



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

SUMMARY ACCREDITATION REPORT

**HKPC ACADEMY OF THE HONG KONG
PRODUCTIVITY COUNCIL**

LEARNING PROGRAMME ACCREDITATION

**FOUNDATION CERTIFICATE IN GROUND
OPERATIONS AND AVIATION ENGLISH**

JUNE 2022

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1427), 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 HKPC Academy of the Hong Kong Productivity Council (“Operator”), a department of the Hong Kong Productivity Council 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 Foundation Certificate in Ground Operations and Aviation English of the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 1 standard and can be offered as an accredited programme; and
- (b) To issue to the Operator 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. A site visit took place on 5 May 2022.

2. HKCAAVQ’S DETERMINATION

Learning Programme Accreditation

2.1 HKCAAVQ has determined that the Foundation Certificate in Ground Operations and Aviation English meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 January 2023 to 31 December 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)	HKPC Academy of the Hong Kong Productivity Council 香港生產力促進局生產力學院
Name of Award Granting Body	HKPC Academy of the Hong Kong Productivity Council 香港生產力促進局生產力學院

Title of Learning Programme	Foundation Certificate in Ground Operations and Aviation English 航空操作（地面）及航空英語基礎證書
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Ground Operations and Aviation English 航空操作（地面）及航空英語基礎證書
Primary Area of Study and Training	Engineering and Technology
Sub-area (Primary Area of Study and Training)	Electrical, Electronic and Mechanical Engineering and Services
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Electrical and Mechanical Services
Branch	Aircraft Maintenance Engineering
QF Level	Level 1
QF Credits	3
Mode(s) of Delivery and Programme Length	Part-time, 2-8 months 32.5 notional learning hours (including 26.5 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 January 2023 to 31 December 2025
Number of Enrolment(s)	10 enrolments per year
Maximum Number of New Students	Maximum of 200 learners per year Maximum of 20 learners per class
Specification of Competency Standards-based Programme	<input checked="" type="checkbox"/> Yes <input 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)	1/F, HKPC Building, 78 Tat Chee Ave, Kowloon Tong 九龍塘達之路 78 號生產力大樓 1 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 The Operator under the auspices of the Hong Kong Productivity Council (HKPC), is to coordinate, plan, develop and manage all public training activities that take place under HKPC.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

- 4.1 Programme Objectives
The programme aims to provide STEM education and training to secondary school students with fundamental aviation English and from there on be able to understand general aviation English vocabulary used in manuals and reference textbooks and follow basic instructions in general aviation English.
- 4.2 Programme Intended Learning Outcomes
Upon completion of the programme, learners should be able to:
1. Read and understand written instructions in general aviation English.
 2. Understand basic aviation terms and vocabulary used in aviation publications and documentation for ground operations and related aviation engineering work.
 3. Describe the scope of work in aviation ground operations.

4.3 Programme Structure

Topic	Related UoC and code	QF Credit
1. Understanding the Basics of Aircraft	EMAMCM102A Referencing the working instructions and guidelines from the aviation publications and documentation with the knowledge of general aviation English	3
2. Understand Maintenance Processes		
3. Basics of Ground Operations		
4. Aviation English		
5. Recap and Review		
6. Examination		
Total		3

4.4 Graduation Requirements

- Attain a minimum attendance rate of 75%; and
- Obtain a minimum mark of 60% (passing grade) in the examination; and
- Obtain a minimum mark of 60% of worksheets.

4.5 Admission Requirements

- Form 1 or above; and
- Obtain a passing grade in the English subject in school.

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.

