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

SUMMARY ACCREDITATION REPORT

GREAT LEARNING EDUCATION CENTRE LIMITED

INITIAL EVALUATION AND LEARNING PROGRAMME ACCREDITATION FOR PROJECT MANAGEMENT PROFESSIONAL (PMP) PREPARATION COURSE

DECEMBER 2024

1. Terms of Reference

1.1 Based on the Service Agreement (No.: AA900), 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 Great Learning Education Centre Limited to conduct 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 Great Learning Education Centre Limited (the Operator) meets the stated objectives and is competent to operate learning programmes that meet the QF Level 3 standards, and can be granted Initial Evaluation Status at QF Level 3;

(b) To conduct an accreditation test as provided for in the AAVQO to determine whether the programme of the Operator (with specifications under (B)) 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, subject to the fulfilment of the conditions and compliance with the restrictions set out below, the Great Learning Education Centre Limited meets the stated objectives and is competent to operate learning programmes that meet the QF Level 3 standard, and can be granted an Initial Evaluation (IE) status at QF Level 3.

2.2 Validity Period

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

2.2.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of all requirements set out in 2.4 by the specified deadline.

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

Name of Local Operator	Great Learning Education Centre Limited 匯智豐教育中心有限公司
Address of Local Operator	1. Unit A, 20/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai, HONG KONG 香港灣仔軒尼詩道 245-251 號守時商業大廈 20 樓 A 室 2. Room 701, 7/F, Nathan Centre, 580 G-K Nathan Road, Mongkok, Kowloon, HONG KONG 香港九龍旺角彌敦道 580 G-K 號彌敦中心 7 樓 701 室
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation	Level 3
Start date of 2-year validity period of Initial Evaluation (IE) accreditation status	1 March 2024
Scope of IE Accreditation Status	For local programmes operating in Hong Kong

2.4 **Conditions**

2.4.1 **Requirements**

2.4.1.1. The Operator is to review the management of its operation and ensure that an effective management structure is in place that is fit for its scale of operation.

For the fulfilment of the above requirement, the Operator is to submit documentation on its management structure to HKCAAVQ on or before **31 December 2024**. The documentation should clearly delineate of

responsibilities for key personnel, adequate division of labour and segregation of duties, and evident reporting lines at all levels, taking into account the scale of its operation.

2.4.1.2. The Operator should develop a proper documentation system to manage its staff resources and provide adequate guidance to ensure the teaching quality of part-time teaching staff.

For the fulfilment of the above requirement, the Operator is to submit a Staff Manual and a Teaching Manual (or similar documents that serve the same purposes) on or before **31 December 2024** showing adequate guidance in, respectively, the management of its staff resources and the teaching methods used in the delivery of its programmes.

2.4.1.3. The Operator is to review its QA mechanism to ensure its robustness in supporting the delivery of learning programmes at QF level 3, including adequate checks and balances and proper documentation detailing the processes and procedures.

For the fulfilment of the above requirement, the Operator is to submit the documentation on its QA mechanism to HKCAAVQ on or before **31 December 2024** showing its robustness, and evidence of the execution of the relevant processes and procedures, including the use of proper templates.

2.5 Recommendations

HKCAAVQ also offers the following recommendations for the continuous improvement of the Operator.

2.5.1 The Operator should closely monitor the workload and teaching hours of the part-time staff, and appoint adequate full-time staff for teaching, and to develop a system to monitor the teaching quality across all teaching staff.

Learning Programme Accreditation

2.6 HKCAAVQ has determined that, subject to the fulfilment of the conditions and compliance with the restrictions set out below, the Project Management Professional (PMP) Preparation Course programme meets the stated objectives and QF standard at Level 3

and can be offered as an accredited programme with a validity period of two years.

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:

Name of Operator(s) 營辦者名稱	Great Learning Education Centre Limited 匯智豐教育中心有限公司
Name of Award Granting Body 資歷頒授者名稱	Great Learning Education Centre Limited 匯智豐教育中心有限公司
Title of Learning Programme 進修課程名稱	Project Management Professional (PMP) Preparation Course
Title of Qualification(s) [Exit Award(s)] 資歷名稱（結業資歷）	Certificate of Project Management 項目管理證書
Primary Area of Study and Training 主要學習及培訓範疇	A03 Business and Management 商業及管理
Sub-area (Primary Area of Study and Training) 子範疇（主要學習及培訓範疇）	A0305 General Business Management 綜合商業管理
Other Area of Study and Training 其他學習及培訓範疇	Not applicable
Sub-area (Other Area of Study and Training) 子範疇（其他學習及培訓範疇）	Not applicable
Industry 行業	Not applicable
Branch 行業分支	Not applicable
QF Level 資歷架構級別	Level 3
QF Credits 資歷學分	5
Mode(s) of Delivery and Programme Length 授課模式及修讀期	Part-time, 3 Months

Start Date of Validity Period 有效期的開始日期	1 March 2024
End Date of Validity Period 有效期的終止日期	28 February 2026
Number of Enrolment(s) 招收學員次數	Rolling
Maximum Number of New Students 新學員人數上限	Maximum number of new learners per year: 480 Maximum number of learners per class: 20
Address of Teaching / Training Venue	1. Unit A, 20/F, Success Commercial Building, 245-251 Hennessy Road, Wanchai, HONG KONG 香港灣仔軒尼詩道 245- 251 號守時商業大廈 20 樓 A 室 2. Room 701, 7/F, Nathan Centre, 580 G-K Nathan Road, Mongkok, Kowloon, HONG KONG 香港九龍旺角彌敦道 580 G-K 號彌敦中心 7 樓 701 室

2.9   **Recommendation**

HKCAAVQ also offers the following recommendations for the continuous improvement of the Programme.

2.9.1   The Operator should provide regular professional training to teaching staff to keep up with the subject knowledge and upkeeping with the continuously evolving industry.

2.9.2   The Operator should review the approval and quality assurance process periodically and ensure there is comprehensive external input throughout the quality assurance process.

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 Great Learning Education Centre Limited (The Operator) was founded in 2006 and mainly delivered professional training and certification examination services. According to the accreditation documents provided by the Operator, it is running programmes includes I.T. and management training services to corporations, governmental departments, and non-governmental organisations.

3.2 The Initial Evaluation and Learning Programme Accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. A site visit was conducted from 10 – 11 August 2023.

4. Programmes Details

The following programme information is provided by the operator.

4.1 Programme Objectives

PO1:	Business Environment
	• Define 'project' and how it relates to the larger discussion of project management.
	    o Discuss the different types of organizational structures and how they relate to your project's management. o Discuss the principles of project management. o Discuss the principles of agile and how they relate to your project's management.
	• Discuss strategic alignment and its elements.
	    o Explain the impact of business factors on strategic alignment.
	    o Determine how projects align with business strategy.
	• Identify types of business value.
	• Describe change management theory and its

	relation to organizational change. • Define and discuss project governance. Explain project compliance and its importance.
PO2:	Start the Project • Define and discuss stakeholders and the most effective ways to communicate with them. • Explain the best ways to form a team. • Describe how to build the most effective understanding of a project and how doing so relates to executing a project successfully. • Explain how predictive and adaptive project life cycles work; explain what a hybrid development approach is. o Decide which kind of development approach or life cycle is best suited for work.
PO3:	Plan the Project • Explain the importance of a project management plan. • Provide an overview of scope planning in both predictive and adaptive projects. • Provide an overview of schedule planning in both predictive and adaptive projects. • Discuss resource planning for a project, including human and physical resources and the role of procurement. • Determine the budgeting structure/method for a project • Explain the importance of tailoring a budget. • Identify strategies for dealing with risks and risk planning. • Assemble a toolkit of possible responses to risks. • Define quality and how it relates to the outcomes and deliveries for a project. • Discuss the importance of integrating project management plans and tailoring a change management process.
PO4:	Lead the Project Team • Discuss the guidelines for developing leadership competencies and skills. o Address leadership styles, and the components of leading a successful team, either in person or virtually. • Describe artifacts and the strategies for their use. • Identify the characteristics and core functions of

		empowered teams.
		• Explain strategies and forms of communication for collaborating in a project team environment. • Learn the value of training, coaching and mentoring for a team. • Explain the importance of conflict management. • Discuss the causes and levels of conflict and their outcomes.
PO5:		Support Project Team Performance • Explain the various methods for implementing improvement. • Explain the various methods for performance measurement. • Compare these methods with a focus on communication and accountability. • Identify the methods for implementing a project and the issues and impediments that arise during a project. • Describe the methods for implementing changes during a project.
PO6:		Close the Project/Phase • Define the reasons and activities related to the closure of a phase or a project. • Explain the benefits gained from a project or phase, and how they are managed, sustained, etc. • Examine the reasons for knowledge transfers and how they relate to the closure of a phase or project.
PO7:		Fulfil the PMI training requirement for PMP examination application.

4.2 Programme Intended Learning Outcomes

PILO1:	Adopt broad knowledge of three types (predictive, agile and hybrid) of projects, project management principles, tools, and techniques in performing daily project management tasks.
PILO2:	Learn and apply project management knowledge for planning and implementing familiar project daily tasks; and responding to conflict, change, risks, and problems.
PILO3:	Define, collect, and evaluate project management metrics and baselines to determine if the project is healthy or off-track.
PILO4:	Learn varieties of project management technical skills for

	performing daily tasks, deliver business value, and emergency responses.
PILO5:	Response to identified risks based on planned risk responses in the risk register, or escalate the risks to corresponding roles. Adopt effective change management to handle issues and change requests.
PILO6:	Use various monitoring and forecasting techniques to make generalisations and predictions.
PILO7:	Understand the roles and responsibilities of project management and work professionally according to project management plan and compliance requirements.
PILO8:	Sticking to approved project management plan, perform daily tasks to achieve committed project objectives according to relevant performance baselines.
PILO9:	Collaborate with team members producing deliverables with defined quality.
PILO10:	Work with others smoothly by applying knowledge of emotion intelligence and motivation theory, and use tools like team charter, working agreements, and ground rules with vision and mission.
PILO11:	Learning project management processes in different timing and environment, performing daily activities using relevant tools and techniques.
PILO12:	Applying communication skills for using appropriate communication tools, requirements, and frequency for effective oral and written communication. Also, preparing project reports, visual aids, and project artefacts for managing projects.
PILO13:	Use ICT applications of collaboration tools, mobile app like digital boards, planning pokers, and other visual tools for communication and managing information.
PILO14:	Use tools like critical path, earned value management, quality management tools, Kanban, burn-up / burn-down charts, risk probability impact matrix, etc. for supporting daily work.

4.3   Programme Structure

4.3.1   The programme structure for the programme is as follows:

Major Topic	QF Level	A					B	C	A+B+C
		Contact Hour[1]					Online Learning Hour	Self-study Hour	Notional Learning Hour
		a	b	c	d	Sub-total			
1. Business Environment	3	4	0.25		Quiz: 0.25	4.5			4.5
2. Start the Project	3	4	0.25		Quiz: 0.25	4.5			4.5
3. Plan the project	3	8.25	0.25		Quiz: 0.5	9			9
4. Lead the project team	3	5.75			Quiz: 0.25	6			6
5. Support project team performance	3	5.5	0.25		Quiz: 0.25	6			6
6. Close the project/phase	3	2.75			Quiz: 0.25	3			3
7. PMP exam application guidance	NA	1.5				1.5			1.5
8. CEF assessment	3			1.5		1.5			1.5
9. CEF assessment preparation	3							14	14

4.4 Graduation Requirements

4.4.1 The graduation requirements of the Programme are as follows:

(a) Class attendance: 80% out of 12 classes, i.e. 10 classes

(b) Pass the assessment exam with 60%
   i.   Number of questions in the exam: 60 Questions
   ii. Duration of the exam: 60 minutes

4.5 Admission Requirements

4.5.1 The minimum admission requirements for the three programmes are the same and as follows:

(a) University graduate or higher; or
(b) Form 5 (HKCEE) or Form 6 (HKDSE) graduates equivalent AND
   Has 6 months of project management experience AND
   Fill in an additional form stating their project management experience

4.6   Teaching and Learning Activities

4.6.1   The medium of instruction of the Programme is Chinese/Cantonese supplemented with English. All learning and teaching materials, and assessment tasks are in English. The teaching and learning activities of the Programme include mainly lectures, activities and quizzes.

4.6.2   The Programme would employ face-to-face and online teaching and learning activities with a maximum class size. The Operator would adhere to the maximum allowable accommodation of individual classrooms approved by the Education Bureau for each teaching centre.

4.7   Learner Support Services

4.7.1   Students would attend lessons in a face-to-face setting. Classes are being recorded and made available to students, allowing them to revisit the videos within the year of the initial class registration. Students may attend make-up classes and re-take individual class(es) and the full programme.

4.7.2   Great Learning Education Centre Limited has all the necessary equipment and software for the delivery of the Programme.

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 (https://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 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.

Report No.: 23/159
File Reference: 129/02/01