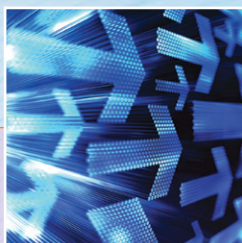


Moving Forward

跨步向前





Getting ready to meet challenges ahead

整裝待發，迎接挑戰

The New Quality Assurance Mechanism

The Accreditation of Academic and Vocational Qualifications (AAVQ) Bill was passed into law in May 2007 and the Council is to become the designated Accreditation Authority under the Qualifications Framework (QF). In preparation for this new role and in order to work with clients with vastly different characteristics, the HKCAA has devised a new “fit for purpose” accreditation approach to underpin the QF. The “fit for purpose” approach refers to the application of a Four-stage Quality Assurance (QA) Process (see also below) where the operators and learning programmes are accredited against threshold standards based on the objectives, the scope, the level and the intended learning outcomes of the programmes. The purpose of adopting such an approach is to provide streamlined accreditation service efficiently and at an affordable fee commensurate with the level and complexity of the accreditation exercise.

The Four-stage Quality Assurance Process

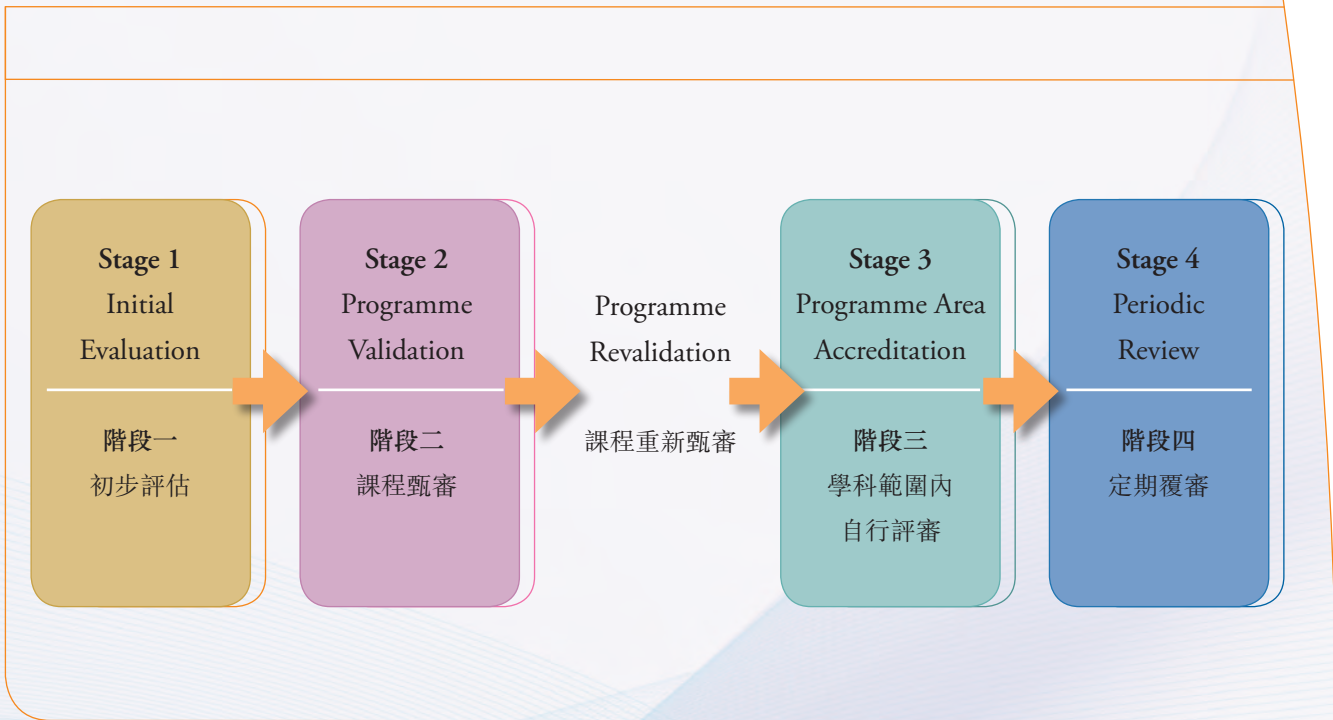
The Four-stage QA Process (the Process) which caters for both academic and vocational accreditations is a new process whereby quality assurance is seen as a continuous effort in educating and helping operators upgrade their processes with better quality output as the end result. The new mechanism recognises the variety of operators at different stages of development and encourages the migration from an emphasis on input (e.g. curriculum design, admission requirements and available resources) to a holistic approach covering input, processes and outcomes, according to the objectives of the education provision as set out by the operators in the first place. The Process operates on the basis of transparency, for example through the provision of guidelines and organisation of seminars, and peer review where accreditation decisions are made by reference to documentary evidence provided to the Council. Details of the Process are summarised in the ensuing paragraphs.

嶄新質素保證機制

《學術及職業資歷評審條例草案》於2007年5月獲通過。條例指定評審局為資歷架構下的「評審當局」。為履行「評審當局」的新職能，並為不同類型的營辦者提供合適的評審服務，評審局制定了一套嶄新的評審機制。此機制為「四階段質素保證程序」，以切合目標為評審原則，即按營辦者的辦學目標、其課程的資歷級別和範疇、教學目標、學習成效等，評定其達標與否。此機制提供高效率及簡化的評審服務，而評審費用亦將按評審個案的資歷級別和複雜程度而釐定。

四階段質素保證程序

「四階段質素保證程序」的推行，旨在讓營辦者透過持續性之質素保證工作，自我完善及改進，提升辦學質素。新機制會考慮營辦者設定的辦學目標，及其發展狀況，從較著重投入（如課程設計，入學資格及資源投放等），轉移為按課程的學習目標，整體性地考慮投入、教與學的過程及整體教學成果。評審局透過評審指引及簡介會，並以「同行評估」及「證據為本」為評審原則，讓評審運作更具透明度。「四階段質素保證程序」之詳細內容載於下文。



首階段為「初步評估」

此階段是為營辦者進行初步質素測試，以確保營辦者能符合基本的質素要求。營辦者必須成功通過初步評估，其課程方可進行甄審。

階段二為「課程甄審」

此階段是為已通過初步評估（首階段）的營辦者作課程甄審。通過甄審的課程及相關資歷，將可申請登記在資歷名冊上。惟該等課程，須於指定時間內，進行課程覆審。

階段三為「學科範圍內自行評審」

成功通過此評審階段的營辦者，可在有效期內於指定學科範圍及資歷級別，發展及開辦新課程，而毋須事先通過「課程甄審」（階段二）。惟此階段的營辦者，須具備全面及歷經驗證的質素保證機制，並能持續檢視及提升整體機構管治及學術水平，確保課程質素。

Initial Evaluation (Stage 1) sets an upfront quality test for operators who are required to meet certain minimum quality standards. An operator must pass the initial institutional evaluation before its learning programme(s) will be validated.

Programme Validation (Stage 2) serves operators who have already been evaluated in Stage 1 and wish to have their programmes and qualifications registered on the Qualifications Register (QR). Validated programmes will be subject to revalidation(s) at specified intervals.

Programme Area Accreditation (Stage 3) confers a status to operators so that they can develop and offer new programmes within a defined programme area at specified QF level(s) for an approved time period, without having to go through prior programme validation (Stage 2). This stage is for operators who have mature and balanced systems in place for continuous internal reviews of both organisational management and the quality of the learning programmes offered.

Periodic Review (Stage 4) is a periodic health check for operators with Programme Area Accreditation status. This exercise is cyclical and repeated on a regular basis. Frequency of the reviews will depend on the maturity of the operator and subject to whether substantial changes have taken place.

During the reporting period, review of the operation of the Four-stage QA Process was made to streamline the procedures. The refined QA process, to be implemented in 2008, will allow the more established operators with some prior accreditation or assessment experience and/or meeting specified criteria to either proceed to Stage 2 without undertaking Stage 1 or alternatively to undergo Stage 1 and Stage 2 in a combined exercise. The over-riding principle is to implement an accreditation model befitting operators at their specific stage of development without compromising quality requirements which is the essence of accreditation.

Pilot Study on a Group Approach of the Four-stage QA Process

To meet the possible upsurge in demand for accreditation service at the launch of the QF, the Council is also exploring the feasibility of a further simplified process to accredit operators and their training programmes in groups and primarily through a paper exercise. This alternative approach is intended to serve only those courses (and their operators) offering vocational and skills training at QF levels 1 to 3. This group accreditation approach to be conducted on an industry basis will have the advantage of quality assuring a large number of courses (and operators) in the same vocational sector for inclusion in the QR within a short time span upon the advent of the QF.

階段四為「定期覆審」

此階段為已獲「學科範圍內自行評審」資格的營辦者(階段三)，定期作質素覆審。此覆審程序進行的頻密程度，將視乎營辦者的辦學經驗，及該營辦者和/或課程有否重大改動而定。

本年度，評審局為「四階段質素保證程序」，作進一步檢討，務求使程序越趨精簡。經修訂的質素保證機制，擬定於2008年推行。已具有評審或評核經驗、及/或符合其他指定準則的營辦者，可直接申請進行階段二之「課程甄審」，或將「初步評估」（首階段）與「課程甄審」（階段二）之程序同時進行。此精簡程序為不同發展階段的營辦者，提供適合的評審模式，同時確保質素水平之一致性，以符合評審的首要原則。

「四階段質素保證程序」之「團體形式評審」先導研究

資歷架構推行初期，評審局預期職業資歷評審服務的需求會甚為殷切。故此評審局現正就推行「團體形式評審」的可行性，進行先導研究。該程序旨在為申請納入資歷級別第一至三級的職業培訓課程及其營辦者，提供精簡之評審服務。簡要來說，「團體形式評審」是按行業進行，並以文件審檢形式為主。在資歷架構正式推行時，預期此嶄新評審程序能讓評審局於短時間內處理大量的評審申請，讓通過評審的有關課程及其資歷上載至資歷名冊。

截至本年度止，評審局就「團體形式評審」設計之可行性進行測試，並廣泛諮詢業界的專業人士、培訓機構和從業員等。本局將適時向營辦者發佈最新發展，並透過本局網頁公佈相關資料。

《四階段質素保證程序指引》的發展概況

《四階段質素保證程序指引》之編製，旨在介紹在資歷架構下的評審機制，以及讓營辦者了解如何準備合宜的評審文件。該指引將定時更新，以反映評審程序的發展。評審局在制定該程序指引時，已參考了各界意見，其中包括培訓機構。評審局將於2008年初向營辦者派發指引，屆時公眾人士亦可從本局網頁下載有關指引。

By the end of the current reporting period, pilot feasibility tests of this new approach are being planned with wide consultation with the professionals, training providers, and practitioners in the vocational training sectors. Operators will be informed of new developments which will also be released in the Council's website.

Development of the Four-stage QA Process Guidelines

The Four-stage QA Process Guidelines provide an overview of the accreditation mechanism under the QF as well as user friendly guidance notes to assist operators in preparing documents for accreditation. The HKCAA has been refining the Guidelines to include changes that have been introduced. Input from stakeholders, including training providers, was sought in the process. The Guidelines are expected to be distributed to operators and uploaded onto the Council's website in early 2008.

Launching of Qualifications Register Prototype

By law, the new Council will become the designated QR Authority for maintaining the Qualifications Register (QR). The QR is an online database of recognised qualifications obtainable from academic education, vocational training or the Recognition of Prior Learning mechanism. All qualifications found in the QR must have successfully undergone a quality assurance process by the HKCAAVQ or a self-accrediting institution. The QR will provide quick reference about quality assured qualifications, learning programmes and details of operators for learners, employers and operators as well as local and international education communities.

Commissioned by the Education and Manpower Bureau (now renamed as the Education Bureau (EDB)), the HKCAA has developed a QR prototype, and this was introduced to the public at the Information Expo for Secondary School Leavers 2007 on 28 July 2007. The database is now available to the public on the internet and the potential users can familiarise themselves with the information available from the QR and the system functions. Within the first month of its launch, there were over 8,000 visits to the QR prototype which had uploaded about 4,000 sample entries. The responses received (e.g. from the Information Expo and subsequent feedback from users after trying out the prototype) has affirmed that the public finds such a centralised database very useful and convenient. Their feedback on the prototype will be taken into account in refining the QR which is to be officially launched in 2008.

推出資歷名冊示範版本

評審局獲委為法定之「資歷名冊當局」，專責管理資歷名冊。資歷名冊是個網上資料庫，載列透過學術教育、職業培訓及「過往資歷認可」機制所獲得的資歷。資歷名冊上的資歷，均已成功通過評審局或擁有自行評審資格的院校的質素保證程序。學員、僱主、課程營辦者，以及來自本地和海外的教育界人士，只要透過資歷名冊，便可快捷地查閱通過質素保證的資歷、相關進修課程及營辦者的資料。

評審局獲教育統籌局(現為教育局)委託，開發資歷名冊示範版本，並於2007年7月28日舉行的「中學生出路資訊Show 2007」，首次向公眾介紹此示範版本。現時公眾人士可於網上查閱資料，並試用各項系統功能。資歷名冊示範版本內有4,000多個資歷記錄，推出之首個月份，已錄得超過8,000次瀏覽。「資訊Show」上或其後試用過名冊的人士均表示，此中央資料庫非常實用方便。評審局將考慮使用者的意見，改善資歷名冊的設計，以準備於2008年全面投入服務。



Launch of the QR prototype
資歷名冊示範版本正式推出

能力標準說明的調適

為籌備資歷架構的實施，教育局已在過去三年成立了十二個行業培訓諮詢委員會（諮委會），其主要職能為訂定業界認可的「能力標準說明」，讓培訓機構用以發展進修課程，以切合行業培訓要求。自此，評審局獲教育局邀請，就諮委會制定的行業「能力標準說明」，與資歷架構的能力級別是否一致，透過「調適」過程提出建議。「調適」工作，旨在確保「能力標準說明」涵蓋的能力級別，與教育局公佈的《資歷級別通用指標》相符，並與其他行業的能力級別一致。

2006年6月，評審局就調適工作和程序進行了先導研究，並根據是次研究結果，為以後的調適工作訂立指引和方法。本年度，評審局與各諮委會緊密聯繫，就「能力標準說明」之草擬、修訂和完善提出不少建議。此外，評審局分別與內部職員、「能力標準說明」的專業撰寫人、諮委會及教育局進行了多次調適工作的培訓和簡介。

Moderation of Specification of Competency Standards

In preparation of the implementation of the QF, the EDB has set up over the past three years 12 Industry Training Advisory Committees (ITACs). One of their important roles is to stipulate industry recognised competency standards, called the Specification of Competency Standards (SCSs) which can be used by course providers in developing training opportunities relevant to industry needs. Since then, the HKCAA has been invited by the EDB to advise on the consistency of the SCSs developed by the ITACs through a process of moderation. This process focuses on ensuring that the SCSs developed for an industry are consistent with the Generic Level Descriptors (GLD), which defines the standards of each QF level and is published by the EDB, and that consistency is also maintained among the SCSs developed across various ITACs.

A pilot study on the moderation mechanism and process developed by the HKCAA was conducted in June 2006. On the basis of findings of this study, which were also shared with the EDB, the HKCAA developed guidelines and methodologies for subsequent moderation exercises. In the reporting period, the HKCAA contributed to the drafting, refinement and completion of SCSs of respective industries through close liaison with the ITACs. In addition, training and briefing sessions on moderation were also held both internally and with the respective professional writers of the SCSs, the ITACs and the EDB.



Public showing great interest in trying out the QR prototype
資歷名冊示範版本引起市民廣泛興趣

Pilot Exercises on Accreditation of Assessment Agencies for Recognition of Prior Learning

There will be a mechanism under the QF for Recognition of Prior Learning (RPL). The assessment of RPL will be the responsibility of appointed Assessment Agencies (AA). The HKCAAVQ will be vested with the task of accrediting AA to ensure that they are competent to conduct assessments under the RPL mechanism. By law, only AAs which have been accredited by the Accreditation Authority will be appointed by the EDB. With reference to the policy objectives of the EDB in regard to the RPL mechanism, the Council, in consultation with relevant stakeholders, has made substantial preparations for the accreditation of AA during the reporting period including the development of relevant guidelines and procedures. These guidelines and related accreditation materials were also put to test when the HKCAA conducted a series of pilot accreditation exercises in June 2007 for three industries which have already developed industry-based SCSs. The pilot exercises offered a pioneer experience for the HKCAA to move into new terrains outside the traditional scope of accrediting operators and study programmes.

評審過往資歷認可評估機構之先導工作

資歷架構下設有「過往資歷認可」機制，由受委評估機構執行「過往資歷認可」的評估工作。評審局負責為「過往資歷認可」的候選評估機構進行評審，以確保它們具備相關的專業能力，執行「過往資歷認可」的評估工作。根據法例，只有成功通過「評審當局」評審的評估機構，方可獲教育局委任。本年度，評審局按教育局的政策目標，諮詢了有關團體之意見，並草擬相關的評審程序指引，積極籌備評估機構的評審工作。2007年6月，評審局為三個已制定了「能力標準說明」的行業進行先導評審工作，以測試評審程序指引及相關評審資料的實用性。過往資歷認可先導工作為評審局帶來嶄新的體驗，開拓了傳統評審工作以外的新領域。



Panel at on-site visits of the pilot exercises
評審小組於先導評審工作中實地考察



招募行業 / 學科專家

除學術資歷外，資歷架構也涵蓋以職業和技能為主的資歷，評審局為了擔當職業資歷質素保證之角色，積極拓展與業界的聯繫，對象尤以諮委會、工會、政府資助的培訓及再培訓計劃營辦者(如技能提升計劃及僱員再培訓計劃)及行業組織等為主。評審局積極推廣及擴展網絡，現已成功招募多名不同行業的資深從業員及學術界人士，加入行業/學科專家的行列。截至2007年7月31日止，本局共有1,754位專家，包括來自36個行業的668名行業專家。有關資料請參閱附錄4.1。這些專家就行業的最新發展，向評審局提供專業意見，亦會獲邀為評審小組成員，參與資歷架構下的評審工作。

評審局經常為行業/學科專家舉辦培訓活動，讓他們更加了解評審局在資歷架構下的新角色。本年度，評審局共舉辦了14次簡介會，參與的專家達254位。由於行業/學科專家對評審工作的經驗各有不同，評審局於2007年3月舉辦了6次工作坊，講解評審工作的知識和技巧。評審局亦特別邀請來自英國的顧問，舉行了3次為評審小組主席而設的工作坊。評審局將繼續加強行業/學科專家的培訓，確保日後評審小組成員以同行身分參與評核和評審工作時，更有成效。

Expansion of Sector/Subject Specialists

To reinforce its quality assurance role for vocational and skill-based qualifications under the QF, the HKCAA has expanded its liaison with stakeholders, especially the ITACs, trade unions, trade associations, operators of Government-funded training and retraining schemes (such as the Skills Upgrading Scheme and the Employees Retraining Scheme) and industrial organisations. Through extensive networking and promotion efforts, the HKCAA has been successful in attracting a large number of practitioners and academics to its team of Sector/Subject Specialists. As at 31 July 2007, there were a total of 1,754 specialists including 668 Sector Specialists from 36 industrial sectors. Detailed figures are shown in Appendix 4.1. When required, these specialists will provide their professional advice on the latest development in their sectors/disciplines and serve as members of accreditation panels under the QF.

The HKCAA has also conducted on-going training programmes for the Sector/Subject Specialists. In the reporting period, 14 briefing seminars were organised for 254 specialists to familiarise them with the new role of the Council under the QF. Since the level of the accreditation experience of the Sector/Subject Specialists differs, another six workshops were conducted in March 2007 with the aim of providing them with knowledge and skills in conducting accreditation exercises under the QF. Three of these workshops were organised for potential panel members. The other three workshops, conducted by a UK-based consultant, were tailor-made for potential panel chairpersons. The HKCAA continuously trains its potential panel members to ensure that the Sector/Subject Specialists will be able to conduct peer reviews at a high level of quality. Further efforts in this regard will continue to ensure that all of our accreditation and assessment activities are conducted by trained Sector/Subject Specialists on a peer review basis with high quality.

Staff Recruitment, Training and Development

To meet the new responsibilities and challenges, the HKCAA has recruited professional staff from a wide range of backgrounds, including those with relevant expertise and experience in vocational and skills training. Furthermore, the HKCAA has adopted a new staff development strategy. The purpose of staff development is two-fold. Firstly, it aims at giving staff members with high potential the possibility to advance towards their future role through personal development. Secondly, the development activities aim at enhancing the current performance of staff and making it more efficient. To achieve this two-fold purpose, the HKCAA continues to place a high priority on staff training and development which is considered to be an ongoing process to upkeep the quality of services provided by the HKCAA.

Staff members continue to benefit from a wide spectrum of professional knowledge and regional/international experiences of Council Members through roundtable sessions conducted after each Council meeting. This is supplemented by luncheon seminars whereby a number of experienced quality assurance practitioners/experts with professional accreditation experiences are invited to run training and sharing sessions for the Secretariat on a bi-monthly basis.

員工招募及培訓發展

為配合評審局新職能所帶來的挑戰，評審局聘用之職員，均來自不同背景的專業人才，當中包括具備職業及技術培訓經驗之專才。評審局同時採用了新的員工培訓發展策略，其目的有兩個：第一是透過提供個人發展的機會，為有潛能的職員之晉升作準備；第二是令員工的表現更卓越及更有成效。為達到這兩個目的，評審局十分重視員工的持續培訓和發展，以確保評審局服務的質素。

評審局成員，具有廣泛的專業知識及各地的質素保證工作經驗。他們於每次評審局成員大會後，透過圓桌會議，與秘書處職員分享經驗。除此之外，秘書處每兩個月舉辦一次午餐研討會，邀請富有質素保證或評審工作經驗的專家，主領培訓和分享會。



Professional staff attending conferences and attachment programmes
秘書處職員參加國際會議及員工培訓發展活動

過去一年，不少秘書處職員都參與各類型的境外培訓活動，包括到澳洲及中國參與交流計劃、觀察評審工作及訪問等，藉以加深對當地的質素保證程序及教育體制的了解。透過與澳洲大學品質機構、澳洲技術職業教育評審局和上海市教育評估院共同計劃之員工培訓發展活動，秘書處職員可深入探討國際和區內的質素保證工作實例，同時藉著團隊工作和專業意見交流，建立對外聯繫網絡。

年來，秘書處職員透過出席區內和海外的會議，及藉著海外質素保證機構或政府機關的代表來訪本局時，就有關當地職業培訓及質素保證系統的介紹，更深入認識不同的評審制度，從而擴闊視野。此外，評審局以顧問形式聘請的英國專家，就有關資歷架構的發展提供培訓服務。秘書處亦舉辦了一系列內部資訊及經驗交流會，讓職員在舉行學科專家工作坊之前及出席海外會議或交流之後分享心得。

In the past year, a number of professional staff members took part in various developmental activities, such as attachment programmes, observation of audit exercises as well as exchanges and visitations to non-local organisations. Through staff development activities organised with the Australia University Quality Agency, the Vocational Education and Training Accreditation Board, Australia, and the Shanghai Educational Evaluation Institute, the Secretariat has gained more in-depth exploration of international and regional practices in quality assurance and to build contacts through team work and collegial exchange of views.

During the year, staff members had a widened perspective of different systems of accreditation through attendance of regional and overseas conferences and presentations by overseas visitors from quality assurance bodies or government authorities on their vocational education training and quality assurance systems. In addition, a UK-based expert has been engaged, on a retainer basis, to provide training services relating to the development of the QF. Internally, staff members organised a series of information and experience sharing sessions, some as precursors to Sector/Subject Specialist workshops and some as opportunities for those returning from overseas conferences or attachment to relay their learning experience and observations.



Staff development workshop for Executive Assistants
培訓行政助理工作坊



Professional staff discussing with a UK expert at a
lunchtime seminar
在午餐工作坊與英國專家交流評審經驗

Developing Corporate Culture and Team Building

The HKCAA believes that effective communication and amicable staff relations are essential to cultivating team spirit and motivating staff to contribute their best. It is the practice of the Executive Director to talk and explain to all staff, and solicit their views and feedback directly and openly on important organisational and staffing issues. In the reporting period, the HKCAA organised a number of staff activities like outing, social service activities, annual dinner and Christmas party for the purpose of team building and fostering closer communication.

發展機構文化及建立團隊

評審局相信，有效的溝通和良好的員工關係，乃培養團隊精神和激發員工潛能的要素。總幹事以開放態度，與全體職員保持良好溝通，並就重要的機構和人事編制事宜聽取員工的意見。為了進一步培養團隊精神及員工之間的溝通，評審局於本年度舉辦了遠足、社會服務、周年晚宴及聖誕派對等活動。



Cheerful and committed team
歡樂及有承擔的團隊





Active and outgoing
活躍外向

