



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

SUMMARY ACCREDITATION REPORT

BE POSITIVE EDUCATION CENTRE

LEARNING PROGRAMME RE-ACCREDITATION

**DIPLOMA IN INTERNATIONAL HOSPITALITY
MANAGEMENT**

CERTIFICATE IN WORKPLACE ENGLISH

**CERTIFICATE IN FOUNDATION
WORKPLACE ENGLISH**

JANUARY 2024

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1653), 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 Be Positive Education Centre (正向教育中心) (“Operator”) 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 programmes of the Operator meet the stated objectives and Hong Kong Qualifications Framework (QF) standards, and can continue to be offered as accredited programmes:
 - (i) Diploma in International Hospitality Management;
 - (ii) Certificate in Workplace English;
 - (iii) Certificate in Foundation Workplace English; and
- (b) To issue to the Operator 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. A site visit took place on 12 December 2023.

2. HKCAAVQ'S DETERMINATION

Learning Programme Re-accreditation

Diploma in International Hospitality Management

2.1 HKCAAVQ has determined that the Diploma in International Hospitality Management meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 4 August 2024 to 3 August 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:

Name of Operator	Be Positive Education Centre 正向教育中心
Name of Award Granting Body	Be Positive Education Centre 正向教育中心
Title of Learning Programme	Diploma in International Hospitality Management 國際款待業管理文憑
Title of Qualification (Exit Award)	Diploma in International Hospitality Management 國際款待業管理文憑
Primary Area of Study and Training	Services
Sub-area (Primary Area of Study and Training)	Hotel and Tourism
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	167
Mode(s) of Delivery and Programme Length	Full-time, 10 months 1670 notional learning hours (including 932 contact hours)
Intermediate Exit Award	Not applicable
Validity Period	4 August 2024 to 3 August 2027
Number of Enrolment	Not applicable
Maximum Number of New Students	Maximum 150 learners per year Maximum 44 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	This programme includes Internship for 47 QF credits to be conducted in 2 months. 此課程包括 2 個月的實習，佔 47 資歷學分。
Addresses of Teaching/ Training Venues	1. 7/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 7 樓 2. 8/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 8 樓

Learning Programme Re-accreditation

Certificate in Workplace English

2.4 HKCAAVQ has determined that the Certificate in Workplace English meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 4 August 2024 to 3 August 2027.

2.5 **Validity Period**

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

2.6 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator	Be Positive Education Centre 正向教育中心
Name of Award Granting Body	Be Positive Education Centre 正向教育中心
Title of Learning Programme	Certificate in Workplace English 職場英語證書
Title of Qualification (Exit Award)	Certificate in Workplace English 職場英語證書
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 2
QF Credits	23
Mode(s) of Delivery and Programme Length	Part-time, 4 months 230 notional learning hours (including 96 contact hours)
Intermediate Exit Award	Not applicable
Validity Period	4 August 2024 to 3 August 2027
Number of Enrolment	Not applicable
Maximum Number of New Students	Maximum 550 learners per year Maximum 30 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 checked="" type="checkbox"/> Yes <input 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
Addresses of Teaching/ Training Venues	1. 7/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 7 樓 2. 8/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 8 樓

Learning Programme Re-accreditation

Certificate in Foundation Workplace English

2.7 HKCAAVQ has determined that the Certificate in Foundation Workplace English meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 4 August 2024 to 3 August 2026.

2.8 **Validity Period**

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

2.9 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator	Be Positive Education Centre 正向教育中心
Name of Award Granting Body	Be Positive Education Centre 正向教育中心
Title of Learning Programme	Certificate in Foundation Workplace English 基礎職場英語證書
Title of Qualification (Exit Award)	Certificate in Foundation Workplace English 基礎職場英語證書
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	23
Mode(s) of Delivery and Programme Length	Part-time, 3 months (3 classes per week) / 4 months (2 classes per week) 230 notional learning hours (including 93.5 contact hours)
Intermediate Exit Award	Not applicable
Validity Period	4 August 2024 to 3 August 2026
Number of Enrolment	Not applicable
Maximum Number of New Students	Maximum 350 learners per year Maximum 30 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 checked="" type="checkbox"/> Yes <input 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
Addresses of Teaching/ Training Venues	<ol style="list-style-type: none"> 1. 7/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 7 樓 2. 8/F, Siu On Plaza, 482 Jaffe Road, Causeway Bay, Hong Kong 香港銅鑼灣謝菲道 482 號兆安廣場 8 樓

2.10 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations
<p><u>Diploma in International Hospitality Management</u></p>
<p><u>Recommendation 1</u></p> <p>The Operator should review and update the teaching materials of all the modules in the programme at regular intervals (yearly at least) to ensure they keep up with industry developments.</p> <p style="text-align: center;"><u>All Programmes</u></p> <p><u>Recommendation 2</u></p> <p>The Operator should engage the External Examiners to review the standard and quality of the assessments of the programmes, in addition to the internal moderation by Programme Leaders.</p> <p><u>Recommendation 3</u></p> <p>The Operator should ensure that all stakeholders, including the Programme Leaders, teachers, students, External Examiners and administrative staff, are well informed of the revised policy on re-sit and re-submission to ensure consistent implementation across the board.</p>

2.11 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the programmes continue 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 Be Positive Education Centre, approved to be renamed from Modern Continuing Education Centre by HKCAAVQ effective from August 2023, is a private institution offering a variety of learning programmes to adult learners. The Centre started to operate as a registered school (School Registration No. 556661) under section 13 of the Education Ordinance (Cap. 279) in August 2022.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Diploma in International Hospitality Management

A student who has successfully completed the programme will

- PO1 Have ample work opportunities in rooms division, food and beverage division in hotel, and broader hospitality and tourism industries;
- PO2 Be prepared to work and to adopt operation positions as necessary;
- PO3 Be prepared for further academic study and will be able to make contributions to the academic discipline of hospitality, tourism, hotel and food & beverage service; and
- PO4 Have appropriate foundational skills and knowledge to become lifelong learners within their field.

Certificate in Workplace English

This programme aims to help learners to acquire competencies to use simple English language in familiar and routine contexts in the workplace, so that they are able to provide effective administrative support in the office.

Certificate in Foundation Workplace English

This programme aims to help learners to acquire competencies to use very simple English in short texts in a small range of familiar and routine contexts, so that they are able to provide sufficient clerical support in the office.

4.2 Programme Intended Learning Outcomes

Diploma in International Hospitality Management

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

- PILO1 Apply knowledge & skills in the hotel, food and beverage service, travel and tourism organizations operation activities, demonstrating comprehension of relevant theories;

- PILO2 Access, organize and evaluate information independently and make reasoned judgments in relation to hospitality and tourism organizations operation;
- PILO3 Operate in a variety of familiar and some unfamiliar contexts in hotel, food and beverage service, travel and tourism industry, using a known learning skills;
- PILO4 Perform tasks in a broad range of predictable and structured hospitality contexts which may also involve some non-routine activities requiring a degree of individual responsibility; and
- PILO5 Engage in self-directed activity in hotel, catering and tourism sectors with guidance/evaluation.

Certificate in Workplace English

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

- PILO1 Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative support in the office, in order to establish and maintain social relationships effectively with interlocutors in the workplace;
- PILO2 Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative support in the office, in order to understand and communicate predictable information, ideas and related explanations effectively with interlocutors in the workplace;
- PILO3 Interpret simple written texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading, for general information and locating/ extracting specific information;
- PILO4 Present information and ideas, and create simple written correspondence relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading and writing, in order to communicate effectively with correspondents in the workplace; and
- PILO5 Demonstrate reasonable clarity in writing simple texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in writing, in order to communicate effectively in the workplace.

Certificate in Foundation Workplace English

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

- PILO1 Participate at a sufficient level of comprehension and clarity, in short oral interactions relating to a small range of familiar, everyday contexts, and expressed in very simple language, in order to establish and maintain social relationships in a satisfactory way with interlocutors in the workplace;
- PILO2 Participate at a sufficient level of comprehension and clarity, in short oral interactions relating to a small range of familiar, routine contexts, and

expressed in very simple language, in order to understand and communicate predictable, factual information in a satisfactory way with interlocutors in the workplace;

PILO3 Understand short written texts containing predictable, factual information relating to a small range of familiar, routine contexts, and expressed in simple language, in order to locate and extract specific information;

PILO4 Understand and produce with reasonable clarity, short written correspondence relating to a small range of familiar, routine contexts, and expressed in very simple language, in order to understand and communicate predictable factual information in a satisfactory way with correspondents in the workplace; and

PILO5 Demonstrate reasonable clarity in writing short texts relating to a small range of familiar, routine contexts, and expressed in very simple language, in order to communicate factual information in a satisfactory way with readerships in the workplace.

4.3 Programme Structure

Diploma in International Hospitality Management

Module Title	QF Credits
(1) An Overview of Hospitality Industry	167
(2) Front Office Operations Management	
(3) English for Hospitality Industry	
(4) Introduction to Food & Beverage Operations	
(5) Introduction to Tour Guiding and Escorting Skills	
(6) Putonghua for Hospitality Industry	
(7) Housekeeping Operations	
(8) Introduction to Aviation Industry	
(9) Introduction to Cruise Operations	
(10) Japanese for Hospitality Industry	
(11) Internship	
Total	167

Certificate in Workplace English

Module Title	UoC Code	QF Credits
(1) Social Oral Interactions	GCEN202A	23
(2) Workplace Oral Communication	GCEN203A	
(3) Effective Reading Skills	GCEN205A	
(4) Written Correspondence in the Workplace	GCEN206A	
(5) Effective Writing Skills	GCEN207A	
Total		23

Certificate in Foundation Workplace English

Module Title	UoC Code	QF Credits
(1) Basic Social Conversation	GCEN102A	23
(2) Basic Oral Interactions	GCEN103A	
(3) Basic Reading Skills	GCEN105A	
(4) Basic Written Correspondence	GCEN106A	
(5) Basic Writing Skills	GCEN107A	
Total		23

4.4 Graduation Requirements

Diploma in International Hospitality Management

- Obtain an overall GPA of 2.0 or above;
- Achieve a total of 167 QF credits, including 47 QF credits of Industrial Placement; and
- Achieve a minimum of 80% attendance rate.

Certificate in Workplace English

Certificate in Foundation Workplace English

- Achieve a minimum of 70% attendance; and
- Attain 60% or above on overall assessments for each module.

4.5 Admission Requirements

Diploma in International Hospitality Management

- (1) (i) Completion of Secondary 6 under the 3-3-4 academic structure (or Form 5 under the 5-2-3 academic structure), and attained Level 2 in English Language in the Hong Kong Diploma in Secondary Education (HKDSE) Examination (or Level 2 / Grade E in the Hong Kong Certificate of Education Examination (HKCEE); Or (ii) Holder of Diploma Yi Jin; Or (iii) Equivalent qualifications;
AND
Passed the admission interview.

OR

- (2) Mature student (aged 21 or above), AND passed the admission test and interview.

Certificate in Workplace English

- Completion of Form 5 under the old secondary curriculum; or completion of Secondary 6 under the new senior secondary curriculum; or equivalent qualifications; OR
- Completion of QF Level 1 course in English Language or equivalent; OR
- Completion of Form 3 / Secondary 3 or equivalent qualifications, and pass the admission written test and interview; OR
- Aged 21 or above and pass the admission test and interview.

Certificate in Foundation Workplace English

- Completion of Form 3 / Secondary 3 or equivalent qualifications; OR
- Aged 18 or above and pass the admission 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) 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.

HKCAAVQ Report No.: 24/05