



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

SUMMARY ACCREDITATION REPORT

**OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT
INSTITUTE**

**INITIAL EVALUATION AND
LEARNING PROGRAMME ACCREDITATION**

PROFESSIONAL CERTIFICATE IN SAFETY AUDITING

MAY 2021

1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA680), 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), was commissioned by Occupational Safety and Health Management Institute (the Institute/Operator) to conduct an Initial Evaluation and Learning Programme Accreditation with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Operator meets the stated objectives and is competent to operate learning programmes that meet the QF Level 4 standards, and can be granted Initial Evaluation Status at QF Level 4;
- (b) To conduct an accreditation test as provided for in the AAVQO to determine whether the Professional Certificate in Safety Auditing programme of the Operator meets the stated objectives and QF standards and can be offered as an accredited programme; and
- (c) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

2. HKCAAVQ'S Determination

Initial Evaluation

2.1 HKCAAVQ has determined that, subject to the fulfilment of the condition set out below, the Operator meets the stated objectives and is competent to operate learning programmes that meet the QF Level 4 standard, and can be granted an Initial Evaluation (IE) status at QF Level 4.

2.2 Validity Period

2.2.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date

of the validity period. Applications will be considered on a case-by-case basis.

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

2.3 The determinations of the IE status are specified as follows:

Name of Operator	Occupational Safety and Health Management Institute 職業安全健康管理研究中心
Address of Operator	4/F, Tai Shing Commercial Yaumatei Building, 498 -500 Nathan Road, Yau Ma Tei, Kowloon
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation	Level 4
Start date of 2-year validity period of IE accreditation status	1 September 2021
Scope of IE Accreditation Status	For local programmes operating in Hong Kong

2.4 Condition

2.4.1 Requirement

The Institute is to review and revise the Quality Assurance Manual to properly document with further details the following aspects of the quality assurance system:

- (a) composition, terms of reference, and frequency of meetings of the committees and key meetings, including but not limited to Health and Safety Training Development Committee, internal assessment meetings, lecturers' meetings; and
- (b) terms of reference and appointment criteria of external consultants/advisors, and frequency of meetings.

The Institute is to submit a revised Quality Assurance Manual to demonstrate clear stipulations of the committees and key meetings in the quality assurance system to HKCAAVQ on the fulfilment of the above requirement **on or before 30 November 2021**.

Learning Programme Accreditation

2.5 HKCAAVQ has determined that, subject to the fulfilment of the condition and compliance with the restriction set out below, the Professional Certificate in Safety Auditing programme meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period of two years.

2.6 Validity Period

2.6.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.6.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in Section 2.8 by the specified deadline.

2.7 The determinations on the Programme are specified as follows:

Name of Operator	Occupational Safety and Health Management Institute 職業安全健康管理研究中心
Name of Award Granting Body	Occupational Safety and Health Management Institute 職業安全健康管理研究中心
Title of Learning Programme	Professional Certificate in Safety Auditing 安全審核專業證書
Title of Qualification (Exit Award)	Professional Certificate in Safety Auditing 安全審核專業證書
Primary Area of Study and Training	Medicine, Dentistry and Health Sciences

Sub-area (Primary Area of Study and Training)	Occupational Safety and Health
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
QF Level	Level 4
QF Credits	11
Mode of Delivery and Programme Length	Part-time, 9 months
Start Date of Validity Period	1 September 2021
End Date of Validity Period	31 August 2023
Number of Enrolment	Two enrolments per year
Maximum Number of New Students	60 per year
Address of Teaching / Training Venue	4/F, Tai Shing Commercial Yaumatei Building, 498 -500 Nathan Road, Yau Ma Tei, Kowloon

2.8 Condition

2.8.1 Requirement

The Institute is to expand the pool of examination papers to no less than six sets, and to establish a guideline document to ensure the examination paper used in an examination is randomly selected from the pool.

The Institute is to submit six sets of examination papers together with their approval records, and a guideline document that sets out proper procedures to ensure random selection of examination papers to HKCAAVQ on the fulfilment of the above requirement **on or before 28 February 2022**.

2.9 Restriction

- 2.9.1 The Institute is to maintain the validity of the approval status granted by the Labour Department to ensure the qualification of the programme is recognised for the purpose of registration as Safety Officers. The Institute must inform HKCAAVQ immediately in case there is any change in the approval status.

2.10 Recommendation

HKCAAVQ also offers the following recommendations for continuous improvement of the Programme.

- 2.10.1 The Institute should regularly review and update the reference information in the teaching and learning materials of the Programme, to maintain the relevancy and currency of the reference information.
- 2.11 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 Occupational Safety and Health Management Institute (OSHMI) (the Institute) was established in 1998. The Institute provides training courses and materials in the area of health, safety and environmental protection for the construction industry and other industries. Currently, the Operator does not offer any HKCAAVQ-accredited programmes under the Qualifications Register (as of 31 January 2021).
- 3.2 The Operator commissioned HKCAAVQ to conduct an Initial Evaluation (IE) and Learning Programme Accreditation (LPA) for the Professional Certificate in Safety Auditing programme (the Programme). HKCAAVQ formed an expert Panel for this exercise. In

view of the outbreak of the Coronavirus Disease 2019 (COVID-19), the site visit was conducted via video-conference on 12 March 2021 to reduce social contact. HKCAAVQ's *Manual for the Four-stage Quality Assurance Process under HKQF (Version 1.2, November 2020)* was the guiding document for the Operator and the Panel in conducting this exercise.

4. Programme Details

The following programme information is provided by the operator.

4.1 Programme Objectives (only available in Chinese)

安全審核專業證書課程是針對規例中安全審核員的職責而設計，課程旨在裝備學員，使其能有效執行安全審核員的職責，以帶領工地實施安全管理，減少職業傷亡意外。

4.2 Programme Intended Learning Outcomes (only available in Chinese)

完成本課程後，學員應能：

- PILO 1 在各種工作場所中解釋並應用法律要求，行業標準和最佳實踐。
- PILO 2 應用風險管理原則預測，識別，評估和控制物理、化學、生物和環境因素等危害。
- PILO 3 使用發展、實施和維持的安全管理制度模式，監察和評估健康與安全計劃的實施程序。
- PILO 4 通過推廣職業健康與安全的管理體系，文化和實踐，以增強個人的安全意識和持續改善安全管理制度。

4.3 Programme Structure

- 4.3.1 The Programme is delivered in part-time mode only and comprises three parts of modules. The following two tables summarise the structure of the Programme:

Module Part	QF Level	Contact Hours	Self-study Hours	Notional Learning Hours
Part A: Safety Management <i>(including 11 modules; each module is three hours.)</i>	4	33	0	33
Part B: Safety Auditing <i>(including 9 modules and a 3-hour examination; each module is three hours.)</i>	4	30	0	30
Part C: Audit Project	4	0	45	45
Total	--	63	45	108

Part A: Safety Management
1. Legal Requirements and Industry Standards
2. Principles of loss control
3. Principles of safety management
4. Safety policy and safety organization
5. In-house safety rules and regulation; Safety training
6. Safety committee; Safety promotion
7. Job hazard analysis and Programme for inspection of hazardous conditions
8. Accident/incident investigation
9. Personal protection programme, Process control programme, Health assurance programme
10. Emergency preparedness; Evaluation, selection and control of sub-contractors
11. Successful safety and health management
Part B: Safety Auditing
12. Introduction to safety auditing
13. Practical steps in safety audit
14. Audit skills
15. Interviewing technique
16. Audit report writing technique
17. Introduction to common auditing systems I
18. Introduction to common auditing systems II
19. Developing an in-house safety auditing system I
20. Developing an in-house safety auditing system II
Part C: Audit Project

4.4 Graduation Requirements

- (a) Having attained at least 75% of the overall attendance;
- (b) Having submitted all assessment tasks and reports of the Audit Project, and obtained at least 60% of the overall score of the Audit Project; and
- (c) Having attended the examination and obtained a passing score which is 60.

4.5 Admission Requirements

General Requirements

Applicants must meet one of the two general requirements below:

- (a) Being a registered safety officer; and Holding a Bachelor's degree, with at least two years of relevant full-time work experience in the field of occupational safety and health management
- (b) Age 18 or above, with at least three years of relevant full-time work experience in the field of occupational safety and health management, supported by a relevant reference letter from the employer

Chinese Proficiency

Applicants must meet one of the following Chinese language proficiency requirements:

- HKDSE Chinese Language: Level 2; or
- HKCEE Chinese Language: Grade E; or
- Passing a Chinese oral reading test in an admission interview.

English Proficiency

Applicants must meet one of the following English language proficiency requirements:

- HKDSE English Language: Level 2; or
- HKCEE English Language (Syllabus B): Grade E; or
- IELTS 5.0 in the recent two years.

4.6 Teaching and Learning Activities

The teaching and learning activities of the Programme include lectures, workshops, tutorials, a project and presentation.

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 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 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 (<http://www.legislation.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 <http://www.hkqf.gov.hk>.

5.3 Qualifications Register

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <https://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.

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