



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 ELEMENTARY  
WORKPLACE CHINESE I FOR NON-CHINESE  
SPEAKERS (PART-TIME)**

**DECEMBER 2022**

## **1. TERMS OF REFERENCE**

1.1 Based on the Service Agreement (No.: VA1479), 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 Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time); and
- (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**

2.1 HKCAAVQ has determined that the Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (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:

<b>Name of Operator(s)</b>	1. Baptist Oi Kwan Social Service (ERB) 浸信會愛羣社會服務處（再培訓） 2. Hong Kong Employment Development Service Limited (ERB) 香港職業發展服務處有限公司（再培訓）
<b>Name of Award Granting Body</b>	Employees Retraining Board 僱員再培訓局
<b>Title of Learning Programme</b>	Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time) 非華語人士初級職業中文 I 基礎證書（兼讀制）
<b>Title of Qualification(s) (Exit Award(s))</b>	Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time) 非華語人士初級職業中文 I 基礎證書（兼讀制）
<b>Primary Area of Study and Training</b>	Languages and Related Studies
<b>Sub-area (Primary Area of Study and Training)</b>	Languages and Related Studies
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 1
<b>QF Credits</b>	4
<b>Mode(s) of Delivery and Programme Length</b>	Part-time, 44.5 notional learning hours (including 30 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 April 2023 to 31 March 2027
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 20 learners per class

<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。
<b>Address of Teaching/ Training Venue(s)</b>	See Appendix 1

2.4 **Recommendation(s)**

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

<b>Recommendation(s)</b>
<p><u>Recommendation 1</u></p> <p>ERB should review the quality assurance mechanism to ensure that the stipulated quality assurance procedures including class observation must be implemented for the purpose of monitoring and reviewing trainers' performances during the validity period of programme accreditation.</p>

2.5 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

This course aims to develop trainees' basic concepts of Chinese language, and their Chinese literacy skills required at work and in daily life.

#### 4.2 Programme Intended Learning Outcomes

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

- Describe basic concepts of Chinese language such as the formation of Chinese characters and basic grammar; and
- Recall and write simple Chinese vocabularies required at work and in daily life.

#### 4.3 Programme Structure

Module Title	QF Credit
<b>(A) (1) Basic concepts of Chinese language</b>	4
1. Understanding Chinese characters	
2. Understanding Chinese grammar	
<b>(A) (2) Simple vocabularies in daily life and workplace</b>	
1. Understanding simple vocabularies in daily life and workplace	
2. Local spoken and written Chinese language	
<b>(B) Course Assessment</b>	
Course Assessment	
<b>Total</b>	<b>4</b>

#### 4.4 Graduation Requirements

- Attain an attendance of 80% or above; and
- Pass the overall assessment (50%); and
- Pass the final assessment (50%)

#### 4.5 Admission Requirements

- Interested in learning Chinese literacy skills for communication; and
- Possess basic Cantonese oral and listening skills; and
- Pass the English entry test

### 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](http://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](http://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](http://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.

**Address of Teaching Venues**

<b>Name of Operator</b>	<b>Address of Teaching Venues</b>
1. Baptist Oi Kwan Social Service (ERB) 浸信會愛羣社會服務處（再培訓）	(a) 2/F & 5/F, Multifield Centre, 426 Shanghai Street, Mongkok, Kowloon 九龍旺角上海街 426 號萬事昌中心 2 樓及 5 樓  (b) G-2/F, 323 Shun Ning Road, Cheung Sha Wan, Kowloon 九龍長沙灣順寧道 323 號地下至 2 樓  (c) No. 9, G/F, Mayfair Centre, No.6 Ash Street, Tai Kok Tsui, Kowloon, Hong Kong 九龍大角咀槐樹街 6 號麗華中心 G9 舖
2. Hong Kong Employment Development Service Limited (ERB) 香港職業發展服務處有限公司（再培訓）	(a) Kowloon West Job Centre, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon 九龍長沙灣道 303 號長沙灣政府合署 9 樓西九龍就業中心  (b) G/F, Lung Shing House, Lower Wong Tai Sin (II) Estate, Kowloon 九龍黃大仙下邨（二區）龍盛樓地下  (c) Unit A, B 4/F, Unit A, B 5/F & 14/F, 25 Tong Mi Road, Mongkok, Kowloon 九龍旺角塘尾道 25 號 4 樓 A, B 室、5 樓 A, B 室及 14 樓  (d) Unit 03-04, 16/F & Unit 04, 21/F, Prosperity Centre, 982 Canton Road, Mong Kok, Kowloon 九龍旺角廣東道 982 號嘉富商業中心 16 樓 03-04 室及 21 樓 04 室

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