

明愛屯門馬登基金中學  
2022-2023 年度 家長通告

敬啟者：

**中五級校本職業專才課程 -款待管理（酒店、餐飲、客服）實務課程**

**(2023-23 及 2023-24 年度)**

本校將在本年度與明愛專上學院(以下簡稱「明專」)合辦校本職業專才課程(SBVPET)。課程主要是配合選修科及明專的相關高級文憑/學位課程，以實務及職場體驗為主。希望課程可與選修科產生協同效應，同時學生亦可「體驗」相關的專上學院課程，有助未來升學發展。

- 目標學生：有意在本學年轉修其中一科選修科的中五學生
- 課程簡介：見附件一
- 評核、質素保證及認可：  
課程會由本校及明專合辦，本校老師及明專講師會負責評核學生的表現（包括進展性及總結性評核），課程不設公開考試。
- 審批過程：  
校方將會召開會議，詳細考慮申請轉修學生之整體成績、學習表現、態度、生涯規劃、學生及家長意願等，對其申請作出審批。結果將於二月初公布。惟對每個申請，學校保留最終決定權。

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當在決定修讀此課程與否前，應慎重考慮以下幾點：

1. 修讀期為2023年2月至2024年2月，課堂會於校內選修科課堂期間進行。
2. 考慮學生的興趣、能力及各大學之收生要求。同時，衡量申請是否對整體學習有所裨益及對其日後升學及就業的影響。
3. 建議學生在提交申請信前，先徵詢科任老師和班主任的意見。
4. 審慎填寫申請表，而所有申請在截止日期後均不會受理。

有意報讀的學生，請於 1 月 16 日(星期一)或以前將申請表交回校務處關小姐或唐小姐。如有查詢，歡迎致電 24610304 與郭嘉瑜助理校長聯絡。

此致

貴家長

校長

袁國明

謹啟

二零二三年一月九日

Caritas Tuen Mun Marden Foundation Secondary School  
2022-2023 Parents Notice

9 January 2023

Dear Parents/Guardians of S.5 students,

**S.5 SBVPET - Hospitality Management (Hotel, Catering, Customer Service) Practice Programme (2022/2023 & 2023/2024)**

Our school will collaborate with the Caritas Institute of Higher Education (CIHE) to launch a series of School-based Vocational and Professional Education and Training (SBVPET) courses. Courses are based on DSE related subjects and similar higher diploma or degree programmes provided at CIHE. These practical courses have a heavy focus on the stimulation of context and internship in the workplace. It is hoped that these programmes can strike a balance between theory and practice.

- Target Students: Current S.5 students who would like to change from one elective subject to Hospitality Management (Hotel, Catering, Customer Service) Practice Programme
- Course Content: See Appendix 1
- Assessment, Quality Assurance and Recognition:

This course will be co-organized by CIHE. Our teachers and instructors from CIHE will be responsible for assessing students' performance (including formative and summative assessments). No public examination is required for the course.

- Approval Process:

Meeting will be arranged to approve each application. A basket of factors including overall academic grades, performance, attitude, career planning, and decision of students and parents, etc., will be taken into consideration. Successful applicants will be notified by early February. However, the school reserves the right of final decision for each application.

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Before making a decision, please note the following points:

1. Lessons will be held during the lesson time of S.5 & S.6 elective subjects between February 2023 and March 2024.
2. Students' abilities and interests as well as the requirements of universities have to be considered. Parents and students should consider whether this course is beneficial to students' overall learning and is constructive to their career pathways.
3. Students are advised to seek advice from their subject teachers and class teachers before they submit the application.
4. Complete the form CAREFULLY. Students are reminded that no late application will be entertained.

Interested students have to submit the completed form to Ms. Kwan or Ms. Tong in General Office on or before 16 January 2023 (Monday). For enquiries, you are welcome to contact Ms. Kwok Ka Yu, the Assistant Principal, at 2461 0304.

Yours faithfully,

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Mr. Yuen Kwok Ming  
Principal

# 款待管理

## (酒店、餐飲、客服) 實務課程

### Tourism and Hospitality Management (Hotel, Catering, Customer Service) Practice Programme

#### 課程簡介

本校與明愛專上學院合辦「款待管理（酒店、餐飲、客服）實務課程」，讓學生學習知識理論之餘，亦為他們提供一個進行實務學習的機會。本課程根據香港中學文憑試「旅遊與款待科課程」，以及明愛專上學院「款待管理學高級文憑課程」為藍本，教授學生關於酒店、餐飲、客服及相關範疇的專業知識，並提供學生在明專實習課室及明愛賓館學習專業技能的機會。課程不僅能提升學生在溝通、待人接物、客戶服務等各方面的技巧，亦能訓練學生學習專業技能及培養專業態度，有助發掘他們的潛能。

#### 課程特色

- 裝備學生成為知識及實務技巧兼備的酒店、餐飲及客服人才。
- 配合本校「明專 - 屯馬餐飲教室」及明愛專上學院的模擬酒店及餐飲設施，提供不少於10小時的進行實踐學習機會。
- 本校「明專 - 屯馬餐飲教室」讓學生動手做咖啡店飲品和西式甜品及糕點，啟發學生對酒店食品製作的興趣。
- 安排學員於明愛專上學院及明愛賓館實習，包括酒店客房模擬室、款接處模擬室、模擬實習工作室、實習餐廳和實習廚房，讓學生動手學習專業技能。
- 課程以職業導向為方針，著重實踐和應用，學生有更多機會學習與款待管理相關的導論與理論知識，以及獲得寶貴的實習機會。

#### 課程內容

由導論、款待管理及實習課程三個學習部份組成，涵蓋酒店、餐飲和客服範疇的專業知識和實務技能。

- 導論：根據香港中學文憑試「旅遊與款待科課程」而設，包括款待導論和客務關係及服務課題。
- 款待管理：參照明愛專上學院「款待管理學高級文憑課程」，包括前堂運作、房務運作、餐飲服務原理和優質顧客服務。
- 實習：於本校「明專 - 屯馬餐飲教室」和明愛專上學院及明愛賓館實習課室進行，包括咖啡店飲品製作、西式甜品及糕點製作、前堂部運作、管家部運作、餐飲服務和廚房運作。

#### 升學階梯

- 完成課程者可修讀明愛專上學院「款待管理學高級文憑課程」或「工商管理（榮譽）學士（酒店管理）學位課程」（符合其他入學條件）及其他院校的相關課程。
- 掌握款待管理的專業知識及累積實習經驗，有助學生生涯規劃。

#### Course Features

- Introduction: Based on the HKDSE syllabus, this programme includes an introduction to hospitality and customer relations and service.
- Hospitality Management: Include front-of-house operations, housekeeping operations, food and beverage service principles and quality customer services.
- Practicum: Provide simulation rooms for coffee shop beverage production, western dessert and pastry production, front desk operations, etc.

#### Pathways to Higher Education

Students can study either the CIHE Higher Diploma in Hospitality Management or the CIHE Bachelor of Business Administration (Honours) (Hotel Management) Degree Programme (subject to other entry requirements).

明愛屯門馬登基金中學  
2022-2023 年度  
中五級校本職業專才課程 - 款待管理（酒店、餐飲、客服）實務課程  
(2022-23 及 2023-24年度) 申請表

本人已知悉報讀「校本職業專才課程 - 款待管理（酒店、餐飲、客服）實務課程」的安排，敝子弟有意報讀以上課程。在本人和敝子弟作決定時，我們已以考慮一籃子的因素，包括：敝子弟的興趣、能力、各大學之收生要求及對日後升學及就業的影響。

敝子弟決定於來年由原本的\_\_\_\_\_科(選修科)，轉修款待管理（酒店、餐飲、客服）實務課程。

原因如下：

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學生姓名： \_\_\_\_\_ 班別： \_\_\_\_\_ 學號： \_\_\_\_\_

家長簽署： \_\_\_\_\_ 家長姓名： \_\_\_\_\_ 日期： \_\_\_\_\_

請於 1 月 16 日 (星期一)或以前將申請表交到校務處關小姐。

**Caritas Tuen Mun Marden Foundation Secondary School  
2022-2023**

**S.5 SBVPET - Hospitality Management (Hotel, Catering, Customer Service) Practice  
Programme  
(2022/2023 & 2023/2024) Application Form**

I acknowledge the notice on “S.5 SBVPET - Hospitality Management (Hotel, Catering, Customer Service) Practice Programme”. My child would like to enroll in this course.

After discussing with my child and taking various factors including his/her abilities, interests, university entry requirements, influence of further studies and future career pathway etc, into consideration,

My child will change from \_\_\_\_\_ (elective subject) to Hospitality Management (Hotel, Catering, Customer Service) Practice Programme. Reasons are as follows:

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Student's Name : \_\_\_\_\_ Class : \_\_\_\_\_ Class No. : \_\_\_\_\_  
Parent's Signature : \_\_\_\_\_ Parent's Name : \_\_\_\_\_ Date : \_\_\_\_\_

Please return the completed form to Ms. Kwan in the General Office on or before **16 January 2023 (Monday)**.