



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

SUMMARY ACCREDITATION REPORT

**YOUTH COLLEGE
VOCATIONAL TRAINING COUNCIL**

LEARNING PROGRAMME ACCREDITATION

**DIPLOMA OF VOCATIONAL EDUCATION-
EARN AND LEARN SCHEME (LOGISTICS)**

JUNE 2023

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1538), 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 Youth College, Vocational Training Council (Operator) 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 following programme of the Operator meets the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 3 standard and can be offered as an accredited programme:
- (i) Diploma of Vocational Education - Earn and Learn Scheme (Logistics); 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 Accreditation

- 2.1 HKCAAVQ has determined that the Diploma of Vocational Education – Earn and Learn Scheme (Logistics) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 September 2023 to 31 August 2028.
- 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)	Youth College, Vocational Training Council 職業訓練局青年學院
Name of Award Granting Body	Vocational Training Council 職業訓練局

Title of Learning Programme	Diploma of Vocational Education – Earn and Learn Scheme (Logistics) 職專文憑 - 職學計劃 (物流)
Title of Qualification(s) (Exit Award(s))	Diploma of Vocational Education – Earn and Learn Scheme (Logistics) 職專文憑 - 職學計劃 (物流)
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	Transports and Logistics
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 3
QF Credits	265
Mode(s) of Delivery and Programme Length	Full-time, 1 year and Part-time, 2 years 2650 notional learning hours (including 1157 contact hours and 26 online learning hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2023 to 31 August 2028
Number of Enrolment(s)	1 enrolment per year
Maximum Number of New Students	Maximum of 25 learners per year
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Competencies-based Programme	
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)	VTC-owned campuses and training centres

2.4 **Recommendation(s)**

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

Recommendation(s)
<u>Recommendation 1</u> The Operator should include various types of transportation or logistics companies as employers under the Earn and Learn Scheme such as sea transport, contract logistics operations, road and railway transport to ensure that students have opportunities to learn through on-the-job training in different fields of logistic industry.

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 Established in 2004, the Youth College, Vocational Training Council (YC, VTC) (or the Operator) is one of the 13 member institutions of VTC. The Operator mainly provides vocational and professional education and training (VPET) programmes for school leavers of Secondary 3 (S3) or above. Currently, the Diploma of Vocational Education (DVE) with the intermediate exit award of Certificate of Vocational Education (CVE) covering different programme areas is the key qualification offered by the Operator.

3.2 In 2018, the Operator has obtained the Programme Area Accreditation (PAA) status at QF Level 3 for 12 programme areas while logistics discipline is not included. In consolidation of the Operator's track record and the PAA status, this accreditation exercise was conducted in the form of paper-based review in accordance with HKCAAVQ's Differentiation Approach to accreditation. Besides, the accreditation exercise has adopted customisation under the Differentiation Approach where evidence related to generic modules which are common across all DVE programmes and the financial resources which is funded by the government is excluded under respective domains of competence.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

- 1) To develop students' job competencies in logistics, and equip them with the necessary trade-specific knowledge and skills in the logistics industry;
- 2) To enable students to attain competence in language and communication, numeracy, interpersonal, information technology and presentation to support continued professional development and for further study in the field of logistics;
- 3) To develop students' ability to think critically, to solve problems effectively, and to work independently with good team spirit concept and practice;
- 4) To help students build confidence and cultivate proper attitudes, identify their own needs for personal development and equip them with the capability for lifelong learning; and
- 5) To instil moral and a sense of ethical responsibilities in the workplace of the logistics industry into students and to facilitate them to apply good practices on safety, health and environmental protection in logistics work.

4.2 Programme Intended Learning Outcomes

Upon completion of the programme, graduates are expected to be able to:

- | | |
|--------|---|
| PILO-1 | apply a wide range of knowledge and skills, including innovative technology in performing work tasks in logistics industry; |
| PILO-2 | analyse logistics issues and apply their concepts in various sections of logistics industry; |
| PILO-3 | perform assigned tasks in compliance with ordinances, rules, standards and regulations in the field of logistics; |
| PILO-4 | coordinate and work in a team as a good team player, a digital citizen and an ethical worker to perform logistics work tasks in the workplace; |
| PILO-5 | demonstrate competence in language and communication, teamwork, problem-solving, design thinking, information technology and numeracy in familiar logistics contexts which may also involve a few non-routine activities in daily work; |

- PILO-6 Identify potential hazards and take preventive and protective measures in the safety, health and environmental aspects when undertaking logistics work in the workplace; and
- PILO-7 accept the responsibility for work quality and devise a personal development plan for advancement in career and further study.

4.3 Programme Structure

Module Title	QF Credits
Vocational English 1A: Workplace Oral Interaction I (職業英語1A：職場會話(一))	265
Vocational English 1B: Workplace Correspondence I (職業英語1B：職場書信(一))	
Vocational Chinese: Putonghua Conversations and Administrative Text Writing (職業中文：普通話對話與事務文書)	
Information Technology (A) (資訊科技(A))	
Discovering Yourself (展現自我)	
Mathematics 2A: Arithmetic and Algebra (數學2A：算術和代數)	
Sports for All (全人運動)	
Book-keeping (簿記)	
Personnel Administration (人事行政)	
Customer Service (顧客服務)	
Business Studies & Office Practice (商業及辦公室實務)	
Basic Management (初級管理學)	
Safety, Health and Environment (安全、健康與環境保護)	
English for Workplace Communication: Reading Manuals and Writing Training Logs (職場英語傳意：閱讀行業手冊與撰寫訓練日誌)	
Chinese for Workplace Communication: Writing for Industry Practitioners and Effective Communication (職場中文傳意：行業文書與高效溝通)	
Mathematics 2D: Mathematics for ELS I (數學2D：數學一(職學計劃))	

Advancing Career Efficacy (職場達人)	
China Trade and Logistics (中國貿易與物流)	
Introduction to Logistics Industry (物流業概論)	
Documentation in Logistics Operations (物流營運文件)	
Import and Export Procedures and Documentation (出入口貿易程序及文件)	
Project Skills (專題研習技巧)	
English for Workplace Communication: Client-Focused Oral Interaction (職場英語傳意：客戶為本工作會談)	
English for Workplace Communication: Client-Focused Presentation (職場英語傳意：客戶為本口頭匯報)	
Chinese for Workplace Communication: Workplace Oral Presentation (職場中文傳意：工作項目匯報)	
Mathematics 2E: Mathematics for ELS II (數學2E: 數學二(職學計劃))	
Warehouse Operations (貨倉營運)	
Special Cargo and Dangerous Goods Awareness for Airfreight Operations (空運特殊貨物及危險品認知)	
Safety and Security in Aviation (航空安全及保安)	
Cold Chain Operations (冷凍鏈營運)	
Logistics Information Systems and Applications (物流資訊系統及應用)	
Workplace Professional Training - Earn and Learn Scheme (職場專業培訓 - 職學計劃)	
Total	265

4.4 Graduation Requirements

- a) Students have to complete 265 QF credits in which 165 credits are at QF Level 3, 71 credits are from Core Generic modules and 194 credits are from Core Vocational modules; and
- b) The minimum attendance requirement for each individual module is 80% and 70% for full-time and part-time students respectively. Students not satisfying

the minimum attendance requirement of a module shall not be awarded a module mark/grade, unless approval of the campus Principal concerned has been granted.

4.5 Admission Requirements

- Completion of S3 or equivalent; and
- Completion of one-year full-time study in DVE(Business) (S3 intake) or other relevant DVE programmes*, and should be registered as an apprentice under the Earn and Learn Scheme.

*Students will be admitted to Year-2 of the DVE-ELS (Logistics) programme. Relevant credits of their Year-1 full-time study in DVE (Business) (S3 intake) or other relevant DVE programmes will be transferred to the DVE-ELS (Logistics) Programme. Students from programmes other than DVE (Business) (S3 intake) have to take the unstudied Year-1 module(s) of the Programme.

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.

