In-service Certificate Training Course for Rehabilitation Personnel Working for Persons with Intellectual Disability

- commissioned by the Social Welfare Department and funded by Queen Elizabeth Foundation for the Mentally Handicapped

Course Code: 123-40030 2nd intake (2012-13)

Semester 3
Module 4: Training in Specialised Settings for Persons with Intellectual Disability (40 hours)

(a) Vocational Rehabilitation Services (20 hours)
- Marketing strategies
- Design of effective production control and work training process
- Production management and quality control
- Matching of ability of trainees with job orders, focusing on the strength and limitation arising from intellectual disability

(b) Health and Personal Care (20 hours)
- Personal care with emphasis on persons with intellectual disability, e.g. bathing, brushing of teeth, hair-washing, feeding, etc
- Diet and nutrition
- Physical management of the frail and use of different kinds of aids
- Understanding of common and infectious diseases, e.g. SARS, etc

Module 5: Practicum (15 hours)
- Application of learning and teaching theories
- Application of counseling or behavioural management skills
- Design and implementation of individualized training programmes
- Programme planning, implementation and evaluation

Total no. of hours for Certificate Course: 160

6. Assessment and Award

(a) A minimum of attendance at 85% of the total contact and direct study hours of the Course is required.
(b) 100% coverage of practicum is required, and missing hours of practical work would have to be made up.
(c) Assessment of course work may include assignment, project, practicum and test. The assessment criteria may vary from module to module, but the objectives of each module shall be followed.
(d) Graduation certificates will only be awarded to course participants who satisfy the required standard in the assessment for the Course including attendance, course work and supervised practice, etc.

7. Course Fee

HK$500 is to be payable by the applicant when the application is accepted. The crossed cheque should be made payable to “City University of Hong Kong” before commencement of the programme and the fee is non-refundable.

Qualifications Framework

“In-service Certificate Training Course for Rehabilitation Personnel Working for Persons with Intellectual Disability” is recognized under the Qualifications Framework and has been listed in the Qualifications Register by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

QF Level: Level 3
QR Registration No: 11/001608/3
Validity Period: From 22 Oct 2011 to 31 Dec 2015
HKQF official website: www.hkqr.gov.hk
In-service Certificate Training Course for Rehabilitation Personnel Working for Persons with Intellectual Disability

(2012-13)

1. Aims
This Certificate Course aims to provide in-service training for workshop instructors, welfare workers and other staff working in rehabilitation service settings to acquire basic knowledge and multi-skills for enabling the persons with intellectual disability to develop their potentials.

2. Learning Outcomes
Upon completion of the programme, trainees should be able to:
(a) acquire the knowledge of the nature and needs of persons with intellectual disability;
(b) demonstrate their understanding of a general view on the policy objective and development of rehabilitative service in Hong Kong;
(c) apply the practical skills to the work settings;
(d) develop strategies for assisting the persons with intellectual disability to lead an independent living; and
(e) possess collaboration skills for working with other professionals.

3. Admission Requirement
To be eligible for admission to the Course, an applicant must be:
(a) an in-service workshop instructor, welfare worker or other staff working in rehabilitation service setting serving persons with intellectual disability, nominated by his/her employing agency and shall either be
   • a holder of HKCEE with grade E/level 2 in five subjects including English and Chinese; or
   • a holder of HKDSE with Level 2 or above in five subjects* including English and Chinese; or
   • a mature applicant of at least 23 years of age by the start date of the Course.
AND
(b) The applicant for the Course should have not attended any of the following courses:
   (i) “Specialization in Technical Subjects Instruction for the Handicapped” held by Technical Teachers’ College,
   (ii) “In-service Course for Teacher and Instructional Staff Working with the Handicapped” held by Hong Kong Institute of Education;
   (iii) “In-service Course for Teaching and Instructional Staff Working with People with Disabilities” held by Hong Kong Institute of Education;
   (iv) “Diploma in Vocational Rehabilitation Services” held by City University of Hong Kong;
   (v) “Certificate Course in Rehabilitation Services” held by the University of Hong Kong, Chinese University of Hong Kong, Hong Kong Baptist University or City University of Hong Kong;

4. Course Structure
(a) Length of the Course
The Course will last for a total of 160 contact and directed study hours spreading over 10 months.
(b) Mode and arrangement of the Course
The Course will be in a part-time mode and participants are required to attend the Course sessions after their normal working hours, usually in Tuesday and Thursday evenings, and sometimes Saturday morning. Yet normally there are around 6 class hours arranged per week. Please refer to Annex 1 for the tentative academic calendar of the programme.

(c) Teaching methods
A wide range of teaching methods, including but not confined to lecture, workshop, special topic by guest speaker, etc. will be used in the delivery of the contents of the Course.
Activity-based training methods e.g. role plays, skill demonstrations, agency visits and experience sharing will also be used in order to enable trainees to acquire the necessary skills effectively.
(d) Medium of instruction
Cantonese will be used as the major medium of instruction, supplemented with English.

5. Course Syllabus
This Certificate Course comprises 4 teaching modules and 1 practical teaching module. Module contents are listed as below:

Semester 1
Module 1: Rehabilitation Concepts and Rehabilitation Policy in Hong Kong (35 hours)
(a) Rehabilitation Policy in Hong Kong (15 hours)
   • Historical development and the current rehabilitation policy in Hong Kong
   • The changing nature and the service integration trend of rehabilitation services in Hong Kong
   • Multi-disciplinary approach in rehabilitation
(b) Basic Concept of Rehabilitation (20 hours)
   • Categories of disabilities and their characteristics
   • Contemporary concepts of rehabilitation, e.g. the United Nations Convention on the Rights of Persons with Disabilities
   • Facts and myths of intellectual disability
   • Adjustment to and acceptance of intellectual disability
   • Normalization and equal opportunities vs discrimination and labeling
   • Service users rights, basic value of respect, self-determination, advocacy, empowerment, integration/inclusion
   • Education, training and employment of persons with intellectual disability and other disabilities

Module 2: Skills for Working with Persons with Intellectual Disability (40 hours)
(a) Skills on Working with Persons with Intellectual Disability (20 hours)
   • Communication and relationship building skills in working with persons with intellectual disability and other disabilities, and their families
   • Counselling skills

Semester 2
Module 2: Skills for Working with Persons with Intellectual Disability (con’t)
(b) Principles of Teaching and Learning, Programme Planning Skills and Design of Training Programmes (20 hours)
   • Principles and concepts in teaching and learning
   • Techniques on design, implementation and evaluation of training and programme plans
   • Making use of community resources and facilities
   • Different modes and methods of training for persons with intellectual disability and other disabilities

Module 3: Administrative and Ethical Issues, and Emergency Management of Services for Persons with Intellectual Disability (30 hours)
(a) Administrative and Ethical Issues (10 hours)
   • General administrative issues
   • Implementation of Service Performance Monitoring System by the Social Welfare Department
   • Ethical issues
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* Applicants possessing “Achieved / Achieved with Distinction” performance in an HKDSE Applied Learning (Apl) subject are deemed to have attained “Level 3” respectively in one HKDSE subject and a maximum of two Apl subjects can be counted for admission purpose.

4. Course Structure

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Module 3: Administrative and Ethical Issues, and Emergency Management of Services for Persons with Intellectual Disability (30 hours)

(a) Administrative and Ethical Issues (10 hours)
General administrative issues
Implementation of Service Performance Monitoring System by the Social Welfare Department
Ethical issues
(b) Behavioural & Emergency Management and Basic First Aid Knowledge (20 hours)
- Theories in behavioural management
- Handling of challenging and sex-related behavior
- Handling of emergency situations
- Basic first aid knowledge

Semester 3
Module 4: Training in Specialised Settings for Persons with Intellectual Disability (40 hours)
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