



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 STANDARD  
SECURITY & PROPERTY MANAGEMENT  
(ENGLISH MEDIUM)**

**OCTOBER 2020**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1137), 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 Standard Security & Property Management (English Medium);
- (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 Standard Security & Property Management (English Medium) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 15 October 2020 to 31 March 2024.

### 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:

<b>Name of Operator(s)</b>	The Hong Kong Confederation of Trade Unions (ERB) 香港職工會聯盟 (再培訓)
<b>Name of Award Granting Body</b>	Employees Retraining Board 僱員再培訓局

<b>Title of Learning Programme</b>	Foundation Certificate in Standard Security & Property Management (English Medium) 標準保安及物業管理基礎證書（英語授課）
<b>Title of Qualification(s) (Exit Award(s))</b>	Foundation Certificate in Standard Security & Property Management (English Medium) 標準保安及物業管理基礎證書（英語授課）
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	Property and Facilities Management
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 1
<b>QF Credits</b>	19
<b>Mode(s) of Delivery and Programme Length</b>	Full-time 186.5 notional learning hours (including 128 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	15 October 2020 to 31 March 2024
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 20 trainees per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Notes to be indicated on the QR</b>	This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。  Part of this programme is an SGSIA Recognised Training Programme – Quality Assurance System Compliance. 此課程部份為保安及護衛業管理委員會認可培訓課程 — 符合質素保證系統標準。
<b>Address of Teaching/ Training Venue(s)</b>	See Appendix

- 2.4 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 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

To enable the trainees to understand the daily security work of premises and properties, basic entry skills and knowledge of practical work, and the appropriate work attitude, in order to help the trainees secure employment as a Security Guard.

#### 4.2 Programme Intended Learning Outcomes

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

- understand industry-related occupational safety and health-related knowledge;

- carry out patrol duties and register visitors' information properly, according to instructions given;
- understand the job duties, responsibility and work records of property attendants/ security guards;
- understand the legal responsibilities and relevant legislations;
- understand the types of relevant document and handle the enquiries of owners and tenants;
- understand facilities and the practical work in car park and loading area;
- understand the basics of using a computer to carry out daily frontline security for owners, tenants and customers;
- understand basic workplace Cantonese to carry out daily frontline security services for owners, tenants and customers;
- understand and make use of self and emotion management skills;
- exercise basic interpersonal communication skills;
- establish positive work attitudes;
- apply basic job interview skills and employment-related knowledge

#### 4.3 Programme Structure

<b>Module</b>	<b>QF Credit</b>
<b>A. Industry Overview</b>	
(1) Introduction to Industry	
<b>B. Skills Training</b>	
(2) Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)	
(3) Daily Building Security Work	
(4) Owners and Tenants Services	
(5) Facilities and Practical Work in Car park and Loading Area	
(6) Computer Operation	
(7) Vocational Language	
<b>C. Personal Attributes and Job Search Skills</b>	
(8) Personal Attributes	
(9) Job Search Skills	
<b>D. Course Assessment</b>	
(10) Course Assessment	
<b>Total</b>	<b>19</b>

#### 4.4 Graduation Requirements

- Attain an attendance of 80% or above (must attain an attendance of 100% in Module 2 according to the requirement of "Quality Assurance System for the Recognition Scheme of Security Training Course (QASRS)"); and
- Pass the overall assessment; and

- Pass the final written examination.

#### 4.5 Admission Requirements

- Aged 18 or above\*; and
- Primary Six (For applicants without Primary Six qualification, admission will be subject to the applicant's performance at the admission interview); and
- Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit; and
- Pass the English entry test; and
- Interest in security and property management or related work; and
- Demonstrate inclination for employment at the admission interview.

### 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](http://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](http://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](http://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.

**Addresses of Teaching/ Training Venues**

<b>Name of Operator(s)</b>	<b>Address of Teaching/ Training Venue(s)</b>
<p>1. The Hong Kong Confederation of Trade Unions (ERB) 香港職工會聯盟(再培訓)</p>	<p>(a) 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</p> <p>(b) 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</p> <p>(c) Unit 17-19, 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 17-19 室</p> <p>(d) 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</p> <p>(e) Unit 403, 4/F, Tin Ching Amenity &amp; 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</p> <p>(f) 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</p>

**HKCAAVQ Report No.: 20/122**