



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

## **SUMMARY ACCREDITATION REPORT**

**PROFESSIONAL SERVICES DIVISION (OSH  
TRAINING ADMINISTRATION),  
OCCUPATIONAL SAFETY AND HEALTH COUNCIL**

**LEARNING PROGRAMME RE-ACCREDITATION**

**PROFESSIONAL DIPLOMA IN APPLIED  
OCCUPATIONAL SAFETY AND HEALTH**

**CERTIFICATION IN SAFETY AND HEALTH FOR  
SUPERVISORS (CONSTRUCTION)**

**OCTOBER 2018**

## **1. TERMS OF REFERENCE**

1.1 Based on the Service Agreement (No.: VA863), 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 the Professional Services Division (OSH Training Administration), Occupational Safety and Health Council (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 Ordinance to determine whether the following programmes of the Professional Services Division (OSH Training Administration), Occupational Safety and Health Council (the Operator) meet the stated objectives and QF standards and can continue to be offered as accredited programmes
  - (i) Professional Diploma in Applied Occupational Safety and Health; and
  - (ii) Certificate in Safety and Health for Supervisors (Construction)
- (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 — Professional Diploma in Applied Occupational Safety and Health**

2.1 HKCAAVQ has determined that subject to the compliance with the restriction set out below, the Professional Diploma in Applied Occupational Safety and Health meets the stated objectives and QF standard at Level 4, and can be offered as an accredited programme with a validity period from 1 March 2019 to 30 September 2022.

#### **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:

<b>Name of Operator(s)</b>	Professional Services Division (OSH Training Administration), Occupational Safety and Health Council 職業安全健康局轄下專業服務部（職業安全健康課程管理）
<b>Name of Award Granting Body</b>	Professional Services Division (OSH Training Administration), Occupational Safety and Health Council 職業安全健康局轄下專業服務部（職業安全健康課程管理）
<b>Title of Learning Programme</b>	Professional Diploma in Applied Occupational Safety and Health 應用職業安全及健康專業文憑
<b>Title of Qualification(s) (Exit Award(s))</b>	Professional Diploma in Applied Occupational Safety and Health 應用職業安全及健康專業文憑
<b>Primary Area of Study and Training</b>	Architecture and Town Planning
<b>Sub-area (Primary Area of Study and Training)</b>	Construction Management
<b>Other Area of Study and Training</b>	Medicine, Dentistry and Health Sciences
<b>Sub-area (Other Area of Study and Training)</b>	Occupational Safety and Health
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 4
<b>QF Credits</b>	60
<b>Mode(s) of Delivery and Programme Length</b>	Part-time 9 months 603 notional learning hours (including 189 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 March 2019 to 30 September 2022
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of</b>	Maximum of 50 learners per year

<b>New Students</b>	Maximum of 50 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 type="checkbox"/> Yes <input checked="" 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>	1. North Point OSH Training Centre : 18/F, China United Centre, 28 Marble Road, North Point, Hong Kong 北角職安健訓練中心：香港北角馬寶道 28 號華匯中心 18 樓  2. OSHC OSH Academy : 62 Chung Mei Road, Tsing Yi, New Territories 職安局 職安健學院：新界青衣涌美路 62 號

**Learning Programme Re-accreditation — Certificate in Safety and Health for Supervisors (Construction)**

2.4 HKCAAVQ has determined that the Certificate in Safety and Health for Supervisors (Construction) meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 October 2019 to 30 September 2022.

**2.5 Validity Period**

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

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

<b>Name of Operator(s)</b>	Professional Services Division (OSH Training Administration), Occupational Safety and Health Council 職業安全健康局轄下專業服務部（職業安全健康課程管理）
<b>Name of Award Granting Body</b>	Professional Services Division (OSH Training Administration), Occupational Safety and Health Council 職業安全健康局轄下專業服務部（職業安全健康課程管理）
<b>Title of Learning Programme</b>	Certificate in Safety and Health for Supervisors (Construction) 安全健康督導員（建造業）證書
<b>Title of Qualification(s) (Exit Award(s))</b>	Certificate in Safety and Health for Supervisors (Construction) 安全健康督導員（建造業）證書
<b>Primary Area of Study and Training</b>	Architecture and Town Planning
<b>Sub-area (Primary Area of Study and Training)</b>	Construction Management
<b>Other Area of Study and Training</b>	Medicine, Dentistry and Health Sciences
<b>Sub-area (Other Area of Study and Training)</b>	Occupational Safety and Health
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 3
<b>QF Credits</b>	7
<b>Mode(s) of Delivery and Programme Length</b>	Part-time 70 notional learning hours (including 43 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 October 2019 to 30 September 2022
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 1,750 learners per year Maximum of 35 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 type="checkbox"/> Yes <input checked="" 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>	<p>1. North Point OSH Training Centre : 18/F, China United Centre, 28 Marble Road, North Point, Hong Kong 北角職安健訓練中心：香港北角馬寶道 28 號華匯中心 18 樓</p> <p>2. OSHC OSH Academy : 62 Chung Mei Road, Tsing Yi, New Territories 職安局 職安健學院：新界青衣涌美路 62 號</p>

- 2.7 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 Occupational Safety and Health Council was established under the Occupational Safety and Health Council Ordinance in 1988 as a statutory body. The Professional Services Division (OSH Training Administration), Occupational Safety and Health Council (the Operator) is responsible for the provision of occupational safety and health education.

## 4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

### 4.1 Programme Objectives

#### Professional Diploma in Applied Occupational Safety and Health

The Professional Diploma in Applied Occupational Safety and Health (PDAOSH) Programme is designed for those who are interested in the field of occupational safety and health and/ or planning to enter the profession as Registered Safety Officers in Hong Kong. It aims to provide a well-structured and practical training for those who handle occupational safety and health matters in their workplace and to provide those who aspire to fulfill the training requirement for Registered Safety Officers under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.

#### Certificate in Safety and Health for Supervisors (Construction)

安全健康督導員（建造業）證書課程是針對規例中安全督導員的職責而設計，課程旨在裝備學員，使其能有效執行安全健康督導員的職責，以協助工地實施安全管理，減少職業傷亡意外。

### 4.2 Programme Intended Learning Outcomes

#### Professional Diploma in Applied Occupational Safety and Health

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

- comprehend the technical skills required for implementing effective OSH measures in the workplaces,
- investigate, identify and analyse problems in the workplaces based on their understanding of the concepts and principles in occupational safety and health, and
- formulate work plan and advice to the stakeholders on the OSH preventive measures that should be implemented.

#### Certificate in Safety and Health for Supervisors (Construction)

完成本課程後，學員能夠：

- 執行安全督導員的職責，以協助東主及安全主任實施工地的安全管理，促進僱員的安全及健康；
- 運用安全管理的知識，以協助工地發展、訂立和監察工地的安全標準；
- 找出意外發生的主要成因及運用防止意外的方法，以協助工地執行預防措施；
- 找出職業病的主要成因及運用預防職業病的方法，以協助工地實施職業健康保障計劃；及
- 運用主要建造工程的施工安全措施，以協助工地符合職安健要求。

#### 4.3 Programme Structure

##### Professional Diploma in Applied Occupational Safety and Health

Module	QF Credit
1. Safety and Health Legislation	
2. Accident Prevention Technology	
3. Safety and Health Management	
4. Occupational Health and Hygiene	
5. Practical Site Safety Inspection	
6. Project (Research/ Survey Methodology, Tutorial, Supervision, Presentation)	
<b>Total</b>	<b>60</b>

##### Certificate in Safety and Health for Supervisors (Construction)

Module	QF Credit
1. 基本安全管理	
2. 基本防止意外	
3. 基本職業健康	
4. 建造業工作安全	
<b>Total</b>	<b>7</b>

#### 4.4 Graduation Requirements

##### Professional Diploma in Applied Occupational Safety and Health

Students are required to obtain a minimum mark of 50% (passing mark) for each assessment.

- Modules 1 - 4 Assignment:  
Select THREE out of FIVE questions, maximum 2,000 words for each assignment.
- Modules 1 - 4 Examination:  
Part A: Case Study Questions (25%) – Select ONE out of TWO questions; Part B: Short Questions (30%) – Selection THREE out of FOUR questions; Part C: Long Questions (45%) – Select THREE out of FOUR questions.
- Module 5. Site Visit Report Writing
- Module 6. Project (Progress meetings (proposal & progress report), written report and presentation): The written report should be at least 3,000 words.

A student must also maintain an attendance rate of 80% or above in Module 1-4 and 100% attendance in Module 5-6 in order to graduate.

##### Certificate in Safety and Health for Supervisors (Construction)



學員必達到以下四個單元的要求，方能符合課程之畢業要求。

**單元一：基本安全管理 (SM)**

- 課堂習作一：工作環境安全視察 (合格等級: 可或以上)
- 課堂習作二：風險評估 (合格等級: 可或以上)
- 期末考試 (合格分數: 60%)
- 出席率須達百分之一百

**單元二：基本防止意外 (GS)**

- 課堂實習：配戴安全帶、獨立救生繩及安全連帽繩 (合格等級: 通過)
- 課堂習作：意外個案分析 (合格等級: 可或以上)
- 期末考試 (合格分數: 60%)
- 出席率須達百分之一百

**單元三：基本職業健康 (OH)**

- 課堂實習：配戴及使用即呼吸器和聽覺保護器 (合格等級: 通過)
- 課堂習作：職業健康風險評估(合格等級: 可或以上)
- 期末考試 (合格分數: 60%)
- 出席率須達百分之一百

**單元四：建造業工作安全 (CO)**

- 課堂習作：工地安全視察 Form 3A (合格等級: 可或以上)
- 期末考試 (合格分數: 60%)
- 出席率須達百分之一百

#### 4.5 Admission Requirements

**Professional Diploma in Applied Occupational Safety and Health**

- HKDSE 5 subjects at Level 2 or above, including English Language and Chinese Language, or equivalent; or
- Mature applicants (aged 21 or above at the start of the programme), with 3 years of work experience and pass in both English Language and Chinese Language in HKCEE (Grade E) or HKDSE (Level 2), or equivalent.

**Certificate in Safety and Health for Supervisors (Construction)**

**Admission Requirements (for Medium of Instruction is Cantonese)**

- 須具有閱讀及書寫中文的能力；及
- 香港中學會考／中學文憑程度或以上或同等學歷（申請者必須附上學歷證明副本）或年滿 23 歲及須具有 3 年工作相關經驗證明（申請者必須附上公司工作證明副本）。

**Admission Requirements (for Medium of Instruction is English)**

- 須具有閱讀及書寫英文的能力；及
- 香港中學會考／中學文憑程度或以上或同等學歷（申請者必須附上學歷證明副本）或年滿 23 歲及須具有 3 年工作相關經驗證明（申請者必須附上公司工作證明副本）。

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## **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 (<https://www.elegislation.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](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 [www.hkqr.gov.hk](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.

