



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

SUMMARY ACCREDITATION REPORT

MY DREAM EDUCATION CENTRE

**LEARNING PROGRAMME RE-ACCREDITATION
CERTIFICATE IN BASIC ENGLISH FOR BUSINESS**

DECEMBER 2024

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1801), 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 My Dream Education Centre (我的理想教育中心) (“Operator”), a branch of the Team Universal Limited, to conduct a Learning Programme Re-accreditation (re-LPA) exercise with the following Terms of Reference:
- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Certificate in Basic English for Business programme of the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 1 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 determinations 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 13 November 2024.

2. HKCAAVQ’S DETERMINATION

Learning Programme Re-accreditation

- 2.1 HKCAAVQ has determined that the Certificate in Basic English for Business meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 June 2025 to 31 May 2027.
- 2.2 **Validity Period**
- 2.2.1 The validity period will commence on the date specified below.

2.3 The determinations on the re-LPA are specified as follows:

Name of Operator	My Dream Education Centre 我的理想教育中心
Name of Award Granting Body	My Dream Education Centre 我的理想教育中心
Title of Learning Programme	Certificate in Basic English for Business
Title of Qualification (Exit Award)	Certificate in Basic English for Business
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 1
QF Credits	19
Mode(s) of Delivery and Programme Length	Part-time, 4 months 188 notional learning hours (including 94 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 June 2025 to 31 May 2027
Number of Enrolment(s)	10 enrolments per year
Maximum Number of New Students	Maximum of 280 students per year Maximum of 28 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)	2/F, Oxford Commercial Building, 494 - 496 Nathan Road, Yau Ma Tei, Kowloon 九龍油麻地彌敦道 494 - 496 號晉利商業大廈 2 樓

2.4 Recommendations

HKCAAVQ offers the following recommendations for continuous improvement.

Recommendations
<u>Recommendation 1</u> The Operator should review and enhance the Quality Assurance Manual to facilitate a common and full understanding of the internal quality assurance policies and procedures by all the staff concerned.
<u>Recommendation 2</u> The Operator should ensure that the internal quality assurance procedures are thoroughly undertaken and duly followed up to avoid recurrence of typographical mistakes and inconsistencies in the accreditation and programme documents.

- 2.5 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 My Dream Education Centre (MDEC), a branch of the Team Universal Limited, was founded in 2014. Its main business is to provide English language courses and tutorial services to primary and secondary school students in Hong Kong. The Centre operates as a registered school (School Registration No. 596892) 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
This programme aims at providing basic and fundamental training of Business English writing, reading, listening and speaking skills to students for handling of routine and repetitive basic business-related language tasks. Students will be able to recall standard phrases and formulaic expressions for day-to-day communication and handling of business correspondences.

4.2 Programme Intended Learning Outcomes

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

- PILO1 Recall and use basic business vocabulary and standard phrases in day-to-day conversation in the workplace.
- PILO2 Handle simple requests and complaints using formulaic expressions.
- PILO3 Ask for and provide simple and specific information upon straightforward enquiries.
- PILO4 Use a proper layout and structure for short and routine business correspondences.
- PILO5 Understand and reply to incoming correspondences requesting simple factual information.
- PILO6 Prepare business correspondences by using standard expressions with simple and factual information.

4.3 Programme Structure

Module	QF Credits
1. Basic Business Listening and Speaking	19
2. Basic Business Reading and Writing	
Final Examination	
Total	19

4.4 Graduation Requirements

- Attain a minimum attendance rate of 70%;
- Obtain a minimum mark of 50% (pass mark) in each Module Assessment; and
- Obtain a minimum mark of 50% (pass mark) in the Final Examination.

4.5 Admission Requirements

- Completion of Secondary 3 or above, or equivalent;
- Aged 18 or above;
- Pass an admission test; and
- Pass an admission 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.

Ref: VA315/02/01a

