



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

## **SUMMARY ACCREDITATION REPORT**

**Hong Kong Institute of Technology**

**Learning Programme Accreditation**

**Certificate in Business Data Analysis (Senior  
Secondary Applied Learning) (QF Level 3)**

**November 2016**

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 Based on the Service Agreement, HKCAAVQ was commissioned by the Hong Kong Institute of Technology [香港科技專上書院] (the Operator) to conduct a Learning Programme Accreditation to assess and determine whether the Certificate in Business Data Analysis (Senior Secondary Applied Learning) (QF Level 3) achieves the stated objectives and meets the Qualifications Framework (QF) standard at QF Level 3.
- 1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein.

## 2. HKCAAVQ's Accreditation Determination

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

Approval

<b>Name of Operator(s)</b>	Hong Kong Institute of Technology 香港科技專上書院
<b>Name of Award Granting Body</b>	Hong Kong Institute of Technology 香港科技專上書院
<b>Title of Learning Programme</b>	Certificate in Business Data Analysis (Senior Secondary Applied Learning) (QF Level 3) 商業數據分析(高中應用學習)證書(資歷架構第 3 級)
<b>Title of Qualification(s) (Exit Award(s))</b>	Certificate in Business Data Analysis (Senior Secondary Applied Learning) 商業數據分析(高中應用學習)證書
<b>Primary Area of Study and Training</b>	Business and Management
<b>Sub-area (Primary Area of Study and Training)</b>	General Business Management
<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 3
<b>QF Credits</b>	27
<b>Mode(s) of Delivery and Programme Length</b>	Full-time 16 months 270 notional learning hours (including 180 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	5 years From 1 January 2017 to 31 December 2021
<b>Number of Enrolment(s)</b>	One enrolment per year
<b>Maximum Number of New Students</b>	Maximum 100 students per year Maximum 35 students per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	This programme is approved by the Education Bureau. 此課程經教育局批核。
<b>Address of Teaching/ Training Venue(s)</b>	This programme is offered in Mode 1, where all classes take place in the Hong Kong Institute of Technology which located in 213 Nam Cheong Street, Sham Shui Po, Kowloon. 課程將以「模式一」運作，即所有課堂在香港科技專上書院位於九龍深水埗南昌街 213 號進行。

<b>Requirement</b>	<b>Date of Fulfilment</b>
1. The Operator is to submit details of the company visit in Module 4: Career Development in Business Data Analysis, including the learning objectives, related assignment and assessment criteria, as well as logistics arrangements such as venue and duration to HKCAAVQ by 28 February 2018.	28 February 2018

### 3. Programme Details

The following is the programme information provided by the Operator.

#### 3.1 Programme Objectives

- enable students to transfer the knowledge and skills of business analysis into their daily life;
- develop students positive attitudes, values and knowledge in the use of data analytical techniques to achieve different business objectives;
- provide a progression opportunity for students to progress to higher education qualification in related disciplines; and
- nurture students' interest to develop their career pathways in business analysis.

#### 3.2 Programme Intended Learning Outcomes

- demonstrate understanding of the process of data analysis for business application;
- devise a data analysis plan to fulfill preset objectives;
- apply the beginners' data analysis skill set for business;
- demonstrate communication skills in the data measurement and analysis context;
- respect and observe the code of ethics for data analysis; and
- develop self-understanding for further studies and career development in the related field.

#### 3.3 Programme Structure

Module Title	QF Credit
Introduction to Business and Business Analysis	
Application of Analysis in Business	
Components of Business Data Analysis	
Career Development in Business Data Analysis	
Business Data Analysis Project	
<b>Total</b>	<b>27</b>

#### 3.4 Graduation Requirements

- Achieving overall 50 marks in 6 Assessments plus attendance rate at or above 80%.

#### 3.5 Admission Requirements

- All current Secondary 4 students who are following the senior secondary curriculum recommended by the Curriculum Development Council (CDC) may apply for studying ApL courses in Secondary 5 and 6.
- Applicants should pass a selection interview.

#### **4. Appeal**

- 4.1 If the Operator is aggrieved by the determination made in this accreditation report, then pursuant to Part 3 of the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap 592) 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. Please refer to Cap. 592A (<http://www.legislation.gov.hk/eng/home.htm>) 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 <http://www.hkqf.gov.hk>.

#### **5. Substantial Change**

- 5.1 The accreditation status of the learning programme(s) will lapse upon the expiry of the validity period or HKCAAVQ may withdraw the accreditation status at any time during the validity period if there are substantial changes made to the programme(s) that have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. The Guidance Notes can be downloaded from the HKCAAVQ website.

#### **6. Qualifications Register**

- 6.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). Operators should apply separately to have their quality-assured qualifications entered into the QR.
- 6.2 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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