



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

SUMMARY ACCREDITATION REPORT

OCCUPATIONAL SAFETY & HEALTH MANAGEMENT INSTITUTE

LEARNING PROGRAMME RE-ACCREDITATION

PROFESSIONAL CERTIFICATE IN SAFETY AUDITING

MAY 2025

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1862), 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 Occupational Safety & Health Management Institute (“Operator”) 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 programme “Professional Certificate in Safety Auditing” of the Operator meets the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 4 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 27 March 2025.

2. HKCAAVQ’S DETERMINATION

Learning Programme Re-accreditation

- 2.1 HKCAAVQ has determined that, subject to compliance with all restrictions set out in 2.4, the Professional Certificate in Safety Auditing meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 September 2025 to 31 August 2028.
- 2.2 **Validity Period**
- 2.2.1 The validity period will commence on the date specified below.
- 2.3 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator(s)	Occupational Safety & Health Management Institute 職業安全健康管理研究中心
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Name of Award Granting Body	Occupational Safety & Health Management Institute 職業安全健康管理研究中心
Title of Learning Programme	Professional Certificate in Safety Auditing 安全審核專業證書
Title of Qualification(s) (Exit Award(s))	Professional Certificate in Safety Auditing 安全審核專業證書
Primary Area of Study and Training	Medicine, Dentistry and Health Sciences
Sub-area (Primary Area of Study and Training)	Occupational Safety and Health
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	Level 4
QF Credits	11
Mode(s) of Delivery and Programme Length	Part-time, 6 months 111.5 notional learning hours (including 66.5 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 September 2025 to 31 August 2028
Number of Enrolment(s)	3 enrolments per year
Maximum Number of New Students	Maximum of 90 learners per year Maximum of 30 learners per class
Specification of Competency Standards-based Programme	☐ Yes ☒ No
Specification	☐ Yes ☒ No

of Generic Competencies-based Programme	
Vocational Qualifications Pathway Programme	☐ Yes ☒ No
Notes to be indicated on the QR	Not applicable
Address of Teaching/ Training Venue(s)	Room A1, 1/F and 4/F, Tai Shing Commercial (Yaumati) Building, Nos. 498-500 Nathan Road, Yau Ma Tei, Kowloon 九龍油麻地彌敦道 498-500 號泰盛商業（油麻地）大樓 1 樓 A1 室及 4 樓全層

2.4 **Restriction(s)**

The Operator is expected to fulfill and comply with all restriction(s) during the validity period as stipulated in the accreditation report.

Restriction(s)	Date of Fulfilment
The Operator is to maintain the validity of the approval status granted by the Labour Department to ensure the qualification of the Programme is recognised for the purpose of registration as Safety Auditors. The Operator must inform HKCAAVQ immediately in case there is any change in the approval status.	On-going

2.5 **Recommendation(s)**

HKCAAVQ offers the following recommendation(s) for continuous improvement.

Recommendation(s)
<u>Recommendation 1</u> The Operator should regularly and systematically conduct graduate surveys and incorporate the results of the analysis into the programme review process to evaluate the effectiveness of the Programme.

Recommendation 2

The Operator should inform and explain clearly to the applicants and responsible staff for student admission the information that are required in the reference letter from employers to meet “General Requirements (b)” stated in the admission requirements.

Recommendation 3

The Operator should engage a second marker to conduct a sample review of the audit reports and attend the oral presentation of relevant students to ensure that the marking is fair and consistent.

Recommendation 4

The Operator should appoint an additional External Assessor (EA), who has no direct connection to the Operator (including existing employment contract), to enhance the degree of external oversight and share the workload of the current EA.

Recommendation 5

The Operator should analyse and compare the data collected from the scoring of the teaching evaluation questionnaire for each intake to identify areas for improvement and enhance teaching effectiveness.

- 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. During the validity period, HKCAAVQ may request the Operator to provide evidence, such as admission related information, to demonstrate that the Operator and the Programme continue to comply with the determinations and meet the relevant accreditation standards.

3. INTRODUCTION

The Occupational Safety & Health Management Institute was established in 1998, providing occupational safety and health (OSH) information, training, and courses to enhance the awareness of OSH among employers and employees.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Professional Certificate in Safety Auditing is designed for the responsibilities of safety auditors as outlined in regulations. The Programme aims to equip students to effectively perform the duties of a safety auditor, leading construction sites in implementing safety management to reduce occupational injuries and accidents.

4.2 Programme Intended Learning Outcomes

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

1. Explain and apply legal requirements, industry standards, and best practices in various workplaces as specified in the Factories and Industrial Undertakings Ordinance, Chapter 59;
2. Apply risk management principles to predict, identify, assess, and control hazards related to physical, chemical, biological, and environmental factors;
3. Use developed, implemented, and maintained safety management system models to monitor and evaluate the implementation procedures of health and safety programs; and
4. Enhance individual safety awareness and continuously improve safety management systems by promoting occupational health and safety management systems, culture, and practices.

4.3 Programme Structure

Module	QF credit
Part A: Safety Management	11
Part B: Safety Auditing	
Examination	
Part C: Audit Project	
Total	11

4.4 Graduation Requirements

- Attendance must reach 75% (if a student is late for more than 30 minutes, the attendance for that day will not be counted); and
- Students are required to submit all safety audit plans and reports, with a combined score of 60% or above; and
- An examination must be taken, with a passing score of 60.

4.5 Admission Requirements

General Requirements

Applicants must meet one of the following two general requirements:

- (a) Being a Registered Safety Officer (RSO); and Holding a Bachelor's degree, with at least two years of relevant full-time work experience in the field of occupational safety and health management; or
- (b) Age 18 or above, with at least three years of relevant full-time work experience in the field of occupational safety and health management, supported by a relevant reference letter from the employer.

Chinese Language Proficiency Requirements

Applicants must meet one of the following Chinese language proficiency requirements:

- HKDSE Chinese Language: Level 2 or above; or
- HKCEE Chinese Language: Grade E or above; or
- Passing a Chinese oral reading test in an admission interview.

English Language Proficiency Requirements

Applicants must meet one of the following English language proficiency requirements:

- HKDSE English Language: Level 2 or above; or
- HKCEE English Language (Syllabus B): Grade E or above; or
- IELTS 5.0 or above in the recent two years; or
- Previous academic qualification, at QF level 4 or above with QF credits comparable to or more than that of the Programme, or at Bachelor's degree level, taught and assessed in English.

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.

