



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

SUMMARY ACCREDITATION REPORT

Pui Ching Academy

Programme Validation at QF Levels 2 to 3

Certificate in Information Technology

Diploma in Information Technology

June 2014

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 Pui Ching Academy (PCA) is a non-profit making education institute under the governance of the Baptist Convention of Hong Kong. The School is also a registered school (Registration No. 550388) with registration status for educational provision under the Education Ordinance, Cap 279. PCA aims to provide quality higher education in Hong Kong.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the Pui Ching Academy (培正專業書院) (the Operator) to assess and determine whether the following learning programmes achieve the stated objectives and meet the Qualifications Framework (QF) standards at the proposed QF Levels:
 - (1) Certificate in Information Technology; and
 - (2) Diploma in Information Technology.
- 1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. An on-site visit took place on 16 April 2014.

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 Programme Validation

☒ Approval

Name of Operator	Pui Ching Academy 培正專業書院	
Name of Award Granting Body	Pui Ching Academy 培正專業書院	
Title of Learning Programme	Certificate in Information Technology 資訊科技證書	Diploma in Information Technology 資訊科技文憑
Title of Qualification (Exit Award)	Certificate in Information Technology (Information & Communications Technology) 資訊科技證書 (資訊及通訊科技)	Diploma in Information Technology (Information & Communications Technology) 資訊科技文憑 (資訊及通訊科技)

	Certificate in Information Technology (Multimedia Technology) 資訊科技證書 (多媒體科技)	Diploma in Information Technology (Multimedia Technology) 資訊科技文憑 (多媒體科技)
Primary Area of Study / Training	Computing and Information Technology	
Other Area of Study / Training	Not applicable	
Industry	Not applicable	
Branch	Not applicable	
QF Level	Level 2	Level 3
QF Credit	61	125
Mode of Delivery and Programme Length	Part-time: 1 year (605 notional learning hours, including 315 contact hours)	Full-time and Part-time Full-time: 1 year; Part-time: 2 years (1,254 notional learning hours, including 630 contact hours)
Intermediate Exit Award	Not applicable	
Validity Period	3 years 1 July 2014 to 30 June 2017	
Number of Enrolments	Not applicable	
Maximum Number of New Students	Maximum 40 learners per class, maximum 4 classes per year	
Specification of Competency Standards Based Programme	☐ Yes ☒ No	
Programme Specific Requirement	Not applicable	
Remark to be indicated on the QR	Not applicable	
Address of Teaching/Training Venue	1. 42 Gascoigne Road, Kowloon 九龍加士居道 42 號 2. 8/F - 15/F Block K, 80 Waterloo Road, Kowloon 九龍窩打老道 80 號 K 座 8 樓 至 15 樓	

Requirements	Date of Fulfilment
<u>Applicable to Certificate in Information Technology and Diploma in Information Technology</u>	
1. The Operator is to review and revise the appointment criteria of class observers to ensure that effective and constructive class observations can be conducted. The Operator is to ensure that the appointed class observers have satisfied the revised appointment criteria. The Operator is required to submit relevant documents to the HKCAAVQ on or before 31 October 2014.	31 October 2014
2. The Operator is to formalise the appointment procedures and clearly specify the Terms of Reference of External Reviewers to ensure they participate effectively in the quality assurance system. The Operator is required to submit relevant documents to the HKCAAVQ on or before 31 October 2014.	31 October 2014
3. The Operator is to provide evidence to demonstrate the equipment and facilities in the proposed new training venue, i.e. 8/F - 15/F Block K, 80 Waterloo Road, Kowloon, are adequate and appropriate. The Operator is required to submit relevant documents to the HKCAAVQ on or before 31 October 2014.	31 October 2014

Recommendations
<u>Applicable to Diploma in Information Technology</u>
1. The Operator should ensure that full time students are effectively guided and supported throughout their course of training. In particular, an appropriate practicum training environment should be provided.
<u>Applicable to Certificate in Information Technology and Diploma in Information Technology</u>
2. The Operator should devise a mechanism for analyzing the results of end-of-semester student questionnaire surveys and formulate the corresponding follow up actions. Such a mechanism should be included in the staff handbook to ensure the rationale and procedures are thoroughly understood by administrative and academic staff.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

Certificate in Information Technology

The programme aims to provide students with knowledge and training that equip them to undertake basic IT support services in a school setting organization and to continue their studies in Diploma in Information Technology programme.

Diploma in Information Technology

The programme aims to provide students with knowledge and training that equip them to undertake IT support services in a school setting organization and to continue their studies in Higher Diploma in Information & Communications Technology programme or Higher Diploma in Creative Media Technology.

3.2 Programme Intended Learning Outcomes

Certificate in Information Technology

Upon completion of the Programme, the students will be able to:

- Develop a basic language foundation in English, comprehend simple texts and apply basic oral communication skills in familiar contexts;
- Prepare and modify various documents in Chinese for the purpose of communication in different scenarios. Students can also perform written and verbal presentation in Chinese;
- Apply basic mathematical techniques and related tools that are essential for solving practical problems;
- Apply basic computer applications as working tools to resolve practical problems;

Information & Communications Technology Stream:

- Resolve technical problems in the areas of systems set-up, testing, configuration and trouble shooting of a basic operating system, and to perform activities in maintaining server systems based on requirements provided;
- Implement, maintain and troubleshoot small network systems based on the skills and understanding acquired in the areas of basic networking hardware, the Internet, and communication standards;
- Demonstrate the capabilities in undertaking learning activities for the studies of Diploma in Information Technology programme (Information & Communications Technology)

Multimedia Technology Stream:

- Develop web components based on requirements provided, and to apply basic web site development tools to create and maintain web pages;
- Apply basic multimedia tools for creating and managing multimedia contents, and to produce and edit multimedia materials by using computer-aided hardware and software.
- Demonstrate the capabilities in undertaking learning activities for the studies of Diploma in Information Technology programme (Multimedia Technology)

Diploma in Information Technology

Upon completion of the Programme, the students will be able to:

- Comprehend and produce workplace-related texts in English. Students will have basic understanding of the vocabulary, language, formats, styles and conventions used in spoken and written communication;

- Prepare and modify various documents in Chinese for the purpose of communication in different scenarios. Students can also perform written and verbal presentation in Chinese;
- Apply mathematical concepts and skills that are generally required in the practical fields of information technology for solving practical problems;
- Create and maintain contents and graphical layouts for web pages using various basic tools. Students are expected to apply basic design principles in producing interactive web elements;

Information & Communications Technology Stream:

- Set up, configure and maintain basic computer systems with network connections independently based on the requirements in different scenarios;
- Tackle networking problems independently and to provide in-depth network service support with the guidance and assistance from network vendors;
- Demonstrate the capabilities in undertaking learning activities for the studies of Higher Diploma in Information & Communications Technology programme.

Multimedia Technology Stream:

- Create and manage multimedia contents by applying multimedia tools including computer-aided hardware and software, and to resolve unfamiliar technical problems arisen from the production and maintenance process;
- Design and develop basic multimedia artifacts intermixing with audio, graphical and video contents, and to resolve unfamiliar technical problems arisen from the production and maintenance process;
- Demonstrate the capabilities in undertaking learning activities for the studies of Higher Diploma in Creative Media Technology programme.

3.3 Programme Structure

Certificate in Information Technology

Module Title	No. of QF Credit
Core Modules	
ENG0010 Essential English I	
CNG0010 Foundation Chinese I (基礎中文 I)	
MAT0012 Introduction to Applied Mathematics I	
ICT0014 Data Analysing and Presentation Production	
Modules for Information & Communications Technology Stream	
ICT0015 IT Facilities and Maintenance	
ICT0016 Linux System Administration	
ICT0020 CCNA Part I	
ICT0021 CCNA Part II	
Modules for Multimedia Technology Stream	

ICT0017 Management and Applications of Educational Platform on the Internet	
ICT0019 Managing & Editing Teaching & Learning Resources on the Internet	
CMT0002 Introduction to Graphics & Animation	
CMT0003 Introduction to Video & Audio	
Total	61

Diploma in Information Technology

Part-time Delivery Mode

Module Title	No. of QF Credit
Year 1 Core Modules	
ENG0010 Essential English I	
CNG0010 Foundation Chinese I (基礎中文 I)	
MAT0012 Introduction to Applied Mathematics I	
ICT0014 Data Analysing and Presentation Production	
Year 1 Modules for Information & Communications Technology Stream	
ICT0015 IT Facilities and Maintenance	
ICT0016 Linux System Administration	
ICT0020 CCNA Part I	
ICT0021 CCNA Part II	
Year 1 Modules for Multimedia Technology Stream	
ICT0017 Management and Applications of Educational Platform on the Internet	
ICT0019 Managing & Editing Teaching & Learning Resources on the Internet	
CMT0002 Introduction to Graphics & Animation	
CMT0003 Introduction to Video & Audio	
Year 2 Core Modules	
ENG0011 Essential English I	
CNG0011 Foundation Chinese II (基礎中文 II)	
MAT0013 Introduction to Applied Mathematics II	

ICT0011 Introduction to Web Page Production	
ICT0018 Advanced School Intranet	
CMT0013 Computer Graphics, Animation & Interactive Interface Production	
Year 2 Modules for Information & Communications Technology Stream	
ICT0022 CCNA Part III	
ICT0023 CCNA Part IV	
Year 2 Modules for Multimedia Technology Stream	
CMT0010 Introduction to Video Production	
CMT0011 Introduction to Sound Production	
Total	125

Full-time Delivery Mode

Module Title	No. of QF Credit
Semester 1 Core Modules	
ENG0010 Essential English I	
CNG0010 Foundation Chinese I (基礎中文 I)	
MAT0012 Introduction to Applied Mathematics I	
ICT0014 Data Analysing and Presentation Production	
Semester 1 Modules for Information & Communications Technology Stream	
ICT0015 IT Facilities and Maintenance	
ICT0016 Linux System Administration	
ICT0020 CCNA Part I	
ICT0021 CCNA Part II	
Semester 1 Modules for Multimedia Technology Stream	
ICT0017 Management and Applications of Educational Platform on the Internet	
ICT0019 Managing & Editing Teaching & Learning Resources on the Internet	
CMT0002 Introduction to Graphics & Animation	
CMT0003 Introduction to Video & Audio	
Semester 2 Core Modules	
ENG0011 Essential English I	

CNG0011 Foundation Chinese II (基礎中文 II)	
MAT0013 Introduction to Applied Mathematics II	
ICT0011 Introduction to Web Page Production	
ICT0018 Advanced School Intranet	
CMT0013 Computer Graphics, Animation & Interactive Interface Production	
Semester 2 Modules for Information & Communications Technology Stream	
ICT0022 CCNA Part III	
ICT0023 CCNA Part IV	
Semester 2 Modules for Multimedia Technology Stream	
CMT0010 Introduction to Video Production	
CMT0011 Introduction to Sound Production	
Total	125

3.4 Graduation Requirements

Certificate in Information Technology

- Obtain 1.7 or above of Cumulative Grade Point Average (CGPA);
- Complete all course modules; and
- Meet the minimum attendance rate of 80% or above in each course module.

Diploma in Information Technology

- Obtain 1.7 or above of Cumulative Grade Point Average (CGPA);
- Complete all course modules; and
- Meet the minimum attendance rate of 80% or above in each course module.

3.5 Admission Requirements

Certificate in Information Technology

- Pass the admission interview; AND
- Completion of Hong Kong Diploma of Secondary Education (HKDSE); OR
- Completion of Form 5 in Hong Kong Certificate of Education Examination (HKCEE); OR
- Equivalent qualifications; OR
- Age 21 or above.

Diploma in Information Technology

Year 1 admission:

- Pass the admission interview; AND
- Completion of Hong Kong Diploma of Secondary Education (HKDSE); OR
- Completion of Form 5 in Hong Kong Certificate of Education Examination (HKCEE); OR
- Equivalent qualifications; OR
- Age 21 or above.

Year 2 admission (Information & Communications Technology Stream):

- Pass the admission interview; AND
- Holders of Certificate in Information Technology (Information & Communications Technology Stream); OR
- Equivalent qualifications

Year 2 admission (Multimedia Technology Stream):

- Pass the admission interview; AND
- Holders of Certificate in Information Technology (Multimedia Technology Stream); OR
- Equivalent qualifications

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). Operators 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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