



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

**CONFIDENTIAL**

**ACCREDITATION REPORT**

**HONG KONG INSTITUTE OF INFORMATION  
TECHNOLOGY  
VOCATIONAL TRAINING COUNCIL**

**INITIAL EVALUATION**

**JANUARY 2024**

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HKCAAVQ Panel Membership

## **1. TERMS OF REFERENCE**

1.1 Based on the Service Agreement (No.: VA1654), 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 Hong Kong Institute of Information Technology, Vocational Training Council (職業訓練局香港資訊科技學院) (“Operator”), a branch of the Vocational Training Council (職業訓練局) to conduct an Initial Evaluation 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 Level 4 standard, and can be granted Initial Evaluation Status at QF Level 4; 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 28 November 2023. The membership list of the accreditation panel is enclosed in Appendix.

## **2. HKCAAVQ’S DETERMINATION**

2.1 HKCAAVQ has determined that the Operator is competent to achieve its stated objectives and to operate learning programmes meeting QF standard(s) at Levels 1 to 4, and can be granted Initial Evaluation (IE) status at QF Level 4 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 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:

<b>Name of Operator</b>	Hong Kong Institute of Information Technology, Vocational Training Council 職業訓練局香港資訊科技學院
<b>Address of Operator</b>	VTC Tower, 27 Wood Road, Wan Chai, Hong Kong 香港灣仔活道 27 號 職業訓練局大樓
<b>Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation</b>	Level 4
<b>Start date of 2-year validity period of Initial Evaluation (IE) accreditation status</b>	1 February 2024
<b>Scope of IE Accreditation Status</b>	For local programmes operating in Hong Kong

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 The Vocational Training Council (VTC), established in 1982, is governed by the Vocational Training Council Ordinance (VTCO) (Cap. 1130) and functions as the principal organisation that provides Vocational and Professional Education and Training in Hong Kong. At present, there are thirteen member institutions under the VTC.

3.2 In this accreditation, the VTC is applying for the accreditation of its fourteenth member institute—the Hong Kong Institute of Information Technology, which aims to provide computer science and information technology programmes to various demographics, including school leavers, young people, in-service practitioners, and employees in information technology and communication industry.

#### 4. PANEL'S DELIBERATIONS

The following presents the Panel's deliberations on a range of issues pertinent to its major findings with reference to the accreditation standard under each Domain of Competence.

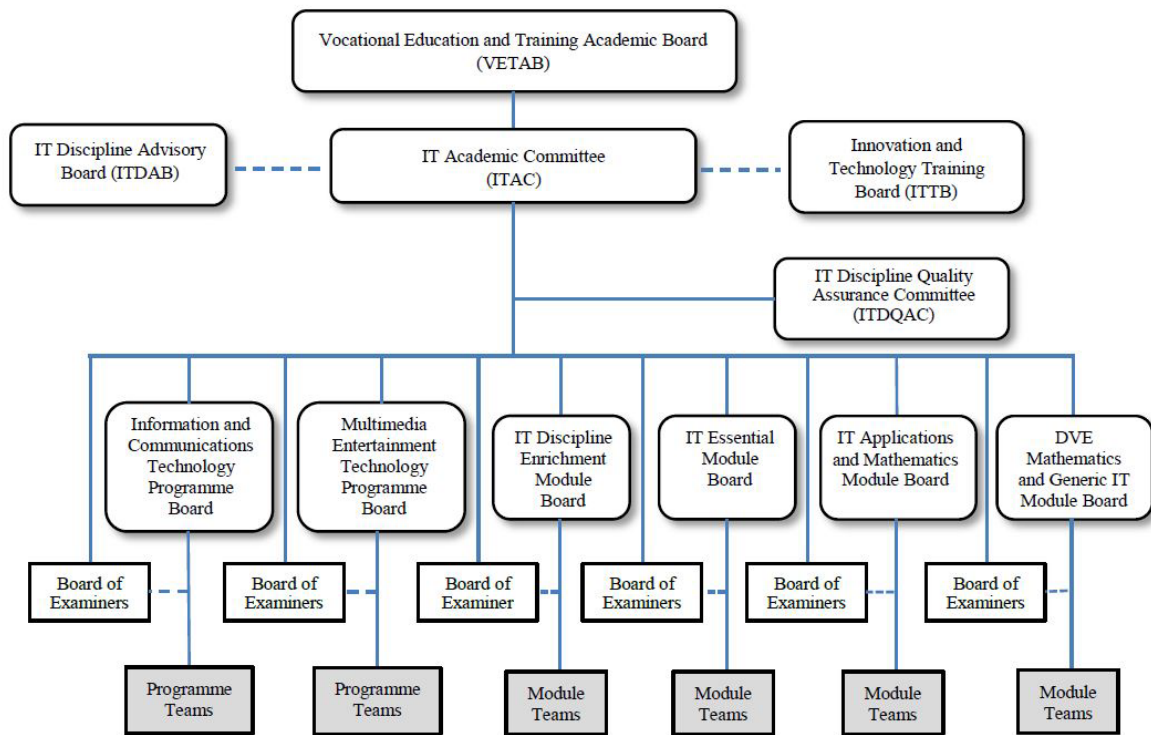
##### 4.1 Domain of Competence: IE-1 Organisational Governance and Management

###### **Accreditation Standard**

The governing body of the operator has clearly defined and appropriate educational/ training objectives, and has implemented a management structure to realise those objectives, for the delivery of learning programme(s) that fall within the scope of the HKQF level(s) sought.

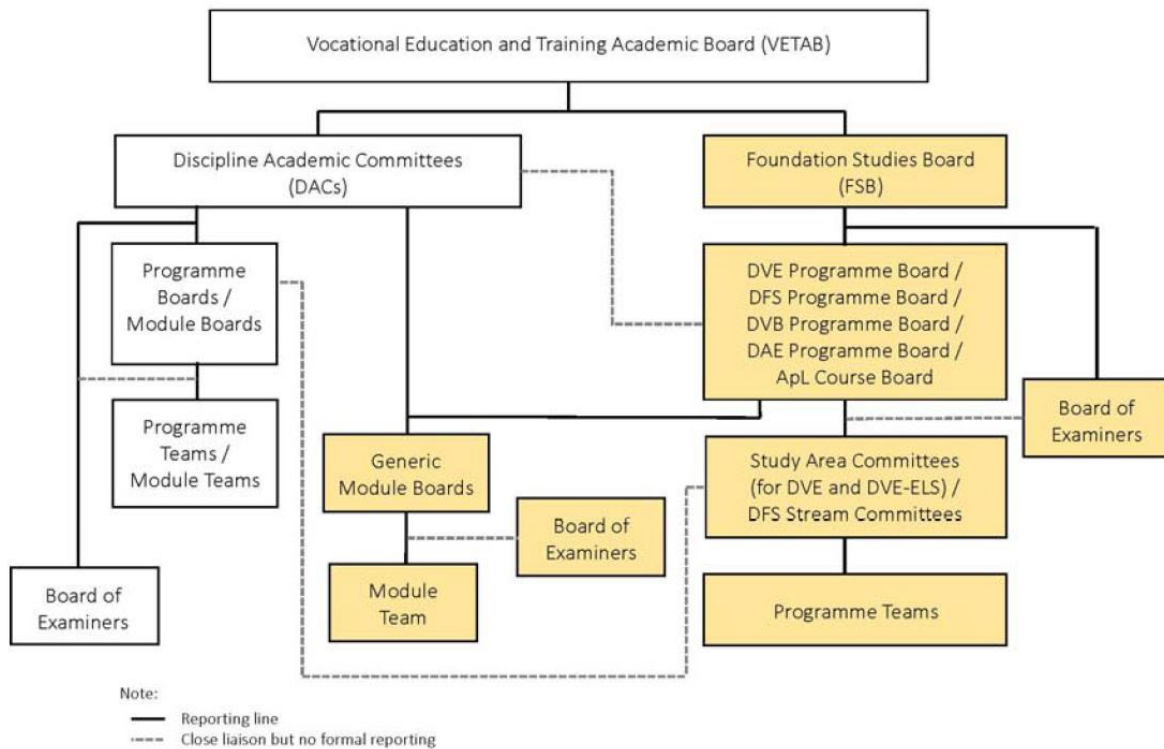
- 4.1.1 With the rapidly evolving digital technology landscape and escalating demand for skilled professionals to support the digital economy, the Vocational Training Council (VTC) has recognised the need to establish a new specialised institute, the Hong Kong Institute of Information Technology (HKIIT), focusing on providing vocational and professional training in computer science and information technology.
- 4.1.2 As the fourteenth member institute within the VTC, the HKIIT is committed to upholding the organisation's core values that drive the operational and management strategies of the entity. Embracing these principles, the HKIIT sets its sights on becoming the leading provider of vocational and professional education and training in the field of computer science and information technology within the region.
- 4.1.3 The HKIIT, a multi-campus institute, will initially establish its main campus within the premises of the VTC located in Tsing Yi. The Information Technology (IT) Department for the HKIIT will be formed by converting the existing IT Departments at Hong Kong Institute of Vocational Education (IVE) (Tsing Yi), IVE (Chai Wan), IVE (Lee Wai Lee), IVE (Sha Tin) and IVE (Tuen Mun) with the aim of delivering the IT Discipline's learning programmes in its early establishment. The Heads of the Department of IT at various IVE campuses will report to both their respective Campus Principals and the Principal of HKIIT on administrative matters pertaining to student affairs and departmental operations.
- 4.1.4 The highest authority within the VTC is the Council, responsible for corporate policy, strategies, and macro-level management. The execution of the VTC's policy and daily management of the VTC is undertaken by the Executive Director, who is supported by the Caucus and various committees. Among these is the Vocational Education and Training Management Committee (VETMC).

- 4.1.5 A Campus Executive Committee (CEC) will be established at the main campus of HKIIT at Tsing Yi to oversee significant operations within the campus. Serving as the highest decision-making body within the campus environment, the CEC reports to the VETMC. Chaired by the Principal of the HKIIT, the CEC includes the heads of teaching departments, and academic and administrative support units of the campuses. The CEC deliberates on key operational aspects of the campus and serves as a forum for reporting and discussing the latest information concerning the VTC, the campus, and its departments.
- 4.1.6 The VTC has been providing pre-employment and in-service vocational education and training programmes via its member institutions IVE and Youth College (YC). The HKIIT will leverage the academic management and leadership already present in the VTC's IT Discipline as well as the Foundation Studies Board (FSB). The HKIIT will administer all QF programmes up to QF Level 4 of the IVE under the PA of "Computer Science and Information Technology" and, in future, programmes up to QF Level 3 of the YC under the Programme Area (PA) of "Computing Studies and Information Technology".
- 4.1.7 Building on this established track record of the VTC, the establishment of the HKIIT will further broaden the offerings of learning programmes, accommodating school leavers from a spectrum of entry points, including those below the sub-degree level and other programmes registered within the Qualifications Framework.
- 4.1.8 The Vocational Education and Training Academic Board (VETAB) is the highest academic body in the VTC for approving and overseeing all aspects of academic activities within the VTC.
- 4.1.9 The committee structure that governs the QF-Level 4 programmes within the IT Discipline is delineated as follows:



- 4.1.10 A discipline-based management structure is implemented, where each Academic Discipline is led by an Academic Director who steers the strategic development and oversees the academic matters of the corresponding discipline. Academic Directors reports to a Deputy Executive Director and work closely with the Principals concerned.
- 4.1.11 Under each discipline, a Discipline Academic Committee, chaired by the Academic Director, steers the development of the discipline and reports to VETAB. Each Discipline Academic Committee is supported by a Discipline Quality Assurance Committee which is accountable for quality assurance of programmes offered by the discipline. Within each discipline, Programme Boards and Module Boards are formed to oversee the operations of the programmes and the common vocational/generic and enrichment modules. They also help implement academic policies, set academic standards and conduct on-going monitoring to maintain the quality of the programmes/modules. The Boards of Examiners bear the responsibility for approving assessment results, ensuring the integrity and quality of academic evaluation.
- 4.1.12 In keeping with governmental strategies and to meet the increasing demands of the IT industry, the HKIIT ensures a broad spectrum of courses is available. This includes foundation-level programmes which are intended for inclusion in the QR. It is, therefore, a fundamental responsibility of the HKIIT to offer diverse and comprehensive IT education that aligns with industry needs and regulatory frameworks. The VETAB has assigned the FSB with the responsibility of supervising foundation level programmes/courses at QF Level 3 within VTC. These

include, but are not limited to, the Diploma of Vocational Education Programmes (DVE) and Diploma of Foundation Studies (DFS). The FSB's task is to ensure consistency in the development, monitoring, review, delivery, and assurance of standards for these programmes/courses. The management structure for foundation level programmes is depicted in the following figure:



- 4.1.13 In alignment with the VTC's strategic initiatives, the IT Discipline has formulated a 3-Year Strategic Plan, taking into account the VTC's third 8-year Strategic Plan and the evolving local and neighbouring landscapes. The Academic Director has commendably spearheaded this strategic planning process, engaging with the IT Discipline Management Committee, which comprises Heads of the IT Department at the HKIIT.
- 4.1.14 While the existing Strategic Plan for the academic years (AY) 2022/23 to AY2025/26 provides a foundational framework for the IT Discipline, the Panel sought additional information regarding how the establishment of the HKIIT contributes to the current framework. In response to the Initial Comments, the Operator submitted an updated Strategic Plan of IT Discipline, title "Strategic Plan of the Information Technology (IT) Discipline from AY2023/24 to AY2026/27", which provides more detailed and longer-term strategic planning pertinent to the inception of the HKIIT. This revision introduces a concentrated effort by the HKIIT Planning Office to prioritise Branding Development, In-service Training, Campus Development, Curriculum Development, and so forth.



- 4.1.15 The enhanced Strategic Plan articulates approach to programme and curriculum development at the HKIIT, the realignment of team structures, the fortification of IT Discipline capabilities, and the elevation of staff competencies. Post-launch strategies for the HKIIT include redefining departmental focus, bolstering curricula, integrating facilities, and augmenting student development, performance, and employability.
- 4.1.16 The Panel considered that for the HKIIT to flourish sustainably, a more granular development plan outlining how the HKIIT can contribute to talent development in Hong Kong IT industry would benefit the institution. The Panel **advised** that the strategic plan be broadened to include detailed work milestones and performance targets that can be achieved and enhanced over time. These could be utilised to gauge the progress and efficacy of the HKIIT.
- 4.1.17 In regard to communication channels for staff regarding policies and procedures, all existing management policies and procedures within the VTC are made accessible to the HKIIT's staff via its intranet. Developments and significant changes to these policies and procedures are disseminated through the management committee structure in a top-down manner, reaching all the HKIIT staff in staff meetings. Additionally, email circulars from the Human Resources Division of the VTC notify staff of any changes in policies and procedures. The Officer within the HKIIT ensures that staff members without email access are informed. Pertinent circulars and notices are also displayed on bulletin boards for staff awareness.
- 4.1.18 The VTC has implemented policies designed to prevent conflicts of interest and ensure compliance with anti-bribery regulations, thereby maintaining a high standard of integrity and conduct in the workplace. The HKIIT is required to follow these same policies developed and implemented by the VTC. All staff members are expected to uphold honesty and impartiality in their interactions with the public. Key policy guidelines, including those on "Conflict of Interest", "Prevention of Bribery Ordinance" and "Gifts and Sponsorship Offered to Staff," are readily available to all staff members on the VTC's intranet and/or via periodic circulation.
- 4.1.19 For new employees, these important policy guidelines, along with the Independent Commission Against Corruption online self-learning course, are made accessible through the Staff Induction Online Programme to ensure that new staff members are well-informed about the VTC's integrity management and the anti-corruption laws in Hong Kong.
- 4.1.20 In regard to the management of student records, a purpose-built computer system known as the "Student Records System" (SRS) has been established. Given the critical nature of data protection and the functions executed by the SRS, robust security controls have been implemented. Access to relevant data and functions is restricted to authorised officers, who are each assigned a unique login account. To ensure data security and system integrity, advanced firewall, anti-virus, and backup

software protect the server hosting the SRS data. The SRS operates effectively, providing essential services in line with system specifications and programme requirements. Within the HKIIT and the IT Discipline, the rights of access within the SRS are distributed as follows:

- (a) The Chairperson of the Programme/Module Board has the authority to confirm the results of students enrolled in the programmes under the board's purview.
- (b) Staff within the Discipline Office undertake the responsibility for establishing and maintaining the programmes and modules.
- (c) Administrative staff within the departments are granted access rights for a variety of tasks. These include uploading of marks, querying student data, printing consolidated examination mark sheets, registering modules, and setting up student sets/classes.
- (d) Module Board Campus Coordinators, alongside Programme Leaders and Coordinators, are permitted to query student data within the programmes or modules they manage.

- 4.1.21 As for data privacy policies and guidelines, specific protocols have been instituted for staff reference. Learners' personal data is collected and processed securely, retained only for the necessary duration, and collected with full knowledge of the data providers, who are notified of their rights, including access and correction of their personal data. The Student Admissions, Progression, and Records Committee of the Vocational Education and Training Policy and Quality Committee oversees the SRS's development, ensuring smooth operation and ongoing improvement.
- 4.1.22 To familiarise students with campus facilities and regulations, student handbooks will be distributed in each academic year. These handbooks also outline general academic policies and guidelines. Furthermore, the HKIIT will provide each student with an email account, enabling them to receive school updates via webmail and mobile email services.
- 4.1.23 The HKIIT will also provide the web portal for its students to offer a wide array of online services, including profile updates, module selection, timetable inquiries, transcript printing, activity enrolment, and campus facilities booking, among others.
- 4.1.24 In consideration of the above, the Panel concluded that the accreditation standard has been met.

## 4.2 Domain of Competence: IE-2 Financial Viability and Resources Management

### Accreditation Standard

The operator must have adequate financial and physical resources to achieve its educational/ training objectives, with well-defined systems and processes to manage its finances to support the quality and effectiveness of its operation.

- 4.2.1 In the accreditation document, the Operator has expressed their commitment to providing and managing ample resources to bolster learning, teaching, and assessment activities. At the VTC corporate tier, the Corporate Services Management Committee, chaired by the Executive Director, oversees the deployment of policies and strategies concerning corporate resources and services. These encompass general administration, estates, health and safety, environmental considerations, finance and supplies, human resources, information technology services, and external relations, inclusive of marketing and publicity efforts.
- 4.2.2 On the discipline tier, the Academic Director of each discipline works closely with the Principals of the relevant institutions to strategise and manage a range of programme-specific learning and teaching facilities and equipment. This ensures top-tier learning and teaching support across all disciplines.
- 4.2.3 In accordance with central policies established by the VTC, resource allocation is typically based on the planned training activities for each year. The IT Discipline, operating under the discipline-based management structure, devises strategies for the annual training activities prior to the start of each academic year. Considerations for this strategy include planned student numbers, historical enrolment statistics, strategic development plans, and more. This plan acts as a foundation for estimating the financial resources, capital equipment/furniture, staffing, and more, required for the training programmes.
- 4.2.4 The VTC has allocated additional funding to aid the HKIIT during its establishment phase. Specific funding has been designated for the HKIIT to assist in the development and enhancement of its laboratories and facilities. The HKIIT will emulate the strategy and current practice of the IT Discipline.
- 4.2.5 The fiscal performance of the VTC, inclusive of the consolidated financial statement from the previous three years, has been made accessible to the public via the VTC Annual Report, demonstrating their commitment to transparency. In the accreditation process, the Operator furnished the Financial Expert with the VTC's financial statement as of 31 March 2023.

- 4.2.6 Upon review of the information provided above, it is considered that the HKIIT, with the support of the VTC, possesses sufficient financial resources to achieve its educational/training objectives.
- 4.2.7 The HKIIT is a multi-campus institute with various campuses situated in Tsing Yi, IVE (Chai Wan), IVE (Kwun Tong), IVE (Lee Wai Lee), IVE (Morrison Hill), IVE (Sha Tin) and IVE (Tuen Mun). The programmes of the HKIIT will take place in various internal and external teaching and training venues approved by VTC, the appropriateness of which is evaluated and confirmed by the VTC. The IT Discipline employs the VTC's stringent resource allocation mechanism to preserve uniformity across distinct programmes, departments, and campuses. This approach guarantees the quality of the programmes and ensures that the facilities and student support services available at the delivery sites are both appropriate and ample.
- 4.2.8 The mechanism for approving additional offering sites will mainly consider the following factors:
- (a) the capacity of the offering sites;
  - (b) the requirements for general and specialised teaching facilities;
  - (c) the utilisation of general and specialised teaching facilities at the offering sites;
  - (d) the availability of student support services;
  - (e) strategic development of the academic discipline;
  - (f) the impact of adding offering sites on the quality of the programme from the academic discipline's perspective; and
  - (g) industry and student demand, particularly if the addition of an offering site is accompanied by an increase in planned places for new students.
- 4.2.9 To ensure the suitability of non-VTC venues, at least one site visit will be conducted. This visit will assess the adequacy of the training facilities for programme delivery, and confirm the availability of sufficient general teaching and learning facilities, specialised facilities and equipment (if applicable), and student support services.
- 4.2.10 In the context of the VTC's General Insurance Policies, the Public Liability Insurance Policy is designed to provide coverage for the VTC as the insured party. According to the accreditation document, this encompasses both internal and external activities undertaken by full-time and part-time students, trainees, staff, and any individual participating in the following:
- (i) *“Any programmes organized by the Council or on its behalf or in cooperation with other organizations within or outside the Council's premises;*
  - (ii) *Courses, field trips, industrial or commercial attachments for training or working experience of practical work, including those activities involve*

*noxious or dangerous substances or gases, organized by or on behalf of the Council;*

- (iii) *Trade tests and competitions organized by the Council or on its behalf or in co-operation with other organizations within or outside the Council's premises."*

4.2.11 In consideration of the above, the Panel concluded that the Operator has adequate financial and physical resources to achieve its educational/training objectives, with well-defined systems and processes to manage its finances to support the quality and effectiveness of its operation.

#### 4.3 Domain of Competence: IE-3 Organisational Staffing

##### **Accreditation Standard**

The operator must be able to engage staff who are competent to manage its operations, to lead programme planning and development, and to support the delivery of learning programme(s) up to the claimed HKQF level(s).

4.3.1 The leadership and staffing within the HKIIT are under the remit of the IT Discipline of the VTC and are appointed following the VTC's established recruitment procedures. Currently, an Academic Director directs the IT Discipline. This individual, also the Principal of the HKIIT, is tasked with leading programme planning and development, quality assurance, and corresponding resource planning. Assisting the Principal is a Vice Principal, serving as one of the Deputy Academic Directors in the IT Discipline.

4.3.2 Four Heads of Departments (HoDs) operate within the HKIIT. One of these HoDs also holds the position of Deputy Academic Director, aiding the Academic Director in the daily operational management of the Discipline. In addition to their primary roles, the HoDs serve as Programme Board Chairpersons, supporting the Academic Director in steering the development and management of the Discipline within their respective programme areas. The appointment criteria for management and teaching staff across various ranks are detailed in the table:

<b>Senior Assistant Executive Director (Serves as the Academic Director of IT Discipline and Principal of the HKIIT)</b>	
<b>Major Responsibilities</b>	<b>Qualifications, Experience and Attributes <i>Applicant should have:</i></b>
(a) To assist the senior management team in formulating Council's strategic initiatives and annual plans of programmes and activities;	(a) substantial managerial experience at a senior level, with large staff management scale/size;
(b) To provide leadership and strategic direction for the provision of vocational and professional education and training	(b) well qualified both academically and professionally;
	(c) strong leadership qualities and proven

<p>(VPET) programmes and services under his/her purview;</p> <p>(c) To develop markets to promote VTC's products and services; and</p> <p>(d) To steer strategies for networking and maintain linkages with industries and other stakeholders in HK, GBA and overseas countries.</p>	<p>extensive job exposure in the career path;</p> <p>(d) ability to build rapport with trade and industry as well as professional bodies;</p> <p>(e) sensitivity to the business environment and ability to initiate and manage change;</p> <p>(f) excellent command of English and Chinese languages; preferably including Putonghua; and</p> <p>(g) preferably, knowledge and experience in VPET, and/or substantial administrative experience in the public/education sector.</p>
<p><b>Assistant Executive Director (Serves as the Deputy Academic Director of IT Discipline and Vice Principal of the HKIT)</b></p>	
<p>Major Responsibilities</p>	<p>Qualifications, Experience and Attributes <i>Applicant should have:</i></p>
<p>(a) To assist the senior management team to take forward strategic initiatives;</p> <p>(b) To assume the headship of an operational unit and/or academic disciplines and to plan, manage and review operations of the unit(s) and/or provision of programmes and activities of an academic discipline under his/her purview;</p> <p>(c) To promote VTC's products and services, explore new markets and help develop strategies to meet new demands;</p> <p>(d) To implement strategies for networking and maintain linkages with industries and other stakeholders in Hong Kong, the Mainland and overseas countries; and</p> <p>(e) To manage quality assurance system and procedures, and ensure effective implementation.</p>	<p>(a) substantial managerial experience in sizeable organisation(s) at an appropriate level;</p> <p>(b) well qualified both academically and professionally;</p> <p>(c) good people skills, communication skills and leadership qualities;</p> <p>(d) ability to work and liaise closely with trade and industry as well as professional bodies;</p> <p>(e) sensitivity to the business environment and ability to initiate and manage change;</p> <p>(f) excellent command of English and Chinese languages; preferably including Putonghua; and</p> <p>(g) preferably, knowledge and experience in vocational and professional education and training (VPET), and/or substantial administrative experience in the public/education sector.</p>
<p><b>Head of Department</b></p>	
<p>Major Duties</p>	<p>General Requirements <i>Applicant should have:</i></p>
<p>(a) To assist the Principal and Vice-Principal in the management, planning and development of the Campus and the Department;</p> <p>(b) To plan, manage, monitor and control the provision and utilization of staff and other resources of the Department;</p>	<p>(a) a recognised degree in a relevant discipline and a post-graduate qualification; preferably with relevant professional qualifications;</p> <p>(b) at least 12 years' relevant experience preferably with not less than 4 years in VPET at an appropriate level of</p>

<p>(c) To assist the Academic Director (AD) of the Discipline to provide strong academic leadership in the development, validation and accreditation of the programmes in the Discipline; and to oversee their academic quality;</p> <p>(d) To assist the AD to formulate and implement initiatives for the strategic development of the Discipline;</p> <p>(e) To act as Chairperson of Programme Board(s), Module Board, Boards of Examiners and other academic / management committees and work groups as required;</p> <p>(f) To play a leading role in exploring new opportunities for the strategic development of the Department / Discipline;</p> <p>(g) To establish linkages with all stakeholders, both internal and external, for the betterment of vocational and professional education and training (VPET); and</p> <p>(h) To perform teaching duties and/or supervise student projects where necessary</p>	<p>responsibility;</p> <p>(c) strong academic leadership and capability to take forward the initiatives for the development of the Discipline, including the development of in-service training programmes and corporate training;</p> <p>(d) proven experience in project management and professional services with the industry and professional bodies, programme design, development and validation; and the implementation of quality assurance policy;</p> <p>(e) good networking capability for organizational development and be able to establish linkages with companies and organizations of the Discipline and other major stakeholders;</p> <p>(f) good understanding of the vision and mission of the Council, the development of VPET as well as the strategic development of the Discipline;</p> <p>(g) good management, entrepreneurial, interpersonal and communication skills; and</p> <p>(h) good academic standing and strong language proficiency in English and Chinese; preferably including Putonghua.</p>
<b>Principal Lecturer</b>	
Major Duties	General Requirements <i>Applicant should have:</i>
<p>(a) To play a leading role in the planning, development and management of the discipline / operational unit to ensure an efficient and smooth operations of the discipline / operational unit;</p> <p>(b) To plan, control and keep under review the provision and utilization of staff and other resources of the discipline / operational unit;</p> <p>(c) To play a leading role in the development, validation and accreditation of courses as well as strategic development of the discipline;</p> <p>(d) To act as Discipline's Programme Leader to provide academic leadership and serve in various boards / committees and other academic / management committees and work groups as required;</p>	<p>(a) a recognised degree and a post-graduate qualification, preferably with relevant professional qualifications;</p> <p>(b) at least 8 years' relevant experience at an appropriate level of responsibility;</p> <p>(c) proven record of programme design and curriculum development;</p> <p>(d) strong leadership ability, and good management, interpersonal, communication and team-building skills;</p> <p>(e) good understanding of the vision and mission of the Council and the future development of VPET as well as good understanding of the strategic development of the relevant Discipline / programme of activities;</p>

<p>(e) To maintain close contacts with industry, commerce, professional bodies and other educational institutes on collaborative arrangement and with a view to promoting and ensuring the relevance and excellence of VPET;</p> <p>(f) To develop and review quality policies and procedures, and to oversee the academic quality of the training programmes of the discipline / operational unit;</p> <p>(g) To initiate and develop new services and programmes to meet the needs of the industry;</p> <p>(h) To explore new opportunities, such as developing consultancy, corporate training programmes or top-up degree programmes; and</p> <p>(i) To perform teaching duties and/or supervise student projects where necessary.</p>	<p>(f) proven records of networking ability for organizational development and demonstrated experience in project management; and</p> <p>(g) good presentation skills and a high level of proficiency in both Chinese and English, preferably including Putonghua.</p>
<b>Senior Lecturer</b>	
Major Duties	General Requirements <i>Applicant should have:</i>
<p>(a) To assist in overseeing the daily operations of the operational unit and ensure effective management of resources of the operational unit;</p> <p>(b) To take an active role in the development, validation and accreditation of programmes;</p> <p>(c) To act as Programme Leader and serve in Programme Board(s), Boards of Examiners and other academic / management committees and work groups as required;</p> <p>(d) To develop and review quality policies for the discipline / operational unit, and to be responsible for maintaining the standard and quality of the programmes;</p> <p>(e) To work closely with all stakeholders, both internal and external, for the betterment of Vocational and Professional Education and Training (VPET);</p> <p>(f) To explore new opportunities for the discipline / operational unit, such as developing consultancy, corporate training programmes or top-up degree programmes;</p>	<p>(a) a recognised degree in a relevant discipline or relevant professional qualification, preferably with a post-graduate qualification;</p> <p>(b) at least 5 years' relevant experience at appropriate level of responsibility;</p> <p>(a) solid experience in programme design and development, implementation of quality assurance policy; assessment and reporting, and/or student admission and related work;</p> <p>(b) good understanding of the vision and mission of the Council and the future development of VPET;</p> <p>(c) proven records of professional development and linkages with the industry;</p> <p>(d) good administrative, interpersonal, communication and team building skills; and</p> <p>(e) good presentation skills and a high level of proficiency in both English and Chinese, preferably including Putonghua.</p>



<p>(g) To assist in the development of new services and programmes to meet the needs of the industry; and</p> <p>(h) To perform teaching duties and supervise student projects where necessary.</p>	
<b>Lecturer</b>	
<p>Major Duties</p>	<p>General Requirements <i>Applicant should have:</i></p>
<p>(a) To perform teaching duties including supervision of students' projects and fieldwork placement;</p> <p>(b) To carry out duties in relation to student and academic administration;</p> <p>(c) To develop programme curriculum and teaching, learning and assessment materials;</p> <p>(d) To assist in validation and accreditation of programmes; and</p> <p>(e) To participate in networking with industry / industrial attachments, departmental projects and functions including but not limited to consultancy services, research studies, seminars and exhibitions.</p>	<p>(a) a recognised degree or professional qualification, preferably with a postgraduate qualification;</p> <p>(b) at least 3 years' relevant teaching and / or industrial experience; and</p> <p>(c) good communication and presentation skills in both English and Chinese.</p>
<b>Assistant Lecturer</b>	
<p>Major Duties</p>	<p>General Requirements <i>Applicant should have:</i></p>
<p>(a) To perform teaching duties and assist in supervision of students' projects and fieldwork placement;</p> <p>(b) To assist in carrying out duties in relation to student and academic administration;</p> <p>(c) To assist in developing programme curriculum and teaching, learning and assessment materials; and</p> <p>(d) To participate in departmental projects and functions including but not limited to consultancy services, research studies, seminars and exhibitions.</p>	<p>(a) a relevant recognised degree or professional qualification, preferably with post-graduate qualification;</p> <p>(b) preferably relevant teaching / industry experience; and</p> <p>(c) good communication and presentation skills in both English and Chinese.</p>
<b>Instructor</b>	
<p>Major Duties</p>	<p>General Requirements <i>Applicant should have:</i></p>
<p>(a) To perform teaching duties, including student assessment and operating and maintaining training facilities and equipment to support teaching and</p>	<p>(a) a relevant recognised higher diploma or equivalent;</p>

<p>learning;</p> <p>(b) To provide support in programme operations;</p> <p>(c) To prepare and update teaching and assessment materials;</p> <p>(d) To perform duties in relation to student administration including student admission and records, job placement and other student activities;</p> <p>(e) To implement quality assurance policies; and</p> <p>(f) To maintain and enhance networks with the industry and related associations.</p>	<p>(b) at least 3 years' work or teaching experience in the relevant industry;</p> <p>(c) 8 years' work or teaching experience in the relevant industry if without the required academic qualification stated in (a) and may be required to have a Qualifications Framework (QF) Level 3 qualification; and</p> <p>(d) the ability to pass a trade test.</p>
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- 4.3.3 According to the VTC's policies, Academic Disciplines undertake an annual review of staffing, deployment, and other requirements to meet the forecasted needs and support the learning and development of students within the Academic Disciplines. The measures undertaken to achieve these goals include the appointment of additional staff, both full-time and part-time, as well as the development and training of existing personnel.
- 4.3.4 Following the practices, the Academic Director of the IT Discipline engages in discussions regarding manpower needs and staff provisions with the Head(s) of Department in the HKIIT within the VTC and the Chair(s) of the Programme Board. These discussions give due consideration to factors such as the adequacy of expertise to deliver the planned programme places across different subject areas, the workload of teaching staff, and the resources and support required for the development and implementation of strategic initiatives within the Discipline/Council. Upon consolidation of this information, the IT Discipline endorses the manpower plan and maintains a regular review and monitoring schedule to ensure its effective utilisation.
- 4.3.5 In relation to overarching staffing policies, the Human Resources Division of the VTC provides central support and collaborates closely with the IT Discipline on matters concerning human resources. Policies addressing aspects such as staff employment and resignation, performance management, training and development, conduct and discipline, and staff complaints are made accessible to all staff members through the VTC's intranet and/or via periodic notifications.
- 4.3.6 To ensure that staff performance aligns with the expected standards, a centrally monitored appraisal system, known as the Performance Management System (PMS), is implemented. This system facilitates annual reviews of staff performance. The PMS provides a fair mechanism for staff members and their supervisors to set

performance goals and objectives, define relevant timeframes, identify necessary professional skills and knowledge, and plan staff development activities to achieve the targeted objectives. Templates of the PMS forms for both teaching and administrative staff are included in the accreditation document and are reviewed by the Panel.

- 4.3.7 Every programme within the IT Discipline and the HKIIT is overseen by a Programme Leader. These leaders possess relevant academic or professional qualifications and have significant experience in their respective fields or trades and in programme management. Where necessary, Programme Coordinators are appointed to assist the Programme Leader in the management of the programmes. The Programme Leaders and Programme Coordinators typically hold the ranks of Senior Lecturer and Lecturer respectively. To further support and monitor individual modules within a programme, Module Leaders, who are subject matter experts, are appointed.
- 4.3.8 In the realm of staff development, the VTC encourages its staff to regularly participate in development programmes. The objective of these programmes is to update their professional and technical knowledge, bolster teaching efficacy, and enhance management and communication skills. The Centre for Learning and Teaching (CLT) within the VTC provides specialised support for a broad array of initiatives, including project-based learning, workplace learning and assessment, and digital learning and teaching. Furthermore, it offers structured programmes, seminars/webinars, workshops, briefings, and sharing sessions for both newly appointed and in-service teaching and instructional staff. To assist new full-time and part-time teaching staff, the CLT provides an Introduction to Teaching Programme (ITP) and a Part-time Teacher Induction Programme (PTIP). For seasoned teachers, a compulsory Advanced Teaching Programme in Vocational and Professional Education and Training (VPET) is available.
- 4.3.9 Financial support is accessible through various Staff Development Sponsorship Schemes, including:
- (a) Council Initiated Development Programme (CIDP);
  - (b) Department/Discipline Initiated Development Programme (DIDP);
  - (c) Staff Initiated Development Programme (SIDP);
  - (d) Industrial Attachment (IA); and
  - (e) Workplace Professional Development (WPD) Scheme.
- 4.3.10 The VTC provides an array of training opportunities and staff development schemes. Particularly within the IT Discipline, academic staff members are sponsored to attend international conferences and visit partnering universities abroad. The IT Discipline has established a close connection with the industry, enabling academic staff to partake in industry-offered training and explore possibilities for industrial projects for students. This approach ensures that the staff remain abreast of the

latest IT technologies and equipment and promotes collaborative project endeavours.

- 4.3.11 Furthermore, the VTC organises upskilling visits, seminars, and training to expand staff learning opportunities in emerging technologies and their applications. In the AY2022/23, the IT Discipline signed a Memorandum of Understanding with NVIDIA, a leading multinational technology enterprise specialised in AI and computer graphics. This partnership is poised to deliver training and technical support to the IT Discipline.
- 4.3.12 The IT Discipline and the HKIIT promote staff members' participation in various staff development programmes. These include training workshops, consultation sessions, and sharing sessions, all targeted at enhancing staff capabilities in professionalism, teaching, and curriculum and assessment design. Professional knowledge and skills are further fortified by training workshops covering areas such as Adobe applications, Alibaba cloud services, Amazon Web Services, big data, artificial intelligence, Cisco IoT Security, cybersecurity, AR/VR technology, FinTech, and digital skills among other topics.
- 4.3.13 In consideration of the above, the Panel concluded that the accreditation standard has been met.

#### 4.4 **Domain of Competence: IE-4 Organisational Quality Assurance**

##### **Accreditation Standard**

The operator must have an internal quality assurance system that can support effective management and monitoring of the quality of its learning programme(s) in delivering learning outcomes that align with the GLDs of the HKQF, to meet its educational/ training objectives.

- 4.4.1 As VTC is the award granting body and the IT Discipline programmes are under the governance and management of VTC, the quality assurance policy and mechanism of VTC are applied to the HKIIT.
- 4.4.2 The VTC has instated procedures and processes for programme planning, development and approval to ensure quality, relevance, timely reviews, and alignment with industry and societal expectations. These processes involve obtaining inputs and advice from industry, community, external academic sources, and utilising different quality assurance tools. Additionally, the programmes are subject to revalidation within an approved validity period to maintain their relevance.
- 4.4.3 In response to the evolving needs of various industry sectors, the IT Discipline, with advice from advisory bodies and industries, has developed pertinent VPET

programmes. The strategic development of the VTC, the Discipline, and the availability of similar programmes in the VTC and the market, are all taken into account during this process. These programmes undergo a stringent development process, from initial proposal or feasibility study to programme validation, before they are approved.

- 4.4.4 The VTC's academic management structure, which includes Discipline Advisory Boards and/or Training Boards, is well-established. It gathers advice from external stakeholders regarding the strategic and programme development of the Disciplines to meet Hong Kong's manpower needs.
- 4.4.5 The IT Discipline maintains strong connections with external stakeholders such as employers, industrial attachment partners, and trade/professional bodies. Their views are regularly collected to review the IT programmes and graduate performance. For instance, the IT Discipline has included external members in its Programme Validation/Re-validation Panel, ensuring that the latest developments of specific industrial sectors/programme areas and views from external stakeholders are incorporated. Feedback is also collected through Industrial Attachment visits and regular meetings which aids in planning and reviewing student IA arrangements and updating curriculum contents.
- 4.4.6 The IT Discipline currently oversees a variety of QF-recognised Higher Diploma, Diploma, Certificate, Professional Diploma, and Professional Certificate programmes. These are offered in both full-time and part-time modes at QF Level 4 or below. The development and management of programmes of HKIIT follow the "*Procedures for Programme Development, Revision and Review for VTC Non-degree Award-bearing Programmes at QF Levels 1-6*". These procedures stipulate the distinctiveness of learning programmes in terms of their objectives, learning outcomes, structure and content, admission requirements, graduate destinations and articulation pathways when developing new programmes.
- 4.4.7 The development and approval procedures for a Professional Diploma programme serves as an example of this process. The Programme Team prepares a programme proposal for initial approval from the Academic Director. The proposal includes the reasons for offering the programme, its aims and learning outcomes. Having obtained the approval, the Programme Team prepares the Definitive Programme Document in detail.
- 4.4.8 The IT Discipline Quality Assurance Committee (ITDQAC) subsequently establishes a Programme Validation Panel (PVP) to validate the programme. The proposed programme then undergoes internal validation, where the curriculum design, delivery, and assessment, including the mapping of target Programme Area and the level of uniqueness, are examined by the PVP, which includes both internal and external members from the industry and/or academia. Other considerations

include the learning and teaching resources available, such as workshops and facilities, the expertise of teaching staff, and the capacity of the offering site(s).

- 4.4.9 The HKIIT adheres to the VTC's established and implemented quality assurance regulations and policies, including the General Academic Regulations (GARs), to provide a structured framework that ensures the effective operation of learning programmes. These GARs are tailored to various programme types, including Higher Diploma Programmes, Certificate, Diploma, Professional Certificate and Professional Diploma Programmes at QF Levels 1-4, along with the Diploma of Foundation Studies, among others. These regulations assist staff in maintaining the requisite academic standards of the programmes.
- 4.4.10 The Programme Team is entrusted with the responsibility to monitor the operation and delivery of the programme, conducting a broad range of management and monitoring activities to ensure its quality and standard. Regular Programme Team meetings, involving the Programme Leader, Module Leaders, and teaching staff, are organised. These meetings serve as a platform to gather staff feedback and discuss programme-related matters, including student feedback. Actions are taken promptly in response to the feedback collected, often in consultation with the management. Significant issues identified are reported to the Programme Board as necessary.
- 4.4.11 Module Teams, under the leadership of Module Leaders, hold internal meetings or communicate through the most convenient means with class tutors and frontline teaching staff every semester. These interactions facilitate the sharing of teaching and assessment experiences of modules across campuses and enable a review of the quality of learning, teaching and assessment.
- 4.4.12 On a need-basis, the Programme Leader carries out academic visits and class observations to gather student feedback and monitor teaching and learning processes. Constructive advice is provided to frontline teaching staff regarding teaching preparation, presentation, student interaction and class management, with the aim to enhance pedagogy and learning outcomes.
- 4.4.13 Programme review is a crucial part of the VTC's quality assurance system, a process which the HKIIT will also adhere to. This review is conducted annually at the programme, discipline, and central levels. It constitutes a self-reflective process undertaken by the Programme Teams, the Programme Boards, and the Academic Disciplines or their equivalent. The primary objective of the programme review is to critically assess the performance and quality of the programmes offered by the VTC, facilitating continuous improvement across various operational levels. The outcomes of these reviews provide valuable insights for the Programme Teams and Disciplines when contemplating programme revisions and development.

- 4.4.14 The Programme Quality Analysis Report (PQAR) is the key tool used in the programme review process. Programme-level PQARs are consolidated into a Discipline-level PQAR, which is then reviewed by the Discipline Academic Committee and approved by a Deputy Executive Director. These consolidated PQARs are further summarised and presented to the Vocational Education and Training Policy and Quality Committee for annual discussions. The detailed procedures and data types incorporated and evaluated in the programme review exercise vary depending on the programme types.
- 4.4.15 Performance targets for programmes are currently set for retention rate, enrolment rate, and employment rate. Every year, the Quality Enhancement Steering Committee reviews these targets to foster continuous improvement, taking into account changing circumstances and performance changes over the past years. Trend analysis is used to monitor performance and stimulate continuous improvement for other performance indicators, rather than setting targets.
- 4.4.16 In addition, at least one External Examiner (EE) is appointed for each programme to ensure the quality of the programme design, delivery, and assessment standard aligns with the QF level. Throughout the programme delivery, EEs review teaching materials, interact with students and teachers, and examine the programme curriculum to ensure academic standards. They provide advice on the quality of learning, teaching, and assessments, and during the programme review process, they advise the Board of Examiners on the assessment system and standards, and comment on programme performance in EE Reports. They also offer guidance on programme curriculum revision and the development of learning and teaching strategies for continuous programme enhancement.
- 4.4.17 Feedback from students about the learning programme is collected regularly through a module experience survey conducted every semester and a programme experience survey conducted every academic year. Students are also encouraged to share their learning experiences at various boards and committees, including the Staff-Student Liaison Meetings.
- 4.4.18 To ensure that the Discipline offers programmes that are current, dynamic, and responsive to changes in both external and internal environments, a programme revalidation exercise is carried out after a specific validity period. In this revalidation exercise, a Programme Revalidation Panel, comprising both internal and external members, critically reviews the Discipline's and programme's effectiveness and quality standards in terms of organisational efficiency, academic management, strategic planning, leadership, staffing, staff development, programme development and management, resource management, support services, and organisational quality assurance and enhancement.
- 4.4.19 During the revalidation, programmes are assessed based on their curriculum design in terms of relevancy, currency, exit level, programme objectives and learning

outcomes, programme contents and structure, credit size and credit assignment, balance and progression. Their assessment and learning and teaching strategies are evaluated in relation to the intended learning outcomes, and their outcome standards and quality are compared with the claimed QF level.

- 4.4.20 The VTC has established guidelines and procedures, as detailed in the Student Complaints Handling Procedures, for managing student grievances related to the VPET services it provides. The HKIIT will adhere to these same guidelines and procedures. Complaints may be lodged via various methods, including letters, emails, or phone calls. As part of this mechanism, all complaints are brought to the attention of the Headquarters (Academic Services). This department oversees the progress of investigations, provides advice on how complaints should be managed, and ensures that all follow-up actions are properly executed. Both the respective Operational Units and the Headquarters (Academic Services) scrutinize each case to identify potential areas of service quality improvement.
- 4.4.21 Within the VTC, an Officer also serves in the capacity of Complaints-handling Officer, responsible for ensuring that all complaints are processed in line with established procedures and in a timely fashion. Students wishing to lodge a complaint may do so via the administrative office of their institute or the Campus Secretariat of the relevant IVE campus. There is a steadfast guarantee that no student will face retaliation or penalty for raising a complaint in good faith. In instances where the complainant's identity is unknown, the Principal will review the content of the anonymous complaint to determine whether further actions are required.
- 4.4.22 All complaints are typically acknowledged in writing within 5 working days of receipt. A response detailing the findings of the investigation is generally provided within 14 working days from the date of acknowledging the complaint. The complainant or their authorised representative is asked to sign to acknowledge receipt of the written notification detailing the result of the complaint investigation. Information on how to handle complaints is provided to students in the student handbook.
- 4.4.23 In consideration of the above, the Panel concluded that the accreditation standard has been met.

## **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](http://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](http://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](http://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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**Hong Kong Institute of Information Technology, Vocational Training  
Council**

**Initial Evaluation**

**Panel Membership**

**Panel Chair**

**Prof WONG Shek Nam Danny**  
Professor Emeritus  
Hong Kong Metropolitan University

**Secretary**

**Ms Phyllis CHEUNG**  
Registrar  
Vocational and Professional Accreditation  
Hong Kong Council for Accreditation of  
Academic and Vocational Qualifications

**Panel Members**

**Mr CHAN Yuk Man Brian**  
Director  
T & S Quantum

**Mr LEUNG Tak Ming Terence**  
Senior Manager, Digital Entertainment  
Hong Kong Cyberport Management  
Company Limited

**Prof NG Mee Wah Eugenia**  
Former Director and Adjunct Professor of  
Division of Graduate Studies  
Teaching and Learning Centre  
Lingnan University

