



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 RE-ACCREDITATION

FOUNDATION CERTIFICATE IN VOCATIONAL CANTONESE II (WORKPLACE) FOR NON-CHINESE SPEAKERS (PART-TIME)

FEBRUARY 2026

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA2010), 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 Employees Retraining Board (僱員再培訓局) (ERB) 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 following programme of the Operator meets the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 1 standard and can continue to be offered as an accredited programme:
 - (i) Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time); 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 Re-accreditation

2.1 HKCAAVQ has determined that the Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (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 Re-accreditation are specified as follows:

Name of Operator(s)	Hong Kong Employment Development Service Limited (ERB) 香港職業發展服務處有限公司 (再培訓)
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Name of Award Granting Body	Employees Retraining Board 僱員再培訓局
Title of Learning Programme	Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time) 非華語人士職業廣東話 II (職場用語) 基礎證書 (兼讀制)
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time) 非華語人士職業廣東話 II (職場用語) 基礎證書 (兼讀制)
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
Industry	Not applicable
Branch	Not applicable
QF Level	Level 1
QF Credits	4
Mode(s) of Delivery and Programme Length	Part-time 39.08 notional learning hours (including 30.33 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 April 2026 to 31 March 2030
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 20 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Specification of Generic 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	This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。
Address of Teaching/ Training Venue(s)	(1) Kowloon West Job Centre, 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon 九龍長沙灣道 303 號長沙灣政府合署 9 樓西九龍就業中心 (2) Unit 03-04, 16/F and Unit 02&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

2.4 Recommendation(s)

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

Recommendation(s)
<p><u>Recommendation 1</u></p> <p>Building on its existing arrangements for collecting learner and employer feedback, Employees Retraining Board should further develop systematic approaches to support the collection and analysis of programme-level data. Such data should be used to inform ongoing reviews of programme positioning, programme objectives, intended learning outcomes, and contents, to ensure continued alignment with industry needs.</p>
<p><u>Recommendation 2</u></p> <p>Employees Retraining Board should review the implementation of its class observation measures in accordance with its quality assurance mechanism. This review should ensure that class observations are carried out during the validity period to monitor and assure programme quality. The implementation of these observation measures should also be examined to ensure that class observations are conducted in accordance with the established procedures during the validity period, thereby effectively and continuously enhancing programme and teaching</p>

quality. This will also help Training Bodies to continuously improve their mechanisms for conducting class observation.

- 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

This course aims to equip trainees to develop basic Cantonese listening and speaking skills for workplace communication, covering job interviews, interactions with supervisors and colleagues, workplace discipline, common enquiries and permissions, and telephone communication skills.

4.2 Programme Intended Learning Outcomes (PILOs)

After completing this course successfully, trainees will be able to communicate in simple Cantonese in the workplace, including job interview, report to supervisors, and social talks, etc.

4.3 Programme Structure

Topic	QF Credits
(1) Job interview	4
(2) Workplace conversation	
(3) Brief reports	
(4) Social talk in workplace	
(5) Site Visit	
(6) Course assessment [#]	
Total:	4

The Final Oral Exam lasts for 20 minutes for each trainee.

4.4 Graduation Requirements

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

4.5 Admission Requirements

- Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of the ERB, or equivalent, or pass the entry test

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.

