



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

SUMMARY ACCREDITATION REPORT

**SHINE SKILLS CENTRE,
VOCATIONAL TRAINING COUNCIL**

LEARNING PROGRAMME ACCREDITATION

**CERTIFICATE IN BASIC COMPUTER
APPLICATIONS IN WORKPLACE**

**CERTIFICATE IN BASIC BEVERAGE AND
SNACK PRODUCTION**

MAY 2022

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1380), 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 Shine Skills Centre, Vocational Training Council (職業訓練局展亮技能發展中心) (Operator) 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 programmes of the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 1 standard and can be offered as accredited programmes:
 - (i) Certificate in Basic Computer Applications in Workplace;
 - (ii) Certificate in Basic Beverage and Snack Production; and
- (b) To issue to the Operator 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

I. Certificate in Basic Computer Applications in Workplace

2.1 HKCAAVQ has determined that, the Certificate in Basic Computer Applications in Workplace meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 September 2022 to 31 August 2025.

2.2 Validity Period

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

2.3 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	Shine Skills Centre, Vocational Training Council 職業訓練局展亮技能發展中心
----------------------------	---

Name of Award Granting Body	Vocational Training Council 職業訓練局
Title of Learning Programme	Certificate in Basic Computer Applications in Workplace 基礎職場電腦應用證書
Title of Qualification(s) (Exit Award(s))	Certificate in Basic Computer Applications in Workplace 基礎職場電腦應用證書
Primary Area of Study and Training	Computer Science and Information Technology
Sub-area (Primary Area of Study and Training)	Computer Science and Information Technology
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	13
Mode(s) of Delivery and Programme Length	Part-time, 4 months
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2022 to 31 August 2025
Number of Enrolment(s)	1 enrolment per year
Maximum Number of New Students	Maximum of 18 learners per year
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

of Generic (Foundation) Competencies-based Programme	
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	Not applicable
Address of Teaching/ Training Venue(s)	Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus, No. 1D Oxford Road, Kowloon Tong, Kowloon 九龍九龍塘牛津道 1D 號展亮技能發展中心（觀塘） – 牛津道暫遷校舍

Learning Programme Accreditation

II. Certificate in Basic Beverage and Snack Production

2.4 HKCAAVQ has determined that, the Certificate in Basic Beverage and Snack Production meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 September 2022 to 31 August 2025.

2.5 **Validity Period**

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

2.6 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	Shine Skills Centre, Vocational Training Council 職業訓練局展亮技能發展中心
Name of Award Granting Body	Vocational Training Council 職業訓練局
Title of Learning Programme	Certificate in Basic Beverage and Snack Production 基礎飲品及小食製作證書
Title of Qualification(s) (Exit Award(s))	Certificate in Basic Beverage and Snack Production 基礎飲品及小食製作證書

Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Catering, Food and Beverage Services
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	13
Mode(s) of Delivery and Programme Length	Part-time, 4 months
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2022 to 31 August 2025
Number of Enrolment(s)	1 enrolment per year
Maximum Number of New Students	Maximum of 18 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
Notes to be indicated on the QR	Not applicable

Address of Teaching/ Training Venue(s)	Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus, No. 1D Oxford Road, Kowloon Tong, Kowloon 九龍九龍塘牛津道 1D 號展亮技能發展中心（觀塘） – 牛津道暫遷校舍
---	---

- 2.7 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 Shine Skills Centre (SSC) is a member of Vocational Training Council (VTC) Group which has been offering skills training programmes for people with disabilities aged 15 or above to enhance their employability since 1991.
- 3.2 This accreditation exercise was conducted in a form of paper-based review in accordance with HKCAAVQ's Differentiation Approach to accreditation.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

I. Certificate in Basic Computer Applications in Workplace

- Develop student's basic knowledge and skills in using computer applications in workplace;
- Introduce to students the proper practices and attitude in using the Internet in workplace.

II. Certificate in Basic Beverage and Snack Production

- Develop student's basic and operative knowledge and skills in the beverage and snack production fields;
- Introduce to students the proper occupational conduct and practices in beverage and snack production fields.

4.2 Programme Intended Learning Outcomes

I. Certificate in Basic Computer Applications in Workplace

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

- PILO-1. Apply the basic knowledge and skills in using the Internet with proper practices and attitude;
- PILO-2. Apply the basic knowledge and skills in using Microsoft Word and Microsoft Excel; and
- PILO-3. Apply the basic knowledge and skills in using Email.

II. Certificate in Basic Beverage and Snack Production

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

- PILO-1. Apply the basic knowledge and skills in operating beverage equipment;
- PILO-2. Apply the basic knowledge and skills in making beverages and snacks;
- PILO-3. Apply the basic knowledge and skills in cleaning utensils; and
- PILO-4. Adopt basic occupational health and safety standards when performing the workplace tasks.

4.3 Programme Structure

I. Certificate in Basic Computer Applications in Workplace

Module	QF Credit
Basic Computer Applications in Workplace	13

II. Certificate in Basic Beverage and Snack Production

Module	QF Credit
Basic Beverage and Snack Production	13

4.4 Graduation Requirements

All Programmes

- Students have to successfully achieve an overall pass mark of the programme (minimum pass mark is 40%) with a minimal attendance rate of 70% to be qualified for the award.

4.5 Admission Requirements

All Programmes

- Aged 15 or above;

- Having obtained the recommendations from Shine Vocational Assessment Service (SVAS); and
- Pass an 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) 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: VA12/02/53-54

