



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**

**Youth College,
Vocational Training Council**

Learning Programme Re-accreditation

Diploma of Foundation Studies

June 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 Vocational Training Council (VTC) (職業訓練局) is a vocational education provider governed by the VTC Ordinance (Cap 1130). At present, there are 13 member institutions under VTC, including the Hong Kong Institute of Vocational Education (IVE) and Youth College (YC). Both IVE and YC offer the Diploma of Foundation Studies, which was retitled from the New Foundation Diploma accredited in 2010.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by the Vocational Training Council (VTC) (職業訓練局) (the Operator) to conduct a Re-Accreditation exercise to assess and determine whether the Diploma of Foundation Studies, offered by IVE and YC, continues to achieve the stated objectives and meets the Qualifications Framework (QF) standard at QF Level 3.
- 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 2-day site visit took place on 11 and 12 May 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)	1. Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院 2. Youth College, Vocational Training Council 職業訓練局青年學院
Name of Award Granting Body	Vocational Training Council 職業訓練局
Title of Learning Programme	Diploma of Foundation Studies 基礎課程文憑
Title of Qualification(s) (Exit Award(s))	Diploma of Foundation Studies 基礎課程文憑
Primary Area of Study and Training	Humanities
Sub-area (Primary Area of Study and	Humanities

Training)	
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	173 – 176
Mode(s) of Delivery and Programme Length	Full-time, 1 year Part-time, 1.5 – 2 years 1,730 – 1,760 notional learning hours (including 690 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	4 1 September 2017 – 31 August 2021
Number of Enrolment(s)	One enrolment per year
Maximum Number of New Students	7,000 per year Full-time – 6,500 per year Part-time – 500 per year Maximum of 35 learners per class for classroom-based teaching and practical language training Maximum of 25 learners per class for practical training, laboratory work or workshops for vocational modules
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)	See Annex

Recommendations

1. The Operator should review the marking rubrics of the modules in the Design

Stream to ensure they are explicit and clear to all instructors so they can be consistently applied to reflect assessment standards across different classes and different cohorts.

2. The Operator should improve the data collection process of the Employer Satisfaction Survey for the purpose of enhancing employers' participation so employers' feedback collected could be more effective to inform the continuous review process of the programme.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

The DFS programme aims to:

- equip students with generic and trade-specific knowledge and skills in their selected vocational streams so as to facilitate their further studies and entry to the employment market;
- provide students with appropriate level of verbal and written language ability to enhance communication, interpersonal and presentation skills;
- enhance students' self-image through equipping them with appropriate transferable skills, attitudes and values in the context of Hong Kong and Mainland China;
- help students to be competent and effective communicators, self-directed lifelong learners, caring and responsible citizens, ethical, committed and knowledgeable workers, physically and psychologically healthy individuals to face challenges in life; and
- develop students' ability to think critically and to solve problems independently and work as a member in a team.

3.2 Programme Intended Learning Outcomes

The outcome standards of the DFS programme are benchmarked against the Generic Level Descriptors (GLDs) at Qualifications Framework (QF) Level 3, at which students will be able to:

- operate in a variety of familiar contexts and some unfamiliar contexts and use a known range of technical and learning skills;
- perform tasks in a broad range of predictable and structured contexts which may also involve some non-routine activities requiring a degree of individual responsibility;
- apply knowledge and skills in a range of activities, and ready to learn to access, organise and evaluate information independently, demonstrating comprehension of relevant theories in a subject or discipline;
- accept defined but limited responsibility for the quantity and quality of the output of others; and
- communicate effectively in English and Chinese, perform IT, numerical and life skills so that they can work independently and in a team for further studies and employment.

3.3 Programme Structure

Module Title	QF Credit
<i>Common Component</i>	
Information Technology Applications (A) / (B)	
Foundation Mathematics I	
Foundation Mathematics II (A) / (B)	
Vocational English I: Oral Interaction in the Workplace	
Vocational English II: Responding to Written Correspondence	
Vocational English III: Presenting Information and Ideas in Writing	
Vocational English IV: Oral Presentation	
Vocational English V: Responding to Written Correspondence	
Vocational Chinese: Putonghua Conversation & Discussion	
Vocational Chinese: Discussion & Social Correspondence	
Vocational Chinese: Reading Comprehension & Administrative Text Writing	
Essentials of Personal Development	
Wellness in Action	
Sub-total for Common Modules	116
<i>Vocational Component</i>	
Applied Science Stream	
Basic Laboratory Techniques	
Chemistry in Action	
Discovery Life Science	
Integrated Science Project	
Sub-total for Applied Science Stream	60
Business Stream	
Accounting Fundamentals	
Business Fundamentals	
Customer Service Fundamentals	
Integrated Business Practices	
Sub-total for Business Stream	60
Community Services Stream	
Basic Human Development	
Community Projects	
Health and Caring Skills	
Social Services in Hong Kong	
Sub-total for Community Services Stream	60
Design Stream	
Creative Studio	
Design Concepts and Methods	
Design Profession and Practice	

3-Dimensional Design and Visualization	
Sub-total for Design Stream	60
Elderly and Rehabilitation Services Stream	
Clinical Care I	
Clinical Care II	
Professional Practice of Health Worker	
Rehabilitation and Psychosocial Care	
Sub-total for Elderly and Rehabilitation Services Stream	57
Engineering Stream	
Creative Projects	
Engineering Drafting	
Engineering Science A	
Engineering Science B	
Industrial Studies	
Sub-total for Engineering Stream	60
Hospitality Stream	
Customer Service in the Hospitality Industries	
Hotel and Catering in Action	
Recreation and Sports in Action	
Tourism in Action	
Sub-total for Hospitality Stream	60
Information Technology Stream	
Computer Systems and Communication Fundamentals	
Database Applications Development	
Multimedia Website Design Practices	
Programming Concepts and Applications	
Sub-total for Information Technology Stream	60
Retail Stream	
Business Fundamentals	
Customer Service Fundamentals	
Integrated Retail Practices	
Retail Fundamentals	
Sub-total for Retail Stream	60
Total (including Common & Vocational Components)	173 – 176
Optional Module	
Foundation Mathematics III	16

3.4 Graduation Requirements

- Achievement of 176 QF credits for all streams, except the Elderly and Rehabilitation Stream; or
- Achievement of 173 QF credits for the Elderly and Rehabilitation Stream; and
- A pass in all modules of the programme.

3.5 Admission Requirements

- Completion of Secondary 6 (under the New Senior Secondary academic structure); or
- Equivalent.

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 listed in the QR will be considered to have acquired a qualification recognised under the QF.

Report No.: 17/56
File Reference: VA12/02/05e

Address of Teaching 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 (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
4. 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
5. 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
6. 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
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 (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
9. 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

10. Youth College

青年學院

- a) 46 Tai Yip Street, Kowloon Bay, Kowloon
九龍九龍灣大業街 46 號
- b) 13-19 San Kwai Street, Kwai Chung, New Territories
新界葵涌新葵街 13-19 號
- c) 85 Hing Shing Road, Kwai Chung, New Territories
新界葵涌興盛路 85 號
- d) 145 Pokfulam Road, Hong Kong
香港薄扶林道 145 號
- e) Tsui Lam Estate, Tseung Kwan O, New Territories
新界將軍澳翠林邨
- f) 18 Tsing Wun Road, Tuen Mun, New Territories
新界屯門青雲路 18 號
- g) 3 San Shek Wan North Road, Tuen Mun, New Territories
屯門散石灣北路 3 號
- h) No.11, To Lok Road, Tseung Kwan O, New Territories
新界將軍澳陶樂路 11 號
- i) 11 Tin Ho Road, Tin Shui Wai, New Territories
新界天水圍天河路 11 號