



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 RE-ACCREDITATION

**FOUNDATION CERTIFICATE IN JOB SEARCH
SKILLS (ENGLISH MEDIUM) (PART-TIME)**

JULY 2022

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1425), 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 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 programme of ERB to be jointly operated by ERB and its appointed Training Bodies (the Operators) meets the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 1 standard and can continue to be offered as an accredited programme:
 - (i) Foundation Certificate in Job Search Skills (English Medium) (Part-time); and
- (b) To issue to ERB 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 Re-accreditation

2.1 HKCAAVQ has determined that the Foundation Certificate in Job Search Skills (English Medium) (Part-time) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 April 2023 to 31 March 2027.

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 Re-accreditation are specified as follows:

Name of Operator(s)	Hong Kong Sheng Kung Hui Welfare Council Limited (ERB) 香港聖公會福利協會有限公司 (再培訓)
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Name of Award Granting Body	Employees Retraining Board 僱員再培訓局
Title of Learning Programme	Foundation Certificate in Job Search Skills (English Medium) (Part-time) 求職技巧基礎證書（英語授課）（兼讀制）
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Job Search Skills (English Medium) (Part-time) 求職技巧基礎證書（英語授課）（兼讀制）
Primary Area of Study and Training	Humanities
Sub-area (Primary Area of Study and Training)	Humanities
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	2
Mode(s) of Delivery and Programme Length	Part-time, 20.75 notional learning hours (including 12 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 April 2023 to 31 March 2027
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 20 learners per class
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 ERB standardised programme. 此為僱員再培訓局的標準化課程。
Address of Teaching/ Training Venue(s)	(1) Right Wing, G/F, Tung Chung Community Services Complex, 420 Tung Chung Road, Lantau Island, N.T. 新界大嶼山東涌道 420 號東涌社區服務綜合大樓 地下右翼 (2) 2/F, Fu Tung Plaza, Tung Chung, Lantau Island 大嶼山東涌富東廣場 2 樓

- 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 under the Employees Retraining Ordinance. ERB coordinates, funds and monitors the appointed Training Bodies with training centres across the territory to provide training courses and services. ERB offers various training courses straddling nearly 30 industries.

4. PROGRAMME DETAILS

The following is the programme information provided by ERB / the Operator.

4.1 Programme Objectives

To equip trainees with job search skills, related ordinances and the rights and responsibilities involved, in order to strengthen their market competitiveness.

4.2 Programme Intended Learning Outcomes

Upon completion of the programme, learners should be able to apply basic job interview skills and employment-related knowledge.

4.3 Programme Structure

Topic	QF Credit
(1) Job Seeking and Interviewing skills	2
(2) Basic relevant Ordinances	
(3) Course Assessment	
Total	2

4.4 Graduation Requirements

- Attain an attendance of 80% or above; and
- Pass the overall course assessment (50%), and
- Pass both the continuous assessment and the final examination (50%)

4.5 Admission Requirements

- Aged 15 or above; and
- Education attainment of sub-degree or below; and
- Possess basic English literacy skills.

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.: 22/115