



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

## **SUMMARY ACCREDITATION REPORT**

**Modern Continuing Education Centre**

**Learning Programme Accreditation**

**Certificate in Workplace English**

**JUNE 2018**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA833), the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), in the capacity of the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (hereafter Ordinance), was commissioned by Compass College (Operator) to conduct a Learning Programme Accreditation Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the Ordinance to determine whether the programme of the Compass College (the Operator) meets the stated objectives and QF standard and can be offered as an accredited programme
  - (i) Certificate in General English
- (b) To issue to the Operator accreditation report setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

During this Learning Programme Accreditation Exercise, the Operator had submitted an application for changing the Operator's name from Compass College (啓示書院) to Modern Continuing Education Centre (現代持續教育中心). The change was subsequently approved by HKCAAVQ on 23 May 2018 and took immediate effect. Henceforth, Modern Continuing Education Centre (現代持續教育中心) is adopted throughout this Accreditation Report and other related documents for this accreditation exercise.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement. A site visit took place on 16 May 2018.

## 2. HKCAAVQ'S DETERMINATION

### **Learning Programme Accreditation**

2.1 HKCAAVQ has determined that the Certificate in Workplace English meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 1 August 2018 to 31 July 2020.

### **2.2 Validity Period**

2.2.1 The validity period will commence on the date specified below.

2.3 The determinations on the Learning Programme Accreditation are specified as follows:

<b>Name of Operator(s)</b>	Modern Continuing Education Centre 現代持續教育中心
<b>Name of Award Granting Body</b>	Modern Continuing Education Centre 現代持續教育中心
<b>Title of Learning Programme</b>	Certificate in Workplace English 職場英語證書
<b>Title of Qualification(s) (Exit Award(s))</b>	Certificate in Workplace English 職場英語證書
<b>Primary Area of Study and Training</b>	Languages and Related Studies
<b>Sub-area (Primary Area of Study and Training)</b>	Languages and Related Studies
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 2
<b>QF Credits</b>	23
<b>Mode(s) of Delivery and Programme Length</b>	Part-time 4 months; 230 notional learning hours (including 102.5 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	The validity period shall commence on 1 August 2018 and end on 31 July 2020.
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 240 learners per year Maximum of 30 learners per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	Not applicable 不適用
<b>Address of Teaching/ Training Venue(s)</b>	6/F & 7/F, CIGNA Tower, 482 Jaffe Road, Causeway Bay, Hong Kong 銅鑼灣謝斐道 482 號信諾環球保險中心 6-7 樓

## 2.4 Recommendation

HKCAAVQ offers the following recommendation for continuous improvement.

<b>Recommendation</b>
1. The Operator is recommended to provide more examples of the target text types with language building elements and consolidation exercises in the teaching materials of the “Effective Writing Skills” module to better facilitate students’ learning and achievement of the module intended learning outcomes.

- 2.5 HKCAAVQ will subsequently satisfy itself whether the Operator remains competent to achieve the relevant objectives and the Programme continues to meet the standard to achieve the relevant objectives as claimed by the Operator by reference to, amongst other things, the Operator's fulfilment of any conditions and compliance with any restrictions stipulated in this Accreditation Report. **For the avoidance of doubt, maintenance of accreditation status is subject to fulfilment of any condition and compliance with any restriction stipulated in this Accreditation Report.**

## 3. INTRODUCTION

- 3.1 Modern Continuing Education Centre is a post-secondary institution providing programmes mainly related to hospitality and tourism. With a vocational approach, Modern Continuing Education Centre aims at providing students with pre-employment training, thus preparing them for the local employment market.

#### 4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

##### 4.1 Programme Objectives

This programme aims to help learners to acquire competencies to use simple English language in familiar and routine contexts in the workplace, so that they are able to provide effective administrative support in the office.

##### 4.2 Programme Intended Learning Outcomes

Upon completion of the programme, students should be able to:

PILO-1. Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative support in the office, in order to establish and maintain social relationships effectively with interlocutors in the workplace

PILO-2. Participate in simple oral interactions about identified subjects relating to predictable and structured workplace contexts of providing administrative support in the office, in order to understand and communicate predictable information, ideas and related explanations effectively with interlocutors in the workplace

PILO-3. Understand simple written texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading, for general information and locating/ extracting specific information

PILO-4. Understand and produce simple written correspondence relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in reading and writing, in order to understand and communicate effectively with correspondents in the workplace

PILO-5. Demonstrate reasonable clarity in writing simple texts relating to predictable and structured workplace contexts of providing administrative support in the office, by using rehearsed language skills in writing, in order to communicate effectively with readerships in the workplace

##### 4.3 Programme Structure

<b>Module</b>	<b>UoC</b>	<b>QF Credit</b>
1. Social Oral Interactions	GCEN202A	6
2. Workplace Oral Communication	GCEN203A	6
3. Effective Reading Skills	GCEN205A	4
4. Written Correspondence in the Workplace	GCEN206A	4
5. Effective Writing Skills	GCEN207A	3
<b>Total</b>		<b>23</b>

##### 4.4 Graduation Requirements

To meet the requirement for graduation, students must achieve a minimum of 70% attendance; AND 60% on overall assessments for each module.

#### 4.5 Admission Requirements

- Completion of Form 5 under the old secondary curriculum; or completion of Secondary 6 under the new senior secondary curriculum; or equivalent qualifications; OR
- Completion of QF Level 1 course in English Language or equivalent; OR
- Aged 21 or above and pass the admission written test and interview.

### 5. **IMPORTANT INFORMATION REGARDING THIS ACCREDITATION REPORT**

#### 5.1 **Variation and withdrawal of this Accreditation Report**

5.1.1 This Accreditation Report is issued pursuant to section 5 of the AAVQO, and contains HKCAAVQ's substantive determination regarding the accreditation, including the validity period as well as any conditions and restrictions subject to which the determination is to have effect.

5.1.2 HKCAAVQ may subsequently decide to vary or withdraw this Accreditation Report if it is satisfied that any of the grounds set out in section 5 (2) of the AAVQO apply. This includes where HKCAAVQ is satisfied that the Operator is no longer competent to achieve the relevant objectives and/or the Programme no longer meets the standard to achieve the relevant objectives as claimed by the Operator (whether by reference to the Operator's failure to fulfil any conditions and/or comply with any restrictions stipulated in this Accreditation Report or otherwise) or where at any time during the validity period there has/have been substantial change(s) introduced by the Operator after HKCAAVQ has issued the accreditation report(s) to the Operator and which has/have not been approved by HKCAAVQ. Please refer to the '*Guidance Notes on Substantial Change to Accreditation Status*' in seeking approval for proposed changes. These Guidance Notes can be downloaded from the HKCAAVQ website.

5.1.3 If HKCAAVQ decides to vary or withdraw this Accreditation Report, it will give the Operator notice of such variation or withdrawal pursuant to section 5(4) of the AAVQO.

5.1.4 The accreditation status of the Operator and/or Programme will lapse immediately upon the expiry of the validity period or upon the issuance of a notice of withdrawal of this Accreditation Report.

#### 5.2 **Appeals**

5.2.1 If the Operator is aggrieved by the determination made in this Accreditation Report, then pursuant to Part 3 of the AAVQO 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.

- 5.2.2 If the Operator is aggrieved by a decision to vary or withdraw this Accreditation Report, then pursuant to Part 3 of the AAVQO the Operator has a right of appeal to the Appeal Board. Any appeal must be lodged within 30 days of the receipt of the Notice of Withdrawal.
- 5.2.3 The Operator should be aware that a notice of variation or withdrawal of this Accreditation Report is not itself an accreditation report and the right to appeal against HKCAAVQ's substantive determination regarding accreditation arises only from this Accreditation Report.
- 5.2.4 Please refer to Cap 592A (<http://www.legislation.gov.hk>) 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>.

### 5.3 **Qualifications Register**

- 5.3.1 Qualifications accredited by HKCAAVQ are eligible for entry into the Qualifications Register ("QR") at <http://www.hkqr.gov.hk> for recognition under the QF. The Operator should apply separately to have their quality-assured qualifications entered into the QR.
- 5.3.2 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.

