



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

## **SUMMARY ACCREDITATION REPORT**

**EMPLOYEES RETRAINING BOARD**

**LEARNING PROGRAMME ACCREDITATION**

**FOUNDATION CERTIFICATE IN CAREER PLANNING  
(ENGLISH MEDIUM) (PART-TIME)**

**DECEMBER 2025**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA2028), 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 Employees Retraining Board (僱員再培訓局) (ERB) to conduct a Learning Programme Accreditation (LPA) exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Foundation Certificate in Career Planning (English Medium) (Part-time) of ERB to be jointly operated by ERB and its appointed Training Bodies (the Operators) meets the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) standards and can be offered as an accredited programme; and
- (b) To issue to the Operator accreditation report(s) 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.

## 2. HKCAAVQ'S DETERMINATION

### Learning Programme Accreditation

2.1 HKCAAVQ has determined that the Foundation Certificate in Career Planning (English Medium) (Part-time) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 April 2026 to 31 March 2030.

### 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 Accreditation are specified as follows:

<b>Name of Operator(s)</b>	<ul style="list-style-type: none"><li>1. Hong Kong Employment Development Service Limited (ERB) 香港職業發展服務處有限公司（再培訓）</li><li>2. Hong Kong Sheng Kung Hui Lady MacLehose Centre (ERB) 香港聖公會麥理浩夫人中心（再培訓）</li></ul>
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<b>Name of Award Granting Body</b>	Employees Retraining Board 僱員再培訓局
<b>Title of Learning Programme</b>	Foundation Certificate in Career Planning (English Medium) (Part-time) 職涯規劃基礎證書（英語授課）（兼讀制）
<b>Title of Qualification(s) (Exit Award(s))</b>	Foundation Certificate in Career Planning (English Medium) (Part-time) 職涯規劃基礎證書（英語授課）（兼讀制）
<b>Primary Area of Study and Training</b>	Humanities
<b>Sub-area (Primary Area of Study and Training)</b>	Humanities
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 1
<b>QF Credits</b>	2
<b>Mode(s) of Delivery and Programme Length</b>	Part-time 15.5 notional learning hours (including 8 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 April 2026 to 31 March 2030
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 20 learners per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Specification of Generic Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。
<b>Address of Teaching/Training Venue(s)</b>	<p>(1) Hong Kong Employment Development Service Limited (ERB) 香港職業發展服務處有限公司（再培訓） Unit 03-04, 16/F and Unit 02 &amp; 04, 21/F, Prosperity Centre, 982 Canton Road, Mong Kok, Kowloon 九龍旺角廣東道 982 號嘉富商業中心 16 樓 03-04 室及 21 樓 02 及 04 室</p> <p>(2) Hong Kong Sheng Kung Hui Lady MacLehose Centre (ERB) 香港聖公會麥理浩夫人中心（再培訓）</p> <p>(a) G/F, 127-144 On Tao House, Cheung On Estate, Tsing Yi, N.T. 新界青衣長安邨安濤樓 127-144 號地下</p> <p>(b) 22 Wo Yi Hop Road, Kwai Chung, New Territories (G/F: Rm. 002D, 1/F, 2/F, 4/F) 新界葵涌和宜合道 22 號（地下 002D 室、1 樓、2 樓及 4 樓）</p> <p>(c) 101-104 &amp; 108, G/F, Yung Shue House, Lei Muk Shue Estate, Tsuen Wan, N.T. 新界荃灣梨木樹邨榕樹樓地下 101-104 及 108 室</p> <p>(d) Ground Floor with Cockloft, 138 Tai Nan Street, Kowloon 九龍大南街 138 號地下連閣樓</p>

#### 2.4 Recommendation(s)

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

<b>Recommendation(s)</b>
<p><u>Recommendation 1</u></p> <p>ERB should provide clearer guidelines to help learners better understand how to use the self-study materials effectively within the recommended self-study hours.</p>

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. 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**

3.1 ERB is a statutory body under the Employees Retraining Ordinance. ERB coordinates, funds and monitors the appointed Training Bodies with training centres across the territory to provide training courses and services. ERB offers various training courses straddling nearly 30 industries.

### **4. PROGRAMME DETAILS**

The following is the programme information provided by ERB / the Operator.

#### **4.1 Programme Objectives**

To equip trainees with basic knowledge of career planning and job seeking skills to handle actual job-seeking situations

#### **4.2 Programme Intended Learning Outcomes**

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

1. recognize basic knowledge of career planning and apply established methods to create a simple personal career plan; and
2. recognize common job search channels, procedures, and basic interview skills.

#### 4.3 Programme Structure

Topic	QF Credits
(1) Career Planning	
(2) Basic skills for job seeking and interviewing	2
(3) Course Assessment	
	<b>Total :</b> 2

#### 4.4 Graduation Requirements

Trainees will be awarded the certificate if they have fulfilled the following course requirements:

- (i) Attain an attendance of 80% or above; and
- (ii) Pass the overall assessment (50%); and
- (iii) Pass the final examination (50%).

#### 4.5 Admission Requirements

Possess basic English literacy skills

### 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.legislation.gov.hk](http://www.legislation.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](http://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](http://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.

**HKCAAVQ Report No.: 25/202**