

## **Hong Kong Council for Accreditation of Academic and Vocational Qualifications**

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body that accredits academic and vocational programmes under the Qualifications Framework to ensure that they meet the quality standards. HKCAAVQ invites experienced professionals with specialties in higher education and/or quality assurance who are interested to provide project-based and time-limited services to indicate interest through the process below.

### **Contract for Services by Individual Consultant (Vocational and Professional Accreditation) [Ref: 2022/VPA/CS02]**

HKCAAVQ seeks to enhance its service capacity by engaging Individual Consultants via a Contract for Services.

An Individual Consultant will provide time-limited accreditation/assessment services and/or undertake specific projects relating to quality assurance and enhancement through a Contract for Service. The scope of service will be agreed between HKCAAVQ and the Individual Consultant and may include a detailed scope of service, timeline and schedule of completion of work, deliverables and fees for the services which include, for example, conducting and coordinating accreditation exercises, conducting assessment for Continuing Professional Development programmes, providing quality assurance advice for institutions and learning programmes and taking on quality assurance and enhancement projects. Any Individual Consultant engaged through a Contract for Services is not a staff member of the HKCAAVQ and will not be entitled to any benefits as such. There are no regular work hours. He/she may undertake the services at his/her own premises with his/her own facilities or, subject to prior arrangement, at the HKCAAVQ office. The Individual Consultant will act as an independent contractor and there will be no employment relationship between HKCAAVQ and the Individual Consultant.

#### Qualification and Experience Required for serving as Individual Consultant

Individual Consultant should hold at least a first degree at HKQF Level 5 and at least 5 years of post-qualification relevant work experience, preferably with post-graduate qualification at HKQF Level 6 or above. Experience in quality assurance work with a good understanding of the Qualifications Framework would be an advantage while we also welcome individuals from a wide spectrum of quality assurance experience and beyond. Excellent written and spoken English and Chinese skills for presentation and report-writing are essential.

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#### Procedures for indicating interest

Parties who are interested should submit a full CV, including a write-up illustrating relevant competencies for providing consultancy services. Please send in the information and quoting the relevant reference number to the Head of Vocational and Professional Accreditation by email to [contract\\_for\\_services\\_vpa@hkcaavq.edu.hk](mailto:contract_for_services_vpa@hkcaavq.edu.hk) or by post to HKCAAVQ, 10 Siu Sai Wan Road, Chai Wan, Hong Kong. This is an open year-round notice.

Information collected will be treated in the strictest confidence and only be used for contract processing purposes.

For more information on HKCAAVQ, please visit [www.hkcaavq.edu.hk](http://www.hkcaavq.edu.hk).