



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

SUMMARY ACCREDITATION REPORT

**THE HONG KONG INSTITUTE OF SECURITY
LIMITED**

**INITIAL EVALUATION AND
LEARNING PROGRAMME ACCREDITATION**

**CERTIFICATE IN BASIC GUARDING (QASRS)
PROFESSIONAL CERTIFICATE FOR SECURITY
TRAINERS**

SEPTEMBER 2024

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1743), 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 Security Limited (香港保安學會有限公司) (“Operator”) to conduct an Initial Evaluation and Learning Programme Accreditation Exercise 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/ QF) Level 4 standard, and can be granted Initial Evaluation Status at QF Level 4; and
- (b) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and QF standards and can be offered as accredited programmes
 - (i) Certificate in Basic Guarding (QASRS);
 - (ii) Professional Certificate for Security Trainers; and
- (c) To issue to the Operator accreditation report(s) setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement. A site visit between the accreditation panel and representatives took place on 3 July 2024.

2. HKCAAVQ'S DETERMINATION

Initial Evaluation

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:

Name of Operator	The Hong Kong Institute of Security Limited 香港保安學會有限公司
Address of Operator	1/F & 4/F, Fuk Wo Industrial Building, 5 Sheung Hei Street, San Po Kong, Kowloon 九龍新蒲崗雙喜街 5 號福和工業大廈 1 樓及 4 樓
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation	Level 4
Start date of 2-year validity period of Initial Evaluation (IE) accreditation status	1 October 2024
Scope of IE Accreditation Status	For local programmes operating in Hong Kong

2.4 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendation 1

The Operator should consider setting a targeted or minimum staff development activity hours/number of activities that the staff members, in particular programme development and teaching staff, are required to attend within a specified period of time so as to ensure that the staff members are kept updated about the latest development of the industry and that the teaching quality can be maintained on an on-going basis.

Recommendation 2

The Operator should implement a succession plan for the training duties discharged by the Director of Training & Professional Development (DTPD)

according to the planned timeline and regularly review DTPD's level of involvement in the programme development, management and review processes so as to ensure that checks-and-balances can be maintained in the long run and the overall quality assurance mechanism can be executed more effectively.

Recommendation 3

The Operator should review the coverage of information in various guidelines and handbooks to ensure that sufficient but not excessive information is contained in such documents so that the stakeholders can obtain precise and concise information.

Learning Programme Accreditation

I. Certificate in Basic Guarding (QASRS)

2.5 HKCAAVQ has determined that the Certificate in Basic Guarding (QASRS) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 October 2024 to 30 September 2026.

2.6 Validity Period

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

2.7 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	The Hong Kong Institute of Security Limited 香港保安學會有限公司
Name of Award Granting Body	The Hong Kong Institute of Security Limited 香港保安學會有限公司
Title of Learning Programme	Certificate in Basic Guarding (QASRS) 基礎護衛 (QASRS) 證書
Title of Qualification(s) (Exit Award(s))	Certificate in Basic Guarding (QASRS) 基礎護衛 (QASRS) 證書
Primary Area of Study and Training	Social Sciences
Sub-area (Primary Area of Study and Training)	Security and Disciplinary Forces Studies

Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Security Services
Branch	Security Services
QF Level	Level 1
QF Credits	2
Mode(s) of Delivery and Programme Length	Full-time, 3 days Part-time, between 4 and 8 days 20 notional learning hours (including 17 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 October 2024 to 30 September 2026
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 40 learners per class Maximum of 480 learners per year
Specification of Competency Standards-based Programme	☒ Yes ☐ No
Specification of Generic (Foundation) Competencies-based Programme	☐ Yes ☒ No
Vocational Qualifications Pathway Programme	☒ Yes ☐ No
Notes to be indicated on the QR	1) This is an SGSIA Recognised Training Programme – Quality Assurance System Compliance. 此為保安及護衛業管理委員會認可培訓課程 – 符合質素保證系統標準。 2) The medium of instruction of this programme is in both English and Chinese. 此課程分別以中文及英文作為授課語言。

Address of Teaching/ Training Venue(s)	6/F, Wing Kee Commercial Building, 156-162 Castle Peak Road, Cheung Sha Wan, Kowloon 九龍長沙灣青山道 156-162 號永基商業大廈 6 樓
---	--

Learning Programme Accreditation

II. Professional Certificate for Security Trainers

2.8 HKCAAVQ has determined that the Professional Certificate for Security Trainers meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 October 2024 to 30 September 2026.

2.9 **Validity Period**

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

2.10 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	The Hong Kong Institute of Security Limited 香港保安學會有限公司
Name of Award Granting Body	The Hong Kong Institute of Security Limited 香港保安學會有限公司
Title of Learning Programme	Professional Certificate for Security Trainers 保安導師專業證書
Title of Qualification(s) (Exit Award(s))	Professional Certificate for Security Trainers 保安導師專業證書
Primary Area of Study and Training	Social Sciences
Sub-area (Primary Area of Study and Training)	Security and Disciplinary Forces Studies
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Security Services
Branch	Security Services
QF Level	Level 4

QF Credits	6
Mode(s) of Delivery and Programme Length	Part-time, 10 weeks 60 notional hours (Including 48 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 October 2024 to 30 September 2026
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 20 learners per class Maximum of 80 learners per year
Specification of Competency Standards-based Programme	☒ Yes ☐ No
Specification of Generic (Foundation) Competencies-based Programme	☐ Yes ☒ No
Vocational Qualifications Pathway Programme	☒ Yes ☐ No
Notes to be indicated on the QR	The medium of instruction of this programme is in both English and Chinese. 此課程分別以中文及英文作為授課語言。
Address of Teaching/ Training Venue(s)	6/F, Wing Kee Commercial Building, 156-162 Castle Peak Road, Cheung Sha Wan, Kowloon 九龍長沙灣青山道 156-162 號永基商業大廈 6 樓

2.11 Recommendation

HKCAAVQ offers the following recommendation for continuous improvement.

Professional Certificate for Security Trainers

Recommendation 4

The Operator should consider including English proficiency requirement(s) or passing English written test(s) in the appointment criteria for those teaching staff members responsible for delivering the programme in English so as to further

ensure that the teaching staff members possess a required level of proficiency in English for discharging their teaching duties.

- 2.12 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.

3. INTRODUCTION

- 3.1 Established in 2019, The Hong Kong Institute of Security Limited (HKIOS) is a training provider for the security industry in Hong Kong.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Certificate in Basic Guarding (QASRS)

For English as the medium of instruction:

The programme is intended for people who are interested in and plan to join guarding services. The programme will provide systematic and comprehensive training facilitating the learning of practical knowledge and skills about basic guarding work.

適用以中文為授課語言：

專為有意從事保安護衛工作及將入行人士修讀。提供有系統及全面的訓練，讓學員學習基本保安工作的實用知識和技能。

Professional Certificate for Security Trainers

For English as the medium of instruction:

- To equip learners with the required knowledge and skills to train security personnel to perform guarding services; and
- To fulfil the needs of the security industry for qualified security trainers to train security personnel to perform security and guarding services.

適用以中文為授課語言：

- 讓學員掌握培訓保安人員執行護工作所需的知識和技能；及
- 滿足保安業對合資格保安培訓導師培訓保安人員執行護工作的需求。

4.2 Programme Intended Learning Outcomes

Certificate in Basic Guarding (QASRS)

For English as the medium of instruction:

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

- apply the required knowledge and skills of a security personnel for guarding services; and
- perform basic guarding services in accordance with the instructions and guidelines of QASRS.

適用以中文為授課語言：

完成課程後，學員應能：

- 運用保安人員所需的知識和技能，以提供保安服務；及
- 根據「保安培訓課程認可計劃質保證系統」的指示和指南，處理日常的護工作。

Professional Certificate for Security Trainers

For English as the medium of instruction:

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

- apply the knowledge about training security personnel to perform guarding services;
- train security personnel to perform guarding services;
- take system approach in managing training;
- ensure relevance, accuracy and currency of training materials;
- transfer knowledge and skills using various techniques of instruction; and
- evaluate training outcome, ensuring that the needs of the organization, the tasks and the trainees are met and that training will be continuously improved.

適用以中文為授課語言：

完成課程後，學員應能：

- 運用培訓保安人員執行護衛服務須具備的知識去培訓保安人員；
- 培訓保安人員執行護衛服務；
- 採取有系統的方式來管理培訓；
- 確保培訓教材的相關性、準確性和合時性等；
- 運用各種教學技巧傳授知識和技能；及
- 評估培訓成果，確保能滿足公司、任務和學員等的需要，而培訓的知識和技能也能得到持續的改善。

4.3 Programme Structure

Certificate in Basic Guarding (QASRS)

Topic 課題	UoC Code and Name of UoC 能力單元編號及名稱	QF Credit 資歷學分
1. Roles and Functions of a Security Guard 護衛員的角色及主要職能	107753L1 Perform basic guarding services for QASRS /執行符合保安培訓課程認可計劃質素保證系統(QASRS)基本保安服務	2
2. Legal Responsibilities of a Security Guard 護衛員的法律責任		
3. Standards of Performance and Conduct for a Security Guard 護衛員應有的操守及行為		
4. Guard Uniform and Equipment 護衛制服及裝備		
5. Performing Access Control Duties 執行出入口管制		
6. Performing Visitor Registration Duties 執行訪客登記		
7. Performing Patrol Duties 巡邏		
8. Monitoring Security Systems 監察保安系統		
9. Performing Key Control Duties 妥善保管鑰匙		
10. Performing Traffic Control Duties on Private Roads 執行私家路交通管制		
11. Enforcing No Smoking Rules 執行禁煙區管制		
12. Enforcing Noise Control Rules 執行噪音管制		
13. Crime Prevention, Arrest, Search and Use of Force 防止罪案、拘捕、搜查及使用武力		

14. Fire Precautions and Response 防火安全及火警應變程序		
15. Handling Emergencies 處理 緊急事故		
16. Handling Customer Enquiries and Complaints 處理顧客的提問及投訴		
17. Work Records and Reports of a Security Guard 護衛員的工作報告及記錄		
Examination 考試		
Total 總計	100%	2

Professional Certificate for Security Trainers

Topic 課題	UoC Code and Name of UoC 能力單元編號及名稱	QF Credit 資歷學分
1. Security Training Courses and Training Requirements 保安人員的角色、責任、操守、行為和表現標準	107749L4 Train security personnel to perform guarding services / 培訓保安人員執行護衛服務	6
2. Best Practices of 最佳實踐方法		
3. Determination of Training Needs and Evaluation of Training Effectiveness 分析培訓需求和評估培訓效果		
4. Competencies and Skills 能力和技巧		
5. Preparation of Training 培訓前的準備		
6. Methods of Training 培訓時的方法		
7. Assessment and Evaluation 課程評估		
Integrated Assessment 綜合評估		
Total 總計	100%	6

4.4 **Graduation Requirements**

Certificate in Basic Guarding (QASRS)

For English as the medium of instruction:

- Attain an attendance of 100%; and
- Pass the final written exam (62 marks or above)

適用以中文為授課語言：

- 學員總出席率須達 100%；及
- 必須於期末考試取得 62 分或以上

Professional Certificate for Security Trainers

For English as the medium of instruction:

- Attain an attendance of 80%; and
- Obtain a passing score (60 marks or above) in the Integrated Assessment and obtain a passing score (60 marks or above) in each section of the Integrated Assessment.

適用以中文為授課語言：

- 學員總出席率須達 80%；及
- 於綜合評估獲取及格分數（60 分或以上），並於綜合評估的每個環節都獲取合格分數（60 分或以上）。

4.5 **Admission Requirements**

Certificate in Basic Guarding (QASRS)

For English as the medium of instruction:

- Aged 18 or above; and
- Primary 6 level or above or equivalent.

適用以中文為授課語言：

- 年滿 18 歲或以上；及
- 小學六年級或以上程度或同等學歷。

Professional Certificate for Security Trainers

For English as the medium of instruction:

- complete QASRS Security Training Course; and
- be educated to Secondary 3 or above; and
- complete the “Guarding Operation (Level 2) online course” of HKIOS; and
- possess not less than 6 years of experience in security services, of which not less than 3 years are in security supervision or above; or
- possess QF Level 3 or above qualification in security services or related industry; or have achieved at least one Statement of Attainment through RPL in relation to security services or related industry.

適用以中文為授課語言：

- 完成保安培訓計劃質素保證系統(QASRS)課程；及
- 具備中三或以上學歷；及
- 完成香港保安學會有限公司的「護衛運作（第二級）網上課程」；及
- 具備 6 年或以上從事保安服務工作的經驗，其中 3 年或以上從事保安督導工作；或
- 擁有與保安或相關行業的資歷架構第三級或以上的資格；或透過過往資歷認可取得至少一份與保安或相關行業的資歷架構第三級資歷證明書。

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.

