



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

SUMMARY ACCREDITATION REPORT

**YMCA COLLEGE OF CONTINUING EDUCATION
(EVENING)**

**LEARNING PROGRAMME ACCREDITATION
CERTIFICATE IN COMMUNICATIVE ENGLISH**

MARCH 2021

1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA684), 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 YMCA College of Continuing Education (Evening) to conduct a Learning Programme Accreditation (LPA) Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Certificate in Communicative English programme of YMCA College of Continuing Education (Evening) (the Operator/College) meets the stated objectives and Qualifications Framework (QF) standards and can be offered as an accredited programme; and
- (b) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

2. HKCAAVQ'S Determination

2.1 HKCAAVQ has determined that the Certificate in Communicative English Programme (the Programme) meets the stated objectives and QF standard at Level 2 and can be offered as an accredited programme with a validity period of two years.

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.

2.3 The determinations on the Programme are specified as follows:

Name of Operator(s)	YMCA College of Continuing Education (Evening) 港青專業進修書院 (夜校)
Name of Award Granting Body	YMCA College of Continuing Education (Evening) 港青專業進修書院 (夜校)
Title of Learning Programme	Certificate in Communicative English 活用英語證書
Title of Qualification(s) (Exit Award(s))	Certificate in Communicative English 活用英語證書
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
QF Level	Level 2
QF Credits	24
Mode(s) of Delivery and Programme Length	Part-time, 7 months
Start Date of Validity Period	1 October 2021
End Date of Validity Period	30 September 2023
Number of Enrolment(s)	Four enrolments per year
Maximum Number of New Students	Part-time, 100 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
Address of Teaching / Training Venue(s)	6/F, 41 Salisbury Road, Tsimshatsui, Kowloon, Hong Kong

2.4 Recommendation

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

- 2.4.1 The College should regularly review the entry test and the passing score to ensure that the selection of the designated group of learners to undertake the programme is effective and appropriate.

- 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 YMCA College of Continuing Education (Evening) was established by YMCA of Hong Kong in 1992. It is a non-profit-making Christian education institution offering full-time and part-time programmes in the fields of hospitality and tourism, business, languages, etc. Currently, the Operator does not offer any HKCAAVQ-accredited programmes under the Qualifications Register (as of 30 October 2020).

- 3.2 The College commissioned HKCAAVQ to conduct a Learning Programme Accreditation (LPA) for the Certificate in Communicative English Programme. HKCAAVQ formed an expert Panel for this LPA exercise. In view of the outbreak of the Coronavirus Disease 2019 (COVID-19), the site visit was conducted via video-conference on 7 January 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

The programme, through exposure to different scenarios, aims to provide opportunities for students to:

PO 1: Deliver clear and structural message in both workplace and daily life with appropriate formality; and

PO 2: Enhance their ability to conduct simple written text and respond to predictable workplace and daily life contexts, in order to provide effective administrative support in workplace environment.

4.2 Programme Intended Learning Outcomes

Upon completion of the programme, students should be able to:

PILO 1: Demonstrate reasonable clarity in writing simple texts related to predictable and structured workplace/ daily life contexts by using language skills in writing, in order to provide administrative support in the office.

PILO 2: Understand simple written texts related to predictable and structured workplace/ daily life contexts by using language skills in reading, in order to summarising general information and locating/ extracting specific information.

PILO 3: Identify main ideas of conversations and pass on information in predictable and structured workplace/ daily life by using language skills in listening, in order to communicate effectively with people in the workplace.

PILO 4: Participate in simple oral interactions about identified subjects related to predictable and structured workplace/ daily life contexts, in order to establish and maintain social relationships effectively with people in the workplace/ daily life.

4.3 Programme Structure

Module	QF Level	Contact Hours				Self-study Hours	Notional Learning Hours	QF Credits
		Lecture	Workshop / Tutorial	Summative Assessment	Total			
English Usage 1	2	18.5	10	1.5	30	30	60	6
English Usage 2	2	18	10	2	30	30	60	6
Practical Communication 1	2	15	14	1	30	30	60	6
Practical Communication 2	2	13	15	2	30	30	60	6
Total		64.5	49	6.5	120	120	240	24

4.4 Graduation Requirements

- Completed and passed all four modules; and
- Attained at least 80% of attendance in each of the four modules.

4.5 Admission Requirements

- Age 16 or above; and
- Pass an 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 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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