



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

SUMMARY ACCREDITATION REPORT

**SCOUT ASSOCIATION OF HONG KONG
LEADERSHIP TRAINING INSTITUTE**

**LEARNING PROGRAMME RE-ACCREDITATION
AT QF LEVEL 3 OF**

CERTIFICATE IN LEADERSHIP SKILLS

CERTIFICATE IN EXPEDITION SKILLS

**CERTIFICATE IN ADVENTURE EDUCATION:
PRINCIPLES AND APPLICATION**

NOVEMBER 2018

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA874), 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 Scout Association of Hong Kong Leadership Training Institute (香港童軍總會領袖訓練學院) (the Operator) to conduct a 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 following learning programmes of the Operator meet the stated objectives and QF standards and can continue to be offered as accredited programmes; and
- Certificate in Leadership Skills (領導才證書)
 - Certificate in Expedition Skills (遠足技能證書)
 - Certificate in Adventure Education: Principles and Application (歷奇教育：原則與應用證書)
- (b) To issue to the Operator an accreditation report setting out the results of the determination in relation to (a) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement.

2. HKCAAVQ'S DETERMINATION

Learning Programme Re-accreditation

2.1 HKCAAVQ has determined that the following three learning programmes meet the stated objectives and QF standards at Level 3, and can be offered as accredited programmes with a validity period from 1 March 2019 to 28 February 2023.

- Certificate in Leadership Skills (領導才證書)
- Certificate in Expedition Skills (遠足技能證書)
- Certificate in Adventure Education: Principles and Application (歷奇教育：原則與應用證書)

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 Re-accreditation are specified as follows:

Name of Operator(s)	Scout Association of Hong Kong Leadership Training Institute 香港童軍總會領袖訓練學院		
Name of Award Granting Body	Scout Association of Hong Kong Leadership Training Institute 香港童軍總會領袖訓練學院		
Title of Learning Programme	Certificate in Leadership Skills 領導才證書	Certificate in Expedition Skills 遠足技能證書	Certificate in Adventure Education: Principles and Application 歷奇教育：原則與應用證書
Title of Qualification(s) (Exit Award(s))	Certificate in Leadership Skills 領導才證書	Certificate in Expedition Skills 遠足技能證書	Certificate in Adventure Education: Principles and Application 歷奇教育：原則與應用證書
Primary Area of Study and Training	Services		
Sub-area (Primary Area of Study and Training)	Recreation, Leisure and Sports Management		
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	15	26	10
Mode(s) of Delivery and Programme Length	Part-time, 3 months 146 notional learning hours (including 50 contact hours)	Part-time, 6 months 255 notional learning hours (including 113 contact hours)	Part-time, 2 months 98 notional learning hours (including 38 contact hours)
Intermediate Exit Award(s)	Not applicable		

Validity Period	1 March 2019 to 28 February 2023		
Number of Enrolment(s)	Not applicable		
Maximum Number of New Students	Maximum of 24 learners per class Maximum of 96 learners per year	Maximum of 24 learners per class Maximum of 96 learners per year	Maximum of 24 learners per class Maximum of 96 learners per year
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		
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)	<p>1. Hong Kong Scout Centre 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon 香港童軍中心 九龍柯士甸道童軍徑香港童軍中心十樓</p> <p>2. Gilwell Campsite Fei Ngo Shan, Kowloon (Lot 154, DD195, Shatin, N.T.) 基維爾營地 九龍飛鵝山（新界沙田 195 約 154 地段）</p> <p>3. Shatin Scout Centre No.63 Shui Chuen Au Street, Tsok Pok Hang, Shatin 沙田童軍中心 沙田作壘坑水泉坳街 63 號</p> <p>4. Pak Sha Wan T.W.C. Sea Activity Centre 600 Hiram's Highway, Pak Sha Wan, Sai Kung, N.T. 白沙灣譚華正海上活動中心 新界西貢白沙灣西貢公路 600 號</p> <p>5. Tai Mei Tuk Sea Activity Centre</p>		

	<p>No.413 Tai Mei Tuk, Tai Po 大美督海上活動中心 大埔汀角路大美督 413 號</p> <p>6. Tai Tam Scout Centre RBL873 Tai Tam Reservoir Road, Stanley, Hong Kong 大潭童軍中心 香港赤柱大潭水塘道 873 地段</p> <p>7. Tung Tsz Scout Centre No.100 Tung Tsz, Ting Kok Road, Tai Po, N.T. 洞梓童軍中心 新界大埔汀角路洞梓 100 號</p> <p>8. Choi Chee Ming Luen Kwong Scout Centre No.1 Tai Tong Tsuen, Tai Tong Road, Yuen Long, N.T. 蔡志明聯光童軍中心 新界元朗大棠道大棠村 1 號</p> <p>9. Wong Siu Sang Leadership Training Centre SX2848 Sha Tsui, Hebe Haven, Sai Kung 王兆生領袖訓練中心 西貢白沙灣沙咀 SX2848 地段</p>
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2.4 Recommendation(s)

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

Recommendations	
<p><u>Certificate in Leadership Skills (LS),</u> <u>Certificate in Expedition Skills (ES), and</u> <u>Certificate in Adventure Education: Principles and Application (AE)</u></p>	
1.	The Operator should apply improvement measures for regular review and update of learning and teaching contents, including teaching materials and references to ensure all the necessary materials used in the programme are up-to-date.
2.	The Operator should formalise the learner selection mechanisms for consistent implementation and for the purpose of screening the suitability of applicants for studying the programmes.
3.	The Operator should provide learners and prospective learners with clear

information about language use in the programmes and adhere to the stated MOI to avoid confusion.

4. The Operator should improve the marking guides as well as the quality assurance measures in assessment vetting, review and moderation to ensure consistency in marking.
5. The Operator should ensure consistency in the quality assurance practices of the three programmes and continuously review the effectiveness of the follow-up actions.

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 The Scout Association of Hong Kong Leadership Training Institute (SAHKLTI) is one of the establishments of the Scout Association of Hong Kong. Since its establishment in 2008, SAHKLTI has offered a wide variety of learning programmes for scout members and other people in the community.

3.2 In consideration of the Operator's track record from previous accreditation exercises, this accreditation exercise was conducted in a form of paper-based review in accordance with HKCAAVQ's Differentiation Approach to accreditation.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Certificate in Leadership Skills

Everyone can be a leader and will be expected to take up the leadership role at certain time of their life. It is believed that leadership can be learnt and is transferable to different settings. Effective leadership behaviour fundamentally depends upon the leader's ability to solve the kind of complex problems that may be social and technical in nature that arise in organizations. The best way to develop the skills is

through practice and coaching. The course is intended to enhance learners understanding of leadership by allowing them to practise the skills that make this type of problem solving possible in carefully designed group activities. The aim of the course is to provide a safe environment for learners to experiment and acquire the essential leadership skills that are beneficial to their personal and career development through both action and reflection.

Certificate in Expedition Skills

Expedition is the paragon of experiential education. It offers a boundless backdrop for self-discovery and self-reliance, and introduces a combination of physical, mental, social and spiritual challenges to learners. Recent researches reveal that expedition experience generates a greater self-awareness of the learners and their appreciation of the natural world and the spiritual realm. To help learners enjoy the expedition, intensive training and well prepared logistical plan are essential. This course aims to equip learners with the competency in organizing an expedition on foot effectively so that they can be benefited from the adventures. It is designed to develop their essential knowledge and skills in planning, preparing and implementing expedition safely in backcountry. Eventually, the learners are required to conduct a self-managed overnight expedition of at least 3 consecutive days, a field study on a selected topic and to present the expedition and study reports afterwards.

Certificate in Adventure Education: Principles and Application

This course aims to provide an introduction to the fundamentals of Adventure Education including the basic theoretical knowledge, the core competences in planning, facilitating and evaluating adventure education programmes and the essential technical skills on ground activities. Through practice, group activities and coaching, the course is also intended to provide a safe environment for participants to experiment and acquire the essential Adventure Education skills that are beneficial to their personal and career development through both action and reflection. Such competences and skills are transferable to different Adventure Education settings.

4.2 Programme Intended Learning Outcomes

Certificate in Leadership Skills

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

- Justify the choice of leadership style and approaches in achieving a task;
- Perform the basic leadership functions required by the action-centred leadership;
- Organise members to work together as an effective team;
- Implement problem solving strategies to achieve the leadership task;
- Demonstrate effective communication to maintain the morale of the team;
- Employ stress management techniques to reduce leadership stress; and
- Construct their own knowledge of leadership as the guiding principles for working with other as a leader.

Certificate in Expedition Skills

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

- Identify the benefits of expedition, local and overseas, to the physical, mental and spiritual development of students;
- Demonstrate land navigation skills;
- Apply camping and field cooking techniques in an expedition;
- Prepare an expedition plan and an expedition report with specific educational objectives;
- Evaluate risks in expedition and respond with necessary safety procedures;
- Demonstrate environmentally ethical expedition practices; and
- Organise and carry out an overnight expedition of a minimum of 3 days duration with specific field study project.

Certificate in Adventure Education: Principles and Application

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

- Identify the individual and group learning outcomes to inform the planning of the adventure activities;
- Apply the basic theoretical foundations of Adventure Education to design a coherent adventure programmes for a targeted group of learners;
- Select and facilitate various categories of portable activities for an adventure programme with specific educational objectives;
- Adapt a variety of props and materials to infuse fun, positive and appropriate risk taking and trust in low element adventure activities;
- Prepare and implement risk management plan for an adventure programme;
- Demonstrate effective framing and debriefing skills in processing the adventure experiences; and
- Choose appropriate tools and instruments to evaluate the impact of an adventure programme.

4.3 Programme Structure

Certificate in Leadership Skills

The Certificate in Leadership Skills comprises 15 sessions for a total of 15 QF credits. All QF credits in the programme are pitched at QF Level 3. The details of the programme structure are as follows:

Session	QF Credit
Session 1 Course Introduction The Nature of leadership Overview of leadership theories and approaches	15
Session 2 Leadership Styles Skills models of leadership and leadership functions	

Session	QF Credit
Session 3 Leadership Competence 1 Practical leadership exercises	
Session 4 Leadership Competence 2 Practical leadership exercises	
Session 5 Leadership Competence 3 Practical leadership exercises Leadership film (Part 1)	
Session 6 Leadership Competence 4 Psychology of motivation and Motivation skills Leadership film (Part 2)	
Session 7 Leadership Competence 5 Practical leadership exercises	
Session 8 Team Leadership and Building an Effective Team Case study	
Session 9 Interpersonal communication and relationship	
Session 10 Congruent communication skills	
Session 11 Stress management	
Session 12 Adventure challenge course (1)	
Session 13 Adventure challenge course (2)	
Session 14 Final challenge	
Session 15 Written Examination	
Total	15

Certificate in Expedition Skills

The Certificate in Expedition Skills comprises 12 sessions for a total of 26 QF credits. All QF credits in the programme are pitched at QF Level 3. The details of the programme structure are as follows:

Session	QF Credit
Part 1 – Unit 1 <ul style="list-style-type: none"> • Grid Reference • Use of Map and Compass • Navigation techniques • Route planning using route chart 	26
Part 1 – Unit 2 <ul style="list-style-type: none"> • Field practice 	
Part 1 – Unit 3 <ul style="list-style-type: none"> • Practical test 	
Part 2 – Unit 1 <ul style="list-style-type: none"> • Expedition plan and report • Injuries and related treatments in expedition 	
Part 2 – Unit 2 <ul style="list-style-type: none"> • Gear • Expedition project • Food catering 	
Part 2- Unit 3 <ul style="list-style-type: none"> • Campcraft • Common accidents and first aid in expedition • Team and leadership • Practice: 2 day overnight journey 	
Part 2 – Unit 4 <ul style="list-style-type: none"> • Emergency procedure • Weather • Nature Conservation 	
Part 2 – Unit 5 <ul style="list-style-type: none"> • Practice: 2 day overnight journey 	
Part 2 – Unit 6 <ul style="list-style-type: none"> • Preparation for the Practice: 3-day overnight journey 	
Part 2 – Unit 7 <ul style="list-style-type: none"> • Practice: 3-day overnight journey 	
Part 2 – Unit 8 <ul style="list-style-type: none"> • Preparation for the Assessment: 3-day overnight journey 	
Part 2 – Unit 9 <ul style="list-style-type: none"> • Assessment: 3-day overnight journey 	
Total	

Certificate in Adventure Education: Principles and Application

The Certificate in Adventure Education: Principles and Application comprises 13 sessions for a total of 10 QF credits. All QF credits in the programme are pitched at QF Level 3. The details of the programme structure are as follows:

Session	QF Credit
Session 1 Course Introduction & Overview of Adventure Education	10
Session 2 Theoretical Foundations of Adventure Education	
Session 3 Elements of Adventure Programme and Experiential Learning Cycle	
Session 4 Types of Adventure Programmes and Planning and Leading Adventure Programme	
Session 5 Group Dynamics and Adventure Wave Plan	
Session 6 Risk Management Planning	
Session 7 High & Low Elements Challenge Course	
Session 8 Processing the Adventure Experience (I)	
Session 9 Processing the Adventure Experience (II)	
Session 10 Preparation of Adventure Programme Proposal and Evaluation of Outcomes	
Session 11 Practicum on implementing an Adventure Education Programme (I)	
Session 12 Practicum on implementing an Adventure Education Programme (II)	
Session 13 Written Examination	
Total	10

4.4 Graduation Requirements

Certificate in Leadership Skills;

Certificate in Expedition Skills;

Certificate in Adventure Education: Principles and Application

- Obtain grade 'D' or above in overall grade and over 50% in all assessment components; and
- Achieve 80% attendance in classes and 100% attendance in workshop or outdoor activities.

4.5 Admission Requirements

Certificate in Leadership Skills;

Certificate in Expedition Skills;

Certificate in Adventure Education: Principles and Application

- Completion of Secondary 5 or equivalent; or
- At least one year experience as a member of venture/rover scout section or adult leader of the Scout Association of Hong Kong.

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 (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: 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 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.

