



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

SUMMARY ACCREDITATION REPORT

AMERICAN CANADIAN APPROACH EDUCATION CENTER

LEARNING PROGRAMME RE-ACCREDITATION CERTIFICATE IN FUNCTIONAL ENGLISH COURSE

OCTOBER 2024

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1744), 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 American Canadian Approach Education Center (美加式教育中心) (“Operator”), a branch of the American Canadian Education Limited (美加教育有限公司), to conduct a Learning Programme Re-accreditation Exercise with the following Terms of Reference:
- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Certificate in Functional English Course of the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 2 standard and can continue to be offered as an accredited programme; and
 - (b) To issue to the Operator an 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 26 September 2024.

2. HKCAAVQ’S DETERMINATION

Learning Programme Re-accreditation

- 2.1 HKCAAVQ has determined that, subject to the fulfilment of all the conditions set out in 2.4, the Certificate in Functional English Course meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 1 February 2025 to 31 January 2027.
- 2.2 **Validity Period**
- 2.2.1 The validity period will, provided the Operator fulfils the Pre-condition to the commencement of validity period set out in 2.4, 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 the Requirements set out in 2.4 by the specified fulfilment deadline.
- 2.3 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator	American Canadian Approach Education Center 美加式教育中心
Name of Award Granting Body	American Canadian Approach Education Center 美加式教育中心
Title of Learning Programme	Certificate in Functional English Course
Title of Qualification (Exit Award)	Certificate in Functional English
Primary Area of Study and Training	Languages and Related Studies
Sub-area (Primary Area of Study and Training)	Languages and Related Studies
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
QF Level	Level 2
QF Credits	10
Mode(s) of Delivery and Programme Length	Part-time, 1 month 101.5 notional learning hours (including 91.5 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 February 2025 to 31 January 2027
Number of Enrolment(s)	One enrolment per month
Maximum Number of New Students	Maximum of 276 students per year Maximum of 23 students per class
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	Not applicable

Address of Teaching/ Training Venue(s)	Room 816, 8/F, CMB Wing Lung Bank Centre, 636 Nathan Road, Kowloon 九龍彌敦道 636 號招商永隆銀行中心 8 樓 816 室
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2.4 **Conditions (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)**

Requirements	Date of Fulfilment
<u>Requirement 1</u> The Operator is to keep record of students' performance on Speaking and clearly formulate the related policy and procedures to inform the students accordingly. The Operator is to submit the following to HKCAAVQ on or before 31 October 2025: (i) Notice to students outlining the policy and procedures for the recording of Speaking performance in the Final Examination; and (ii) Audio/ audio-visual clips of students' performance on Speaking of a minimum of the three most recent intakes.	31 October 2025
<u>Requirement 2</u> The Operator is to conduct systematic holistic programme review at regular intervals, preferably half-yearly, and set it as a standard agenda item for the respective Course Team and Quality Assurance Committee (QAC) meetings. The Operator is to submit the following documents to HKCAAVQ on or before 31 October 2025: (i) Programme Review Report template, (ii) Relevant minute extracts showing the deliberations on programme review, and (iii) Programme Review Report(s) presented to the QAC.	31 October 2025

2.5 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations
<u>Recommendation 1</u> The Operator should compile a clear list of roles and responsibilities for the Course Director to lead and oversee programme operations and development as the programme leader.
<u>Recommendation 2</u> The Operator should review, and revise as appropriate, the quality assurance committee structure clearly delineating the respective terms of reference of the team/committees to avoid unnecessary repetitions in reporting, deliberations and documentation.
<u>Recommendation 3</u> The Operator should review and revise the title and scope of work of the “External Stakeholder”, appointing where necessary additional specialist(s) with the suitable qualifications and experience, and provide him/her/them a well-defined list of roles and responsibilities and the related forms or templates to facilitate the documentation of the work done as well as the subsequent review of the follow-up actions taken.

- 2.6 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 American Canadian Approach Education Center was established in 2006 and provides English courses for students with primary education or above. The Centre operates as a registered school (School Registration No. 568180) under section 13 of the Education Ordinance (Cap. 279).

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives (PO)

- PO1 To help learners to acquire competencies to use simple English language in familiar and routine contexts in the workplace.
- PO2 To teach learners to be able to provide effective administrative support in the office.

4.2 Programme Intended Learning Outcomes (PILO)

Upon completion of the Programme, students are expected to be able to:

- PILO1 (Social Oral Interactions) – Participate in simple oral interactions about identified subjects relating to predictable and structured social contexts of providing administrative support in the office, in order to establish and maintain social relationships effectively with interlocutors in the workplace.
- PILO2 (Workplace Oral Communication) – Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative support in the office, in order to understand and communicate predictable information, ideas and related explanations effectively with interlocutors in the workplace.
- PILO3 (Effective Reading Skills) – Understand simple written texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading, for general information and locating/ extracting specific information.
- PILO4 (Written Correspondence in the Workplace) – Understand and produce simple written correspondence relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading and writing, in order to understand and communicate effectively with correspondents in the workplace.
- PILO5 (Effective Writing Skills) – Demonstrate reasonable clarity in writing simple texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in writing, in order to communicate effectively with readerships in the workplace.

4.3 Programme Structure

Module	QF Credits
1. Social oral interactions	10
2. Workplace oral communication	
3. Effective reading skills	
4. Written correspondence in the workplace	
5. Effective writing skills	
Final Examination	
Total	10

4.4 Graduation Requirements

- Attain the minimum attendance requirement of 70%; and
- Obtain at least 50% marks in the Final Examination

4.5 Admission Requirements

- Aged 18 or above; and
- Completion of Secondary 3 or above; and
- Obtain at least 50% marks in the Placement Test and pass the Follow-up Interview

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.

