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

SUMMARY ACCREDITATION REPORT

Beacon (Evening) College (Mong Kok)

Initial Evaluation at QF Levels 1 - 3

and

Programme Validation at QF Level 3 of

Diploma of Business Communication

November 2013

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

1. Introduction

1.1 Beacon (Evening) College (Mong Kok) 〔遵理夜校(旺角)〕 is one of the branches under the governance of the Board of Directors of Beacon College. It offers a wide variety of education programmes targeted at different age groups ranging from children to working adults.

1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the Beacon (Evening) College (Mong Kok) 〔遵理夜校(旺角)〕(the Operator) to (a) conduct an Initial Evaluation exercise to ascertain and determine whether the Operator is competent to achieve its stated objectives and to operate learning programmes meeting Qualifications Framework (QF) standard at QF Levels 1 - 3 and (b) to assess and determine whether the following learning programme achieves the stated objectives and meets the QF standard at QF Level 3:

(1) Diploma of Business Communication

1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement as well as the Terms of Reference stated therein. An on-site visit took place on 24 October 2013.

2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

2.1 Initial Evaluation

☑ Approval

Name of Operator	Beacon (Evening) College (Mong Kok) 遵理夜校(旺角)
Address of Operator	Units D-F, 26/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, N.T., Hong Kong
QF Level of accredited programme which the Operator can operate upon successful programme validation	Levels 1 - 3
Start date of 2-year validity period of the IE status	1 July 2014
Scope of IE status	For local programmes operating in Hong Kong
Remark	The Initial Evaluation status will automatically lapse when the

validity period expires unless the Operator offers accredited programme within the 2-year validity period.	

Requirement	Date of Fulfilment
The Operator is to put in place a mechanism for seeking external input into programme development, management and review to ensure their learning programmes address community/industry needs. The Operator is required to submit a report to the HKCAAVQ to demonstrate that the mechanism for seeking external input is in place. The report should include the following: a. appointment criteria and terms of reference for external consultant/external examiner; b. name and profile of the external consultant/external examiner appointed for the programme under validation; and c. records of comments and feedback received from the external consultant/external examiner during the different stages of programme review for the programme under validation.	The Operator is to submit relevant documents to the HKCAAVQ on or before 15 March 2015.

Recommendation
The Operator should widen the scope of input from various stakeholders including learners, trainers, employers, professional and industry experts in the workplace when conducting market research at the planning stage in order to ensure the programmes are developed to address community/industry needs.

2.2 Programme Validation

☑ Approval

Name of Operator	Beacon (Evening) College (Mong Kok) 遵理夜校(旺角)
Name of Award Granting Body	Beacon (Evening) College (Mong Kok) 遵理夜校(旺角)
Title of Learning Programme	Diploma of Business Communication 商業傳意文憑
Title of Qualification (exit award)	Diploma of Business Communication 商業傳意文憑
QF Level	3
QF Credit	63
Mode of Delivery and	Part-time

Programme Length	639 notional learning hours (including 219 contact hours)
Validity Period	3 years 1 July 2014 - 30 June 2017
Maximum Number of New Students	Maximum of 30 learners per class Maximum of 60 learners per year
Specification of Competency Standards Based Programme	☐ Yes ☑ No
Remark to be indicated on the QR	N/A
Address of the Teaching/Training Venue	● Rm 301-302, 3/F, Ginza Square, 565-567 Nathan Road, Yaumatei, Kln.; ● Rm 701A&B, 702B, 7/F, Ginza Square, 565-567 Nathan Road, Yaumateri, Kln.; and ● 5/F, Ginza Square, 565-567 Nathan Road, Yaumatei, Kln.

Recommendation
The Operator should closely monitor the current procedures for handling copyright issues and carefully review all training materials to prevent any potential copyright infringement.

3. Programme Details

The following are the programme information provided by the Operator.

3.1 Programme Objectives

The programme aims to help learners enhance the proficiency in English and strengthen business communication skills for a promising career in this highly competitive workforce in Hong Kong. The programme provides intensive training of the four language skills, speaking, listening, writing and reading as well as general language competence in terms of lexical items and structures.

3.2 Programme Intended Learning Outcomes

Upon completion of the Programme, learners should be able to:
● Develop a responsible and self-directed capability for quantity and quality of output in English in order to be able to select and use English to obtain, process and combine information;
● Access, organise and evaluate English activities to gain extending knowledge and experience different culture in order to be able to perform tasks in a wide range of familiar contexts;
● Understand both predictable and unpredictable spoken information, ideas, related explanations, discussion / argument and evaluation in familiar contexts;
● Interact socially in conversation using increasing complexity and length in a wide range of familiar contexts;
● Handle, understand and present predictable and unpredictable information via interaction

in familiar contexts orally;

- Understand both predictable and unpredictable written information in different familiar contexts;
- Present information, ideas, related explanations, discussion/argument and evaluation in written form; and
- Apply various language skills and linguistic features in various familiar contexts.

3.3   Programme Structure

Module Title	No. of QF Credits
Upper-Intermediate General English	-
Business Communication	-
Total	63

3.4   Graduation Requirements

- Attendance rate of 70% or above in both modules; and
- Attained an overall percentage of 40% or above in each module

3.5   Admission Requirements

- Form 5 or above with HKCEE English Language Level E or Level 2; or
- HKDSE English Language Level 2

4.   Substantial Change

4.1   The maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval by the HKCAAVQ.

5.   Qualifications Register

5.1   Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at http://www.hkqr.gov.hk for recognition under the Qualifications Framework (QF). The Operator should apply separately to have their quality-assured qualifications entered into the QR.

5.2   Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

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