



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

SUMMARY ACCREDITATION REPORT

**HKPC ACADEMY OF
HONG KONG PRODUCTIVITY COUNCIL**

**LEARNING PROGRAMME ACCREDITATION
AT QF LEVEL 4 OF
PROFESSIONAL CERTIFICATE IN IT MANAGEMENT**

AND

**LEARNING PROGRAMME RE-ACCREDITATION
AT QF LEVEL 5 OF
PROFESSIONAL CERTIFICATE IN MANUFACTURING
PROCESS DEVELOPMENT AND MANAGEMENT FOR
METAL STAMPING INDUSTRY**

SEPTEMBER 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA853), 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) (AAVQO), was commissioned by the HKPC Academy of Hong Kong Productivity Council (香港生產力促進局生產力學院) (HKPCA/ the Operator) to conduct a Learning Programme Accreditation and Learning Programme Re-accreditation exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in the AAVQO to determine whether the Professional Certificate in IT Management of the Operator meets the stated objectives and QF standard and can be offered as an accredited programme;
- (b) To conduct an accreditation test as provided for in the AAVQO to determine whether the Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry of the Operator meets the stated objectives and QF standard and can continue to be offered as an accredited programme; and
- (c) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) and (b) by HKCAAVQ.

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 18 July 2018.

2. HKCAAVQ'S DETERMINATION

Learning Programme Accreditation – Professional Certificate in IT Management

Learning Programme Re-accreditation – Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry

2.1 HKCAAVQ has determined that, subject to the fulfilment of the condition set out below, the Professional Certificate in IT Management meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 July 2019 to 30 June 2021.

2.2 HKCAAVQ has determined that, subject to the fulfilment of the condition set out below, the Professional Certificate in Manufacturing Process Development and

Management for Metal Stamping Industry meets the stated objectives and QF standard at Level 5, and can continue to be offered as an accredited programme with a validity period from 16 October 2018 to 30 June 2021.

2.3 Validity Period

2.3.1 The validity period will commence on the date specified below. Operators may apply to HKCAAVQ to vary the commencement date of the validity period. Applications will be considered on a case-by-case basis.

2.3.2 The maintenance of the accreditation status within the specified validity period is subject to the fulfilment of the requirement set out in 2.6 by the specified deadline.

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

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| Name of Operator(s) | HKPC Academy of Hong Kong Productivity Council 香港生產力促進局生產力學院 |
| Name of Award Granting Body | HKPC Academy of Hong Kong Productivity Council 香港生產力促進局生產力學院 |
| Title of Learning Programme | Professional Certificate in IT Management 資訊科技管理專業證書 |
| Title of Qualification(s) (Exit Award(s)) | Professional Certificate in IT Management 資訊科技管理專業證書 |
| Primary Area of Study and Training | Computer Science and Information Technology |
| Sub-area (Primary Area of Study and Training) | Computer Science and Information Technology |
| Other Area of Study and Training | Not applicable |
| Sub-area (Other Area of Study and Training) | Not applicable |
| Industry | Information and Communications Technology |
| Branch | Software Products and Software Services |
| QF Level | Level 4 |
| QF Credits | 27 |
| Mode(s) of Delivery and Programme Length | Part-time, 8 months 270 notional learning hours (including 144 contact hours) |

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|---|--|
| <p>Intermediate Exit Award(s)</p> | <p>Title of Qualification: Certificate in Software Quality Assurance and Information Security Management 軟件品質保證及資訊保安管理證書</p> <p>Primary Area of Study and Training: Computer Science and Information Technology</p> <p>Sub-area (Primary Area of Study and Training): Computer Science and Information Technology</p> <p>Industry: Information and Communications Technology</p> <p>Branch: Software Products and Software Services</p> <p>QF Level: Level 4</p> <p>QF Credits: 12</p> <p>Attainment:</p> <ul style="list-style-type: none"> • Must have overall 80% attendance or more; and • Must pass all assessments, including examinations and project work, of the module 'Software Quality Assurance and Information Security Management'. <p>Specification of Competency Standards Based Intermediate Exit Award: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Validity Period</p> | <p>1 July 2019 to 30 June 2021</p> |
| <p>Number of Enrolment(s)</p> | <p>Two enrolments per year</p> |
| <p>Maximum Number of New Students</p> | <p>Maximum of 40 learners per year</p> |
| <p>Specification of Competency Standards-based Programme</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Specification of Generic (Foundation)</p> | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |

| | |
|--|--|
| Competencies-based Programme | |
| Vocational Qualifications Pathway Programme | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Notes to be indicated on the QR | This programme includes an intermediate exit award 'Certificate in Software Quality Assurance and Information Security Management'. 此課程包括一個中段結業資歷，資歷名稱為「軟件品質保證及資訊保安管理證書」。 |
| Address of Teaching/ Training Venue(s) | HKPC Building, 78 Tat Chee Avenue, Kowloon 九龍達之路 78 號生產力大樓 |

2.5 The determinations on the Learning Programme Re-accreditation are specified as follows:

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| Name of Operator(s) | HKPC Academy of Hong Kong Productivity Council 香港生產力促進局生產力學院 |
| Name of Award Granting Body | HKPC Academy of Hong Kong Productivity Council 香港生產力促進局生產力學院 |
| Title of Learning Programme | Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry 金屬衝壓業製程開發及管理專業證書 |
| Title of Qualification(s) (Exit Award(s)) | Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry 金屬衝壓業製程開發及管理專業證書 |
| Primary Area of Study and Training | Engineering and Technology |
| Sub-area (Primary Area of Study and Training) | Manufacturing Technology |
| Other Area of Study and Training | Not applicable |
| Sub-area (Other Area of Study and Training) | Not applicable |
| Industry | Manufacturing Technology (Tooling, Metals and Plastics) |
| Branch | Manufacturing Technology (Tooling, Metals and Plastics) |
| QF Level | Level 5 |

| | |
|---|--|
| QF Credits | 18 |
| Mode(s) of Delivery and Programme Length | Part-time, 6 months 180 notional learning hours (including 81.75 contact hours) |
| Intermediate Exit Award(s) | Not applicable |
| Validity Period | 16 October 2018 to 30 June 2021 |
| Number of Enrolment(s) | Two enrolments per year |
| Maximum Number of New Students | Maximum of 40 learners per year |
| Specification of Competency Standards-based Programme | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Specification of Generic (Foundation) Competencies-based Programme | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Vocational Qualifications Pathway 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) | HKPC Building, 78 Tat Chee Avenue, Kowloon 九龍達之路 78 號生產力大樓 |

2.6 **Condition(s) (including pre-conditions for obtaining the HKCAAVQ accreditation status as applied for within the validity period as specified in the above table; and requirements for maintenance of the accreditation status within the validity period)**

| Requirement | Date of Fulfilment |
|---|---------------------------|
| <p><u>Professional Certificate in IT Management and Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry</u></p> <p>1. The Operator is to review the implementation of its quality assurance mechanism to ensure the</p> | 31 May 2020 |

| | |
|--|--|
| <p>assessments are valid, reliable and sufficient to reflect the learning outcomes at the claimed QF levels. The Operator should develop tools to solicit systematic input from internal reviewers and External Examiners to maintain the consistency of assessment papers and the standards required of the claimed QF level in the vetting and reviewing processes, before and after learners' assessments. The Operator is to submit records demonstrating the audit trail of the review and revision of the following assessments to HKCAAVQ on or before 31 May 2020 as evidence of implementation of its quality mechanism on assessments:</p> <ul style="list-style-type: none">• The examinations of the module 'Business Systems Analysis' of the Professional Certificate in IT Management;• The project assessments of the Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry. | |
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2.7 **Recommendation(s)**

HKCAAVQ offers the following recommendation(s) for continuous improvement.

| Recommendations |
|---|
| <p><u>Professional Certificate in IT Management</u></p> <ol style="list-style-type: none">1. The Operator should include practice sessions to facilitate learners' achievement of learning outcomes that needs hands-on experience. <p><u>Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry</u></p> <ol style="list-style-type: none">2. The Operator should analyse the learners' performance and their feedback on the studies against the learner profiles and evaluate if further support should be provided to address the specific needs of learners with their background in different job functions in the manufacturing industry in undertaking the learning activities proposed in the programme.3. The Operator should provide clear information to learners about the use of language in the programme. |

Professional Certificate in IT Management and
Professional Certificate in Manufacturing Process Development and
Management for Metal Stamping Industry

4. The Operator should provide more guidance to programme development and teaching staff as well as learners to ensure proper referencing is effectively adopted.
5. The Operator should strengthen the leading and coordinating roles of Programme Leaders to ensure the standard and consistency in teaching, assessments, and the quality assurance procedures and measures are effectively implemented.
6. The Operator should review the terms of reference of the various committees to clearly state their respective scope of review in relation to the programme design and delivery. The Operator should ensure the Programme Review Report gather all the necessary evidence to gauge the programme effectiveness as well as the follow-up actions in response to the advice and feedback from various committees and board. Discussion of improvement measures and action taken should be documented to ensure traceability of information for review of effectiveness and continuous improvement.
7. The Operator should ensure the programme information provided to learners is clear, up-to-date and accurate. The Operator should also provide sufficient materials and supports to facilitate learners' independent and self-directed learning and learners' completion of the programmes.

2.8 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 The HKPC Academy of Hong Kong Productivity Council, formerly named as the Productivity Training Institute of Hong Kong Productivity Council, has established since 2004 to coordinate, plan, develop and manage all public training activities that take place under the Hong Kong Productivity Council (HKPC).

- 3.2 The accreditation status of the Professional Certificate in IT Management has started since October 2015. As the Operator decided to add an intermediate exit award 'Certificate in Software Quality Assurance and Information Security Management' to the programme when seeking Learning Programme Reaccreditation (Re-LPA), based on the HKCAAVQ's 'Guidance Notes on Substantial Change to Accreditation Status (Version 3.0 | September 2017)', the change is to be processed through Learning Programme Accreditation instead of Re-LPA.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Professional Certificate in IT Management

The programme objectives are to provide a comprehensive training to the IT practitioners in mastering the essential project management, business analysis, software quality assurance and testing, and information security management skills. By equipping them with these all round skills, the trainee will be more competitive in pursuing his career development in the IT discipline, either in a business management or IT technical supervisory position. At the same time, the programme will enable him/her to take further professional examinations and obtain the industry-wide recognized professional qualifications.

Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry

為金屬衝壓業從業員提供有關製程設計及開發、自動化系統開發、生產及製程管理的專業培訓，教授相關知識及技巧。

4.2 Programme Intended Learning Outcomes

Professional Certificate in IT Management

Upon completion of the Programme, learners should be able to:

- Employ specialized skills and approaches learnt from the programme to undertake activities in project management, business requirement analysis, software quality assurance and information security management;
- Operate within broad general guidelines in software quality assurance and information security management.

The programme includes an Intermediate Exit Award 'Certificate in Software Quality Assurance and Information Security Management'. The ILOs of the qualification are:

- Prepare quality assurance (QA) requirements of a software product: To prepare the QA requirements of a software product of an organization to assure the quality of the product;
- Plan QA activities of a software product: To (i) develop a QA plan of the software product to assure its quality; and (ii) obtain consensus on the QA plan from project manager and stakeholders;
- Perform QA activities of a software product: To (i) perform various QA activities; and (ii) perform quality monitoring and feedback of a software product as defined in its QA plan so as to assure the quality of the product;
- Ensure information security procedures and guidelines support information security policies: To ensure the developed procedures and guidelines can support information security policies in accordance with the organization's information security strategy; and
- Maintain plans to implement information security governance framework: To implement the ISG framework for consistent results and accountability.

Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry

完成課程後，學員能夠：

- 能夠根據產品的要求(如精度、Cpk 要求等)及已有的生產設備設計最合適的製造流程；
- 能夠根據不同的生產條件(如產品外形、訂單需求等)規劃合適的自動化系統，並評估及改善系統的有效性；
- 能夠管理及標準化製造流程的相關知識，並持續提升企業內製造流程設計知識的水平。

4.3 Programme Structure

Professional Certificate in IT Management

The Professional Certificate in IT Management comprises 3 modules for a total of 27 QF credits. The majority of QF credits in the programme are pitched at QF Level 4. The majority of the learning contents in terms of QF credits of the programme (i.e. over 60% of the total QF credits) are drawn from the Specification of Competency Standards (SCS) of the Information & Communication Technology. Details of the curriculum structure and the adopted Units of Competency (UoC) that are drawn from the said SCS are shown in the following table:

| Module Title | UoC Code | UoC | QF Credit |
|--------------------------------|-----------------|---|------------------|
| Software Quality Assurance and | ITSWIS402A | Ensure information security procedures and guidelines support information security policies | 12 |

| Module Title | UoC Code | UoC | QF Credit |
|---------------------------------|------------|--|-----------|
| Information Security Management | ITSWIS403A | Maintain plans to implement information security governance framework | |
| | ITSWQA401A | Perform quality assurance activities of a software product | |
| | ITSWQA505A | Prepare quality assurance requirements of a software product | |
| | ITSWQA506A | Perform inspection for the program code and software documents | |
| Business Systems Analysis | ITSWDM501A | Formulate, analyse, and develop requirements for the development of software products / services | 8 |
| Project Management | ITSWPM401A | Prepare the project schedule | 7 |
| | ITSWPM403A | Establish project communications documentation requirements | |
| | ITSWPM404A | Perform information distribution | |
| | ITSWPM405A | Implement project time reporting | |
| Total | | | 27 |

Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry

The Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry comprises 3 modules for a total of 18 QF credits. The majority of QF credits in the programme are pitched at QF Level 5. All learning contents in terms of QF credits of the programme are drawn from the SCS of the Manufacturing Technology (Tooling, Metals & Plastics). The details of the curriculum structure and the adopted UoCs that are drawn from the said SCS are shown in the following table:

| 單元名稱 | 能力單元編號 | 能力單元 | 資歷學分 |
|-----------------|----------|----------------|-----------|
| 設計及計劃金屬衝壓產品製造流程 | 106602L6 | 設計及劃金屬衝壓產品製造流程 | 6 |
| 規劃及設定自動化系統 | 106586L5 | 規劃及設定自動化系統 | 6 |
| 管理及持續改善製程設計知識 | 106587L5 | 管理及持續改善製程設計知識 | 6 |
| Total | | | 18 |

4.4 Graduation Requirements

Professional Certificate in IT Management

For the exit award 'Professional Certificate in IT Management', the graduation requirements are:

- overall 80% attendance or more; and
- pass all modules in the programme (to pass a module, a learner must pass all assessments, including examinations and project work).

For the intermediate exit award 'Certificate in Software Quality Assurance and Information Security Management', the attainment requirements are:

- overall 80% attendance or more; and
- pass all assessments, including examinations and project work, of the module 'Software Quality Assurance and Information Security Management'.

Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry

- 出席率整體達 80%並同時於所有單元取得合格成績。
- 每一單元的合格要求為筆試成績達 50%或以上及該單元的所有考核之平均成績達 50%或以上。

4.5 Admission Requirements

Professional Certificate in IT Management

- Holder of Certificate/Diploma in Computer Science, Information Management, IT related Science/Engineering discipline or equivalent, with at least 1 year's relevant IT working experience; or
- 5 passes in HKCEE or Level 2 in 5 HKDSE subjects (one subject of which must be English) or equivalent with at least 7 years' relevant IT working experience; or
- Holder of Higher Diploma or Bachelor degree in non-IT discipline from a recognized University, with at least 3 years' relevant IT working experience.

Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry

- 持香港認可與課程相關之學士學位或同等學歷及 1 年相關工作經驗；或
- 持香港認可與課程相關之高級文憑或同等學歷及 4 年相關工作經驗；或
- 香港中學會考五科合格或香港中學文憑考試五科成績達第二級或以上(包括中文及英文)或同等學歷及 7 年相關工作經驗(包括兩年管理經驗)；或
- 持經製造科技業(模具、金屬及塑膠)「過往資歷認可」機制評估,從事金屬製造科技業相關的「產品設計及開發」、「製程設計及開發」或「產品製造」工作所獲取達資歷級別第四級的資歷,如下:

- 產品設計及開發（金屬衝壓及鈹金加工業）（四級）；
- 鈹金衝壓模具設計及開發（四級）；
- 項目控制（金屬業）（四級）；
- 自動化生產線設定（金屬衝壓及鈹金加工業）（四級）；
- 自動化工程（四級）；
- 生產管理（四級）；
- 生產加工（金屬衝壓及鈹金加工業）（四級）。

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.

