



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

SUMMARY ACCREDITATION REPORT

MY DREAM EDUCATION CENTRE

INITIAL EVALUATION

AND

LEARNING PROGRAMME ACCREDITATION

CERTIFICATE IN BASIC ENGLISH FOR BUSINESS

NOVEMBER 2022

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1455), 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 My Dream Education Centre (我的理想教育中心) (“Operator”), a branch of the Team Universal Limited to conduct an Initial Evaluation and Learning Programme Accreditation Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Operator meets the stated objectives and is competent to operate learning programmes that meet the Hong Kong Qualifications Framework (HKQF/QF) Level 1 standard, and can be granted Initial Evaluation Status at QF Level 1; and
- (b) To conduct an accreditation test as provided for in AAVQO to determine whether the following programme of the Operator meets the stated objectives and QF standards and can be offered as an accredited programme
 - (i) Certificate in Basic English for Business; and
- (c) To issue to the Operator accreditation report setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement. A site visit between the accreditation panel and representatives of the Operator took place on 13 October 2022.

2. HKCAAVQ'S DETERMINATION

Initial Evaluation

2.1 HKCAAVQ has determined that, subject to the fulfilment of all conditions set out in 2.4, the Operator is competent to achieve its stated objectives and to operate learning programmes meeting QF standard at Level 1, and can be granted Initial Evaluation (IE) status at QF Level 1 with a validity period of two years.

2.2 **Validity Period**

2.2.1 The validity period will commence on the date specified below.

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.4 by the specified fulfilment deadline.

2.2.3 Within the two-year validity period for IE, the Operator must have at least one programme successfully accredited. If the Operator does not have a current accredited programme on the Qualifications Register (QR) at the end of the two-year validity period of their IE, the Operator will need to apply for an extension of their IE status at least three months before the validity period expires. An extension of up to 2 years may be granted. Only one extension of IE status will normally be allowed. If the Operator continues to gain successful Learning Programme Accreditation (LPA), their IE status will remain valid.

2.3 The determinations on the Initial Evaluation are specified as follows:

Name of Operator	My Dream Education Centre 我的理想教育中心
Address of Operator	2/F, Oxford Commercial Building, 494 - 496 Nathan Road, Yau Ma Tei, Kowloon 九龍油麻地彌敦道 494 - 496 號晉利商業大廈 2 樓
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation	Level 1
Start date of 2-year validity period of Initial Evaluation (IE) accreditation status	1 June 2023
Scope of IE Accreditation Status	For local programmes operating in Hong Kong

2.4 **Condition(s) (including all pre-conditions for obtaining the HKCAAVQ accreditation status as applied for the commencement of the validity period; and all requirements for maintenance of the accreditation status within the validity period)**

Requirement	Date of Fulfilment
<u>Requirement 1</u> The Operator is to implement the quality assurance	30 November 2023

<p>mechanism in accordance with the stipulated procedures to ensure the quality delivery and monitoring of the programme.</p> <p>The Operator is to submit records demonstrating (i) the audit trail of the review and approval of the learning, teaching and assessment materials; and (ii) the implementation of programme monitoring and review to HKCAAVQ on or before 30 November 2023 as evidence of implementation of the quality assurance mechanism.</p>	
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2.5 Recommendation

HKCAAVQ offers the following recommendation for continuous improvement.

<p><u>Recommendation 1</u></p> <p>The Operator should enrich the scope of induction training to enhance the effectiveness of learning and teaching.</p>

Learning Programme Accreditation

2.6 HKCAAVQ has determined that the Certificate in Basic English for Business meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 June 2023 to 31 May 2025.

2.7 Validity Period

2.7.1 The validity period will commence on the date specified below.

2.8 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	My Dream Education Centre 我的理想教育中心
Name of Award Granting Body	My Dream Education Centre 我的理想教育中心
Title of Learning Programme	Certificate in Basic English for Business
Title of Qualification(s) (Exit Award(s))	Certificate in Basic English for Business

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	Level 1
QF Credits	19
Mode(s) of Delivery and Programme Length	Part-time, 4 – 8 months 188 notional learning hours (including 94 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 June 2023 to 31 May 2025
Number of Enrolment(s)	12 enrolments per year
Maximum Number of New Students	Maximum of 300 learners per year Maximum of 25 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	Not applicable 不適用

Address of Teaching/ Training Venue(s)	2/F, Oxford Commercial Building, 494 - 496 Nathan Road, Yau Ma Tei, Kowloon 九龍油麻地彌敦道 494 - 496 號晉利商業大廈 2 樓
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2.9 **Condition(s) (including all pre-conditions for obtaining the HKCAAVQ accreditation status as applied for the commencement of the validity period; and all requirements for maintenance of the accreditation status within the validity period)**

2.10 **Recommendation**

HKCAAVQ offers the following recommendation for continuous improvement.

Recommendation
<u>Recommendation 2</u> The Operator should closely monitor and conduct timely review of the programme content so as to continuously enhance the programme content for meeting the market needs.

2.11 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 My Dream Education Centre (the Operator), a branch of Team Universal Limited, was founded in 2014. Its main business is to provide English language courses and tutorial services to primary and secondary school students in Hong Kong.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

This programme aims at providing basic and fundamental training of Business English writing, reading, listening and speaking skills to students for handling of

routine and repetitive basic business-related language tasks. Students will be able to recall standard phrases and formulaic expressions for day-to-day communication and handling of business correspondences.

4.2 Programme Intended Learning Outcomes (PILOs)

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

PILO-1 Recall and use basic business vocabulary and standard phrases in day-to-day conversation in the workplace.

PILO-2 Handle simple requests and complaints using formulaic expressions.

PILO-3 Ask for and provide simple and specific information upon straightforward enquiries.

PILO-4 Use a proper layout and structure for short and routine business correspondences.

PILO-5 Understand and reply to incoming correspondences requesting simple factual information.

PILO-6 Prepare business correspondences by using standard expressions with simple and factual information.

4.3 Programme Structure

Module	QF Credits
1. Basic Business Listening and Speaking	19
2. Basic Business Reading and Writing	
3. Final Assessment	
Total	19

4.4 Graduation Requirements

- Attain a minimum attendance rate of 70%;
- Obtain a minimum mark of 50% (passing grade) in each module assessment; and
- Obtain a minimum mark of 50% (passing grade) in the final examination.

4.5 Admission Requirements

- Completion of Secondary 3 or above, or equivalent;
- Aged 18 or above;
- Pass an admission test; and
- Pass an admission interview.

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: VA315/01/01, VA315/02/01

HKCAAVQ Report No.: 22/220