



香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

SUMMARY ACCREDITATION REPORT

EMPLOYEES RETRAINING BOARD

LEARNING PROGRAMME ACCREDITATION

**FOUNDATION CERTIFICATE IN ELEMENTARY
WORKPLACE CHINESE I FOR NON-CHINESE
SPEAKERS (PART-TIME)**

MARCH 2020

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1054), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO), was commissioned by the Employees Retraining Board (僱員再培訓局)(ERB) to conduct a Learning Programme Accreditation (LPA) exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the Accreditation Authority under the AAVQO (Cap. 592) to determine whether the following standardised programme of ERB to be jointly operated by ERB and its appointed Training Bodies (the Operators) meets the stated objectives and QF standard and can be offered as an accredited programme:
 - (i) Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time);
- (b) To issue to ERB an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation

2.1 HKCAAVQ has determined that, the Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 June 2020 to 31 March 2023.

2.2 Validity Period

2.2.1 The validity period will commence on the date specified below.

2.3 The determinations on the LPA are specified as follows:

Name of Operator(s)	1. Baptist Oi Kwan Social Service (ERB) 浸信會愛羣社會服務處 (再培訓) 2. Hong Kong Employment Development Service Limited (ERB)
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	香港職業發展服務處有限公司（再培訓） 3. The Hong Kong Confederation of Trade Unions (ERB) 香港職工會聯盟（再培訓）
Name of Award Granting Body	Employees Retraining Board 僱員再培訓局
Title of Learning Programme	Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time) 非華語人士初級職業中文 I 基礎證書（兼讀制）
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time) 非華語人士初級職業中文 I 基礎證書（兼讀制）
Primary Area of Study and Training	Languages and Related Studies
Sub-area (Primary Area of Study and Training)	Languages and Related Studies
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	Level 1
QF Credits	4
Mode(s) of Delivery and Programme Length	Part-time, 44.5 notional learning hours (including 30 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 June 2020 to 31 March 2023
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 20 trainees per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。
Address of Teaching/ Training Venue(s)	See Appendix 1

2.4 Recommendation(s)

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendation
1. ERB should review and revise, if appropriate, the appointment criteria of Trainers, and provide staff development activities to support Trainers on the necessary updates and competence for the delivery of the programme.

- 2.5 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. **For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.**

3. INTRODUCTION

- 3.1 ERB is a statutory body established in 1992 under the Employees Retraining Ordinance. The ERB has appointed about 80 Training Bodies with around 400 training centres across the territory to provide training courses and services. The ERB offers around 700 training courses straddling nearly 30 industries.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

The programme aims to develop trainees' basic concepts of Chinese language, and their Chinese literacy skills required at work and in daily life.

4.2 Programme Intended Learning Outcomes

Upon completion of the Programme, trainees should be able to:

- recall basic concepts of Chinese language;
- recall and write simple Chinese vocabularies required at work and in daily life.

4.3 Programme Structure

The programme comprises 4 topics for a total of 4 QF credits. The QF credits of all topics in the programme are pitched at QF Level 1. The details of the programme structure are as follows:

Topic	QF Credit
A. Skills Training	4
(1) Understanding Chinese characters	
(2) Understanding Chinese grammar	
(3) Understanding simple vocabularies in daily life and workplace	
(4) Local spoken and written Chinese language	
B. Course Assessment	
(5) Final Examination	

4.4 Graduation requirements

- Attain an attendance of 80% or above; and
- Pass the overall assessment; and
- Pass the final assessment.

4.5 Admission Requirements

- Interested in learning Chinese literacy skills for communication; and
- Pass the English entry test

5. IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT

5.1 Variation and withdrawal of this Accreditation Report

- 5.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation, including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.

- 5.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.
- 5.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.
- 5.1.4 The accreditation status of the Operator and/or Programme will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

5.2 Appeals

- 5.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of this Accreditation Report.
- 5.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Variation or Withdrawal.
- 5.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 5.2.4 Please refer to Cap 592A (www.elegislation.gov.hk) for the appeal rules. Details of the appeal procedure are contained in section 13 of the AAVQO and can be accessed from the QF website at: www.hkqf.gov.hk.

5.3 **Qualifications Register**

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the QR at www.hkqr.gov.hk for recognition under the QF. The Operator should apply separately to have their quality-assured qualifications entered into the QR.
- 5.3.2 Only learners who commence the study of the named accredited learning programme during the validity period and who have graduated with the named qualification listed in the QR will be considered to have acquired a qualification recognised under the QF.

Ref: VA61/02/143/202001

Addresses of Teaching/ Training Venues

Name of Operator(s) 營辦者名稱	Address of Teaching/ Training Venue(s) 授課地址
1. Baptist Oi Kwan Social Service (ERB) 浸信會愛羣社會服務處 (再培訓)	(a) 2/F & 5/F, Multifield Centre, 426 Shanghai Street, Mongkok, Kowloon 九龍旺角上海街 426 號萬事昌中心 2 樓及 5 樓
2. Hong Kong Employment Development Service Limited (ERB) 香港職業發展服務處有限公司 (再培訓)	(a) Kowloon West Job Centre, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon 九龍長沙灣道 303 號長沙灣政府合署 9 樓西九龍就業中心 (b) Unit A,B 4/F & Unit A,B 5/F & 14/F, Chow Shing Kee Commercial Bldg., 25 Tong Mi Road, Mongkok, Kowloon 九龍旺角塘尾道 25 號周勝記商業大廈 4 樓 A,B 室、5 樓 A,B 室及 14 樓 (c) G/F, Lung Shing House, Lower Wong Tai Sin (II) Estate, Kowloon. 九龍黃大仙下邨 (二區) 龍盛樓地下
3. The Hong Kong Confederation of Trade Unions (ERB) 香港職工會聯盟 (再培訓)	(a) Kowloon West Job Centre, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon 九龍長沙灣道 303 號長沙灣政府合署 9 樓西九龍就業中心 (b) 5th Floor, THF (Yuen Long) Commercial Building, 2-8 Tai Cheung Street, Yuen Long, N.T. 新界元朗泰祥街 2-8 號大鴻輝(元朗)商業大廈 5 樓 (c) Unit 702-3, BOC Yuen Long Commercial Centre, 102-108 Castle Peak Road, Yuen Long, New Territories 新界元朗青山公路 102-108 號中銀元朗商業中心 7 樓 702-3 室 (d) Unit 18-19, 19/F, Tuen Mun Central Square, 22 Hoi Wing Road, Tuen Mun 新界屯門海榮路 22 號屯門中央廣場 19 樓 18-19 室 (e) Unit 102-103, 1/F, Fourseas Building, 208-212 Nathan Road, Kowloon 九龍彌敦道 208-212 號四海大廈 1 樓 102-103 室 (f) G/F - 5/F, 18 Shek Lei Street, Kwai Chung, N.T. 新界葵涌石梨街 18 號地下至 5 樓 (g) Unit 403, 4/F, Tin Ching Amenity & Community Building, Tin Ching Estate, Tin Shui Wai, N.T. 新界天水圍天晴邨天晴社區綜合服務大樓 4 樓 403 室 (h) Room 501A & 1006, 5/F & 10/F, Kin Wing Commercial Building, 24-30 Kin Wing Street, Tuen Mun, N.T. 新界屯門建榮街 24-30 號建榮商業大廈 5 樓 501A 室及 10 樓

Name of Operator(s) 營辦者名稱	Address of Teaching/ Training Venue(s) 授課地址
	1006 室 (i) G/F., Tsui Wo House, Tai Wo Estate, Tai Po, N.T. 新界大埔太和邨翠和樓地下 (j) 3/F, Len Shing Building, 162 - 168 Castle Peak Road, Yuen Long, N.T. 新界元朗青山公路 162-168 號聯昇樓 4 樓

