



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 MANAGEMENT ASSOCIATION

**INITIAL EVALUATION AND
LEARNING PROGRAMME ACCREDITATION**

CERTIFICATE IN EMPLOYMENT ORDINANCE

MARCH 2025

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1816), 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 Management Association (“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 3 standard, and can be granted Initial Evaluation Status at QF Level 3; and
 - (b) To conduct an accreditation test as provided for in AAVQO to determine whether the following programme of the Operator meets the stated objectives and QF standard and can be offered as an accredited programme
 - (i) Certificate in Employment Ordinance; 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 of the Operator took place on 20 January 2025.

2. HKCAAVQ'S DETERMINATION

Initial Evaluation

- 2.1 HKCAAVQ has determined that, subject to the fulfilment of all conditions set out in 2.4, the Operator is competent to achieve its stated objectives and to operate learning programmes meeting QF standard(s) at Levels 1 to 3, and can be granted Initial Evaluation (IE) status at QF Level 3 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 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 fulfilment deadline.

2.2.3 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 Management Association 香港管理專業協會
Address of Operator	14/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong 香港中環紅棉道 8 號東昌大廈 14 樓
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 August 2025
Scope of IE Accreditation Status	For local programmes operating in Hong Kong

2.4 **Condition(s) (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)**

Requirement(s)	Date of Fulfilment
<u>Requirement 1</u> To ensure the Operator is financially viable, the Operator is to submit the audited financial statement for the year	30 September 2025

ended 2024 or other relevant evidence, demonstrating that there are adequate financial resources to support the provision of QF accredited programmes on an on-going basis. The Operator is to submit the relevant documents to HKCAAVQ on or before 30 September 2025.	
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2.5 Recommendation(s)

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

Recommendation(s)
<u>Recommendation 1</u> The Operator should continuously monitor and review the implementation of those quality assurance related functions carried out by the Academic Committee, Quality Assurance Working Group and Programme Team, as well as the participation of External Advisors and members of Management Committees in the programme development and review processes, and make revisions, where appropriate, to ensure that effective and adequate checks and balances are maintained on an on-going basis.

Learning Programme Accreditation

2.6 HKCAAVQ has determined that the Certificate in Employment Ordinance meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 August 2025 to 31 July 2027.

2.7 Validity Period

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

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

Name of Operator(s)	The Hong Kong Management Association 香港管理專業協會
Name of Award Granting Body	The Hong Kong Management Association 香港管理專業協會
Title of Learning Programme	Certificate in Employment Ordinance 僱傭條例證書
Title of Qualification(s) (Exit Award(s))	Certificate in Employment Ordinance 僱傭條例證書
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	General Business Management
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 3
QF Credits	6
Mode(s) of Delivery and Programme Length	Part-time, 10 weeks 60 notional learning hours (including 30 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 August 2025 to 31 July 2027
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 270 learners per year Maximum of 45 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Specification of Generic (Foundation) Competencies-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vocational Qualifications Pathway Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	Not applicable
Address of Teaching/ Training Venue(s)	<p>(1) 14/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong 香港中環紅棉路 8 號東昌大廈 14 樓</p> <p>(2) G/F, Shop 2 & 2-4/F, Pico Tower, 66 Gloucester Road, Wanchai, Hong Kong 香港灣仔告士打道 66 號畢克大廈地下 2 號舖及 2 至 4 樓</p> <p>(3) 1-6/F, First Commercial Building, 33-35 Leighton Road, Causeway Bay, Hong Kong 香港銅鑼灣禮頓道 33-35 號第一商業大廈 1 至 6 樓</p>

2.9 Recommendation(s)

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

Recommendation(s)
<p><u>Recommendation 2</u></p> <p>The Operator should provide appropriate trainings on QF for the Programme Team and teaching staff to enhance their understanding of QF levels and standards. The Operator should also strengthen the communication channels between the Programme Team and teaching staff to further ensure effective implementation of quality assurance related measures.</p>

- 2.10 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 1960, The Hong Kong Management Association (the Operator) is a non-profit making organisation. The major business of the Operator includes providing education and training at various levels, ranging from seminars to non-local degree programmes.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

The programme aims to equip learners, particularly those pursuing a career as human resources officers, with basic knowledge of human resources statutory requirements of the Employment Ordinance (Cap. 57) and its practices in Hong Kong. It is also to provide them with a basic understanding of Hong Kong Law and the legal system, as well as the specific provisions of the Employment Ordinance (Cap. 57) that affect the human resources practices and operations.

4.2 Programme Intended Learning Outcomes

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

- PILO 1: Demonstrate basic knowledge of the Employment Ordinance (Cap. 57) related to employment contracts, statutory rights and protections, and other related ordinances;
- PILO 2: Apply knowledge of remuneration and wages according to the Employment (Amendment) Ordinance 2007, restrictions, and protections of wages by the Employment Ordinance (Cap. 57) to activities in Human Resources operations; and
- PILO 3: Apply knowledge of the statutory entitlements of the different categories of leaves, their method of calculation, restrictions and protections according to the Employment Ordinance (Cap. 57).

4.3 Programme Structure

Topic	QF Credit
1. The Employment Ordinance (Cap. 57) and its major features	6

2. Application of the Employment Ordinance (Cap. 57) and its interrelations with other employment-related ordinances	
Total	6

4.4 Graduation Requirements

- A minimum of 70% attendance; and
- Obtained a pass (a minimum of 50% of the total marks) in each of the mid-term assessments and the final examination

4.5 Admission Requirements

- Completion of secondary school (Secondary 6 under the HKDSE academic structure or Secondary 5 under the HKCEE academic structure or an equivalent level); AND
- Having fulfilled any of the following English requirements:
 - Level 2 or above in English Language in HKDSE; or
 - Grade E or above in English Language (Syllabus B) in HKCEE; or
 - Grade C or above in English Language (Syllabus A) in HKCEE; or
 - Completion of a Diploma or Degree that was assessed in English; or
 - International English Tests (IELTS: 5.0 or above; TOEFL iBT: 37 or above)

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.

