



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

**SUMMARY ACCREDITATION REPORT**

**POLICE PUBLIC RELATIONS BRANCH  
(COMMUNITY RELATIONS BUREAU)**

**INITIAL EVALUATION AND  
LEARNING PROGRAMME ACCREDITATION**

**CERTIFICATE OF KNOWLEDGE IN POLICING  
PROGRAMME**

**JANUARY 2019**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA901), 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 Police Public Relations Branch (Community Relations Bureau) (the Operator) to conduct an Initial Evaluation and Learning Programme Accreditation with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Police Public Relations Branch (Community Relations Bureau) (the Operator) meets the stated objectives and is competent to operate learning programmes that meet the QF Level 3 standard, and can be granted Initial Evaluation Status at QF Level 3; and
- (b) To conduct an accreditation test as provided for in AAVQO to determine whether the programme of the Operator meets the stated objectives and QF Level 3 standard and can be offered as an accredited programme
  - (i) Certificate of Knowledge in Policing Programme
- (c) To issue to the Operator 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 29 November 2018.

## 2. HKCAAVQ'S DETERMINATION

### Initial Evaluation

2.1 HKCAAVQ has determined that the Operator is competent to achieve its stated objectives and to operate learning programmes meeting Qualifications Framework (QF) standards at Levels 1 to 3, and can be granted Initial Evaluation (IE) status at QF Level 3 with a validity period of two years.

### 2.2 **Validity Period**

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

2.2.2 Within the two-year validity period for IE, the Operator must have at least one programme successfully accredited. If the Operator does not have a current

accredited programme on the Qualifications Register (QR) after the end of the two-year validity period of their IE, the Operator will need to apply for an extension of their IE status at least three months before the validity period expires. An extension of up to 2 years may be granted. Only one extension of IE status will normally be allowed. If the Operator continues to gain successful Learning Programme Accreditation, their IE status will remain valid.

2.3 The determinations on the Initial Evaluation are specified as follows:

<b>Name of Operator</b>	Police Public Relations Branch (Community Relations Bureau) 警察公共關係科 (社區關係課)
<b>Address of Operator</b>	1) 11/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai 灣仔軍器廠街 1 號警政大樓 11 樓  2) 123 Fan Kam Road, Pat Heung, Yuen Long 元朗八鄉粉錦公路 123 號
<b>Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation</b>	Level 3
<b>Start date of 2-year validity period of Initial Evaluation (IE) accreditation status</b>	1 July 2019
<b>Scope of IE Accreditation Status</b>	For local programmes operating in Hong Kong

2.4 **Recommendation(s)**

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

Recommendation
1. The Operator should formalise the mechanism for collecting external views to ensure the relevant input would be properly documented and conveyed to the relevant staff such that the programme is effectively monitored and the latest community needs for youth leadership development are addressed in the process.

## Learning Programme Accreditation

2.5 HKCAAVQ has determined that the Certificate of Knowledge in Policing Programme meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 July 2019 to 30 June 2023.

### 2.6 Validity Period

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

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

<b>Name of Operator(s)</b>	Police Public Relations Branch (Community Relations Bureau) 警察公共關係科（社區關係課）
<b>Name of Award Granting Body</b>	Police Public Relations Branch (Community Relations Bureau) 警察公共關係科（社區關係課）
<b>Title of Learning Programme</b>	Certificate of Knowledge in Policing Programme 警務知識證書課程
<b>Title of Qualification(s) (Exit Award(s))</b>	Certificate of Knowledge in Policing 警務知識證書
<b>Primary Area of Study and Training</b>	Social Sciences
<b>Sub-area (Primary Area of Study and Training)</b>	Security and Disciplinary Forces 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 3
<b>QF Credits</b>	24
<b>Mode(s) of Delivery and Programme Length</b>	Part-time, 14 months (240 notional learning hours, including 148.5 contact hours)

<b>Validity Period</b>	1 July 2019 to 30 June 2023
<b>Number of Enrolment(s)</b>	Three enrolments per year
<b>Maximum Number of New Students</b>	Maximum of 50 learners per class Maximum of 1 class per cohort
<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
<b>Address of Teaching/ Training Venue(s)</b>	See Annex

- 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

Police Public Relations Branch (PPRB) is a formation under the command of the Hong Kong Police Force's Support Wing.

The Junior Police Call (JPC) Scheme has been a pivotal youth engagement and development programme under the Community Relations Bureau of PPRB since its launch in 1974. The JPC Scheme is opened to the youth aged between 6-25 years old and the objectives of the JPC Scheme are:

- To encourage and improve communication and mutual understanding between the Police and the youth of Hong Kong;

- To foster Police-youth partnership in the fight against crime;
- To develop young people's sense of responsibilities towards the society and to instil positive values in them; and
- To provide a wide range of activities and training for young people in order to equip them as future leaders and develop their potential leadership.

The Certificate of Knowledge in Policing Programme is a newly developed programme and will be offered to JPC Advanced Leaders aged between 15 to 25 years old to equip them with fundamental knowledge in policing and legal system in Hong Kong.

#### **4. PROGRAMME DETAILS**

The following is the programme information provided by the Operator.

##### **4.1 Programme Objectives**

The programme provides insights for the learners on the policing duties and enables them to develop and acquire the knowledge and skills required for being a law enforcement officer or relevant disciplines as their career in the future. It also aims to instil positive values to the youth and develop their sense of social responsibilities through a wide range of training activities so as to nurture them to become fight crime partners and future leaders in the community.

##### **4.2 Programme Intended Learning Outcomes**

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

- PILO1. Explain and undertake the civic rights and responsibilities in the community and explain the relationship between citizens and police on community policing.
- PILO2. State the core competencies and requirements of a law enforcement officer.
- PILO3. Describe the variety of policing duties and police authorities.
- PILO4. Explain the criminal justice system and relevant procedures in Hong Kong.
- PILO5. Identify and differentiate the common criminal offences, traffic offences and summary offences.
- PILO6. Exercise the leadership and interpersonal skills to assist in the running of JPC activities.
- PILO7. Devise an exercise plan to enhance the physical fitness.
- PILO8. Apply the crime prevention and policing knowledge in their daily lives.

### 4.3 Programme Structure

<b>Module Title</b>	<b>QF Credits</b>
1. Youth Development and Civic Education (青少年發展與公民教育)	
2. Constabulary Duties and Community Policing (警務工作與社區警政)	
3. Criminal Justice System and Law (刑事司法制度及法例)	
4. Criminal and Traffic Offences (刑事及交通罪行)	
5. Leadership Skills Training for Youth (青少年領導才能訓練)	
6. Physical Development and Training (體能發展訓練)	
<b>Total</b>	<b>24</b>

### 4.4 Graduate Requirements

The requirements for graduation are:

- Attendance requirement:
  - (1) 80% (for Modules 1 to 4, 6)
  - (2) 100% (for Module 5)
- The learners need to obtain a “Pass” for every assessment (both continuous and final assessments) for all modules in order to graduate from the programme.

### 4.5 Admission Requirements

The admission requirements of the programme are:

- JPC Advanced Leaders aged between 15 and 25 years old;
- Completed junior secondary education, i.e. Form 3 level education or equivalent; and
- Fluent spoken Cantonese and written Chinese.

## **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.elegislation.gov.hk](http://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.

Ref: VA245/01/01, VA245/02/01

### Addresses of Teaching/Training Venues

1. JPC@Pat Heung, 123 Fan Kam Road, Pat Heung, Yuen Long  
八鄉少訊中心 - 元朗八鄉粉錦公路 123 號
2. Police Headquarters, 1 Arsenal Street, Wanchai  
灣仔軍器廠街 1 號警政大樓
3. School of Foundation Training (SFT), Hong Kong Police College, 18 Ocean Park Road, Wong Chuk Hang, Hong Kong  
香港黃竹坑海洋公園道 18 號警察學院基礎訓練學校
4. Police Sports and Recreation Club – 430 Sai Yeung Choi Street North, Kowloon  
警察體育遊樂會 – 九龍西洋菜街北 430 號
5. WTSDIST JPC Club House - Unit 101-104, G/F Lung Tat House, Lower Wong Tai Sin Estate  
黃大仙區少年警訊會所 - 黃大仙下邨龍達樓地下 101-104 室
6. TWDIST JPC Club House - Tai Ho Road J/O Market Street, Tsuen Wan, N.T.  
荃灣區少年警訊會所 - 荃灣大河道與街市街交界
7. TPDIST JPC Club House - Old Sheung Shui Police Station, Sheung Shui Wai, N.T.  
大埔區少年警訊會所 - 新界上水圍舊上水警署

**HKCAAVQ Report No.: 18/249**