備課堂工作
Assist teachers in preparing course materials

3. 校園活動支援與技能(基礎篇) – 48 小時

Foundation of School Activity Support and Skills – 48 hours

- 認識不同的校內活動
Types of school activities
- 基本的活動籌備工作與流程
Basic preparation work and processes of school activities
- 基本的活動宣傳準備工作
Basic promotional preparation of school activities

4. 生涯規劃教育 – 20 小時

Career and Life Planning – Self-understanding – 20 hours

- 校園助理的個人素養及禮儀
Personal Attributes
- 認識職業安全及健康的風險及正確態度
Understanding occupational safety, risk evaluation and attitude

2025270842 校園助理培訓 School Assistant Training

課程結構 Course Structure

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

1. 日常校務支援與技能(進階篇) – 44小時

Advance skills of Daily School Administration Support – 44 hours

- 學校接待處工作(進階篇)
Advance skills of the school reception
- 文件及數據處理技巧(進階篇)
Advanced document and data processing techniques
- 運用AI工具進行時間管理
Using AI tools for time management
- 電郵知識與應用(進階篇)
Advanced knowledge and applications of email
- 協助老師與學生的工作技能與注意事項(進階篇)
Skills and considerations for assisting teachers and students
- 線上會議工具的操作(進階篇)
Operation of online meeting tools

2. 校園活動支援與技能(進階篇) - 48小時

Advanced Scholl Activity Support and Skills – 48 hours

- 不同的校內活動執行與支援(進階篇)
Advance skills of execution and support for school activities
- 不同活動的注意事項
Important considerations for different activities
- 面對不同活動時的簡單應變方法
Ways to deal with simple crises for different activities
- 學校不同活動後的善後工作流程
Follow-up actions after activities

3. 生涯規劃教育—28小時

Career and Life Planning – Self-understanding—28 hours

- CV360的應用
Application of CV360
- 職涯選擇
Career Planning
- 模擬面試
Mock interviews

2025270839 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	<p>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。</p> <p>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.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>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。</p> <p>The course emphasizes on both theoretical and practical training. During the training, students will understand more about how to be Shopping Mall Robot Service Ambassador and keep abreast of the trend of how technology is applied in the business arena. Besides customer service techniques, communication skills and problem solving abilities will be enhanced. With the help of 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.</p>

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學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> (1) 認識商場客戶服務大使的基礎實務知識及服務技巧； (2) 認識機械人的基礎知識、簡單操作及技巧； (3) 認識商場機械人服務大使的主要角色、工作要求與職業操守； (4) 建立客戶服務大使與機械人的協作夥伴關係，共同提供服務予商場的顧客； (5) 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> (1) Able to demonstrate basic customer service skills in responding to customers; (2) Able to apply the knowledge and skills of basic robot operation; (3) Understand the job roles, requirements and responsibility of shopping mall robot service ambassador; (4) Manage to control and collaborate with the robot in shopping mall; (5) Enhance self-understanding and confidence for future plans in study and work.
升學路向 Articulation to Further Studies	<p>完成課程的學生可以：</p> <ul style="list-style-type: none"> • 選讀青年會專業書院其他課程。 <p>Upon successful completion of the course, students are able to:</p> <ul style="list-style-type: none"> • study other courses at YMCA College of Careers.
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：正式開課日期待定，2025 年 9 月份開始（逢星期六）</p> <p>Commencement date: Specific date will be confirmed later. The first lesson will be commenced in September, 2025 (every Saturday)</p> <p>時間：下午 2 時至下午 6 時</p> <p>Time: 2:00 pm – 6:00 pm</p> <p>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</p> <p>Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon.</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定</p> <p>Details will be confirmed between the course provider and schools concerned.</p>
課程對象 Target Students	<p>輕度智障 / 中度智障</p> <p>Mild ID / Moderate ID</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表</p> <p>Please refer to the course list of the year</p>

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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 pursuit of good quality of customer service
- 認識優質客戶服務所應有之技巧及態度
Applying 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
Introduction to the 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
Understanding the basic concepts of 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
Knowing how to control static robot through demonstration and simulation
- 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

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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, different customer service skills will be applied in complicated 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 customers with different characters
- 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
“Sudden occurrence” will be handled through customer service skills and emotional methods in different classroom settings

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
Learning practical knowledge from simple to complicated experiences in different shopping mall environment

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.