



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

SUMMARY ACCREDITATION REPORT

**INSTITUTE OF PROFESSIONAL
EDUCATION AND KNOWLEDGE,
VOCATIONAL TRAINING COUNCIL**

LEARNING PROGRAMME RE-ACCREDITATION

**POSTGRADUATE DIPLOMA IN INSURANCE
IN RISK MANAGEMENT
PROFESSIONAL DIPLOMA IN
BUSINESS MANAGEMENT
PROFESSIONAL DIPLOMA IN INSURANCE
PROFESSIONAL DIPLOMA IN MANAGEMENT
FOR THE CATERING INDUSTRY**

DECEMBER 2021

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1315), 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 Institute of Professional Education And Knowledge, Vocational Training Council (職業訓練局高峰進修學院) (“Operator”) to conduct a Learning Programme Re-accreditation (re-LPA) Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Levels 4 and 6 standards and can continue to be offered as accredited programmes:
 - (i) Postgraduate Diploma in Insurance in Risk Management;
 - (ii) Professional Diploma in Business Management;
 - (iii) Professional Diploma in Insurance; and
 - (iv) Professional Diploma in Management for the Catering Industry
- (b) To issue to the Operator accreditation report(s) 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 Re-accreditation

Postgraduate Diploma in Insurance in Risk Management

2.1 HKCAAVQ has determined that the Postgraduate Diploma in Insurance in Risk Management meets the stated objectives and QF standard at Level 6, and can be offered as an accredited programme with a validity period from 1 May 2022 to 30 April 2027.

Professional Diploma in Business Management

2.2 HKCAAVQ has determined that the Professional Diploma in Business Management meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 April 2022 to 30 April 2027.

Professional Diploma in Insurance

- 2.3 HKCAAVQ has determined that the Professional Diploma in Insurance meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 April 2022 to 30 April 2027.

Professional Diploma in Management for the Catering Industry

- 2.4 HKCAAVQ has determined that the Professional Diploma in Management for the Catering Industry meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 April 2022 to 30 April 2027.

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 Re-accreditation are specified as follows:

Name of Operator(s)	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院
Name of Award Granting Body	Vocational Training Council 職業訓練局	Vocational Training Council 職業訓練局
Title of Learning Programme	Postgraduate Diploma in Insurance in Risk Management 保險風險管理深造文憑	Professional Diploma in Business Management 商業管理專業文憑
Title of Qualification(s) (Exit Award(s))	Postgraduate Diploma in Insurance in Risk Management 保險風險管理深造文憑	Professional Diploma in Business Management 商業管理專業文憑
Primary Area of Study and Training	Business and Management	Business and Management
Sub-area (Primary Area of Study and Training)	Insurance	General Business Management
Other Area of Study and Training	Not applicable	Not applicable

Sub-area (Other Area of Study and Training)	Not applicable	Not applicable
Industry	Insurance	Not applicable
Branch	General Insurance	Not applicable
QF Level	Level 6	Level 4
QF Credits	120	120
Mode(s) of Delivery and Programme Length	Part-time, 2.5 years 1,200 notional learning hours (including 240 contact hours)	Part-time, 2 years 1,200 notional learning hours (including 240 contact hours)
Intermediate Exit Award(s)	Not applicable	Not applicable
Validity Period	1 May 2022 to 30 April 2027	1 April 2022 to 30 April 2027
Number of Enrolment(s)	Not applicable	Not applicable
Maximum Number of New Students	Maximum of 90 learners per year	Maximum of 100 learners per year
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	Not applicable	
Address of Teaching/ Training Venue(s)	VTC Tower, 27 Wood Road, Wanchai, Hong Kong 香港灣仔活道 27 號 職業訓練局大樓	

Name of Operator(s)	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院
Name of Award Granting Body	Vocational Training Council 職業訓練局	Vocational Training Council 職業訓練局
Title of Learning Programme	Professional Diploma in Insurance 保險學專業文憑	Professional Diploma in Management for the Catering Industry 飲食業管理專業文憑
Title of Qualification(s) (Exit Award(s))	Professional Diploma in Insurance 保險學專業文憑	Professional Diploma in Management for the Catering Industry 飲食業管理專業文憑
Primary Area of Study and Training	Business and Management	Services
Sub-area (Primary Area of Study and Training)	Insurance	Catering, Food and Beverage Services
Other Area of Study and Training	Not applicable	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable	Not applicable
Industry	Insurance	Not applicable
Branch	General Insurance	Not applicable
QF Level	Level 4	Level 4
QF Credits	120	120
Mode(s) of Delivery and Programme Length	Part-time, 2 years 1,200 notional learning hours (including 240 contact hours)	Part-time, 2 years 1,200 notional learning hours (including 240 contact hours)
Intermediate Exit Award(s)	Not applicable	(1) Professional Certificate in Management for the Catering Industry 飲食業管理專業證書

		(2) Certificate in Management for the Catering Industry (Customer Service Management Module) 飲食業管理證書 (顧客服務管理單元)
Validity Period	1 April 2022 to 30 April 2027	1 April 2022 to 30 April 2027
Number of Enrolment(s)	Not applicable	Not applicable
Maximum Number of New Students	Maximum of 180 learners per year	Maximum of 100 learners per year
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	Not applicable	This programme includes two intermediate exit awards, namely Professional Certificate in Management for the Catering Industry and Certificate in Management for the Catering Industry (Customer Service Management Module). 此課程包括兩個中段結業資歷，資歷名稱為飲食業管理專業證書及飲食業管理證書（顧客服務管理單元）。

Address of Teaching/ Training Venue(s)	VTC Tower, 27 Wood Road, Wanchai, Hong Kong 香港灣仔活道 27 號 職業訓練局大樓	(1) VTC Tower, 27 Wood Road, Wanchai, Hong Kong 香港灣仔活道 27 號 職業訓練局大樓 (2) 3/F, VTC Tao Miao Institute, 13 Au Pui Wan Street, Fo Tan, New Territories 新界火炭坳背灣街十三號 職業訓練局稻苗學院 三樓
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Learning Programme Re-accreditation

Professional Diploma in Management for the Catering Industry

- 2.7 The determinations on the Intermediate Exit Awards of the Learning Programme Re-accreditation are specified as follows:

Name of Operator(s)	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院
Name of Award Granting Body	Vocational Training Council 職業訓練局	Vocational Training Council 職業訓練局
Title of Learning Programme	Professional Diploma in Management for the Catering Industry 飲食業管理專業文憑	Professional Diploma in Management for the Catering Industry 飲食業管理專業文憑
Title of Qualification(s) [Intermediate Exit Award(s)]	Professional Certificate in Management for the Catering Industry 飲食業管理專業證書	Certificate in Management for the Catering Industry (Customer Service Management Module) 飲食業管理證書 (顧客服務管理單元)
Primary Area of Study and Training	Services	Services

Sub-area (Primary Area of Study and Training)	Catering, Food and Beverage Services	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 4	Level 4
QF Credits	45	5
Mode(s) of Delivery and Programme Length	Part-time, 10 months 450 notional learning hours (including 90 contact hours)	Part-time, 1 month 50 notional learning hours (including 10 contact hours)
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	This is an intermediate exit award of the Professional Diploma in Management for the Catering Industry. 此資歷為飲食業管理專業文憑的中段結業資歷。	

- 2.8 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 Established in 2003, The Institute of Professional Education And Knowledge (PEAK) is a member institution under the Vocational Training Council (VTC). Operating on a self-financed basis, PEAK has been offering a comprehensive range of professional development programmes and services for the working population and corporations in Hong Kong.
- 3.2 In consideration of the Operator's track record from previous accreditation exercises, this accreditation exercise was conducted in the form of paper-based review in accordance with HKCAAVQ's Differentiation Approach to accreditation.

4. PROGRAMME DETAIL

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Postgraduate Diploma in Insurance in Risk Management

- 1 Develop students' professional skills in devising and planning effective and efficient methods and strategies for managing complex issues in the risk management and insurance fields;
- 2 Cultivate students' integrity, ethics and commitment to risk management and insurance professional practices; and
- 3 Nurture students' self-reflection and lifelong learning awareness of further professional development.

Professional Diploma in Business Management

- 1 Provide students an understanding of integrative knowledge and skills in business management for various business contexts;
- 2 Build up students' capacity of resolving business-related problems in various organisations effectively; and
- 3 Prepare students for further education and professional development in the business sector.

Professional Diploma in Insurance

- 1 Provide students with an understanding of specialist knowledge and skills in the insurance and financial services sector through reflective and innovative approaches;
- 2 Develop students' ability of performing various job duties in a professional manner at both the functional and cross-functional levels; and
- 3 Prepare students for further education and professional development in the insurance and financial services sector.

Professional Diploma in Management for the Catering Industry

- 1 Equip catering practitioners with the knowledge of and skills in theory and management practice in the areas such as human resources management, financial management, business management and operation, and customer service;
- 2 Develop catering practitioners' perspectives on contemporary issues in the areas such as human resources management, financial management, business management and operation, and customer service; and
- 3 Prepare catering practitioners for more advanced roles and to pursue their lifelong professional development.

4.2 Programme Intended Learning Outcomes

Postgraduate Diploma in Insurance in Risk Management

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

- 1 assess and manage risk portfolios for risk prevention and management improvement in organizations;
- 2 develop corporate-level strategies and review risk management frameworks in compliance with regulatory requirements and ethical standards;
- 3 propose rules and regulations for governing risk management and for managing insurance and financial products and services in response to the market demand;
- 4 apply a broad range of professional knowledge in risk management and insurance, and skills in leadership, communication and research to manage risk management functions within insurance and financial organizations; and
- 5 reflect on current professional practice to identify plans for further professional development.

Professional Diploma in Business Management

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

- 1 Analyse business issues and suggest feasible solutions with the application of fundamental theories, concepts and practices in the core areas of business management, economics, accounting and marketing;
- 2 Analyse management functions, principles and processes that contribute to the achievement of organisational goals;
- 3 Define, analyse and solve structured and unstructured problems for business development of organisations in a variety of business contexts; and
- 4 Work and collaborate with business professionals and different stakeholders in making business decisions

Professional Diploma in Insurance

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

- 1 Apply a systematic body of knowledge appropriate to manage independent insurance work applications;
- 2 Identify, gather and evaluate information as well as communicate effectively and appropriately in a broad range of professional work activities relating to insurance and financial services;
- 3 Define, analyze and solve structured and unstructured problems in insurance and financial services sector by selecting and using relevant information; and
- 4 Perform duties in compliance with relevant requirements and professional codes of conduct in the insurance and financial services sector.

Professional Diploma in Management for the Catering Industry

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

- 1 Apply theories, concepts, principles and practices of management in the areas such as human resources management, financial management, business management and operation, and customer service for the operation and development of catering business;
- 2 Analyse and interpret business management information to make business decisions in the catering business operations;
- 3 Perform management and supervisory functions in catering organisations and execution of activities in order to maintain good staff relations; and
- 4 Analyse and evaluate operational managerial problems and contemporary issues in order to formulate feasible solutions.

4.3 Programme Structure

Postgraduate Diploma in Insurance in Risk Management

Module Title	QF Credits
Enterprise Risk Management	15
Law and Practice of Insurance	15
Managing Insurance Organizations and Self-insurance	15
Property Insurance Management	15
Liability Insurance Management	15
Marine Insurance Management	15
Life and Medical Insurance Management	15
Reinsurance Management	15
Operational Risk Management	15
Financial Risk Management	15

Financial Planning Management	15
Corporate Governance and Compliance	15
Total	120

Professional Diploma in Business Management

Module Title	QF Credits
Core Modules	
Management Theory and Practice	15
Business Economics	15
Business Statistics	15
Business Organisation	15
Financial Accounting and Management Accounting	15
Marketing Strategy	15
Elective Modules (Choose any TWO of the elective modules)	
Contemporary Business Communication	15
Hong Kong Business Law	15
Financial Management	15
Human Resources Management	15
Buying Behaviour	15
Digital Technologies in Business Management	15
Total	120

Professional Diploma in Insurance

Module Title	QF Credits
Compulsory Core Module	
Insurance Principle and Practice	15
Elective Legal Modules (Choose any 1-3 of the elective legal modules)	
Legal Aspect of General Insurance	15
Legal Aspect of Life Insurance	15
Legal Framework for Insurance Contract	15
Elective Modules (Choose any 4-6 of the elective modules)	
Insurance Organization Operations	15
Liability Insurance	15
Marine and Aviation Insurance	15
Personal Investment and Financial Services	15

Financial Planning	15
Business Financial Planning	15
Insurance Underwriting and Claims	15
Property Insurance	15
Motor Insurance	15
Life and Health Insurance	15
Life Insurance Underwriting and Claims	15
Total	120

Professional Diploma in Management for the Catering Industry

Module Title	QF Credits
Core Modules	
Management Structure and Operation in Restaurants	5
Corporate Culture and Leadership in the Catering Industry	5
Financial Management and Cost Control in Restaurants	5
Performance Appraisal and Remuneration Management in the Catering Industry	5
Team Building and Motivation in Restaurants	5
Communication and Listening Skills	5
Restaurant Manpower Planning	5
Training Strategies and Methodologies in the Catering Industry	5
Psychology and Behaviour of Catering Practitioners	5
Crisis and Conflict Management in Restaurants	5
Staff Recruitment, Retention and Management in the Catering Industry	5
Strategic Management in the Catering Industry	5
Case Study on Management in Restaurant Operations	5
Case Study on Human Resources Management in the Catering Industry	5
Elective Modules (Choose any TEN of the elective modules)	
Analysis of Business Environment of the Catering Industry	5
Customers' Needs and Market Positioning in the Catering Industry	5
Customer Service Management in the Catering Industry	5
Development of Marketing Plans for Restaurants and Catering Organisations	5
Branding Studies for the Catering Industry	5

Wine Studies	5
Market Trends and Challenges in Hong Kong Catering Industry	5
Strategies and Mediation Skills in Handling Customer Complaints	5
Negotiation and Lobbying Skills	5
Function Catering Management	5
Menu Design and Planning	5
Applied Food Nutrition and Dietary Studies	5
Carbon Emission and Environmental Management in Restaurants	5
International Quality Standards and Certifications: ISO9001, 5-S and HACCP	5
Labour Relations and Legislation in the Catering Industry	5
Information Management System in the Catering Industry	5
Total	120

Professional Certificate in Management for the Catering Industry

Module Title	QF Credits
Core Modules	
Management Structure and Operation in Restaurants	5
Corporate Culture and Leadership in the Catering Industry	5
Financial Management and Cost Control in Restaurants	5
Performance Appraisal and Remuneration Management in the Catering Industry	5
Team Building and Motivation in Restaurants	5
Communication and Listening Skills	5
Elective Modules (Choose any THREE of the elective modules)	
Analysis of Business Environment of the Catering Industry	5
Customers' Needs and Market Positioning in the Catering Industry	5
Customer Service Management in the Catering Industry	5
Development of Marketing Plans for Restaurants and Catering Organisations	5
Branding Studies for the Catering Industry	5
Wine Studies	5
Total	45

Certificate in Management for the Catering Industry (Customer Service Management Module)

Module Title	QF Credits
Customer Service Management in the Catering Industry	5
Total	5

4.4 Graduation Requirements

Postgraduate Diploma in Insurance in Risk Management

- achievement of the designated QF credits, i.e. students need to pass all the designated core modules and the required number of elective modules within the maximum registration period

Professional Diploma in Business Management

- achievement of the designated QF credits, i.e. students need to pass all the designated core modules and the required number of elective modules within the maximum registration period

Professional Diploma in Insurance

- achievement of the designated QF credits, i.e. students need to pass all the designated core modules and the required number of elective modules within the maximum registration period

Professional Diploma in Management for the Catering Industry

- achievement of the designated QF credits, i.e. students need to pass all the designated core modules and the required number of elective modules within the maximum registration period

Attainment of Intermediate Exit Award for Professional Certificate in Management for the Catering Industry

- achievement of the designated QF credits, i.e. students need to pass all the designated core modules and the required number of elective modules within the maximum registration period

Attainment of Intermediate Exit Award for Certificate in Management for the Catering Industry (Customer Service Management Module)

- achievement of the designated QF credits, i.e. students need to pass all the designated core modules and the required number of elective modules within the maximum registration period

4.5 Admission Requirements

Postgraduate Diploma in Insurance in Risk Management

- Hold a bachelor's degree awarded by a recognized institution; and working full-time in related industries; or
- Have achieved a level in relevant professional qualifications equivalent to a bachelor's degree; and have one year of full-time work experience in related industries; or
- Applicants with other qualifications and three years of senior-level work experience in related industries will be considered on individual merits and subject to a satisfactory admission interview.

AND

English language proficiency requirements

If the bachelor's degree is not from an institution where the language of teaching and assessment is English, or if the relevant professional qualifications are not awarded in Hong Kong nor an English-speaking country, applicants shall provide the following evidence of English proficiency:

- an overall band score of 6.5 in IELTS; or
- a TOEFL score of 550 (paper-based test) or 213 (computer-based test) or 79 (internet-based test); or
- equivalent qualifications.

Professional Diploma in Business Management

- Five HKDSE subjects at Level 2 or above, including English and Chinese Languages with 2 or more years' relevant full-time work experience; or
- Five HKCEE subjects at Grade E/Level 2 or above, including English* and Chinese Languages with 3 or more years' relevant full-time work experience; or
- Completion of a QF Level 3 programme that is deemed acceptable to the respective Programme Committee; or
- Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3 or above AND a pass in an admission interview; or
- Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Committee AND a pass in an admission interview.

** Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A)*

Entry requirements for mature applicants are:

- Aged 23 years old or above with at least 2 years of relevant full-time work experience subject to a satisfactory admission interview.

Professional Diploma in Insurance

- Five HKDSE subjects at Level 2 or above, including English and Chinese Languages with 2 or more years' relevant full-time work experience; or
- Five HKCEE subjects at Grade E/Level 2 or above, including English* and Chinese Languages with 3 or more years' relevant full-time work experience; or
- Completion of a QF Level 3 programme that is deemed acceptable to the respective Programme Committee; or
- Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3 or above AND a pass in an admission interview; or
- Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Committee AND a pass in an admission interview.

** Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A)*

Entry requirements for mature applicants are:

- Aged 23 years old or above with at least 2 years of relevant full-time work experience subject to a satisfactory admission interview.

Professional Diploma in Management for the Catering Industry

- Five HKDSE subjects at Level 2 or above, including English and Chinese Languages with 2 or more years' relevant work experience, or equivalent; or
- Five HKCEE subjects at Grade E/Level 2 or above, including English* and Chinese Languages with 3 or more years' relevant work experience, or equivalent; or
- Completion of a QF Level 3 programme that is deemed acceptable to PEAK Hospitality Programme Committee (HTPCOM) or the delegated Programme Leader; or
- Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3 or above that is deemed acceptable to PEAK HTPCOM or the delegated Programme Leader AND a pass in an admission interview; or
- Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by PEAK HTPCOM or the delegated Programme Leader AND a pass in an admission interview; and
- Applicants are preferably existing practitioners in the catering industry.

** Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A)*

Entry requirements for mature applicants are:

- Aged 23 years old or above with at least 2 years of relevant full-time work experience subject to a satisfactory 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.

HKCAAVQ Report No.: 21/152