



Applied Learning Courses

應用學習課程

Child Care and Development

幼兒發展

(2023–25 Cohort)

(2023-25 年度)

Student Handbook

學生手冊

September 2023

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Caritas Institute of Community Education (CICE) shall retain the right to amend the regulations in the handbook in any appropriate circumstances.

明愛社區書院將保留在任何適當的情況下修改手冊內各條例的權利。

- Note:** 1. The information in this handbook is subject to change without notice. Please note the latest announcement of CICE.
註: 本手冊所載資料如有更改，恕不另行通知，請留意本書院之最新通告。
2. If you have any questions about this handbook, you can visit the centres of CICE during office hours or call CICE.
如對本手冊有任何疑問，可於辦公時間內親往教學中心校務處或致電查詢。

1. Introduction to Caritas Institute of Community Education

明愛社區書院簡介

Caritas Institute of Community Education (“CICE”) is affiliated to the Community and Higher Education Service (“CHES”) of Caritas - Hong Kong. CICE offers a wide range of academic and career-oriented programmes in meeting the need of students and working adults to promote their academic qualifications and professional training; to provide an open access to life-long learning as well as to facilitate their personal and social development. These programmes will be delivered in 16 CICE learning / training centres scattered in different districts to provide suitable community education and services.

明愛社區書院隸屬香港明愛的社區及高等教育服務，書院開辦一系列的學術和職業導向課程，配合學生及在職人士在提升學歷和專業培訓的需求，實踐終身學習，促進個人和社會的發展。明愛社區書院現時在全港各區共設有 16 個教學及實習中心，提供適切的社區教育服務。

The majority of our programmes have been accredited and recognized by The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) under the Qualifications Framework, ranging from Levels 1 to 4. In tandem with the education philosophy of Catholic Church and Caritas - Hong Kong, CICE endeavours to provide students, particularly for those disadvantageous groups, with the learning opportunities and, in the spirit of Christ, to provide students with caring and teaching that facilitate their whole-person development.

明愛社區書院開辦的課程大部份已通過香港學術及職業資歷評審局之評審，屬資歷架構第一級至第四級程度。書院秉持天主教和明愛的辦學精神，特別照顧弱勢社群的學習需要，本著基督精神，關愛施教，促進學生的全人發展。

In addition to focusing on development and quality of programmes, CICE works closely with government bureaus/departments, statutory bodies and professional organizations to offer professional services relating to industry-development and also participates in conducting academic research and action advocacy.

明愛社區書院除了專注於課程的質量和發展外，亦與政府、法定機構和專業團體合作以提供與行業發展相關的專業服務，並參與一些學術研究和行動倡議。

2. Synopsis of the Course 課程總覽

2.1 Programme Introduction 課程簡介

In Child Care and Development, student-centred learning and teaching activities are designed to enable students to understand fundamental theories and concepts, develop their generic skills, and address their career aspirations in Child Care and Development. Different modes of activities are employed to provide students with a systematic understanding about the context (e.g. help students to understand the fundamental knowledge of early childhood development through lectures, group discussions, reports, seminars, practicum opportunities and visit to nurseries) and eye-opening opportunities to experience the complexity of the context (e.g. industrial visits given by industry practitioners and field attachments to gain first-hand knowledge of the current operation in the field).

幼兒發展課程學與教活動的設計以學生為本，讓學生認識有關的基礎理論和概念，從而培養他們的共通能力，並建立他們對幼兒教育工作的就業期望。學生在不同形式的活動有系統地認識不同的情境（例如：透過課堂講解、小組討論、匯報、講座、實際的練習機會及參觀育嬰院等協助學生了解幼兒發展的基礎知識）及體驗情境的複雜性以拓闊視野（例如：透過實地參觀和駐校體驗及從業員專業分享，了解當前幼兒教育的運作模式）。

2.2 Programme Learning Outcomes 課程學習成效

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

完成本科目後，學生應能：

1. demonstrate an understanding of the foundation knowledge of child development;
展現對幼兒發展的基礎知識；
2. design and implement activities for children with diverse learning needs;
為有多元學習需要的幼兒設計和推行活動；
3. discuss the required characteristics and work ethics for early childhood education practitioners;
探討幼兒教育工作者所需的特質及職業操守；
4. evaluate learning environment of young children to ensure their health and safety to facilitate their effective learning;
評估幼兒學習環境以確保他們的健康和安全，以促進有效學習；
5. apply the concepts and knowledge learned to implement effective teaching strategies in early childhood education settings; and
在幼兒教育環境中，應用所學的概念及知識以推行有效的教學策略；
及

6. enhance self-understanding for further studies and career development in the related field.

提升相關範疇之升學及就業發展所需的自我認知。

2.3 Programme Structure 課程結構

ApL course “Child Care and Development” is of 180 hours in duration, starting in Secondary 5 and ending in Secondary 6 or in Secondary 4 and ending in Secondary 5 (early commencement for Applied Learning programme).

幼兒發展課程共 180 小時，在中五及中六兩個學年內完成或在中四及中五兩個學年內完成（提早開辦應用學習課程）。

2.4 Date of Commencement 開課日期

Mode 1 : 16 September 2023

模式一：二零二三年九月十六日

Mode 2 : To be decided by CICE and Partnership Schools

模式二：由明愛社區書院與合作中學協商

2.5 Class Schedules and Venues 上課時間及地點

Mode 1 模式一：

| Class Code 班別 | Venue 上課地點 | Day 週日 | Time 時間 |
|------------------|---|-----------------|--|
| AG | Caritas Institute of Community Education – Tuen Mun 明愛社區書院 – 屯門 Units 21-24, G/F, Wu Yuet House, Wu King Estate, Tuen Mun, N.T. 新界屯門湖景邨湖月樓地下 21-34 室 | 星期六 Saturday | 14:00pm to 17:00 pm (Part of the lessons will also be scheduled during summer vacation) 下午 14:00 至下午 17:00 [部分課堂將於暑假期間進行] |
| AH | Caritas Institute of Community Education – Hung Hom 明愛社區書院 – 紅磡 5 Dyer Ave, Hung Hom, Kowloon 九龍紅磡戴亞街 5 號 | 星期六 Saturday | 9:30 am to 12:30 pm (Part of the lessons will also be scheduled during summer vacation) 上午 9:30 至下午 12:30 [部分課堂將於暑假期間進行] |

Mode 2: To be decided by CICE and Partnership Schools

模式二：由明愛社區書院與合作中學協商

2.6 Course Contents 課程內容

| Course Content 課程內容 | | Hours 學時 |
|--|--|------------|
| Core 核心 | | |
| (1) Foundation of Child Development and Environment for Early Childhood Education (ECE) 幼兒發展基礎和幼兒教育的環境 | | 111 |
| • | Child Development 幼兒發展 | 54 |
| • | Children's Health and Safety 幼兒安全及健康護理 | 24 |
| • | Early Childhood Education in Hong Kong 香港幼兒教育 | 33 |
| (2) Early Childhood Professional Development 幼兒教育的專業發展 | | 18 |
| • | Personality traits for ECE practitioners 幼兒教育工作者的個人素質 | 3 |
| • | Professionalism in ECE 幼兒教育工作者的專業化 | 6 |
| • | Responsibilities and work ethics of ECE practitioners 幼兒教育工作者的責任和專業操守 | 6 |
| • | Industrial visits 職場參觀 | 3 |
| Elective (Select either one of the following) 選修部份(以下其中一項) | | |
| A. | Language Learning Environment and Teaching Strategies 學習的語言環境與教學策略 | 42 |
| B. | Interventions as Teaching Strategies 以介入法為教學策略 | 42 |
| (3) Micro-teaching Project 微型教學專題研習 | | 9 |
| Total 總時數 | | 180 |

2.7 Assessment Scheme

評估計劃

| Task No 課業編號 | Task Name 課業名稱 | Assessment Method 評估方法 | Brief Task Description 課業簡介 | Assessment / Submission Date 評估/呈交日期 | Contribution to Final Score (%) 所佔總分比重 |
|-----------------|--|---------------------------|--|---|---|
| 1 | Activity Design and Report 活動設計與報告 | Written Report 書面報告 | Students are required to answer questions according to the given activity, and design an activity on cognitive/ language/ physical development for a group of six or more children aged between 2 to 6. Students are required to elaborate on the rationale of their activity with reference to the theories of child development. 學生根據所提供的活動教案範例回答問題，並設計一個認知／語言／體能發展活動予 2-6 年齡群組的 6 名或以上幼兒，並以幼兒發展理論闡述活動理念。 | November Year 1 第一學年 11 月 | 10% |
| 2 | Test on Child Development 幼兒發展測驗 | Written Test 筆試 | Students are required to complete a written test on the area of child development, comprising multiple-choice questions, short questions and long questions. 學生須完成一份關於幼兒發展的筆試，試題形式包括多項選擇題、短答題及長答題。 | January Year 1 第一學年 1 月 | 15% |
| 3 | Guidelines on Health and Safety in Kindergartens 幼稚園健康與安全指引設計 | Written Report 書面報告 | Students are required to make reference to a given scenario in kindergartens regarding a health and safety issue and design a safety guideline for kindergartens and design a menu to meet the nutritional needs of children. 學生須於課堂按所提供的幼稚園情境就安全與健康議題，設計一份安全指引予幼稚園。另外，學生亦須設計一份符合幼兒營養需要的餐單。 | March Year 1 第一學年 3 月 | 15% |
| 4 | Early Childhood Education Service in Hong Kong 香港幼兒教育服務 | Oral Presentation 口頭匯報 | Students are required to work in pairs to create a 10-page PowerPoint to introduce different types of child care services for a 10-minute oral presentation. 學生以 2 人 1 組形式利用 10 頁簡報作 10 分鐘口頭匯報，辨別不同類型的幼兒服務。 | June Year 1 第一學年 6 月 | 10% |

| | | | | | |
|-----|---|------------------------------|---|------------------------------|--|
| 5 | Self-Reflection Report 個人反思 | Written Report 書面報告 | Students are required to write an 800-word reflection on their own personality and competencies as well as their future aspirations in early childhood education based on the teachers interview video provided. 學生須於課堂撰寫一篇 800 字的反思記錄，按提供的幼稚園教師日常工作及訪問的影片中，觀察和檢視自己個人特質和能力，並在幼兒教育發展的抱負。 | August Year 1 第一學年 8 月 | 15% |
| #6a | Teaching Materials and Teaching Aids Design 教材教具設計 | Practical Assessment 實務評估 | Students are required to work in pairs to design an appropriate language game / teaching aid to help non-Chinese speaking children to learn Chinese or local children to learn English. 學生以 2 人 1 組形式設計一個適切的語文遊戲或教具予非華語學童學習中文或本地學童學習英語。 | November Year 2 第二學年 11 月 | 15% # Finish the assessment task according to the chosen module # 按所選修科目完成相關課業 |
| #6b | Teaching Materials and Teaching Aids Design 教材教具設計 | Practical Assessment 實務評估 | Students are required to work in pairs to design an appropriate game / teaching aid for children with diverse learning needs. 學生以 2 人 1 組形式設計一個適切的遊戲或教具予有多元學習需要的幼兒。 | November Year 2 第二學年 11 月 | |
| 7 | Micro-Teaching 微型教學 | Practical Assessment 實務評估 | Students are required to work in pairs to present self-designed teaching materials and teaching aids; and apply the knowledge and teaching strategies learnt in the course to conduct a 10-minute micro-teaching session in a classroom setting. 學生以 2 人 1 組形式展示其設計之教材及教具，並利用學科所學的知識和教學策略在課堂環境中作 10 分鐘的模擬教學。 | December Year 2 第二學年 12 月 | 20% |

#Assessment task for elective modules: 6a – Language Learning Environment and Teaching Strategies, 6b – Interventions as Teaching Strategies

#選修部分之評估課業：6a 課業的選修科目-學習語言的環境與教學策略, 6b 課業的選修科目-以介入法為教學策略

2.8 Graduation Requirement 畢業條件

- (1) The overall assessment result must meet the “Attained” or above level (about 50 marks or above and the actual marks will be determined by the Hong Kong Examinations and Assessment Authority) ; &
總成績達「達標」或以上水平(約 50 分或以上，實際分數由香港考試及評核局評定)；及
- (2) Attendance rate 80% or over.
出席率須達 80%或以上。

Results are given according to marks in the table below:

學生成績將按以下列表對應分數作評級：

| Grades 等級 | Marks 分數 | Overall Rating 整體評級 |
|-----------|--------------------|---|
| A | 86-100 | Excellent 優異 |
| B | 70-85 | Very Good 非常良好 |
| C | 60-69 | Good 良好 |
| D | 50-59 | Average 一般 |
| U | below 50 50 分以下 | Below Average / Unclassified 低於一般水平 / 不予評級 |

The Hong Kong Examinations and Assessment Authority (HKEAA) is responsible for the moderation of the assessment results to ensure the consistency of assessment standards. The final results must be endorsed by the HKEAA.

為確保一致的評核水平，香港考試及評核局負責調整評核成績。所有評核成績須由香港考試及評核局確認為實。

2.9 Award of Certificate 證書頒發

Applied Learning Courses are offered as elective subjects under the senior secondary curriculum. After moderation by the HKEAA, the final results are recorded on the Hong Kong Diploma of Secondary Education (HKDSE) certificate. The reporting of students' performance in ApL subjects would be reported as "Attained", "Attained with Distinction (I)" and "Attained with Distinction (II)". After releasing HKDSE results, CICE will issue the Certificate of Completion to the students awarded “Attained” or above.

應用學習課程乃高中課程下的選修科目，經香港考試及評核局調整後的成績，將以「達標」、「達標並表現優異（I）」和「達標並表現優異（II）」三個等級記錄在香港中學文憑證書上。成績「達標」或以上的學生可以在香港考試及評核局成績公布後，獲明愛社區書院頒發應用學習課程畢業證書。

2.10 Recognition of Qualification 學歷認可

ApL course is an elective subject under the senior secondary curriculum. Students are advised to include the ApL course they study when they apply for the HKDSE examination.

Starting from the 2018 HKDSE Examination, the reporting of student performance in ApL (except ApL(C)) subjects is refined as “Attained”, “Attained with Distinction (I)” and “Attained with Distinction (II)”. Performance of “Attained with Distinction (I)” and “Attained with Distinction (II)” are comparable to Level 3 and Level 4 or above of Category A subjects of the HKDSE Examination respectively. As for ApL(C), the student performance is still reported as “Attained” and “Attained with Distinction”. For all ApL courses, candidates with performance below the standard of “Attained” or attendance rates below 80% will be designated as “Unattained”, which will not be reported on the HKDSE certificate.

由 2018 年文憑試開始，應用學習科目（應用學習中文除外）的學生成績匯報細分為：「達標」、「達標並表現優異（I）」和「達標並表現優異（II）」。「達標並表現優異（I）」及「達標並表現優異（II）」的表現水平分別等同香港中學文憑考試甲類科目第三級及第四級或以上的成績。至於應用學習中文，則沿用「達標」和「達標並表現優異」的等級。就所有應用學習課程，考生表現低於「達標」的水平或出席率不足 80% 將被定為「未達標」，其表現水平並不會在證書上匯報。

2.11 Further Studies and Work 升學及就業

The Civil Service Bureau (CSB) announced that results in the HKDSE will be accepted for civil service appointment purposes from 20 July 2012 onwards as follows:

公務員事務局在二零一二年七月二十日或以後聘任公務員時，將會按下列安排接受香港中學文憑（中學文憑）考試成績：

- A combination of results in five HKDSE subjects of Level 2 in New Senior Secondary (NSS) subjects, “Attained” in Applied Learning (ApL) subjects (subject to a maximum of two ApL subjects) and Grade E in Other Language subjects will be accepted as having met the existing requirement of “five passes in the Hong Kong Certificate of Education Examination (HKCEE)” and
- 任何五個中學文憑科目成績（包括：高中科目第 2 級成績，應用學習科目（最多計算兩科）「達標」成績，及其他語言科目 E 級成績），會被視為符合現時「香港中學會考（會考）五科及格」的要求；及
- A combination of results in five HKDSE subjects of Level 3 in NSS subjects, “Attained with Distinction” in ApL subjects (subject to a maximum of two ApL subjects) and Grade C in Other Language subjects will be accepted as having met the existing requirement of “two passes at Advanced Level in the Hong Kong

Advanced Level Examination (HKALE) plus three credits in the HKCEE" (commonly known as "2A3O").

- 任何五個中學文憑科目成績(包括：高中科目第3級成績，應用學習科目(最多計算兩科)「達標並表現優異」成績，及其他語言科目C級成績)，會被視為符合現時「香港高級程度會考(高考)兩科及格和會考三科良」(一般稱為「2A3O」)的要求。

For more information about the government's acceptance of civil service job applications for NSS academic qualifications, please visit the website of "Civil Service Bureau". (<https://www.csb.gov.hk/english/info/2170.html>)

有關政府接受新高中學制學歷應徵公務員職位要求，請瀏覽「公務員事務局網頁」(www.csb.gov.hk/tc_chi/info/2170.html)

For further studies in sub-degree programmes – The Revised Common Descriptors for Associate Degree (AD) and Higher Diploma (HD) Programmes under the New Academic Structure set out that students are eligible to apply for admission to AD or HD programmes if they meet the minimum entrance requirements of Level 2 in five HKDSE subjects (including Chinese Language and English Language). In general, each student is allowed to use up to two ApL subjects in the application.

升學途徑(副學位課程) - 根據副學士學位及高級文憑課程的修訂通用指標，在新學制下，學生如在香港中學文憑考試其中五科(包括中國語文科及英國語文科)達到第二級或以上的成績，便可報讀副學士學位或高級文憑課程。每名學生最多可提交兩個應用學習科目的成績，以報讀該等課程。

For further studies in undergraduate programmes – In general, the tertiary institutions value the learning experiences that students acquire in ApL. ApL subjects are used as elective subjects, or considered for award of extra bonus or additional information, varying by institutions, faculties or programmes.

升學途徑(學士學位課程) - 整體而言，各大專院校認同學生在應用學習課程所累積的學習經驗。個別院校、學院或課程會以應用學習科目作為選修科目、給予額外分數或作為額外的輔助資料。

Students can use DSE and ApL subjects in the application for admission to **Higher Diploma in Early Childhood Education**, other Higher Diploma and Associate Degree offered by Caritas Institute of Higher Education or Caritas Bianchi College of Careers. For further studies in the Diploma of Applied Education programmes – Students who have completed their study of an Applied Learning subject under the new academic structure with the result of "Attained" or "Attained with Distinction" may be exempted from taking up to a maximum of one elective module "Child Development

and Early Learning” in the Elective Cluster “Child Educare Practice (Special Education Needs)” of the Diploma of Applied Education programme in Caritas Institute of Community Education.

學生可憑應用學習課程的成績連同香港中學文憑其他科目成績，報讀「明愛專上學院」或「明愛白英奇專業學校」的**幼兒教育高級文憑**或其他高級文憑及副學士學位課程。學生如成功修畢本應用學習課程，並取得「達標」、「達標並表現優異 (I)」或「達標並表現優異 (II)」的成績，在報讀明愛社區書院**應用教育文憑課程 – 「幼兒教育實務 (特殊教育需要)」**選修群組時，可獲豁免修讀「幼兒發展與早期學習」最多一個選修科目。

Whether students are eligible for the exemption or the number of elective module to be exempted is determined by individual institutions having regard to the degree of relevance of the content of the Applied Learning subject that the students have completed to the elective modules in question.

學生是否合資格獲得豁免或可獲豁免的選修單元數量由各個院校根據學生已完成的應用學習科目內容與相關選修單元的相關程度來確定。

For information about the multiple pathways for NSS graduates, please visit the website “New Academic Structure Bulletin”

有關新高中畢業生多元出路的資訊，請瀏覽「新學制網上簡報」
(334.edb.hkedcity.net/new/tc/index.php)

3. Assessment Rules and Regulations 評估規則

3.1 General Information 一般事項

- (1) Assessment methods include written report, oral presentation, written test and practical assessment.

評估方法包括：書面報告、口頭匯報、筆試及實務評估。

- (2) The assessment criterion of practical examinations will be detailed in the assessment tasks.

各項實習或實務評估之評估要求可參考有關課業的評估準則。

3.2 Examination Regulations 考試評估守則

- (1) Students should participate in the examinations according to the examination schedule.

學生須按照考試時間表參加考試。

- (2) Students should remain silent in the examination venue and during the examination.

在試場範圍及考試進行期間，學生須保持安靜。

- (3) Students should arrive at the examination venue at least 10 minutes before the start of the examination, and must occupy the seat assigned to them in accordance with the “Seat Number Table” given. Once they are admitted into the examination venue, students should turn off all electronic devices (including tablets, mobile phones, multimedia players, electronic dictionaries, databank watches, smart watches or other wearable technologies with communication or data storage functions). During the examination, students who are trying to communicate with people inside or outside the examination venue in any way may be disqualified from the examination.

學生須於考試前十分鐘到達試場，並必須按照「座位編排表」指定的座位編號就座。進入試場後，學生應關掉所有電子器材（包括平板電腦、手提電話、多媒體播放器、電子字典、具文字顯示功能的手錶、智能手錶或其他穿戴式附有通訊或資料貯存功能之科技用品）。考試期間，學生若試圖以任何方式與試場內或場外之人士通訊，可被取消考試資格。

- (4) Students will not be allowed to enter the examination venue after the first 30 minutes of the examination. No supplementary examination will be arranged for the students.

遲到超過 30 分鐘者，將不獲准進入試場應試，亦不獲安排補考。

- (5) Students are not allowed to leave the examination venue after they are admitted into the examination venue, during the first 30 minutes after the examination has started, and the last 15 minutes of the examination.

在開考後 30 分鐘內及完卷前 15 分鐘內，學生不可離開試場。

- (6) Students who have completed their examination and wish to leave the venue early during an examination session should first check the answer book(s) and papers that they bear their names and other information (even if no attempt has been made to answer any questions); raise hand and wait for an invigilator and leave only with the approval of the invigilator. They are not allowed to return to the examination venue once they have submitted their examination papers.

學生若於考試時間內早退，不論有否作答題目，均須在答題紙及試題上填妥各項資料，然後舉手通知監考老師，經准許後方可離開試場。學生離開試場後不得重返試場。

- (7) Students must not turn over the pages of the examination question paper and must not start working until they are instructed to do so.

未經指示，學生不得翻閱試題或開始作答。

- (8) Students should remain silent during examination. They must not talk to or disturb other students. Otherwise, students may risk disqualification from the whole examination.

考試進行期間學生應保持安靜，不可互相交談或蓄意滋擾他人，否則學生可能會被取消全部考試成績。

- (9) Students should not share their stationaries including calculators during examination. The calculators used by students must not contain “Note Function” or functions other than calculation. Students are not allowed to replace calculators with telephone or other electronic products.

考試進行期間，學生不得共用文具包括計算機。學生使用之計算機不可含有記事功能或其他計算以外之功能，學生亦不可以電話或其他電子產品代替計算機。

- (10) Once they have entered the examination venue, students should place their bags under their seats immediately. Prior approval should be obtained from the invigilator if they need to take out anything during the examination session.

在開考前，學生須將個人物品放置在座位下或監考導師指定之地方。考試進行期間，如須取用任何物品，須先徵得監考導師同意。

- (11) Students who wish to leave the examination venue temporarily during an examination session should raise hand and wait for an invigilator; and leave only having the approval of the invigilator and accompany with school staff. No extra time will be given for this situation. Students may be disqualified if they have placed any unauthorised articles/items in his/her pocket(s) or taken out any material from the examination centre.

考試進行期間，如須暫時離開試場，須先徵得監考導師同意，並由

教職員陪同。而考試時間將不獲得延長。學生若被發現攜帶任何物品離開或帶回任何物品，可被取消考試資格及考試成績。

- (12) Students should not stay near examination venue if they have left early during an examination session.

學生若於考試期間內早退，不得於試場範圍內外逗留。

- (13) Students should immediately stop answering examination paper when examination time is up otherwise students may be disqualified.

考試終結時，學生應立即停止作答，否則可被取消考試資格。

- (14) All material distributed to students including question paper, answer sheets or rough-work sheets cannot be taken out of the examination centre and must be returned to the invigilator.

所有派發給學生之物件包括試題、答題紙及草稿紙等，全部須交回監考導師，不可攜離試場。

- (15) At the time the “Stop working” announcement is made, students should stop writing immediately, do not hold any stationery or work on the answer sheets. Students should remain seated and wait silently until the invigilator has collected all question papers, answer sheets and rough-work sheets. They should leave only when the invigilator tells them to do so and should not remove anything from the examination venue except personal belongings.

當宣布「停止作答」時，學生必須立即停止作答，不可再手持文具或改動答卷。學生須繼續留在座位上，並保持安靜，待監考導師收齊所有試題、答題紙及草稿紙等物件，並宣佈可以離場後學生方可離去，除個人物品外，學生不可從試場取走任何物品。

- (16) Cheating in any manner connected with assessment is prohibited. If a student cheats or assists others to cheat during an examination, once confirmed, student will be subject to disqualification from the whole examination and would not be allowed to have re-examination.

以任何與評估有關的作弊方式都被禁止。在考試期間，學生如有作弊或協助作弊，一經證實，將被取消考試資格及全部考試成績，亦不獲安排補考。

- (17) Students absent or late from an examination without legitimate reasons will not be arranged for re-examination.

若無故遲到或缺席考試，一律不獲安排補考。

- (18) During the examination, if a student suspects that there are inappropriate actions from other students, he/she should report to invigilator immediately. If an invigilator is suspected to be performing inappropriate action, students should report to the programme manager immediately after the examination.

若學生於考試進行期間，發現其他學生有不正當行為，或試場內出現非常規的情況，應立即向監考導師舉報。如發現監考導師有不正

當行為，請於考試後，即時報告課程主任，提供詳細的資料，以待本書院進行調查及採取適當的措施。

3.3 Make-up and Re-examination Arrangement 補考及重考安排

- (1) A student who is absent from an examination due to extenuating circumstances such as illness or other personal emergencies may submit a written application in the next school day for consideration by the relevant Department/Programme Office. Otherwise zero mark will be given for that examination.

學生因病或在未能預料的情況下缺席任何評估活動，須於下一個學校上課日以書面向本書院申請補考及提出合理解釋或證明，否則該評估項目將作零分計算。

- (2) If a student obtains the marks awarded are between 30 – 49 marks in the written test (Assessment Tasks 2), re-examination for the particular assessments would be arranged ONCE. Re-examination would not be arranged for if marks are below 30.

若學生於筆試評估（評估課業 2）成績介乎於 30 分-49 分之間，可獲安排一次重考。筆試評估成績分數低於 30 分，一律不獲重考。

- (3) If a student could not meet the assessment criteria of the practical examinations (Assessment Tasks 6 and 7), re-examination for the particular assessments would be arranged ONCE only.

若學生於實習試評估（評估課業 6 及 7）成績未達評估要求，只可獲安排一次重考。

- (4) The maximum marks awarded for re-examination would be 50 marks.

重考後分數最高亦只算作 50 分。

- (5) No re-examination would be arrangement for the written report and oral presentation (Assessment Tasks 1, 3, 4, and 5).

書面報告及口頭匯報（評估課業 1、3、4 及 5）一律不設重考。

3.4 Queries against Assessment Decisions 評估結果存疑的處理方法

A student may lodge a written appeal against his/her assessment results to CICE within 5 days from the date of the publication of the results. Late applications would not be handled. The resolution of CICE is final. Students are not entitled to lodge appeals against any assessment decisions once the results have been submitted to the HKEAA for moderation.

學生若對評估結果有所懷疑，可於校內成績結果公佈後五個工作天內向本書院申請成績覆核，逾期申請將不獲處理。而本書院之決議為最終之決定。成績一經呈交香港考試及評核局作分數調整，學生不得再提出覆核任何評估成績的申訴。

3.5 Malpractice Handling 違規事項

- (1) A student who borrows another's idea, concept or argument without proper acknowledgment, as well as direct copying without referencing is regarded as plagiarism and would be awarded zero mark for that particular piece of work.
如果學生在沒有適當註明來源的情況下，引用他人的想法，概念或論點，並且在沒有參考來源的情況下直接複製，則被視為抄襲論。所有涉及抄襲之評估課業將不獲評分。
- (2) A student who copies the work of other students or let other persons copy his /her works will be given warning and penalized.
如果學生複製其他學生的課業或讓其他人複製他/她的課業，將受到警告並受到處罰。
- (3) If a student is found cheating and assists in cheating when conducting assessments, once confirmed, he or she will receive zero mark for the examination(s) in question and no re-examination is allowed.
如學生在評估進行時被發現作弊或協助作弊，一經證實，有關評估課業將獲零分而該生亦不會獲安排補考。
- (4) A student who cannot submit assessment(s) on time due to extenuating circumstances such as illness or other personal emergencies may submit the concerned assessment(s) in the following lesson, along with a written legitimate reason. The marks of late submission assessment(s) will be discounted 10% if any written legitimate reasons cannot be provided. If an assessment is overdue by two school days or more, the assessment will be awarded zero.
若果學生因健康或其他合理原因未能準時提交評估課業，學生須於下一個上課日補交回任教的導師，並須出示書面申請及提供證明文件供本書院審批；若學生未能提出任何原因而未能準時提交評估課業，所有遲交的課業成績將只會以原定分數的 90% 計算。若課業逾期超過兩個上課日，該課業將獲零分。

4. Student Regulations 學生守則

4.1 Personal Particulars 個人記錄

Upon enrolment, students are required to provide their personal data including personal identities and contact details. If they have their personal data changed, such as address, email address, mobile phone number, home telephone number and personal information, etc., student should inform CICE in writing as soon as possible. 於入學時，學生均須提供個人資料，包括個人身份及聯繫方式。如須更改個人資料，例如住址、電郵地址、流動電話號碼、家居電話號碼及個人資料等，學生應盡早以書面通知本書院。

4.2 Notice 通告

News of CICE, programmes and activities will be announced in the form of school notice.

本書院將透過通告向學生發放有關學校、課程及活動之消息。

4.3 Grooming and General Codes of Conduct 儀容及一般行為守則

- (1) Students should be properly dressed.
學生必須穿著整齊。
- (2) Gambling, betting, smoking, alcoholic drinking, fighting and foul languages are forbidden in CICE campus.
書院範圍內嚴禁吸煙、飲酒、賭博、毆鬥及說粗言穢語。
- (3) Eating or drinking is strictly prohibited at all classrooms.
課室內不准飲食。
- (4) Students should keep quiet during the class, students are not allowed to play, use mobile phones, tablet computers and game consoles during the class.
上課時須保持安靜，學生不可在課堂進行時嬉戲、使用流動電話、平板電腦及遊戲機等。
- (5) Students should help conserve energy and protect environment by switching off air-conditioning, lights and fans when leaving the classroom.
為節約能源，保護環境，請在離開教室時關掉所有冷氣、電燈及風扇。
- (6) Students should arrive to lessons and activities on time, to obey order and to keep quiet.
必須依時出席本書院指定之課堂和活動，並遵守秩序，保持安靜。
- (7) Students should not conduct any product promotion and fund-raising or organized activities unless the activities have received approval from CICE.
除獲本書院授權外，不得在書院內進行任何產品推銷、募捐或組織活動。
- (8) Students should not make any noise outside classroom so as not to interfere with others in class.
切勿在課室外及通道喧嘩，以免妨礙他人上課。

- (9) Students should help maintain a healthy and safe learning environment. They are expected to help keep the teaching venue clean and tidy and be considerate when using all facilities. Students who destroy or deface public property should immediately repair or clean the damaged public property. Students are required to compensation for unrecoverable damage. CICE reserves the right of the criminal prosecution to the students who deliberately damage public property. Teachers and school social workers in secondary schools should collaborate in promoting students' rule-observing attitude. If necessary, the student should be referred for professional advice. 學生應協助保持健康及安全的學習環境，保持書院環境乾淨及整潔，愛護公物。學生若刻意破壞或塗污公物，須立刻修復或清潔受損之公物。若受損情況無法復原，學生須賠償有關費用。本書院將保留包括刑事追究之權利；請學校與社工協作，教導他們守規行為，如有需要，學校應轉介學生接受專業輔導。
- (10) Students are prohibited from bringing in unauthorized drugs, hazardous materials, weapons, or obscene publications. 嚴禁攜帶違禁藥物、危險物品、武器或淫褻性刊物回校。
- (11) Students should take care of their personal belongings. Students should report to CICE immediately for any loss of personal belongings and CICE would not hold responsible for compensation. 學生須小心保管個人財物，如遺失物品，應立即向本書院報告，惟本書院不負責賠償。
- (12) Students are not allowed to use CICE's venue and facilities without authorization. 未經允許，學生不得使用本書院之教學中心任何地方及設施。
- (13) To protect every student's learning opportunity, students should not disrupt the delivery of teaching and learning activities and misbehave in class, e.g. talking loudly, eating, using foul language, talking over phone, ringing the mobile device, disobeying the reasonable instructions of tutor or making verbal confrontations, deliberately harassing others, out of control and making unnecessary physical contact, etc. A student who misbehaves would be given a verbal warning, if his/her bad behavior continues, he/she will be sent out of the teaching venue and regarded as absent. Students are held responsible if their attendance rates are affected as a result. 為保障每一學生之學習機會，學生不應干擾教學活動的進行及在課堂上行為不當。如：高聲談話、飲食、說粗言穢語、使用電話談話或讓流動裝置發出鈴響、不服從導師之合理指示或作出言語上之對抗、蓄意騷擾別人、情緒失控、與他人作出不必要之身體接觸等。如有違反者，導師將作出一次口頭警告，再犯者將即時被要求離開課室，該堂當作缺席論。

如學生之出席率因此而受影響，責任自負。

- (14) If students' behaviors impose a threat of violence or carry out other unlawful behavior, e.g. fighting, stealing, harassing or intimidating others, deliberately damaging campus facilities or keeping unlawful items, CICE call the police.
如果學生的行為牽涉暴力威脅或其他違法行為；如打架、盜竊、滋擾或恐嚇別人、蓄意破壞書院內設施，或藏有違法之物品，本書院將報警，交由警方處理。
- (15) Students should submit all assessments tasks on time, otherwise zero marks will be given.
學生應按時提交所有評估作業，否則該作業將評為零分。
- (16) Students' behaviors and conducts at teaching venues will be recorded in his/her personal record, school leaving certificate and letter of recommendation applied in future.
學生於書院內之所有表現將記錄於學生個人資料記錄及日後申領之離校證書及推薦書內。
- (17) If a student is found forging parents and guardians' signatures on school notice or document, he or she would be punished severely and respective secondary school will be contacted for follow-up action.
冒充家長或監護人簽署學校通告及文件將受嚴重處分，本書院將聯絡所屬中學作適當的懲處及跟進。
- (18) No video/audio recording is allowed, except with the permission of CICE, and is subject to any conditions stipulated when such permission is granted.
書院範圍內，未經本書院許可，不可進行任何拍攝、錄音及錄影等活動。
- (19) School campus or any school activities are restricted to the students. Any external parties cannot enter the school campus or participate in any school activities without permission from CICE.
書院之教學中心或任何書院活動僅限於學生使用及參與，未經本書院批准，學生不准攜校外人士進入校園及參與校內活動。

4.4 Academic Honesty and Plagiarism 學術誠信及抄襲行為

Students should not submit any material that is not their own assignments/works. Students must ensure that all submitted assignments/homework/report, etc. are his/her original works, and make full and proper acknowledgment of the sources of their works. Student who copy the works in full or part of other students or let other person copy their works will be given warning and penalized, zero mark would be given to the relevant assignments/homework/report.

學生不得把別人的習作/作品當作自己的習作提交。學生必須確保所有提交的習作/功課/報告等須為學生之原作，及對其作品註明資料來源出處。學生若抄襲他

人全份或部份習作/作品或讓其他人複製他們的作品，均視作抄襲論。所有涉及抄襲之習作、功課、報告等，將獲零分。

CICE expects our students to carry out all academic activities honestly. Copying other's published/or unpublished works/assignments/publication without specifying the source, whether part or all, is plagiarism, containing deception elements. The following acts are regarded as academic dishonesty, students who commit the acts would be held liable to disciplinary actions.

本書院期望每位學生均能堅守學術誠信。抄襲他人的出版/或未出版的著作/習作/出品而不註明出處，不論部份或全部，均屬剽竊，含有欺騙的成分。以下行為均被視為違反學術誠信之行，作出此類行為的學生將受到紀律處分：

- (1) Submission of material that is not a student's own work;
提交並非學生自己本人所作的習作。
- (2) Copying, whether entirely or in part, and either using the exact words or with some substitution of words, of the published or unpublished work of others without proper acknowledgement;
抄襲他人的出版/或未出版的著作/習作/出品而不註明出處，不論部份或全部。
- (3) Using false or fabricated data, statistics or results;
捏造虛假的資料/結果（如：統計結果）。
- (4) Misconducting during examinations;
考試時作出違規的行為。
- (5) Impersonating another student, or seeking to have another person impersonate himself/herself, during an examination or lessons.
冒名頂替其他學生上課。

4.5 Attendance and Leave Application 出席率及請假程序

- (1) • The minimum attendance requirement is 80%.
依據課程的畢業準則，學生的出席率須達 80%或以上。
- Each session is last as one hour.
每課節或課時以一小時計算。
- Students should attend the lessons on time. A roll call will be taken every session.
學生須準時上課。每課節或課時導師均會點名。
- Except in special circumstances or reasonable explanations, otherwise students who enter the classroom after the tutor has finished the call will be considered late; and those who enter the classroom 15 minutes after the class has started will be considered absent. Students who leave

15 minutes after the beginning of each lesson will also be considered absent; those who leave within 15 minutes before the end of each lesson will be considered leaves early. Student who is late or leaves early four times will be counted as absent for one lesson.

除特殊情況或有合理解釋，否則當導師點名完畢才進入課室者，作遲到論；而在每課堂開始後十五分鐘才進入課室者，則作缺席論。每課節開始十五分鐘後離開者，亦作缺席論；在每課節完結前十五分鐘內離開者，則作早退論。凡遲到或早退四次，均作一課節缺席計算。

- (2) If students leave the teaching venue without teacher's consent, this will be regarded as absence. Should they have the consent from the teacher, they must return to the teaching venue within 15 minutes, otherwise would be regarded as absence.

學生於上課途中擅自離開課室者作缺席論。如於特殊情況下獲導師准許離開課室，亦不得超過 15 分鐘，否則亦當作缺席論。為保障每一學生之學習機會，上課時學生不可作出對同學或導師構成騷擾之行為。如有違反者，導師將作出一次口頭警告，再犯者將即時被要求離開課室，該課堂或課節當作缺席論。學生之出席率若因此而受影響，責任自負。

- (3) Students can apply for early leave by completing "Lateness and Early Leave Form" (appendix II) and provide supporting documents in the lesson that followed. Students will be treated as absenteeism if no supporting document can be provided.

凡早退者須事先填妥學生遲到及早退紀錄(附件二)並辦理好手續及得到本書院批准，且於下個上課日攜同家長或監護人證明函件補辦請假手續。如因特別事故缺席，須在下個上課日提交家長或監護人證明函件補辦手續。如沒有證明函件者，作曠課論。

- (4) In case of illness or other emergencies, students are to report to CICE of their absence as soon as possible. Students are required to provide the school with a letter of absence (appendix III) and should be supported with documentary evidence such as a certificate signed by a registered medical practitioner in the lesson that followed. Students will be treated as absenteeism if no supporting document can be provided. (Students would not be treated as absenteeism but absence if supporting documents are provided.)

學生因病或因事而未能上課，應盡早通知本書院，並須於回校當日攜同家長或監護人書函(附件三)補辦請假手續。請病假者，必須繳交醫生證明書；缺席而未有證明文件，將作曠課論。(完成以上程序後雖不作曠課論，但仍作缺席論。)

- (5) If a student is absent without reason, CICE will notify their parents on the same day and report absent cases to the secondary schools concerned

within two working days.

學生若無故缺席，本書院會於當天通知家長，並於課堂後兩個工作天內通知所屬中學，以作跟進。

4.6 Application for Withdrawal from Study 申請退修程序

A student may officially withdraw from an ApL course by notifying his/her attending school. The student should also inform CICE in writing.

學生退學，須以書面通知明愛社區書院，並通知就讀中學辦妥退學手續。

4.7 Re-issue of Certificate of Completion 補領證書

Certificate of Completion will be issued for ONCE only and will not be issued again for the damage or loss of the Certificate.

畢業證書只限簽發一次，遺失或損毀均不獲補發。

4.8 Late Collection of Certificate 逾期領取證書

All students are required to collect their certificates within 12 months starting from the issue date of the Certificate of Completion. Certificates that have not been collected for over 12 months will not be retained.

所有證書只會保留一年（由證書簽發日期起計算），一年後所有未被領取之證書將會被銷毀。

4.9 Use of Special Room and Other Services 使用特別室之設施及其他服務

Students should observe further rules stipulated for the use of special rooms. For other services, students should observe the notices placed in each teaching venue.

學生使用特別室時，應遵守張貼於特別室內之使用守則。如欲利用其他服務，請參閱張貼於本書院的教學中心之通告。

5. Campus Facilities and Safety 校園安全及保安守則

- (1) For safety reason, CCTV monitoring system has been installed in the teaching center and relevant notices have been posted.
為保障書院環境之安全及各人利益，本書院之教學中心內已設置閉路電視監測系統，並於當眼處張貼有關告示。
- (2) Smoking is prohibited at all teaching venues.
書院範圍內嚴禁吸煙及點火。
- (3) No alcoholic beverage is allowed at teaching venues.
學生不得攜帶任何含有酒精成份之食物或飲料進入本書院。
- (4) Students should be aware of the location of fire extinguishers and pay special attention to the instructions on the escape route posted on notice boards.
學生應了解走火通道及滅火器擺放之位置，並須留意本書院及課室內張貼之火警逃生指示。
- (5) Except in case of the breakout of fire, students should not open the emergency exits and touch the fire alarm.
除遇上火警逃生外，不得開啟本書院校所在建築物之緊急出口閘門，以免觸動警鐘。
- (6) Students should take care of personal belongings.
學生應小心看管個人財物。
- (7) Do not bring in large amounts of money and valuables to teaching venues.
如非必要，請勿攜帶貴重物品及大量金錢回校。
- (8) CICE has the right to amend the campus facilities and safety regulations without notice.
本書院有權更改保安守則而無須另行通知。

6. Class Arrangements under Tropical Cyclones and Adverse Weather

熱帶氣旋及惡劣天氣下之上課安排

Special class arrangements are subject to the announcement of the Education Bureau, students should pay attention to the announcements made via the radio, television or mobile application “GovHK Notification”. Students should make reference to the Education Bureau Circular No. 5/2022 “Tropical Cyclones and Heavy Persistent Rain Arrangements for Kindergartens and Day Schools” (<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC22005E.pdf>) and Education Bureau Circular No. 6/2022 “Tropical Cyclones and Heavy Persistent Rain Arrangements for Evening Schools” (<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC22006E.pdf>).

特別上課安排依照教育局當日公布為準，學生應密切留意電台、電視台或手機應用程式「香港政府通知你」的公布。學生請參照教育局通告第 5/2022 號「熱帶氣旋及持續大雨幼稚園及日校適用的安排」(<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC22005C.pdf>) 及通告第 6/2022 號「熱帶氣旋及持續大雨夜校適用的安排」(<https://applications.edb.gov.hk/circular/upload/EDBC/EDBC22006C.pdf>)。

7. Student Services 學生服務

7.1 Counselling Services 輔導服務

Our counsellors are there to help students to resolve personal issues, enquiries include general information, academic and career education problem and personal counselling, etc. Students can meet with our counsellors in person or via written form and via phone call. Student must disclose his/her name, class and contact telephone number, etc. in order for reply and follow-up. If students fail to provide personal information, CICE will not process the case.

本書院均設有學生輔導導師，為學生解答與學業有關之個人問題。範圍包括一般資料詢問，升學及就業問題及個人輔導等。學生可透過面見、電話及書信等形式與導師聯絡。學生須提供姓名、班別及聯絡電話等資料，以便回覆及跟進，若學生未能提供個人資料，本書院將無法處理。

7.2 Campus Facilities

Our campus has a range of facilities and resources to support teaching and learning which includes Library, Stimulation Room, Learning Common, Commuter Station, Wireless LAN Access Services, Photocopying Service.

書院設有各種設施和資源以支援學與教，包括圖書館、模擬實習課室、共用空間、電腦設備、無線網絡服務、影印服務。

7.3 Complaint Mechanism 申訴途徑

- (1) One of our missions is to provide quality education service, and we encourage students to express their views.

本書院以提供優質教育為辦學宗旨，並鼓勵學生提出意見。

- (2) Students can lodge their suggestions and complaints by telephone, in person, or in writing.

學生可以透過電話、面見、書面等形式向本書院提出意見及申訴。

- (3) Our staff who receives a telephone complaint will make notes about the content of the complaint and to clarify immediately whenever it is necessary.

對於透過電話的申訴，必要時，本書院職員會即時向申訴人了解情況。

- (4) Regarding to written complaint, a brief response to the complainant will be given within two working days.

對於書面的申訴，本書院將會於兩個工作天內給予申訴人初步的書面答覆。

- (5) If the complainant is not satisfied with the clarifications given by our staff, the staff should ask the complainant to make a written complaint or to leave a contact telephone number so that she/he can inform her/his Head of Department/Unit to follow up the complaint.

若申訴人對本書院職員的口頭回覆有所不滿，可以書面向相關學部／行政部門提出申訴。

- (6) Should the complainant not feel satisfied with the written clarification provided by the Head of Department/Unit, the case will be handled by the corresponding Associate Head, who will feedback to the complainant within a week of receiving the complainant's response.

所有申訴必須具真實姓名、班別及聯絡電話。任何匿名之投訴，均不獲處理。

- (7) In principle, our Institute will not respond to anonymous complaints. We will ensure that all complaints are kept confidential and let it be known to the staff concerned only

所有提出的意見及申訴，本書院將以保密原則處理。

8. Contact Information 聯絡資料

Caritas Institute of Community Education

明愛社區書院

Student Affairs Office

學生事務處

Address 地址： 14/F, On Lok Yuen Building, 25-27A Des Voeux Road, Central Hong Kong
香港中環德輔道中 25-27 號 A 安樂園大廈 14 樓

Telephone 電話： 3105 1228

Fax 傳真： 3105 1328

Email 電郵： sao@cice.edu.hk

Website 網頁： www.cice.edu.hk

Academic Services Office

學術事務處

Address 地址： Rm 402, 4/F, 11 Caine Road, Central Hong Kong
香港中環堅道 11 號 402 室

Telephone 電話： 3586 5115

Fax 傳真： 3586 5119

Email 電郵： aso@cice.edu.hk

Website 網頁： www.cice.edu.hk

Centre for Educare and Child Development

幼兒教顧及發展中心

Address 地址： 5 Dyer Avenue, Hung Hom, Kowloon
九龍紅磡戴亞街 5 號

Telephone 電話： 2239 6302

Fax 傳真： 2770 0788

Email 電郵： cecd@cice.edu.hk

Website 網頁： www.cice.edu.hk

9. Appendix I 附件一Applied Learning Courses – Child Care and DevelopmentStudent Handbook (2023-25 Cohort)應用學習課程 - 幼兒發展 (2023-25 年度) - 學生手冊

Reply Slip 回條

I have read the Student Handbook of Applied Learning Courses and I fully understand its contents and will urge my son / daughter to comply with the regulations.

本人已詳閱 貴校之應用學習課程學生手冊，為促進家校合作，本人願意督促敝子/女遵守各守則。

Name of Student: _____ Class _____

學生姓名：_____ 班別：_____

To 此覆：

Caritas Institute of Community Education 明愛社區書院

Signature of parent/guardian: _____

家長/監護人簽署：

Name of parent/guardian: _____

家長/監護人姓名：

Date: _____

日期：

Applied Learning Courses – Child Care and Development (2023-25 Cohort)

應用學習課程 - 幼兒發展 (2023-25 年度)

Lateness and Early Leave Record

學生遲到及早退記錄

| | |
|------------------------------------|------------------------|
| Name of Student: 學生姓名: _____ | Class: 班別: _____ |
|------------------------------------|------------------------|

| | Reason 事由 | Date 日期 | Time 時間 |
|--|-----------|---------|---------|
| Lateness : <input type="checkbox"/> 遲到 | _____ | _____ | _____ |
| Early Leave : <input type="checkbox"/> 早退 | _____ | _____ | _____ |

Signature of School Staff: _____
校務處職員簽署

Signature of Instructor: _____
導師簽署

Name of School Staff: _____
校務處職員姓名

Name of Instructor: _____
導師姓名

Date: _____
日期

Date : _____
日期

Applied Learning Courses – Child Care and Development (2023-25 Cohort)

應用學習課程 - 幼兒發展 (2023-25 年度)

Leave Application Form

學生請假信

| | |
|------------------------------------|------------------------|
| Name of Student: 學生姓名: _____ | Class: 班別: _____ |
|------------------------------------|------------------------|

| | Reason 事由 | Date 日期 | Time 時間 |
|------------------------|--------------------------------|---------|---------|
| Personal Leave : 事假 | <input type="checkbox"/> _____ | _____ | _____ |
| Sick Leave : 病假 | <input type="checkbox"/> _____ | _____ | _____ |

Signature of parent/guardian: _____
 家長/監護人簽署：
 Name of parent/guardian: _____
 家長/監護人姓名：
 Date: _____
 日期：

Applied Learning Courses – Child Care and Development (2023-25 Cohort)

應用學習課程 - 幼兒發展 (2023-25 年度)

Students' Guidelines for Visits and Practical Training

學生參觀及實習課堂須知

1. Site visit to playground, Crèche, Nursing Centre / Kindergarten
參觀遊樂場、育嬰園、幼兒中心 / 幼稚園
 - Students are required to wear properly during site visit at all time.
學生於參觀時，必須穿著整齊。
 - Students are required to follow lecturer's instructions and not allowed to leave the team without lecturer's permission.
學生必須遵從導師指示，不可擅自離開團隊。
 - Students are not allowed to touch the teaching aids and supplies in the Crèche, Nursing Centres / Kindergarten
學生不可擅自觸碰育嬰園、幼兒中心/幼稚園內的教材及用品。
 - Students cannot have any direct contact with the toddlers without lecturer's authorization.
未經導師許可，學生不可擅自接觸育嬰園、幼兒中心/幼稚園內的嬰幼兒。
 - Students must always carry identification document.
學生應帶備身份證明文件。
 - Students should be cautioned with their possessions at all time and shall not bring any valuable items to visits. The institute and staff are not responsible for the loss or damage of personal item.
學生應小心保管個人物品，請勿攜帶貴重物品，以免遺失。學生亦須明白，在任何情況下，學校及其職員均不需對任何個人的財物損壞或遺失負責。
 - CICE holds the possession rights of the visit photos, videos, articles and comments received, which may be used in publication materials and on CICE's website.
參與活動的照片、錄影帶、文章及意見等將供本書院在合法的公開場合下作活動宣傳及報導之用途。
2. Field attachment
駐校體驗
 - Field attachment arrangement for elective module "Language Learning Environment": International Kindergartens / Kindergartens with non-local curriculum attachment.

選修科目「學習語言的環境」之駐校體驗安排：國際幼稚園 / 提供非本地課程的幼稚園。

- Field attachment arrangement for elective module “Varies Interventions as a Teaching Strategy”: Special Child Care Center / Child Care Centre with Integrated Programme (IP)

選修科目「介入法為教學策略」之駐校體驗安排：特殊幼兒中心 / 幼稚園暨幼兒中心兼收服務計劃。

- Field attachment is an integral part of the course. Students should attend all the attachments arranged by CICE punctually.

駐校體驗是課程的一部份，學生必須準時出席本書院安排的所有駐校體驗課。

- Students must notify the principal or mentor of the Kindergarten/ Special Child Care Center before 8:30 am if an illness necessitates an absence. A letter of absence (appendix III) and a medical certificate signed by a registered medical practitioner should be submitted to the principal or mentor when the student field attachment in the kindergarten. A copy of the above documents together with a “Leave Application Form” should be hand in to CICE. Make-up sessions will be arranged.

學生因病而未能進行駐校體驗，必須在上午 8:30 之前通知幼稚園 / 特殊幼兒中心的校長或導師。學生並須於回幼稚園 / 特殊幼兒中心恢復駐校體驗課當日，把已由家長或監護人簽署的請假信（附件三）及醫生證明書交給校長或導師補辦請假手續。上述文件的副本以及“學生請假信”亦須交回本書院。缺席的體驗課將會安排補課。

- Students should respect and protect the confidentiality of students’ data.

學生應尊重並保護幼兒個人的資料。

- Students should be earnest, positive and enthusiastic.

學生必須保持認真、正面和積極的態度。

- Students should be humble and open-minded. They should be receptive to comments and suggestions on their performance.

學生應以謙虛開放的態度接受校長或導師對其表現的評論和建議。

- Students are expected to demonstrate professionalism and responsibility.

學生必須保持專業精神和責任感。

- Students should convey a professional demeanor in appearance and behavior, and serve as positive role model for children.

學生必須保持專業的外表和行為舉止，並為幼兒樹立正面的榜樣。

- Students should be friendly and approachable.

學生必須保持友善的態度。

3. Practical Room for classroom in Nursing Centre / Kindergarten

幼兒中心/幼稚園模擬實習班房

- Students must keep practical room neat and tidy.
學生必須保持模擬實習班房整潔整齊。
- Students are not allowed to take away any items from the practical room.
學生不可在模擬實習班房內攜離任何物件。
- Students are not allowed to have any activities without lecturer's instructions.
學生不可進行任何沒有導師指導的活動。
- Students are not allowed to eat, drink or play in the practical room.
學生嚴禁在模擬實習班房內飲食或遊玩叫囂。
- Students must maintain decorum, discipline and cordial relations with others during the class.
學生的態度宜莊重、親切、和藹，工作時應多發揚負責任守紀律之精神。
- Students should use all simulated tools and equipment with caution and report damage to the lecturer immediately. Students must pay the cost of repairs if they deliberately damage these items.
學生應小心使用各項模擬用品及設備。如有遺失或缺損，務必立即向授課導師報告。若學生刻意破壞，須照價賠償。
- Students are not allowed to move any simulated tools and equipment in practical room without permission. The equipment used must be returned to the original place to maintain the safety. Students should develop good work habits.
學生未經同意不得任意搬動模擬實習班房內之模擬用品及設備，各項模擬實習班房內的物品經使用後，必須放回原處，以維護安全及養成良好工作習慣。

* For security purpose, 24-hour CCTVs are located within the campus and practical rooms.

*校園及模擬實習班房內均設有 24 小時閉路電視，以加強保安。