



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

SUMMARY ACCREDITATION REPORT

KAPLAN FINANCIAL (HK) LIMITED

INITIAL EVALUATION AND

LEARNING PROGRAMME ACCREDITATION

PROFESSIONAL DIPLOMA IN ACCOUNTANCY

SEPTEMBER 2020

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1105), 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 Kaplan Financial (HK) Limited to conduct an Initial Evaluation and Learning Programme Accreditation exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Kaplan Financial (HK) Limited (the Operator) meets the stated objectives and is competent to operate learning programmes that meet the QF Level 5 standard, and can be granted Initial Evaluation Status at QF Level 5;
- (b) To conduct an accreditation test as provided for in AAVQO to determine whether the Professional Diploma in Accountancy programme of the Operator meets the stated objectives and QF Level 5 standard and can be offered as an accredited programme; and
- (c) To issue to the Operator accreditation report(s) setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement. The accreditation meeting took place on 30 July 2020.

2. HKCAAVQ'S DETERMINATION

Initial Evaluation

2.1 HKCAAVQ has determined that the Operator is competent to achieve its stated objectives and to operate learning programmes meeting QF standards at Levels 1 to 5, and can be granted Initial Evaluation (IE) status at QF Level 5 with a validity period of two years.

2.2 Validity Period

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

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of the requirements set out in 2.4 by the specified fulfilment deadline.

2.2.3 Within the two-year validity period for IE, the Operator must have at least one programme successfully accredited. If the Operator does not have a current accredited programme on the Qualifications Register (QR) after the end of the two-year validity period of their IE, the Operator will need to apply for an extension of their IE status at least three months before the validity period expires. An extension of up to 2 years may be granted. Only one extension of IE status will normally be allowed. If the Operator continues to gain successful Learning Programme Accreditation (LPA), their IE status will remain valid.

2.3 The determinations on the IE are specified as follows:

Name of Operator	Kaplan Financial (HK) Limited
Address of Operator	4/F, Opulent Building, 402-406 Hennessy Road, Wanchai, Hong Kong 香港灣仔軒尼詩道 402-406 號德興大廈四樓
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation	Level 5
Start date of 2-year validity period of IE accreditation status	1 February 2021
Scope of IE Accreditation Status	For operating local non-degree programmes in Hong Kong
Other Specific Condition(s) of Approval	Two Requirements to be fulfilled on or before 31 January 2022.

2.4 **Condition(s) (including pre-conditions for obtaining the HKCAAVQ accreditation status as applied for the commencement of the validity period; and requirements for maintenance of the accreditation status within the validity period)**

Requirements	Date of Fulfilment
1. The Operator is to report on its updated financial status to demonstrate that it remains financially viable in achieving its educational/training objectives. The Operator is to submit the relevant documents to HKCAAVQ on or before 31 January 2022, including but not limited to the latest audited financial statements, updated 5-year profit and loss	31 January 2022

and/or cashflow projections, and where necessary, a renewed support letter from the parent company that extends to (or beyond) the end of the validity period of the accredited programme.	
2. The Operator is to report on the progress of lease renewal of its campus to demonstrate the continued availability of an appropriate teaching venue to achieve its educational/training objectives. The Operator is to submit the relevant documents to HKCAAVQ on or before 31 January 2022, and where necessary, the supporting finances and action plan in the case of relocation.	31 January 2022

2.5 **Recommendations**

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations
<ol style="list-style-type: none">1. The Operator should institute a risk management process whereby risk assessments are conducted systematically and regularly, covering in particular an environmental scan and the formulation of a longer-term IT/digital strategy in relation to its educational/training provisions to ensure and/or enhance their sustainability.2. The Operations Management Committee should strengthen its governance over the Programme Management Committee particularly in respect of the effective implementation of the quality assurance processes to ensure the quality delivery of the learning programme.

Learning Programme Accreditation

2.6 HKCAAVQ has determined that, subject to the compliance with the Restriction set out below, the Professional Diploma in Accountancy programme meets the stated objectives and QF standard at Level 5, and can be offered as an accredited programme with a validity period from 1 February 2021 to 31 January 2023.

2.7 **Validity Period**

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

2.7.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of the requirement set out in 2.9 by the specified fulfilment deadline.

2.8 The determinations on the LPA are specified as follows:

Name of Operator	Kaplan Financial (HK) Limited
Name of Award Granting Body	Kaplan Financial (HK) Limited
Title of Learning Programme	Professional Diploma in Accountancy
Title of Qualification (Exit Award)	Professional Diploma in Accountancy
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	Accounting, Finance and Investment
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 5
QF Credits	102
Mode(s) of Delivery and Programme Length	Part-time - 7 months (Regular mode), 4 months (Intensive mode) 1,023 notional learning hours (including 443 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 February 2021 to 31 January 2023
Number of Enrolment(s)	Six enrolments per year
Maximum Number of New Students	Maximum of 300 learners per year
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
Other Specific Condition(s) of Approval	One Requirement to be fulfilled on or before 31 January 2022. One Restriction as specified in the accreditation report.
Notes to be indicated on the QR	Not applicable
Address of Teaching/ Training Venue(s)	G/F to 3/F, Kaplan E-Tech Centre, 402-406 Hennessy Road, Wanchai, Hong Kong 香港灣仔軒尼詩道 402-406 號智德中心地下至三樓

2.9 Condition(s) (including pre-conditions for obtaining the HKCAAVQ accreditation status as applied for the commencement of the validity period; and requirements for maintenance of the accreditation status within the validity period)

Requirement	Date of Fulfilment
The Operator is to strengthen the quality assurance procedures of the assessments and ensure that the vetting and moderation procedures are fully complied with and effectively implemented in the Professional Diploma in Accountancy programme. The Operator is to report on or before 31 January 2022 the enhancements made to the process illustrating them with supporting documents on two intakes of the Programme.	31 January 2022

2.10 Restriction
The Operator is expected to fulfill and comply with the Restriction during the validity period as stipulated in the accreditation report.

Restriction
Before the commencement of the Professional Diploma in Accountancy

programme, the Operator is required to obtain approval from the Hong Kong Institute of Certified Public Accountants (HKICPA) to operate it as an accredited conversion programme open for public enrolment.

2.11 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations

1. The Operator should look into the factors that may hinder learners from completing the Programme on schedule and explore ways to facilitate their successful completion of the Programme, including but not limited to providing clear and explicit advice to learners upon application and/or enrolment an appropriate study plan for the modules to be enrolled as well as the typical programme length required of an average learner.
2. The Programme should enhance learners' capabilities by incorporating teaching and learning activities that foster their generic skills in most if not all the modules.
3. The Operator should monitor and review the teaching assignments of the part-time staff to ensure their deployment is in line with the intent of the related Human Resources policy.

- 2.12 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 restrictions stipulated in this accreditation report.

3. INTRODUCTION

- 3.1 Kaplan Financial (HK) Limited, formerly known as the Best Alliance Enterprises Limited and The Financial Training (HK) Pte. Limited, was incorporated in Hong Kong in 2005 and has been operating as a business education provider for international professional qualifications and job-related training services in Hong Kong.

- 3.2 Kaplan Financial (HK) Limited, together with Kaplan Business and Accountancy School and Kaplan Language Training (HK) Ltd, is currently

100% held by the Kaplan Holdings Limited incorporated in Hong Kong. The three companies, together with the Kaplan Higher Education (HK) Ltd held by the Kaplan Singapore Pte., work as sister companies of the Kaplan Hong Kong group.

- 3.3 Since 2000, Kaplan Financial (HK) Limited has been providing teaching support to Big-4 accountancy firms in preparing their non-accounting major employees for local accountancy careers. In 2006, it started offering the Kaplan Conversion Programme (KCP) to the public as a conversion programme accredited by the HKICPA that prepares non-accounting degree holders to satisfy the pre-entry education requirements for the Qualification Programme (QP).

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

The Professional Diploma in Accountancy programme aims to:

- enable students who are bachelor degree holders of business and non-accounting disciplines to demonstrate and apply knowledge and intellectual skills in the core areas of professional accountancy and to ensure their technical competencies are qualified to enter the QP of HKICPA; and
- enable students to demonstrate necessary enabling competencies (including interpersonal and communication skills and professional values, ethics and attitudes) which are qualified to enter the QP of the HKICPA.

4.2 Programme Intended Learning Outcomes

- PILO1 Demonstrate solid knowledge and use intellectual skills in accounting and related business disciplines
- PILO2 Analyse and deal with ethical and other practical issues in the accounting profession in Hong Kong and the Greater China region
- PILO3 Apply accounting knowledge and skills in real world situations in the context of ethical and other accounting and regulatory frameworks
- PILO4 Formulate evidence-based responses to routine and abstract accounting and related business issues
- PILO5 Apply effective communication skills for accounting purposes
- PILO6 Determine and achieve personal and team goals by applying effective interpersonal skills

4.3 Programme Structure

Module Title	QF Credits	
Business Knowledge Modules		
Foundation Accounting		
Principles of Economics		
Principles of Management		
Principles of Marketing		
Principles of Statistics		
Core Modules		
Accounting and Financial Reporting		
Auditing		
Cost and Management Accounting		
Financial Management		
Law		
Strategic Information Systems		
Taxation		
Total		102

4.4 Graduation Requirements

- A learner is required to pass all modules of the Programme except for those exempted. Learners are required to fulfil all of the following in order to pass a module:
 - (i) pass each component of assessment task individually (that is, course work, examination, and where applicable, group presentation);
 - (ii) obtain 50% of the total mark of a module; and
 - (iii) achieve 70% or above attendance of a module.

4.5 Admission Requirements

- Applicants should hold a bachelor's degree or above awarded by an institution in Hong Kong or overseas recognised by HKICPA.

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: VA275/01/01, VA275/02/01

HKCAAVQ Report No.: 20/106