Module 4: Crisis and Emergency Management in relation to Persons with Intellectual Disability (30 hours)
- Crisis situations in relation to persons with intellectual disability
- Effective crisis management
- Handling of emergency situations
- First aid knowledge and skills

Semester 3
Module 5: Legal and Quality Issues, and other Services for Developing Potentials of Persons with Intellectual Disability (40 hours)
(a) Legal Issues (15 hours)
- The Disability Discrimination Ordinance
- The Employment Ordinance
- The Mental Health Ordinance, the Guardianship Board, etc.
- Legislation in relation to industrial and occupational safety
(b) Customer Relationship Management and Service Quality Management (10 hours)
- Psychology for effective team work
- Managing customer relationship
- Concept of service quality management and quality improvement measures
(c) Others Services for Developing Potentials of Persons with Intellectual Disability (15 hours)
- Sports and physical exercises
- Services in relation to music, art and horticulture

Module 6: Practicum (20 hours)
- Application of group work skills
- Design and implementation of ITP
- Formulation and implementation of programme plan
- Application of customer relationship management

Total no. of hours for Diploma Course : 210

6. Assessment and Award
(a) A minimum of attendance of 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 assignments, projects and practicum. The assessment criteria may vary from module to module, but the objectives of each module shall be followed.
(d) Graduation diplomas 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$1500 is to be paid 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.

8. Qualifications Framework
“Diploma in Rehabilitation Services 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 4
QR Registration No : 13/000193/L4
HKQF official website : www.hkqr.gov.hk
In-service Diploma Training Course for Rehabilitation Personnel Working for Persons with Intellectual Disability

1. Aims

This Diploma Course aims to provide further training for those frontline rehabilitation personnel who have completed some basic training through attending the Certificate Course in rehabilitation services or have had equivalent qualifications to upgrade their knowledge and skills for the delivery of quality service to persons with intellectual disability.

2. Objectives

The objectives of the Diploma Course are to enable trainees to:

(a) acquire knowledge of the contemporary philosophy relevant to the provision of rehabilitation services to persons with intellectual disability;

(b) demonstrate specialized skills and knowledge facilitative to the rehabilitation of persons with intellectual disability in areas of day or vocational training and residential care; and

(c) develop knowledge and skills in working with other disciplines and stakeholders effectively in support of the rehabilitation of persons with intellectual disability.

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 preferably for a minimum of 1 year, 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 completed the Certificate Course in rehabilitation services or have equivalent qualifications as recognized by the Social Welfare Department, but have not attended any of the following courses:

(i) “Specialization in Technical Subjects Instruction for the Handicapped” held by Hong Kong 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 Teacher 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.

(*) Applicants possessing “Attained / Attained with Distinction” performance in an HKDSE Applied Learning (Apl.) subject are deemed to have attained “Level 2 / Level 3” respectively in one HKDSE subject and a maximum of two Apl. subjects can be counted for admission purpose.

4. Course Structure

(a) Length of the Course

The Course will last for a total of 210 contact and directed study hours spread over 12 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 evenings and Saturday mornings. Yet normally there are 7 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 confining to lecture, workshop, special topic by guest speaker, etc. will be used in the delivery of the contents of the Course.

(d) Medium of instruction

Cantonese will be used as the major medium of instruction, supplemented with English.

5. Course Syllabus

This Diploma Course comprises 5 teaching modules and 1 practicum module. Module contents are listed as below:

Semester 1

Module 1: Trends and Development in the Field of Rehabilitation of Persons with Intellectual Disability (35 hours)

(a) Intellectual Disability and Rehabilitation (8 hours)

- Revisiting concepts in intellectual disability
- Rehabilitation process for persons with intellectual disability
- Prevailing policy in support of rehabilitation of person with intellectual disability and other disabilities

(b) Aging and Intellectual Disability (18 hours)

- Basic concepts of gerontology
- Understanding ageing of persons with intellectual disability and their rehabilitation service need
- “Double-ageing” issue
- End-of-life care and bereavement counselling

(c) Family Work (9 hours)

- Role of family members in rehabilitation
- Rapport-building with and empowerment of family members
- Programme planning for family members
- Establishment of carer/family group/association

Module 2: Rapport Building and Individual Training Plan for Persons with Intellectual Disability (35 hours)

(a) Rapport Building with Persons with Intellectual Disability (15 hours)

- Development psychology of persons with intellectual disability
- Psychology to building effective working relationship
- Practical skills for effective engagement

(b) Planning for Individual Training Plan (ITP) (20 hours)

- Effective rehabilitation
- Individual need assessment for persons with intellectual disability at various disability level
- Formulation of an ITP with consideration of the need assessment
- Skills for evaluating ITP effectiveness
- Design of assistive aids

Semester 2

Module 3: Group Work and Programme Planning Skills for Persons with Intellectual Disability (50 hours)

(a) Group Work Skills (25 hours)

- Individual work Vs Group work
- Group work theories
- Development of group work skills for specific groups, e.g. sex education group, mutual support group, and sports and art group

(b) Programme Planning Skills (25 hours)

- Programme planning, implementation and evaluation
- Various programmes for persons with intellectual disability and their parents/ family members
- Application of information technology to facilitate service provision and programme planning
- Making use of assistive aids, community resources and facilities in programme planning
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(iv) “Diploma in Vocational Rehabilitation Services” held by City University of Hong Kong.

 Applicants possessing “Attained / Attained with Distinction” performance in an HKDSE Applied Learning (ApL) subject are deemed to have attained “Level 2 / 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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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 evenings and Saturday mornings. Yet normally there are 7 class hours arranged per week. Please refer to Annex 1 for the tentative academic calendar of the programme.

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   ➢ End-of-life care and bereavement counselling

(c) Family Work (9 hours)
   ➢ Role of family members in rehabilitation
   ➢ Rapport-building with and empowerment of family members
   ➢ Programme planning for family members
   ➢ Establishment of carer/family group/association

**Module 2: Rapport Building and Individual Training Plan for Persons with Intellectual Disability (35 hours)**

(a) Rapport Building with Persons with Intellectual Disability (15 hours)
   ➢ Development psychology of persons with intellectual disability
   ➢ Psychology to building effective working relationship
   ➢ Practical skills for effective engagement

(b) Planning for Individual Training Plan (ITP) (20 hours)
   ➢ Effective rehabilitation
   ➢ Individual need assessment for persons with intellectual disability at various disability level
   ➢ Formulation of an ITP with consideration of the need assessment
   ➢ Skills for evaluating ITP effectiveness
   ➢ Design of assistive aids

**Semester 2**

**Module 3: Group Work and Programme Planning Skills for Persons with Intellectual Disability (50 hours)**

(a) Group Work Skills (25 hours)
   ➢ Individual work Vs Group work
   ➢ Group work theories
   ➢ Development of group work skills for specific groups, e.g. sex education group, mutual support group, and sports and art group

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   ➢ Programme planning, implementation and evaluation
   ➢ Various programmes for persons with intellectual disability and their parents/ family members
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(a) Legal Issues (15 hours)
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(b) Customer Relationship Management and Service Quality Management (10 hours)
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- Managing customer relationship
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(c) Other Services for Developing Potentials of Persons with Intellectual Disability (15 hours)
- Sports and physical exercises
- Services in relation to music, art and horticulture

Module 6: Practicum (20 hours)
- Application of group work skills
- Design and implementation of ITP
- Formulation and implementation of programme plan
- Application of customer relationship management

Total no. of hours for Diploma Course: 210

6. Assessment and Award

(a) A minimum of attendance of 85% of the total contact and direct study hours of the Course is required.
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- QF Level: Level 4
- QR Registration No: 13/000193/L4
- HKQF official website: www.hkqr.gov.hk