



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

SUMMARY ACCREDITATION REPORT

**HONG KONG INSTITUTE OF VOCATIONAL
EDUCATION, VOCATIONAL TRAINING COUNCIL**

**LEARNING PROGRAMME ACCREDITATION AND
LEARNING PROGRAMME RE-ACCREDITATION**

**9 CERTIFICATE PROGRAMMES IN VOCATIONAL
ENGLISH**

DECEMBER 2022

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1464), 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 Hong Kong Institute of Vocational Education, Vocational Training Council (職業訓練局香港專業教育學院) (“Operator”), a branch of the Vocation Training Council (職業訓練局) to conduct a Learning Programme Accreditation (LPA) and 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 the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 1 standard and can be offered as an accredited programme:
 - (i) Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1); and
- (b) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and QF Level 1-4 standards and can continue to be offered as accredited programmes:
 - (i) Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1);
 - (ii) Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2);
 - (iii) Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2);
 - (iv) Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2);
 - (v) Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3);
 - (vi) Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3);
 - (vii) Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4); and
 - (viii) Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4).
- (c) To issue to the Operator accreditation report setting out the results of the determination in relation to (a) to (b) 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

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1)

- 2.1 HKCAAVQ has determined that the Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 7 March 2023 to 6 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 Accreditation are specified as follows:

Name of Operator(s)	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院
Name of Award Granting Body	Vocational Training Council 職業訓練局
Title of Learning Programme	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1) 職業英語證書（讀寫能力：職場書信單元）(QF 級別 1)
Title of Qualification(s) (Exit Award(s))	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1) 職業英語證書（讀寫能力：職場書信單元）(QF 級別 1)
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
Industry	Not applicable
Branch	Not applicable
QF Level	1
QF Credits	6
Mode(s) of Delivery and Programme Length	Part-time Mode (A) 60 notional learning hours (including 30 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	7 March 2023 to 6 March 2027
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Part-time Mode (A): 1,000 per year; maximum 30 students 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 checked="" type="checkbox"/> Yes <input 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)	Internal and external training venues approved by Vocational Training Council

Learning Programme Re-accreditation

- I. Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1)
- II. Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2)
- III. Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2)
- IV. Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2)
- V. Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3)
- VI. Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3)
- VII. Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4)
- VIII. Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4)

2.4 HKCAAVQ has determined that the programmes meet the stated objectives and QF standard at Levels 1 to 4, and can be offered as accredited programmes with a validity period from 7 March 2023 to 6 March 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)	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院
Name of Award Granting Body	Vocational Training Council 職業訓練局
Title of Learning Programme	See Appendix 1(b)
Title of Qualification(s) (Exit Award(s))	See Appendix 1(b)
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
Industry	Not applicable
Branch	Not applicable
QF Level	See Appendix 1(b)
QF Credits	See Appendix 1(b)
Mode(s) of Delivery and Programme Length	See Appendix 1(b)
Intermediate Exit Award(s)	Not applicable
Validity Period	7 March 2023 to 6 March 2027
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Part-time Mode (A): 1,000 per year; maximum 30 students per class Part-time Mode (B): 1,000 per year; maximum 30 students 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 checked="" type="checkbox"/> Yes <input 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)	Internal and external training venues approved by Vocational Training Council
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2.7 Recommendation(s)

HKCAAVQ offers the following recommendation(s) for continuous improvement.

Recommendation
The Operator should consider sharing the same set of self-learning materials among learners studying Part-time Mode (A) and Part-time Mode (B) to enhance their learning effectiveness.

- 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 The Vocational Training Council (VTC), established in 1982, is a vocational education provider governed by the VTC Ordinance (Cap 1130). At present, there are 13 member institutions under the VTC. The Hong Kong Institute of Vocational Education, Vocational Training Council offers vocational and professional education and training programmes ranging from Certificate to Higher Diploma, Professional Diploma/Professional Certificate programmes.

- 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

The VEP aims to provide quality vocational English certificate programmes to meet the demand and diverse needs of the general public through a flexible curriculum structure with competency-based learning outcomes.

4.2 The specific objectives of the VEP are:

- To provide a flexible curriculum structure tailored to meet the needs of various industries and learners in the workplace;
- To enhance learners' employability by equipping them with the skills and competencies specified in the SGC to meet their needs; and
- To foster autonomy in language learning for learners to pursue lifelong learning and further studies.

4.3 Programme Intended Learning Outcomes (PILOs)

- Please see Appendix 2.

4.4 Programme Structure

- Please see Appendix 1.

4.5 Graduation Requirements

- Obtain a pass (40%) in the end-of-module assessment;
- Obtain an overall pass (40%) in the programme; and
- Fulfil the minimum attendance requirement (70% of the maximum possible attendance for both delivery modes)

4.6 Admission Requirements

- Pass the entry test; or
- Attain a Certificate at one lower level; or
- Meet the minimum admission requirements stated in the table below:

Programme	Minimum Admission Requirement
Certificate Programmes in Vocational English (QF Level 1)	Having studied English at Secondary 3 level, or equivalent
Certificate Programmes in Vocational English (QF Level 2)	Having studied English at Secondary 5 level, or equivalent
Certificate Programmes in Vocational English (QF Level 3/4)	Attainment of Level 2 in English Language in Hong Kong Diploma of Secondary Education Examination (HKDSE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent

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: VA12/02/07c,12c,14c,15c,18c,20c,23c,25c,56

Appendix 1

Programme Structure of the 9 Certificate Programmes in Vocational English

(a) Learning Programme Accreditation

No.	Title of Learning Programmes / Title of Qualifications (Exit Award)	QF Levels	QF Credits	Modes of Delivery	Programme Length	UoC Code
1.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1) 職業英語證書（讀寫能力：職場書信單元）(QF 級別 1)	1	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN106A

(b) Learning Programme Re-accreditation

No.	Title of Learning Programmes / Title of Qualifications (Exit Award)	QF Levels	QF Credits	Modes of Delivery	Programme Length	UoC Code
2.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1) 職業英語證書（聽說能力：職場會話單元）(QF 級別 1)	1	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN103A
3.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2) 職業英語證書（聽說能力：職場會話單元）(QF 級別 2)	2	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN203A
				Part-time Mode (B)	60 notional learning hours (including 18 contact hours)	

No.	Title of Learning Programmes / Title of Qualifications (Exit Award)	QF Levels	QF Credits	Modes of Delivery	Programme Length	UoC Code
4.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2) 職業英語證書（讀寫能力：職場書信單元）(QF 級別 2)	2	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN206A
				Part-time Mode (B)	60 notional learning hours (including 18 contact hours)	
5.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2) 職業英語證書（寫作能力：事務文書單元）(QF 級別 2)	2	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN207A
				Part-time Mode (B)	60 notional learning hours (including 18 contact hours)	
6.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3) 職業英語證書（說話能力：資料匯報單元）(QF 級別 3)	3	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN304A
				Part-time Mode (B)	60 notional learning hours (including 18 contact hours)	
7.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3) 職業英語證書（讀寫能力：職場書信單元）(QF 級別 3)	3	6	Part-time Mode (A)	60 notional learning hours (including 30 contact hours)	GCEN306A
				Part-time Mode (B)	60 notional learning hours (including 18 contact hours)	

No.	Title of Learning Programmes / Title of Qualifications (Exit Award)	QF Levels	QF Credits	Modes of Delivery	Programme Length	UoC Code
8.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4) 職業英語證書（聽說能力：職場會話單元）(QF 級別 4)	4	9	Part-time Mode (A)	90 notional learning hours (including 30 contact hours)	GCEN403A
9.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4) 職業英語證書（讀寫能力：職場書信單元）(QF 級別 4)	4	9	Part-time Mode (A)	90 notional learning hours (including 30 contact hours)	GCEN406A

**Programme Intended Learning Outcomes for the
9 Certificate Programmes in Vocational English**

Intended Learning Outcomes for Certificate Programmes at QF Level 1

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1)

On completion of the programme, learners are expected to be able to handle thanks, apologies, invitations and straightforward requests in workplace interactions involving predictable factual information. This should be evidenced by learners' ability to:

- initiate a short workplace conversation by greeting and giving a self-introduction with colleagues/ clients;
- handle thanks, apologies and invitations using formulaic expressions when interacting with colleagues/clients;
- ask for and provide simple and specific information politely upon straightforward enquiries; and
- end conversations politely.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1)

On completion of the programme, learners are expected to be able to handle requests, formulaic invitations, thanks and apologies in incoming written correspondence involving predictable factual information. This should be evidenced by learners' ability to:

- understand and reply to incoming messages requesting simple factual information;
- make and respond to formulaic invitations;
- handle thanks and apologies and use formulaic expressions of goodwill; and
- respond to workplace correspondence using a proper layout and structure.

Intended Learning Outcomes for Certificate Programmes at QF Level 2

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and persuasion in workplace interactions involving predictable information, ideas, and related explanations. This should be evidenced by learners' ability to:

- initiate a short conversation of familiar issues with colleagues/ clients;
- express and respond to suggestions and preference by giving descriptions and explanations; and
- handle offers and persuasion appropriately.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and directions/ instructions in incoming written correspondence involving predictable information, ideas, and related explanations. This should be evidenced by learners' ability to:

- read for main ideas and specific details in incoming messages;
- reply to incoming correspondence involving suggestions and offers by providing relevant descriptions and narratives;
- handle preference and directions/ instructions with related explanations; and
- reply to workplace correspondence using a proper layout, structure and tone.

Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2)

On completion of the programme, learners are expected to be able to express suggestions and preference when presenting information, ideas, related explanations, discussion/ argument, and evaluation in written form. This should be evidenced by learners' ability to:

- use a proper layout, structure and style for routine workplace documents;
- organise and present information and ideas logically;
- describe familiar workplace situations and pros and cons of options available; and
- express preference and make suggestions by explaining relevant details.

Intended Learning Outcomes for Certificate Programmes at QF Level 3

Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3)

On completion of the programme, learners are expected to be able to express suggestions, offers and invitations in oral presentations of information, ideas, related explanations, discussion/ argument, and evaluation. This should be evidenced by learners' ability to:

- apply the standard structure of informative presentations effectively;
- organise and present information and ideas with visual aids and signposting;
- make conclusions, suggestions, offers and invitations by providing details, explanations and argument; and
- enhance the effectiveness of the presentation with appropriate verbal and non-verbal language.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and direction/ instructions in incoming written correspondence involving predictable information, ideas, related explanations, discussion/ argument, and evaluation. This should be evidenced by learners' ability to:

- read for main ideas, extract relevant information and make inferences in incoming workplace correspondence;
- reply to incoming workplace correspondence involving suggestions, offers and preference by giving related explanations or argument;
- handle directions/ instructions through explanation, discussion or evaluation; and
- adopt a diplomatic tone and express goodwill when responding to workplace correspondence.

Intended Learning Outcomes for Certificate Programmes at QF Level 4

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4)

On completion of the programme, learners are expected to be able to handle problems in workplace interactions involving both predictable and unpredictable information, ideas, related explanations, discussion/ argument, and evaluation. This should be evidenced by learners' ability to:

- initiate and maintain conversations about predictable and unpredictable problems with colleagues/ clients through explanation, discussion, argument or evaluation;
- deal with acceptance and refusal of responsibilities with subtlety, tact or sensitivity; and
- make justification when giving advice and proposing resolutions by adopting a diplomatic and professional tone.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4)

On completion of the programme, learners are expected to be able to handle problems in incoming written correspondence involving both predictable and unpredictable information, ideas, related explanations, discussion/ argument, and evaluation. This should be evidenced by learners' ability to:

- reply to incoming correspondence involving workplace problems with colleagues/ clients through explanation, discussion, argument or evaluation adopting a diplomatic and professional tone;
- deal with acceptance and refusal of responsibilities with subtlety, tact or sensitivity; and
- make justification when giving advice and proposing resolutions.

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