



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

SUMMARY ACCREDITATION REPORT

**Institute of Professional Education And Knowledge,
Vocational Training Council**

**Initial Evaluation and
Learning Programme Accreditation**

**Postgraduate Diploma in Insurance in Risk
Management**

November 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 Institute of Professional Education And Knowledge (PEAK) is a member institution under the Vocational Training Council (VTC) established in 2003. Operating on a self-finance basis, PEAK offers a comprehensive range of professional development programmes and services for the working population and corporations in Hong Kong.
- 1.2 Based on the Service Agreement, HKCAAVQ was commissioned by the Institute of Professional Education And Knowledge, Vocational Training Council (職業訓練局高峰進修學院) (the Operator) to conduct an Initial Evaluation (IE) to ascertain and determine whether the Operator is competent to achieve its stated objectives and to operate learning programmes meeting Qualifications Framework (QF) standards at QF Levels 1 – 6, and to conduct a Learning Programme Accreditation to assess and determine whether the Postgraduate Diploma in Risk Management and Insurance achieves the stated objectives and meets the QF standard at the QF Level 6.
- 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 27 – 28 September 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:

2.1 Initial Evaluation

Approval

Name of Operator	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院
Address of Operator	VTC Tower, 27 Wood Road, Wan Chai, Hong Kong 香港灣仔活道 27 號 職業訓練局大樓
Highest QF Level of programme(s) which the Operator can operate upon successful learning programme	Level 6

accreditation	
Validity Period	<p>The maintenance of the accreditation status within the specified validity period is subject to the fulfilment by the Operator of the requirements.</p> <p>The validity period shall commence on 1 May 2018 and end on 30 April 2020.</p>
Scope of IE Accreditation Status	For local programmes operating in Hong Kong
Remark	Operators must have at least one valid accredited programme in the QR. The IE status of Operators will lapse when the validity period of the last accredited programme has expired.

Requirements	Date of Fulfilment
<p>1. The Operator is to demonstrate that members with proven experience in the development of programmes comparable to QF Level 6 level are serving on committees responsible for the programme development, approval, monitoring and review, including both the PEAK Academic Committee and other relevant Programme Committee(s).</p> <p>The Operator is to provide to HKCAAVQ on or before 30 April 2019 the documentary evidence to demonstrate that members with relevant experience are engaged in the abovementioned committees. The evidence should include the profiles of the relevant members.</p>	30 April 2019
<p>2. The Operator is to develop an interim evaluation mechanism for newly launched programmes and use the mechanism to evaluate the operation of the “Postgraduate Diploma in Risk Management and Insurance” for the purpose of assessing the relevance and effectiveness of the institutional policies and systems governing the development and delivery of programmes at QF Level 6.</p> <p>The Operator is required to submit to HKCAAVQ on or before 30 April 2019 the interim evaluation report for the “Postgraduate Diploma in Risk Management and Insurance”, showing the details of the interim evaluation</p>	30 April 2019

mechanism, and the effectiveness of institutional policies and systems steering and monitoring the quality of QF Level 6 programmes.	
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2.2 Learning Programme Accreditation

Approval

Name of Operator(s)	Institute of Professional Education And Knowledge, Vocational Training Council 職業訓練局高峰進修學院
Name of Award Granting Body	Vocation Training Council 職業訓練局
Title of Learning Programme	Postgraduate Diploma in Insurance in Risk Management 保險風險管理深造文憑
Title of Qualification(s) [Exit Award(s)]	Postgraduate Diploma in Insurance in Risk Management 保險風險管理深造文憑
Primary Area of Study and Training	Business and Management
Sub-area (Primary Area of Study and Training)	Insurance
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Insurance
Branch	General Insurance
QF Level	Level 6
QF Credits	120
Mode(s) of Delivery and Programme Length	Part-time 2.5 years 1,200 notional learning hours (including 262.5 or 263 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	The validity period shall commence on 1 May 2018 and end on 30 April 2022.
Number of Enrolment(s)	<u>2017/18</u> Two enrolments per year

	<u>2018/19 onwards</u> Three enrolments per year
Maximum Number of New Students	<u>2017/18</u> Maximum of 100 learners per year Maximum of 50 learners per class <u>2018/19 onwards</u> Maximum of 150 learners per year Maximum of 50 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 不適用
Address of Teaching/ Training Venue(s)	VTC Tower, 27 Wood Road, Wan Chai, Hong Kong 香港灣仔活道 27 號 職業訓練局大樓

Requirements	Date of Fulfilment
<p>1. The Operator is to appoint additional staff with relevant teaching and/or practical experience in the Programme Team to provide the support for the delivery of the “Postgraduate Diploma in Risk Management and Insurance”.</p> <p>The Operator is to submit a staffing plan showing the delineation of duties and responsibilities of staff demonstrating that there is adequate staff to support the delivery of the “Postgraduate Diploma in Risk Management and Insurance” and the profiles of staff in the Programme Team having the relevant qualifications and experience. The staffing plan should be submitted to HKCAAVQ on or before 30 November 2018.</p>	30 November 2018
<p>2. The Operator is to engage staff or advisors with relevant practical experience for the development and delivery of staff development activities related to QF Level 6 programmes.</p>	30 April 2019

The Operator is to provide to HKCAAVQ on or before 30 April 2019 the documentary evidence and the profiles of these personnel to be engaged in the staff development activities.	
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3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

- Develop students' professional skills in devising and planning effective and efficient methods and strategies for managing complex issues in the risk management and insurance fields;
- Cultivate students' integrity, ethics and commitment to risk management and insurance professional practices; and
- Nurture students' self-reflection and lifelong learning awareness of further professional development.

3.2 Programme Intended Learning Outcomes

- Assess and manage risk portfolios for risk prevention and management improvement in organizations;
- Develop corporate-level strategies and review risk management frameworks in compliance with regulatory requirements and ethical standards;
- Propose rules and regulations for governing risk management and for managing insurance and financial products and services in response to the market demand;
- Apply a board range of professional knowledge in risk management and insurance, and skills in leadership, communication and research to manage risk management functions within insurance and financial organizations; and
- Reflect on current professional practice to identify plans for further professional development.

3.3 Programme Structure

Module Title	QF Credit
Core	
Enterprise Risk Management	15
Law and Practice of Insurance	15
Managing Insurance Organizations and Self-insurance	15
Elective (Choose any five)	
Property Insurance Management	15
Liability Insurance Management	15
Marine Insurance Management	15
Life and Medical Insurance Management	15
Reinsurance Management	15
Operational Risk Management	15

Financial Risk Management	15
Financial Planning Management	15
Corporate Governance and Compliance	15
Total	120

3.4 Graduation Requirements

- Attain a minimum pass mark of 40% for both continuous assessments and end-of-module assessments of each module;
- Achieve at least 70% of attendance rate; and
- Pass all the three core modules and five elective modules within the maximum registration period.

3.5 Admission Requirements

- Hold a bachelor's degree awarded by a recognised institution; and working full-time in related industries; or
- Have achieved a level in relevant professional qualifications equivalent to a bachelor's degree; and have one year of full-time work experience in related industries; or
- Applicants with other qualifications and three years of senior-level work experience in related industries will be considered on individual merits and subject to a satisfactory admission interview.

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.: 17/158
File Reference: VA12/01/02, VA12/02/47