

**Caritas Community & Higher Education Service (CCHES)**

**Council**  
**of**  
**Caritas Institute of Community Education (CICE)**

The Council is the governing body of CICE, and is responsible for endorsing strategic initiatives of CICE and determining key governance issues in tandem with the mission and vision of Caritas-Hong Kong. The Council comprises an appropriate mix of representatives from the higher/community education sector, the business/professional sector, as well as senior executives of Caritas-Hong Kong and school supervisors/managers of CICE member institutes.

**1. Terms of Reference**

- 1.1 To review and advise the Head, Caritas Community & Higher Education Service on the mission and structure of CICE.
- 1.2 To advise the Head on the strategic planning and development of CICE.
- 1.3 To review and endorse the proposed strategic initiatives of CICE and ensure that they are in line with the missions and visions of Caritas-Hong Kong and CCHES.
- 1.4 To receive and endorse reports on the strategic development of CICE.

**2. Membership**

The Quorum for meetings shall be half the number of members or, if one half includes a fraction, the nearest higher whole number. If a Quorum is not present within half an hour of the time appointed for the meeting, the meeting will be adjourned to such time and place to be determined by the Chairman.

**Chairperson:**

- An External Member from Industry, Commerce, Education or the Caritas Education Committee

**Members:**

- Not more than four External Members (Education)
- Not more than four External Members (Industry)
- Not more than two Representatives of Heads of other Caritas Services
- Not more than two Representatives of School Supervisors/Managers
- Not more than two Representatives of Local Service Coordinators
- Not more than two Members from the Caritas Education Committee

**Ex-officio Members:**

- Chief Executive, Caritas-Hong Kong or his designate
- Director of Education Services, Caritas-Hong Kong

**In Attendance:**

- One Representative of Principals
- Principal Officer (Academic)
- Principal Officer (Quality Assurance)
- Principal Officer (Administration)
- Principal Information Officer

**Secretary:**

- Head, Caritas Community & Higher Education Service

**3. Frequency of Meeting**

The Council normally meets on a biannual basis.

**4. Term of Office**

The term of office is two years.

**Caritas Community & Higher Education Service (CCHES)**

**Board of Senior Management (BSM)**  
**of**  
**Caritas Institute of Community Education (CICE)**

The Board of Senior Management (BSM) is the executive body of CICE. It executes the academic and administrative operation of CICE according to the strategic initiatives as laid down by the Council. The BSM comprises senior executives of CICE.

**1. Terms of Reference**

- To oversee the academic and administrative planning and development of CICE at the operational level.
- To execute and implement the strategic initiatives endorsed by the Council.
- To review and endorse policies, procedures and proposals related to CICE's strategic initiatives.
- To delegate powers to sub-committees set up under the BSM to formulate academic and administrative policies and procedures related to CICE's strategic initiatives.
- To receive and endorse reports on the work progress of the sub-committees set up under the BSM.
- To receive and endorse progress reports of member institutes and operational units of CICE.

## **2. Membership**

### **Chairperson:**

- Head, Caritas Community & Higher Education Service

### **Members:**

- Principal, Hong Kong Island
- Principal, Kowloon
- Principal, North New Territories
- Principal, South New Territories
- Principal, Caritas Cosmetic Career Centre
- Principal Officer (Academic)
- Principal Officer (Quality Assurance)
- Principal Officer (Administration)
- Principal Information Officer
- Deputy Principal Officer (Academic)
- Deputy Principal Officer (Project Development)

### **Ex-officio Member:**

- Director of Education Services, Caritas-Hong Kong

### **In Attendance:**

- Institute President, Caritas Institute of Higher Education and Caritas Bianchi College of Careers

### **Secretary:**

- Administrative Officer, Head Office

## **3. Frequency of Meeting**

The Board normally meets on a monthly basis.

## Caritas Institute of Community Education

### Academic Affairs Office (AAO)

Functions of the AAO can broadly be drawn into the following areas:

**1. Strategic Planning**

The Office assists the Head of CCHES in overall planning and management, maintaining relationship with stakeholders of all kinds, policy formulation and implementation. It helps CICE heighten awareness of rapid changes in education and develop appropriate strategies and responses in line with the new development.

**2. Programme Development and Planning**

The Office oversees the academic planning and development of programmes.

**3. Programme Administration**

The Office coordinates the continuous development and administration and provides support to all CICE programmes.

**4. Quality Assurance**

The Office is responsible for implementing the internal quality assurance measures through:

- Overseeing academic planning, program monitoring and continuous development
- Facilitating teacher development
- Supporting student development
- Ensuring fairness, validity and consistency in assessment

**5. Continuing Professional Development**

The Office organises a wide range of internal continuing professional development activities for staff at all levels with a view to enhancing their competency and job-related professional knowledge.

**6. Academic and Professional Writing Support**

The Office prepares policy papers, academic essays and speeches for CICE.

**7. Promotion**

The AAO assists MPU in promoting CICE's image and providing writing support with respect to the promotion / publicity materials.

## **Caritas Institute of Community Education**

### **Quality Assurance Unit (QAU)**

Functions of the QAU are:

1. To advise on all issues related to quality assurance at CICE, school/college/centre and programme levels.
2. To formulate and update quality assurance policies and mechanisms and ensure that the implementation is in place among all schools/colleges/centres.
3. To coordinate all accreditation exercises conducted by external accreditation and professional bodies, and overseas institutions for programme articulation, including validation, revalidation, modification, monitoring and review etc.
4. To give advice to the schools/colleges/centres concerned in preparing accreditation documentation, vet the pertinent documents and provide training on academic, vocational and professional accreditation.
5. To coordinate the registration of programmes to the Qualifications Register (QR), payment and reimbursement of accreditation and registration fees, and compile accreditation and QR records.
6. To participate in local, mainland and overseas collaboration and develop policies on the QA aspect.
7. To liaise with external QA agencies, professional bodies, relevant units of NGO, government bureaux and related statutory bodies.
8. To advise on quality assurance issues of the CEF, Non-local, ApL, PYJ, ERP and SUP applications etc, including but not limited to giving advice on preparation of documentation and vetting the documentation concerned.
9. To refine and update the existing policies and procedures of handling feedback and complaints, ensure the implementation is in place, and give advice to the schools/colleges/centres on enhancing the quality of programmes.