



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 Vocational Education,
Vocational Training Council**

Learning Programme Accreditation

**Certificate in Vocational Chinese (Listening Skills:
Understanding Spoken Information Module) (QF Level 1)**

**Certificate in Vocational Chinese (Speaking Skills:
Workplace Interaction Module) (QF Level 1)**

**Certificate in Vocational Chinese (Reading Skills:
Understanding Written Information Module) (QF Level 1)**

**Certificate in Vocational Chinese (Writing Skills:
Presenting Information Module) (QF Level 1)**

January 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 The Vocational Training Council (VTC) is a vocational education provider governed by the VTC Ordinance (Cap 1130). At present, there are 13 member institutions under the VTC. The Hong Kong Institute of Vocational Education, Vocational Training Council (職業訓練局香港專業教育學院) (hereinafter referred to as "IVE, VTC") offers vocational education and training programmes ranging from Higher Diploma to Certificate.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by IVE, VTC (the Operator) to conduct Learning Programme Accreditation exercise to assess and determine whether the following Certificates in Vocational Chinese Programmes (hereinafter referred to as "VCP" or "the Programmes") achieve the stated objectives and meet the Qualifications Framework (QF) standard at the relevant QF Level:
 - (1) Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1);
 - (2) Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1);
 - (3) Certificate in Vocational Chinese (Reading Skills: Understanding Written Information Module) (QF Level 1); and
 - (4) Certificate in Vocational Chinese (Writing Skills: Presenting Information Module) (QF Level 1)
- 1.3 Learning Programme Re-accreditation (Re-LPA) of the Vocational English Programmes (VEP) offered by the Operator had been conducted in January 2015. Based on the track records against the relevant accreditation criteria of their education provisions that were ascertained through the Re-LPA exercise, the Operator submitted an application for seeking customisation in this accreditation exercise. Based on the information provided by the Operator, customization measures have been agreed between HKCAAVQ and the Operator.
- 1.4 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. A site visit took place on 10 December 2015.

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

Name of Operator(s)	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院	
Name of Award Granting Body	Vocational Training Council 職業訓練局	
Title of Learning Programme	Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1) 職業中文證書（聆聽能力：理解話語單元）（QF 級別 1）	Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1) 職業中文證書（說話能力：職場會話單元）（QF 級別 1）
Title of Qualification(s) (Exit Award(s))	Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1) 職業中文證書（聆聽能力：理解話語單元）（QF 級別 1）	Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1) 職業中文證書（說話能力：職場會話單元）（QF 級別 1）
Primary Area of Study / Training	Languages, Translation and Literature	
Other Area of Study / Training	Not applicable	
Industry	Not applicable	
Branch	Not applicable	
QF Level	Level 1	
QF Credits	6	
Mode(s) of Delivery and Programme Length	Part-time 60 notional learning hours (including 30 contact and end-of-module assessment hours)	
Intermediate Exit Award(s)	Not applicable	
Validity Period	2 years 25 April 2016 to 24 April 2018	
Number of Enrolment(s)	Not applicable	

Maximum Number of New Students	Maximum of 320 learners per year Maximum of 20 learners per class
Specification of Competency Standards Based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Special Notes to be included on the QR	Not Applicable
Address of Teaching/ Training Venue(s)	[See Appendix 1]

Name of Operator(s)	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院	
Name of Award Granting Body	Vocational Training Council 職業訓練局	
Title of Learning Programme	Certificate in Vocational Chinese (Reading Skills: Understanding Written Information Module) (QF Level 1) 職業中文證書（閱讀能力：理解資料單元）（QF 級別 1）	Certificate in Vocational Chinese (Writing Skills: Presenting Information Module) (QF Level 1) 職業中文證書（寫作能力：事務文書單元）（QF 級別 1）
Title of Qualification(s) (Exit Award(s))	Certificate in Vocational Chinese (Reading Skills: Understanding Written Information Module) (QF Level 1) 職業中文證書（閱讀能力：理解資料單元）（QF 級別 1）	Certificate in Vocational Chinese (Writing Skills: Presenting Information Module) (QF Level 1) 職業中文證書（寫作能力：事務文書單元）（QF 級別 1）
Primary Area of Study / Training	Languages, Translation and Literature	
Other Area of Study / Training	Not applicable	

Industry	Not applicable
Branch	Not applicable
QF Level	Level 1
QF Credits	6
Mode(s) of Delivery and Programme Length	Part-time 60 notional learning hours (including 30 contact and end-of-module assessment hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	2 years 25 April 2016 to 24 April 2018
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 320 learners per year Maximum of 20 learners per class
Specification of Competency Standards Based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Special Notes to be included on the QR	Not Applicable
Address of Teaching/ Training Venue(s)	[See Appendix 1]

Recommendations
<p><u>Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1)</u> <u>Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1)</u></p> <p>1. The Operator should review and revise the learning materials of the listening and speaking programmes to ensure that the programme contents stay focused on meeting the programme intended learning outcomes and effectively facilitate the learning of spoken Chinese in a vocational context.</p>

All programmes

2. The Operator should set clearly the required language competence of the entry test and inform the applicants about such requirements.
3. The Operator should ensure that the teaching and learning activities of the Programmes are focused on the vocational language training needs of the local non-Chinese speaking school leavers. The Operator should also communicate clearly to the tutors about the purposes and the intended learning outcomes of the Programmes.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

All Programmes

The VCP aim to provide quality vocational Chinese learning opportunities to meet the needs of Non-Chinese Speaking (NCS) learners through a flexible curriculum structure with competency-based outcomes.

The specific objectives of the Programmes are:

- To boost NCS learners' confidence in using Chinese;
- To enable NCS learners to attain a recognized qualification in Chinese under the Qualifications Framework (QF);
- To provide training in the four language skills in Chinese, including listening, speaking, reading and writing; and
- To enhance NCS learners' employability by equipping them with the Chinese language competencies specified in the SGC relevant to their needs.

3.2 Programme Intended Learning Outcomes

Learners are required to use very simple languages skills with assistance to produce and respond to a small range of simple written and oral communications in familiar or routine workplace contexts. The learning outcomes of the four Programmes are as follows:

Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1)

完成本單元後，學員能夠在有限的生活及工作情境中：

- 理解簡短對話的表面意思
- 理解熟悉話題的主題
- 理解說話人的用意

Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1)

完成本單元後，學員能夠在有限的生活及工作情境中：

- 就熟悉、簡短的話題，以句子為單位進行對話
- 以簡單的描述、敘述等語言功能，完成預設的溝通目標
- 運用基本的說話策略

Certificate in Vocational Chinese (Reading Skills: Understanding Written Information Module) (QF Level 1)

完成本單元後，學員能夠在有限的生活及工作情境中：

- 理解簡短資料的主要內容
- 理解簡短資料的主題
- 理解簡短資料的寫作目的

Certificate in Vocational Chinese (Writing Skills: Presenting Information Module) (QF Level 1)

完成本單元後，學員能夠在有限的生活及工作情境中：

- 簡單描述所處理事務的具體細節
- 運用簡短句子完成事務文書
- 運用基本的寫作策略

3.3 Programme Structure

Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1)

Topic area	Unit of Competency	QF Credit
理解簡單的描述及指示	GCCH101A(C)	
理解簡單的詢問及答覆		
理解簡單的要求及回應		
認識工作間常用的禮貌用語		
Total		6

Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1)

Topic area	Unit of Competency	QF Credit
作簡單的介紹	GCCH103A(C)	
提出簡短的查詢及要求		
作簡短的回覆		
運用工作間常用的禮貌用語		
Total		6

Certificate in Vocational Chinese (Reading Skills: Understanding Written Information Module) (QF Level 1)

Topic area	Unit of Competency	QF Credit
理解短篇材料的細節	GCCH105A	
理解工作流程		
理解圖表的內容		
認讀工作間的常用詞，並理解其意義		
Total		6

Certificate in Vocational Chinese (Writing Skills: Presenting Information Module) (QF Level 1)

Topic area	Unit of Competency	QF Credit
填寫簡單的表格	GCCH107A	
填寫簡單的工作紀錄		
寫作便條、電話留言及簡短電郵		
運用工作間的常用詞及句式		
Total		6

3.4 Graduation Requirements

All Programmes

- The minimum attendance requirement for a Certificate programme is 70% of maximum possible attendance, where maximum possible attendance includes normal class attendance only. Learners not satisfying the minimum attendance requirement shall not be allowed to take the End-of-Module Assessment unless special approval from the Academic Director (Languages) is granted.
- Learners have to pass the End-of-Module Assessment and obtain 40% or above of the Module Mark to pass a Programme.

3.5 Admission Requirements

Certificate in Vocational Chinese (Listening Skills: Understanding Spoken Information Module) (QF Level 1)

Certificate in Vocational Chinese (Speaking Skills: Workplace Interaction Module) (QF Level 1)

- Only NCS school leavers aged 15 or above with Hong Kong resident status are eligible to apply for the Programmes.
- Applicants will be admitted to the Programmes if they pass Part 1 of an entry test which consists of two parts covering listening skill in Part 1 and reading and writing skills in Part 2.

Certificate in Vocational Chinese (Reading Skills: Understanding Written Information Module) (QF Level 1)

Certificate in Vocational Chinese (Writing Skills: Presenting Information Module) (QF Level 1)

- Only NCS school leavers aged 15 or above with Hong Kong resident status are eligible to apply for the Programmes.
- Applicants will be admitted to the Programmes if they pass both Part 1 and Part 2 of an entry test which consists of two parts covering listening skill in Part 1 and reading and writing skills in Part 2.

4. Substantial Change

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

5. Qualifications Register

- 5.1 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.
- 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.

Report No.: 16/18
File Reference: VA12/02/42-45

Address of Teaching / Training Venues

- (1) Hong Kong Institute of Vocational Education (Chai Wan)
30 Shing Tai Road, Chai Wan, Hong Kong
香港專業教育學院（柴灣）
香港柴灣盛泰道 30 號
- (2) Hong Kong Institute of Vocational Education (Haking Wong)
702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon
香港專業教育學院（黃克競）
九龍長沙灣荔枝角道 702 號
- (3) Hong Kong Institute of Vocational Education (Lee Wai Lee)
3 King Ling Road, Tseung Kwan O, New Territories
香港專業教育學院（李惠利）
新界將軍澳景嶺路 3 號
- (4) Hong Kong Institute of Vocational Education (Tsing Yi)
20 Tsing Yi Road, Tsing Yi Island, New Territories
香港專業教育學院（青衣）
新界青衣島青衣路 20 號
- (5) Hong Kong Institute of Vocational Education (Morrison Hill)
6 Oi Kwan Road, Wan Chai, Hong Kong
香港專業教育學院（摩理臣山）
香港灣仔愛群道 6 號
- (6) Hong Kong Institute of Vocational Education (Tuen Mun)
18 Tsing Wun Road, Tuen Mun, New Territories
香港專業教育學院（屯門）
新界屯門青雲路 18 號
- (7) Hong Kong Institute of Vocational Education (Sha Tin)
21 Yuen Wo Road, Sha Tin, New Territories
香港專業教育學院（沙田）
新界沙田源禾路 21 號
- (8) Hong Kong Institute of Vocational Education (Kwai Chung)
20 Hing Shing Road, Kwai Chung, New Territories
香港專業教育學院（葵涌）
新界葵涌興盛路 20 號
- (9) Hong Kong Institute of Vocational Education (Kwun Tong)
25 Hiu Ming Street, Kwun Tong, Kowloon
香港專業教育學院（觀塘）
九龍觀塘曉明街 25 號

- (10) Hong Kong Design Institute
3 King Ling Road, Tseung Kwan O, New Territories
香港知專設計學院
新界將軍澳景嶺路 3 號
- (11) Youth College (Kwai Chung)
13-19 San Kwai Street, Kwai Chung, New Territories
青年學院 (葵涌)
新界葵涌新葵街 13-19 號
- (12) Youth College (Kowloon Bay)
46 Tai Yip Street, Kowloon Bay, Kowloon
青年學院 (九龍灣)
九龍九龍灣大業街 46 號
- (13) Youth College (Pokfulam)
145 Pokfulam Road, Hong Kong
青年學院 (薄扶林)
香港薄扶林道 145 號
- (14) Youth College (Tuen Mun)
18 Tsing Wun Road, Tuen Mun, New Territories
青年學院 (屯門)
新界屯門青雲路 18 號
- (15) Youth College (Tin Shui Wai)
11 Tin Ho Road, Tin Shui Wai, New Territories
青年學院 (天水圍)
新界天水圍天河路 11 號
- (16) Youth College (Tseung Kwan O)
Tsui Lam Estate, Tseung Kwan O, New Territories
青年學院 (將軍澳)
新界將軍澳翠林邨
- (17) Youth College (Kwai Fong)
85 Hing Shing Road, Kwai Chung, New Territories
青年學院 (葵芳)
新界葵涌興盛路 85 號
- (18) Youth College (Yeo Chei Man)
11 To Lok Road, Tseung Kwan O, New Territories
青年學院 (邱子文)
新界將軍澳陶樂路 11 號
- (19) Integrated Vocational Development Centre (Fanling)
Shop 102, 1/F, Ka Fuk Shopping Centre, Ka Fuk Estate, Fanling, New Territories
匯縱專業發展中心 (粉嶺)
新界粉嶺嘉福邨嘉福商場 1 樓 102 舖

- (20) Integrated Vocational Development Centre (Lai Chi Kok)
7/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon
匯縱專業發展中心（荔枝角）
九龍長沙灣長裕街 8 號億京廣場 7 樓
- (21) Integrated Vocational Development Centre (Yau Ma Tei)
1-3/F., Bangkok Bank Building, 490-492 Nathan Road, Yau Ma Tei, Kowloon
匯縱專業發展中心（油麻地）
九龍油麻地彌敦道 490-492 號盤谷銀行大廈 1-3 樓
- (22) Integrated Vocational Development Centre (Ma On Shan)
Area 92, Yiu On Estate, Ma On Shan, New Territories
匯縱專業發展中心（馬鞍山）
新界沙田馬鞍山耀安邨 92 地段
- (23) Integrated Vocational Development Centre (Tuen Mun)
Room A103B, 18 Tsing Wun Road, Tuen Mun, New Territories
匯縱專業發展中心（屯門）
新界屯門青雲路 18 號 A103B 室
- (24) School of Business and Information Systems
81 Hing Shing Road, Kwai Chung, New Territories
工商資訊學院
新界葵涌興盛路 81 號
- (25) Technological and Higher Education Institute of Hong Kong (Tsing Yi)
20A Tsing Yi Road, Tsing Yi Island, New Territories
香港高等教育科技學院（青衣）
新界青衣島青衣路 20A 號
- (26) Technological and Higher Education Institute of Hong Kong (Kowloon Tong)
30 Renfrew Road, Kowloon Tong, Kowloon
香港高等教育科技學院（九龍塘）
九龍塘聯福道 30 號
- (27) Vocational Training Council Tower
27 Wood Road, Wan Chai, Hong Kong
職業訓練局大樓
香港灣仔活道 27 號