



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

**SUMMARY ACCREDITATION REPORT**

**EDC LANGUAGES LTD**

**INITIAL EVALUATION AND  
LEARNING PROGRAMME ACCREDITATION  
CERTIFICATE IN PRACTICAL ENGLISH FOR  
COMMUNICATION**

**AUGUST 2023**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: AA905), 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), was commissioned by EDC Languages Ltd (EDC) (the Operator) to conduct an Initial Evaluation and Learning Programme Accreditation with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Operator meets the stated objectives and is competent to operate learning programmes that meet the QF Level 2 standards, and can be granted Initial Evaluation Status at QF Level 2;
- (b) To conduct an accreditation test as provided for in the AAVQO to determine whether the Certificate in Practical English for Communication (CPEC) of the Operator meets the stated objectives and QF standards and can be offered as an accredited programme; and
- (c) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

## 2. HKCAAVQ'S DETERMINATION

### Initial Evaluation

2.1 HKCAAVQ has determined that the Operator meets the stated objectives and is competent to operate learning programmes that meet the QF Level 2 standard, and can be granted an Initial Evaluation (IE) status at QF Level 2.

### 2.2 Validity Period

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

2.3 The determinations of the IE status are specified as follows:

<b>Name of Operator</b>	EDC Languages Limited 英拓語言有限公司
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<b>Address of Operator</b>	<ol style="list-style-type: none"><li>1. Shatin Centre Unit 715, 7/F, Citylink Plaza, 1 Shatin Station Circuit, Shatin, New Territories</li><li>2. Yaumatei Centre Unit 401, Kowloon Building, 555 Nathan Road, Yaumatei, Kowloon</li><li>3. Wanchai Centre Office A, 13/F, Toi Shan Centre, 128 Johnston Road, Wanchai, Hong Kong</li></ol>
<b>Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation</b>	Level 2
<b>Start date of 2-year validity period of IE accreditation status</b>	11 March 2024
<b>Scope of IE Accreditation Status</b>	For local programmes operating in Hong Kong

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

**2.5 Recommendation**

HKCAAVQ also offers the following recommendation(s) for continuous improvement of the Operator:

2.5.1 The Operator should improve the arrangement to delineate responsibilities and actively engage more staff members in centre operation and programme management.

2.5.2 The Operator should develop a more thorough documentation arrangement for effective implementation of the quality assurance system.

### **Learning Programme Accreditation**

2.6 HKCAAVQ has determined that the CPEC programme meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period of two years from 11 March 2024 to 31 October 2025.

#### **2.7 Validity Period**

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

2.8 The determinations on the Programme are specified as follows:

<b>Name of Operator</b>	EDC Languages Limited 英拓語言有限公司
<b>Name of Award Granting Body</b>	EDC Languages Limited 英拓語言有限公司
<b>Title of Learning Programme</b>	Certificate in Practical English for Communication 實用英語證書
<b>Title of Qualification (Exit Award)</b>	Certificate in Practical English for Communication 實用英語證書
<b>Primary Area of Study and Training</b>	Languages and Related Studies
<b>Sub-area (Primary Area of Study and Training)</b>	Languages and Related Studies
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>QF Level</b>	Level 2
<b>QF Credits</b>	12
<b>Mode of Delivery and Programme Length</b>	Part-time, 20 weeks
<b>Start Date of Validity Period</b>	11 March 2024
<b>End Date of Validity Period</b>	31 October 2025

<b>Number of Enrolment</b>	12 enrolments per year
<b>Maximum Number of New Students</b>	5 per enrolment
<b>Address of Teaching / Training Venue</b>	<ol style="list-style-type: none"><li>1. Shatin Centre Unit 715, 7/F, Citylink Plaza, 1 Shatin Station Circuit, Shatin, New Territories</li><li>2. Yaumatei Centre Unit 401, Kowloon Building, 555 Nathan Road, Yaumatei, Kowloon</li><li>3. Wanchai Centre Office A, 13/F, Toi Shan Centre, 128 Johnston Road, Wanchai, Hong Kong</li></ol>

## 2.9 Recommendations

HKCAAVQ also offers the following recommendation(s) for continuous improvement of the Programme:

- 2.9.1 The Operator should invite additional local advisor(s) so that external inputs could be provided in the local context readily and should maintain a proper and organised record for effective management and programme delivery.
- 2.10 HKCAAVQ will subsequently satisfy itself on 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 the fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.

## 3. INTRODUCTION

- 3.1 EDC Languages Limited is a language centre in Hong Kong, providing Mandarin, Cantonese, English and all other languages. It provides a wide range of services and packages such as Private (1-to-1), Group (3-7 students), Charter, Social Group, Language Exchange and Online Learning.

- 3.2 The protocol version of the Programme, *Speak! English with Confidence*, was a Continuing Education Fund (CEF) reimbursable course operated by the EDC which is no longer valid for CEF reimbursement since 31 March 2023. To regain its reimbursable status, the Operator was obliged to apply for the accreditation status under the Qualifications Framework.
- 3.3 The Operator commissioned HKCAAVQ to conduct an Initial Evaluation (IE) and Learning Programme Accreditation (LPA) for the Programme. HKCAAVQ formed an expert Panel for this exercise.
- 3.4 The site visit was scheduled on 12 to 13 July 2023. HKCAAVQ's *Manual for the Four-stage Quality Assurance Process under Hong Kong Qualifications Framework (Version 1.2, November 2020)* was the guiding document for the Operator and the Panel in conducting this exercise.

#### **4. PROGRAMME DETAILS**

The following is the programme information provided by the Operator.

##### **4.1 Programme Objective**

Equip students with foundational English communication skills, focusing on daily life interactions, personal introductions, and basic conversational exchanges.

##### **4.2 Programme Intended Learning Outcomes**

- PILO (1) - Exchange basic personal information and engage in limited social interactions about daily life;
- PILO (2) - Identify and describe daily routines, using basic connectives and vocabulary;
- PILO (3) - Provide basic descriptions of job duties and general obligations;
- PILO (4) - Use topic-related vocabulary to talk about hobbies, sports, and social events;
- PILO (5) - Identify and describe basic feelings and health conditions;

- PILO (6) - Give and follow simple location and directions, and describe places and experiences related to travel;
- PILO (7) - Engage in basic telephone conversations, including taking and leaving messages; and
- PILO (8) - Read and write basic emails or forms describing people, places, and events for social and business purposes.

#### 4.3 Programme Structure

Module/ Unit	Details	QF Level	A - Class	B- Assessment	Total Contact Hours (A+B)	C - Self-study Hours	NLH (A+B+C)	QF Credits
<b>M1</b>	<b>Introductions and Personal Information</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>7.5</b>	<b>21.5</b>	<b>2.15</b>
U01-02	What is your name? introduces basic personal information and greetings		4			2.5	6.5	
U03-04	Where are my keys? focuses on locating personal items and describing their positions		4			2.5	6.5	
U04-05	Where are you from? explores discussing cities, countries, and personal characteristics		4			2.5	6.5	
U07	Module Assessment			2			2	
<b>M2</b>	<b>Daily Life and Routines</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>7.5</b>	<b>21.5</b>	<b>2.15</b>
U08-09	Is this coat yours? covers clothing and colors		4			2.5	6.5	
U10-11	What time is it? delves into telling time and daily activities		4			2.5	6.5	
U12-13	I ride my bike to school. revolves around transportation, family relationships, and daily life		4			2.5	6.5	
U14	Module Assessment			2			2	
<b>M3</b>	<b>Home and Work</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>10</b>	<b>5</b>	<b>15</b>	<b>1.5</b>
U15-16	Does it have a view? revolves around discussing houses, rooms, and views		4			2.5	6.5	
U17-18	Where do you work? explores occupations and workplace-related vocabulary		4			2.5	6.5	
U19	Module Assessment			2			2	
<b>M4</b>	<b>Food and Leisure</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>7.5</b>	<b>21.5</b>	<b>2.15</b>
U20-21	I always eat breakfast. focuses on food, breakfast routines, and expressing preferences		4			2.5	6.5	
U22-23	What sports do you like? covers sports and leisure activities		4			2.5	6.5	
U24-25	I'm going to have party. centers around planning and hosting a party		4			2.5	6.5	
U26	Module Assessment			2			2	

Module/ Unit	Details	QF Level	A - Class	B- Assessment	Total Contact Hours (A+B)	C - Self-study Hours	NLH (A+B+C)	QF Credits
<b>M5</b>	<b>Health and Shopping</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>10</b>	<b>5</b>	<b>15</b>	<b>1.5</b>
U27-28	How do you feel? addresses health-related vocabulary and expressing feelings		4			2.5	6.5	
U29-30	How do I get there? focuses on giving and receiving directions and shopping-related language		4			2.5	6.5	
U31	Module Assessment			2			2	
<b>M6</b>	<b>Past Experiences and Communication</b>	<b>2</b>	<b>12</b>	<b>2</b>	<b>14</b>	<b>7.5</b>	<b>21.5</b>	<b>2.15</b>
U32-33	I had a good time. revolves around discussing past experiences and future plans		4			2.5	6.5	
U34-35	Where were you born? explores birthplaces, school experiences, and memories		4			2.5	6.5	
U36-37	Can I take a message? covers taking messages and using prepositions in communication		4			2.5	6.5	
U38	Module Assessment			2			2	
<b>U39</b>	<b>Course Conclusion</b>		<b>2</b>		<b>2</b>		<b>2</b>	<b>0.2</b>
<b>U40</b>	<b>Final Examination</b>			<b>2</b>	<b>2</b>		<b>2</b>	<b>0.2</b>
	<b>Total</b>		<b>66</b>	<b>14</b>	<b>80</b>	<b>40</b>	<b>120</b>	<b>12</b>

#### 4.4 Graduation Requirements

- (i) Attain the minimum attendance requirement of 70%; and
- (ii) Obtain at least 50% marks for the modular and final Examinations; and
- (iii) Attain an overall score of 242 in TOEIC.

#### 4.5 Admission Requirements

- (i) Aged 18 or above; and
- (ii) Completion of Secondary 3; OR
- (iii) Primary 6 with one year of working experience; and
- (iv) Obtain at least 50% marks for the Placement Test (PT).

## **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 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 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 (<http://www.legislation.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 <https://www.hkqf.gov.hk>.

### 5.3 **Qualifications Register**

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <https://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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