



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

SUMMARY ACCREDITATION REPORT

FEVA WORKS IT EDUCATION CENTRE

LEARNING PROGRAMME ACCREDITATION

CERTIFICATE IN DIGITAL VIDEO PRODUCTION

**CERTIFICATE IN VIRTUAL REALITY APPLICATION
DESIGN AND DEVELOPMENT**

**CERTIFICATE FOR AUTODESK AUTOCAD AND 3DS
MAX**

JANUARY 2023

1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA849), 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 (AAVQO) (Cap. 592), was commissioned by Feva Works IT Education Centre (FevaWorks/the Operator) to conduct a Learning Programme Accreditation with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Certificate in Digital Video Production, Certificate in Virtual Reality Application Design and Development, and Certificate for Autodesk AutoCAD and 3ds Max of the Operator meet the stated objectives and QF standards and can be offered as accredited programmes; and
- (b) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

2. HKCAAVQ'S Determination

2.1 HKCAAVQ has determined that the Certificate in Digital Video Production (Cert DV), Certificate in Virtual Reality Application Design and Development (Cert VR), and Certificate for Autodesk AutoCAD and 3ds Max (Cert AC) meet the stated objectives and QF standard at Level 3, and can be offered as accredited programmes with a validity period of two years.

2.2 Validity Period

2.2.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.3 The determinations on the Programmes are specified as follows:

Name of Operator	Feva Works IT Education Centre 科域資訊教育中心		
Name of Award Granting Body	Feva Works IT Education Centre 科域資訊教育中心		
Title of Learning Programme	Certificate in Digital Video Production	Certificate in Virtual Reality Application Design and Development	Certificate for Autodesk AutoCAD and 3ds Max
Title of Qualification(s) [Exit Award(s)]	Certificate in Digital Video Production	Certificate in Virtual Reality Application Design and Development	Certificate for Autodesk AutoCAD and 3ds Max
Primary Area of Study and Training	Computer Science and Information Technology	Computer Science and Information Technology	Engineering and Technology
Sub-area (Primary Area of Study and Training)	Computer Science and Information Technology	Computer Science and Information Technology	Other Engineering, Related Technology and Services
Other Area of Study and Training	Arts, Design and Performing Arts	Arts, Design and Performing Arts	Computer Science and Information Technology
Sub-area (Other Area of Study and Training)	Fine Arts and Visual Arts	Design and Other Creative Industries	Computer Science and Information Technology
QF Level	Level 3		
QF Credits	9	6	9
Mode(s) of Delivery and Programme Length	Part-time, 7.5 to 15 weeks	Part-time, 5 to 10 weeks	Part-time, 7.5 to 15 weeks
Start Date of Validity Period	1 April 2023		

End Date of Validity Period	31 March 2025		
Number of Enrolment(s)	20 enrolments per year	10 enrolments per year	12 enrolments per year
Maximum Number of New Students	840 students per year with maximum class size of 42 students	280 students per year with maximum class size of 28 students	288 students per year with maximum class size of 24 students
Address of Teaching / Training Venue(s)	<p>(1) Unit 503 – 506, 5/F, Trade Square, 681 Cheung Sha Wan Road, Cheung Sha Wan, Kowloon 九龍長沙灣道 681 號貿易廣場 5 樓 503 – 506 室</p> <p>(2) 2/F, Hang Seng North Point Building, 341 King’s Road, North Point, Hong Kong 香港北角英皇道 341 號恆生北角大廈 2 樓</p>		

2.4 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement of the Programmes.

Cert DV

- 2.4.1 The Operator should review and refine as appropriate the Project Contribution Consent Form in order to ensure fairness in the assessment of individual performance within the group assessment task.

All Three Programmes

- 2.4.2 The Operator should develop organisation-wide policies where appropriate, which should include, for example, the class observation arrangement to align the practices for different programmes and enhance the general operational efficiency.

- 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 FevaWorks is a branch under Fevaworks Technology Limited. It was founded in 2002 and, as a professional IT training service provider, it is offering training courses in the areas of computer science and information technology, creative industries, and business and office applications.

3.2 FevaWorks is currently offering over 40 training courses (including short courses and free workshops). As of December 2022, the following three programmes of FevaWorks have been accredited by HKCAAVQ:

- Certificate for Adobe Illustrator, Photoshop and InDesign
- Certificate for Microsoft Excel in Business
- Certificate in Digital Photography for Advertising

3.3 The Learning Programme Accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. A site visit was conducted via video-conference on 7 – 8 December 2022.

4. Programmes Details

The following programme information is provided by the operator.

4.1 Programme Objectives

Cert DV

The programme aims at equipping learners with practical skills in video production and aerial shooting including pre- and post-production so as to produce digital videos for different industries to fit different scale of works.

Cert VR

The programme aims to equip participants with the practical skills in developing virtual reality applications by using the popular 3D game engine in various domains.

Cert AC

The programme aims to equip participants with practical skills in technical construction drawing and photorealistic rendering for drawing in interior design and exterior design.

4.2 Programme Intended Learning Outcomes

Upon successful completion of the programme, students should be able to:

Cert DV

PILO-1	Understand the workflow of video production;
PILO-2	Apply pre-production skills and knowledge in scripts writing, storyboard drawing and video composition;
PILO-3	Use digital video cameras, mobile phones or drones for video shooting;
PILO-4	Apply post-production skills and knowledge in basic video editing, adding transition and special effect, adding motion graphics and adding masking to video; and
PILO-5	Understand the law and regulations of using unmanned aerial shooting equipment.

Cert VR

PILO-1	Understand the workflow of creating the virtual environment;
PILO-2	Handle and edit animation of 3D objects and character;
PILO-3	Simulate the real-world environment and objects setup in the aspect of appearance and physics control using 3D software; and
PILO-4	Integrate the knowledge, skills and tools required in applying interaction in the VR world.

Cert AC

PILO-1	Understand the Technical Drawing Skills and Photorealistic rendering method skills;
PILO-2	Design, develop and edit components for construction drawing including floorplan, plumbing, electrical and socket plan, and rendering;
PILO-3	Develop a full set short drawing using AutoCAD and 3ds Max software;
PILO-4	Use block, technical drawing library for drawing construction layout;
PILO-5	Develop full set short drawing standard to draw the full set layout (electrical, socket, plumbing, lighting and furniture plan), and rendering skills; and
PILO-6	Utilise common components and block to build unique 3D models for presenting the construction symbols and for interior design/exterior design.

4.3 Programme Structure

Cert DV

Topic	Contact Hours		Self-Study Hours	QF Credits	QF Level
	Lecture	Workshop / Tutorial			
1. Basic Skills of Video Production	8	4	12	-	3
2. Digital Editing with Software	5	10	15	-	
3. Unmanned Aircraft System	4	2	6	-	
4. Outdoor Practical	3	9	12	-	
Total	45		45	9	

Cert VR

Topic	Contact Hours		Self-Study Hours	QF Credits	QF Level
	Lecture	Workshop / Tutorial			
1. Working with 3D Environment	1	2	3	-	3

2. Cinematic Animation Design	1	2	3	-	
3. Character Setup	1	2	3	-	
4. Physics Setup	1	2	3	-	
5. VR Environment Setup	1	2	3	-	
6. Realistic VR Scene Design	1	2	3	-	
7. VR Interaction	2	4	6	-	
8. VR Game Design	1	2	3	-	
9. Scene Optimisation	1	2	3	-	
Total		30	30	6	

Cert AC

Topic	Contact Hours		Self-Study Hours	QF Credits	QF Level
	Lecture	Workshop / Tutorial			
1. AutoCAD Introduction	1	2	3	-	3
2. Ergonomic System Setting	3	3	6	-	
3. 2D Drawing Concept	3	3	6	-	
4. 3D Basic Drawing Concept	6	6	12	-	
5. Output Format and Advanced Collaboration Method	1	2	3	-	
6. 3ds Max Working Environment	1	2	3	-	
7. Animation Usage and Rendering Setup	3	3	6	-	
8. VR and MR Setup	1	2	3	-	
9. Adding Transition and Video	1	2	3	-	
Total		45	45	9	

4.4 Graduation Requirements

The graduation requirements of the three programmes are as follows:

- (a) Completed all the assessment tasks and attained a total score of 50% or above for both the continuous assessment and final assessment components; and
- (b) Attended at least 70% of the total contact hours.

4.5 Admission Requirements

The minimum admission requirements for the three programmes are the same and as follows:

- (a) Completion of Form 5 (under the HKCEE academic structure) or equivalent; or
- (b) Completion of Secondary 6 (under the HKDSE academic structure) or equivalent; or
- (c) Aged 18 or above at the time when the course commenced, plus working knowledge of Windows Operating System.

4.6 Teaching and Learning Activities

The medium of instruction for the three programmes is Cantonese supplemented with professional terms in English. The three programmes employ a range of teaching and learning activities, such as lectures, workshops/tutorials, and outdoor practical (for Cert DV only).

4.7 Learner Support Services

FevaWorks has all the necessary equipment and software for the delivery of the three programmes. FevaWorks also provides a range of support services to its students such as teaching assistant support, make-up and re-take class(es) arrangement, and discounted subscription plans for relevant software licenses

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 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 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 (<http://www.legislation.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 <http://www.hkqf.gov.hk>.

5.3 **Qualifications Register**

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <https://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.

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