

**Social Welfare Department**  
**‘Certificate in Progression Training for Care Workers’**  
**Course contents and related requirements**

**(1) Introduction**

The “Certificate in Progression Training for Care Workers” is a bridging course for Health Workers, providing a career progression path for Care Workers who wish to serve and develop in residential care homes (RCHs) for the elderly (RCHEs) or RCHs for persons with disabilities (RCHDs). Successful completion of this course is eligible to apply for “Health Worker Training Course” approved by the Director of Social Welfare to meet the development needs of vocational qualification advancement in the residential care service industry.

**(2) Entry Requirement**

Trainees are required to have completed the local Secondary 3 curriculum and possess at least three years of working experience in RCHEs or RCHDs. They must submit original copies of their academic qualifications as proof. Training institutions must ensure that trainees meet the minimum entry requirements, otherwise the Social Welfare Department reserves the right to refuse to process registration applications for individuals.

**(3) Quality Framework (QF)**

Level 2

**(4) Course Accreditation**

All Training Institutes (TIs) must obtain the course accreditation from the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) (except for courses provided by self-accrediting colleges/institutions), to prove that it meets the requirements of level 2 of Qualifications Framework (QF) prior to the SWD considering approval for the provision of ‘Certificate in Progression Training for Care Workers’.

**(5) Course Content**

‘Certificate in Progression Training for Care Workers’ covers the area of Chinese, English, Mathematics, Information Technology, Basic Knowledge of Medication, Communication skills, the prevention of elder abuse and assisting elderly persons in rehabilitation and using assistive devices, etc.

(Updated in April 2026)

**Units of Competency and Contact Hours**

Area		Name of Unit of Competency in Specification of Competency Standards (SCS) [No. of SCS]	Level	Teaching Hours	
Specification of Generic (Foundation) Competencies (SGCs)	Chinese	能聽懂熟悉話題的對話 [GCCH201A(C)]	2	25	
		能就熟悉的話題進行報告 [GCCH206A(C)]			
		能讀懂熟悉情境中的指示說明材料 [GCCH208A]			
		能在熟悉情境中寫作事務紀實文書 [GCCH210A]			
	English	Handle predictable information, ideas and related explanations in oral interactions (Listening and speaking) [GCEN203A]		25	
		Understand predictable written information, ideas, related explanations, discussion/ argument, and evaluation (Reading) [GCEN205A]			
	Mathematics	Handle predictable information, ideas and related explanations in written correspondence (Reading and writing) [GCEN206A]		28	
		Calculate with numbers expressed in various forms [GCNU201A]			
		Calculate percentages and percentage changes [GCNU203A]			
		Construct and use statistical graphs [GCNU211A]			
				Calculate means, medians, modes and ranges of grouped and ungrouped data [GCNU212A]	

Area		Name of Unit of Competency in Specification of Competency Standards (SCS) [No. of SCS]	Level	Teaching Hours
	Information Technology	Produce word processing documents by following instructions [GCIT208A]		28
		Produce spreadsheets by following instructions [GCIT209A]		
		Produce presentations by following instructions [GCIT210A]		
		Exchange information using emails [GCIT213A]		
Elderly Care Service 'Specification of Competency Standards (SCS)'		Knowing Basic Knowledge of Medications [111499L2]		44
		Master Communication Skills with Elderlies [106214L2]		
		Master Communication Skills with the Families of the Elderlies [106215L2]		
		Comply with Guidelines to Prevent Elderly Abuse [106114L2]		
		Assist Elderlies to Perform Muscles Training [106087L2]		
		Help Elderlies Use Assistive Devices [106208L2]		
<b>Total notional learning hours</b>				<b>150</b>