



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

SUMMARY ACCREDITATION REPORT

YMCA College of Continuing Education (Evening)

Learning Programme Re-accreditation

**Diploma in Business Practices (Human Resources
Management)**

**Diploma in Business Practices (Secretarial and
Administrative Studies)**

April 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 YMCA College of Continuing Education (Evening) [港青專業進修書院(夜校)] was established by the YMCA of Hong Kong in 1992. It is a non-profit-making Christian education institution offering part-time programmes in the fields of business management, secretariat studies, accounting, and hospitality, etc.

1.2 Based on the Service Agreement, HKCAAVQ was commissioned by the YMCA College of Continuing Education (Evening) [港青專業進修書院(夜校)] (the Operator) to conduct a Re-Accreditation exercise to assess and determine whether the following programmes continue to achieve the stated objectives and meet the Qualifications Framework (QF) standard at QF Level 3:

- (1) Diploma in Business Practices (Human Resources Management); and
- (2) Diploma in Business Practices (Secretarial and Administrative Studies)

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. A site visit took place on 25 February 2016.

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)	YMCA College of Continuing Education (Evening) 港青專業進修書院(夜校)	
Name of Award Granting Body	YMCA College of Continuing Education (Evening) 港青專業進修書院(夜校)	
Title of Learning Programme	Diploma in Business Practices (Human Resources Management) 人力資源管理實務文憑	Diploma in Business Practices (Secretarial and Administrative Studies) 秘書及行政事務文憑
Title of Qualification(s) (Exit Award(s))	Diploma in Business Practices (Human Resources Management) 人力資源管理實務文憑	Diploma in Business Practices (Secretarial and Administrative Studies) 秘書及行政事務文憑
Primary Area of Study and Training	Business and Management	

Sub-area (Primary Area of Study and Training)	General Business Management
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 3
QF Credits	90
Mode(s) of Delivery and Programme Length	Part-time, 14 Months 900 notional learning hours (including 300 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	3 years 22 July 2016 to 21 July 2019
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 30 learners per year Maximum of 29 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Notes to be indicated on the QR	Not applicable
Address of Teaching/ Training Venue(s)	Portion of 6/F., 41 Salisbury Road, Tsimshatsui, Kowloon 九龍尖沙咀梳士巴利道 6 樓

Requirement	Date of Fulfilment
<u>All programmes</u> 1. The Operator is to submit a programme review report to HKCAAVQ by 31 December 2016, with supplementary evidence on the implementation of the revised programme management structure and quality assurance	The Operator is to submit the relevant documents to HKCAAVQ by 31 December 2016.

mechanism.	
------------	--

Recommendations

All programmes

1. The Operator should review the number of self-study hours allocated to individual modules and the related mechanism for supporting and monitoring learners' self-study to ensure the overall credits assigned to the programmes accurately reflect the time and effort required for the completion of the programmes.
2. The Operator should strengthen the QF related training for both full-time and part-time teaching staff.
3. The Operator should provide more updated reference materials to learners.
4. The Operator should formulate a plan to increase the enrolment in the programmes.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

Diploma in Business Practices (Human Resources Management)

- This programme aims at equipping learners with a broad range of business knowledge and skills for their future career development in the areas of accounting, business administration, business communication, information technology, and human resources management, so that they will be able to perform the roles of assistants to human resources personnel in local small and medium enterprises (SMEs).

Diploma in Business Practices (Secretarial and Administrative Studies)

- This programme aims at equipping learners with a broad range of business knowledge and skills for their future career development in the areas of accounting, business administration, business communication, information technology, corporate governance, secretarial responsibilities, and customer services, so that they will be able to perform the roles of secretary or personal assistant in local small and medium enterprises (SMEs).

3.2 Programme Intended Learning Outcomes

Diploma in Business Practices (Human Resources Management)

- PILO1: Execute administrative tasks and resolve corresponding administrative problems commonly encountered at work in a typical office setting in Hong Kong;

- PILO2: Exchange views and present information in Putonghua and draft correspondences in English in the context of business administration;
- PILO3: Make use of information technology and applications to develop simple website, enhance efficiency in information sharing, and produce documents and simple database to meet user requirements in the business context;
- PILO4: Handle basic accounting procedures and prepare financial statements for sole trader;
- PILO5: Follow basic human resources principles and procedures in employment related practices;
- PILO6: Formulate strategic policies on pay system and select pay techniques for calculating employment compensation and benefits; and
- PILO7: Handle issues of employment and recruitment with reference to related ordinances in Hong Kong.

Diploma in Business Practices (Secretarial and Administrative Studies)

- PILO1: Execute administrative tasks and resolve corresponding administrative problems commonly encountered at work in a typical office setting in Hong Kong;
- PILO2: Exchange views and present information in Putonghua and draft correspondences in English in the context of business administration;
- PILO3: Make use of information technology and applications to develop simple website, enhance efficiency in information sharing, and produce documents and simple database to meet user requirements in the business context;
- PILO4: Handle basic accounting procedures and prepare financial statements for sole trader;
- PILO5: Describe the role and duties of a secretary, and apply the knowledge and skills of secretarial practices in business context;
- PILO6: Prepare and submit relevant forms and documents to Companies Registry for a limited company in compliance with the Companies Ordinance and other regulatory and legal requirement; and
- PILO7: Apply customer service knowledge and skills to handle customer related issues.

3.3 Programme Structure

Diploma in Business Practices (Human Resources Management)

Module Title	QF Credit
Business Administration and Practice	
Foundation Accounting	
Use of Packages – Word Processing & Data Management	
Business Putonghua	
English for Business Communication	
Computer Applications for Business	
Compensation and Benefits Management	
Human Resources Management	
Employment Law	
Total	

Diploma in Business Practices (Secretarial and Administrative Studies)

Module Title	QF Credit
Business Administration and Practice	
Foundation Accounting	
Use of Packages – Word Processing & Data Management	
Business Putonghua	
English for Business Communication	
Computer Applications for Business	
Introduction to Companies Ordinance and Corporate Governance	
Customer Service	
Secretarial Practice – Theory and Applications	
Total	

3.4 Graduation Requirements

Diploma in Business Practices (Human Resources Management)
Diploma in Business Practices (Secretarial and Administrative Studies)

- Completion with Grade Point Average of 1.0 or above.

3.5 Admission Requirements

Diploma in Business Practices (Human Resources Management)
Diploma in Business Practices (Secretarial and Administrative Studies)

- Standard Admission Criteria:
 - (1) Qualification: Completion of Secondary 5 (old education system only) or Project Yi Jin; or Completion of Secondary 6 (new education system) or Yi Jin Diploma; and
 - (2) Industry experience: Be 18 years old or above with at least two years of relevant working experience; OR
- Non-standard Admission Criteria:
 - (1) Be 21 years old or above with two years working experience.
(Note: The quota for admission through meeting non-standard criteria is 10% of the maximum number of annual intake for individual programme.)

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.: 16/42
File Reference: VA15/02/03b, 05b