



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

SUMMARY ACCREDITATION REPORT

ME English Language Centre

Learning Programme Re-accreditation

**Certificate in Elementary English for Social and
Workplace Communications**

May 2017

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 ME English Language Centre has 8 years training experience. Its scope of services includes providing private lessons, group lessons and corporate training.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by ME English Language Centre (the Operator) to conduct a Learning Programme Re-Accreditation exercise to assess and determine whether Certificate in Elementary English for Social and Workplace Communications continues to achieve the stated objectives and meets the Qualifications Framework (QF) standard at QF Level 1.
- 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 30 March 2017.

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)	ME English Language Centre
Name of Award Granting Body	ME English Language Centre
Title of Learning Programme	Certificate in Elementary English for Social and Workplace Communications
Title of Qualification(s) (Exit Award(s))	Certificate in Elementary English for Social and Workplace Communications
Primary Area of Study and Training	Languages and Related Studies
Sub-area (Primary Area of Study and Training)	Languages and Related Studies
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 1
QF Credits	10
Mode(s) of Delivery and Programme Length	Part-time, 6 months 102 notional learning hours (including 90 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	2 years (15 August 2017 – 14 August 2019)
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 24 learners per year Maximum of 6 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)	Unit 2B, 2/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong

Requirement	Date of Fulfilment
1. The Operator is to submit to HKCAAVQ on or before 1 April 2018 a programme review report and relevant documentary records demonstrating that the programme is continuously evaluated through analyzing and consolidating comments and feedback obtained from the different stakeholders involved, conducting a thorough review of the programme quality including issues related to the programme content, assessments and teaching and learning effectiveness and adequacy of proper documentation of the programme review results and the follow up actions taken.	1 April 2018

Recommendation

1. The Operator should evaluate the effectiveness of the measures taken to improve the student intake regularly to ensure the sustainability of the programme.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

The programme aims to help learners:

- produce and respond to a limited range of simple, written and oral communications, in familiar/routine contexts (general)
- carry out a limited range of simple tasks to process data and access information (workplace)
- take some part in discussions about straightforward subjects (social)
- read and identify the main points and ideas from documents about straightforward subjects (emails/letters)
- perform tasks of routine and repetitive nature given clear direction (telephone)

3.2 Programme Intended Learning Outcomes

- Reading: Students will become accomplished, active readers who can handle social/workplace tasks by understanding basic instructions and extracting simple information; and
- Writing skills and process: Students will be able to write for a variety of simple tasks in familiar, personal and/or everyday contexts; and
- Listening and Oral communication skills: Students will be able to receive and pass on information, employ recall and demonstrate elementary comprehension in a narrow range of area.

3.3 Programme Structure

Teaching Topic	QF Credit
Greetings and Introductions	
Small talks / telephone	
Social occasions	
Compliments and encouragement	
Good manners	
Disagreeing	
Dating and using the phone 1-2	
Food and restaurant 1-2	
Asking and Giving Directions	
Let's go shopping 1-2	
Travel English 1-2	
Health and fitness 1-2	
Festival and Holidays	

Life and living 1-2	
Business World 1-2	
Consolidation / Revision	
Total:	10

3.4 Graduation Requirements

- Practice test: 50% of accumulated results;
- Final examination: 50%; and
- Attendance: 70%.

3.5 Admission Requirements

- Passing the Entrance Exam with 30% pass-mark.

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 commence the study of 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.