



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 ACCREDITATION

FOUNDATION CERTIFICATE IN STANDARD SECURITY & PROPERTY MANAGEMENT (ENGLISH MEDIUM)

November 2023

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1618), 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 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 ERB to be jointly operated by the ERB and its appointed Training Body (the Operator) meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 1 standard and can be offered as an accredited programme:
 - (i) Foundation Certificate in Standard Security & Property Management (English Medium); and
- (b) To issue to the ERB an accreditation report 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 Foundation Certificate in Standard Security & Property Management (English Medium) 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 2024 to 31 March 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)	Baptist Oi Kwan Social Service (ERB) 浸信會愛羣社會服務處（再培訓）
Name of Award Granting Body	Employees Retraining Board 僱員再培訓局
Title of Learning Programme	Foundation Certificate in Standard Security & Property Management (English Medium) 標準保安及物業管理基礎證書（英語授課）
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Standard Security & Property Management (English Medium) 標準保安及物業管理基礎證書（英語授課）
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	Property and Facilities Management
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	18
Mode(s) of Delivery and Programme Length	Full-time 184 notional learning hours (including 128 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 April 2024 to 31 March 2028
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 20 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Notes to be indicated on the QR	(1) This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。 (2) Part of this programme is an SGSIA Recognised Training Programme – Quality Assurance System Compliance. 此課程部份為保安及護衛業管理委員會認可培訓課程 – 符合質素保證系統標準。
Address of Teaching / Training Venue(s)	See Appendix

- 2.4 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 the Operator.

- 4.1 Programme Objectives
To enable the trainees to understand the daily security work of commercial and residential premises and properties, basic skills and knowledge of practical work, and the appropriate work attitude, in order to help the trainees secure employment as a Security Guard.

4.2 Programme Intended Learning Outcomes

(A) After completing the Skills Training Modules successfully, learners will be able to:

1. understand industry-related occupational safety and health-related knowledge;
2. carry out patrol duties and register visitors' information properly, according to instructions given;
3. understand the job duties, responsibility and work records of property attendants / security guards;
4. understand the legal responsibilities and relevant legislations;
5. understand the types of relevant document and handle the enquiries of owners and tenants;
6. understand facilities and the practical work in car park and loading area;
7. understand the basics of using a computer to carry out daily frontline security for owners, tenants and customers; and
8. understand basic workplace Cantonese to carry out daily frontline security services for owners, tenants and customers.

(B) After completing the Personal Attributes and Job Search Skills Training Module successfully, learners will be able to:

1. understand and make use of self and emotion management skills;
2. exercise basic interpersonal communication skills;
3. establish positive work attitudes; and
4. apply basic job interview skills and employment-related knowledge.

4.3 Programme Structure

Topic		Code and Name of UoC	QF Credit
(A) Industry Overview			
(1) Introduction to Industry			
(B) Skills Training			
(2) Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)	1. Roles and Functions of a Security Guard	107753L1 Perform basic guarding services for QASRS	18
	2. Legal Responsibilities of a Security Guard		
	3. Standards of Performance and Conduct for a Security Guard		
	4. Guard Uniform and Equipment		
	5. Performing Access Control Duties		
	6. Performing Visitor Registration Duties		
	7. Performing Patrol Duties		

	8. Monitoring Security Systems		
	9. Performing Key Control Duties		
	10. Performing Traffic Control Duties on Private Roads		
	11. Enforcing No Smoking Rules		
	12. Enforcing Noise Control Rules		
	13. Crime Prevention, Arrest, Search and Use of Force		
	14. Fire Precautions and Response		
	15. Handling Emergencies		
	16. Handling Customer Enquiries and Complaints		
	17. Work Records and Reports of a Security Guard		
(3) Daily Building Security Work			
(4) Owners and Tenants Services			
(5) Facilities and Practical Work in Car Park and Loading Area			
(6) Computer Operation			
(7) Vocational Language			
(C) Personal Attributes and Job Search Skills[^]			
(8) Personal Attributes			
(9) Job Search Skills			
(D) Course Assessment			
(10) Course Assessment			
		Total	18

4.4 Graduation Requirements

Learners will be awarded the certificate if they have fulfilled the following requirements:

- (i) Attain an attendance of 80% or above (must attain an attendance of 100% in Module 2 according to the requirement of “Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)”); and
- (ii) Pass the overall assessment; and

(iii) Pass the final written examination.

4.5 Admission Requirements

1. Aged 18 or above*; and
2. Primary Six; and
3. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit#; and
4. Pass the English entry test; and
5. Interested in security and property management or related work; and
6. Demonstrate inclination for employment at the admission interview.

**According to the Security and Guarding Services Ordinance, applicants of the Security Personnel Permit must be aged 18 or above.*

#Applicants must confirm in writing.

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.

Address of Teaching / Training Venue(s)

Name of Operator	Teaching / Training Venue(s)
1. Baptist Oi Kwan Social Service(ERB) 浸信會愛羣社會服務處（再培訓）	<p>(a) 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</p> <p>(b) 1/F, 1 Fortune Street, Cheung Sha Wan, Kowloon 九龍長沙灣幸福街 1 號 1 樓</p> <p>(c) 1-4/F & 6-9/F, 36 Oi Kwan Road, Wanchai, Hong Kong 香港灣仔愛群道 36 號 1 至 4 樓及 6 至 9 樓</p> <p>(d) Unit 403-404, 4/F & 14/F, Bright Way Tower, 33 Mong Kok Road, Kowloon 九龍旺角道 33 號凱途發展大廈 4 樓 403-404 室及 14 樓</p> <p>(e) Unit 1501, 15/F & Unit 1602-03, 16/F, Win Century Centre, 2A Mong Kok Road, Kowloon 九龍旺角道 2A 號琪恒中心 15 樓 1501 室及 16 樓 1602-03 室</p> <p>(f) Unit 504, 5/F, 2 Wing Yip Street, Lu Plaza, Kwun Tong, Kowloon 九龍觀塘榮業街 2 號振萬廣場 5 樓 504 室</p> <p>(g) 1/F & 2/F, Shanghai Center, 473-475 Shanghai Street, Mongkok, Kln 九龍旺角上海街 473-475 號上海中心 1 樓及 2 樓</p> <p>(h) 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</p>

