



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

SUMMARY ACCREDITATION REPORT

HONG KONG INTERNATIONAL AVIATION ACADEMY

INITIAL EVALUATION AT QF LEVEL 4

AND

**LEARNING PROGRAMME ACCREDITATION AT QF
LEVEL 4 OF PROFESSIONAL DIPLOMA IN AVIATION
MANAGEMENT**

AND

**LEARNING PROGRAMME ACCREDITATION AT QF
LEVEL 3 OF DIPLOMA IN AVIATION OPERATIONS**

MAY 2019

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA954), 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 Hong Kong International Aviation Academy (香港國際航空學院) (the Operator), a branch of the Airport Authority Hong Kong (香港機場管理局) to conduct an Initial Evaluation (IE) and Learning Programme Accreditation (LPA) with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the Operator meets the stated objectives and is competent to operate learning programmes that meet the Qualifications Framework (QF) standard at Level 4, and can be granted IE Status at QF Level 4;
- (b) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and QF standards and can be offered as accredited programmes:
 - Professional Diploma in Aviation Management;
 - Diploma in Aviation Operations;
- (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 11 April 2019.

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 QF standard at Level 4, and can be granted IE status at QF Level 4 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 LPA, their IE status will remain valid.

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

| | |
|---|---|
| Name of Operator | Hong Kong International Aviation Academy 香港國際航空學院 |
| Address of Operator | HKIA Tower, 1 Skyplaza Road, Hong Kong International Airport 香港國際機場翔天路 1 號機場行政大樓 |
| Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation | Level 4 |
| Start date of 2-year validity period of Initial Evaluation (IE) accreditation status | 1 August 2019 |
| Scope of IE Accreditation Status | For local programmes operating in Hong Kong |

2.4 **Recommendation(s)**

HKCAAVQ offers the following recommendation for continuous improvement.

| Recommendations |
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| <ol style="list-style-type: none">1. The Operator should consider broadening the Academy Board's membership to include representatives of a wider range of stakeholders.2. The Operator should include more specific evaluative elements in performance appraisal forms to reflect the performance expectations of the programme development and teaching staff in these roles.3. The Operator should formulate operational procedures and guidelines, including potential sources of data, to ensure the Teaching and Learning Committee can implement its stated role and functions more effectively.4. The Operator should complete the codification of the quality assurance mechanism and ensure systematic documentation to facilitate consistent and effective implementation of quality assurance procedures. |

Learning Programme Accreditation

2.5 HKCAAVQ has determined that the Professional Diploma in Aviation 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 August 2019 to 31 July 2022.

2.6 HKCAAVQ has determined that the Diploma in Aviation Operations meets the stated objectives and QF standard at Level 3, and can be offered as an accredited programme with a validity period from 1 August 2019 to 31 July 2022.

2.7 Validity Period

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

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

| | | |
|--|---|--|
| Name of Operator(s) | Hong Kong International Aviation Academy 香港國際航空學院 | |
| Name of Award Granting Body | Hong Kong International Aviation Academy 香港國際航空學院 | |
| Title of Learning Programme | Professional Diploma in Aviation Management 航空管理專業文憑 | Diploma in Aviation Operations 航空營運文憑 |
| Title of Qualification(s) (Exit Award(s)) | Professional Diploma in Aviation Management 航空管理專業文憑 | Diploma in Aviation Operations 航空營運文憑 |
| Primary Area of Study and Training | Business and Management | |
| Sub-area (Primary Area of Study and Training) | Transports and Logistics | |
| 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 4 | Level 3 |
| QF Credits | 107 | 225 |
| Mode(s) of Delivery | Part-time, 15 months | Full-time, 13 months |

| | | |
|---|---|--|
| and Programme Length | 1,070 notional learning hours (including 366 contact hours) | 2,250 notional learning hours (including 1,812 contact and placement hours) |
| Intermediate Exit Award(s) | Not applicable | |
| Validity Period | 1 August 2019 to 31 July 2022 | |
| Number of Enrolment(s) | One enrolment per year | |
| Maximum Number of New Students | Maximum of 80 students per year | Maximum of 80 students 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 | This programme includes a minimum 1,440-hour workplace placement in 12 months. 此課程包括（於十二個月內）最少 1,440 小時的職場實習。 |
| Address of Teaching/ Training Venue(s) | Room 608, 610-611, Airport World Trade Centre, 1 Skyplaza Road, Hong Kong International Airport 香港國際機場翔天路 1 號機場世貿中心 608, 610-611 室 | |

2.9

Recommendation(s)

HKCAAVQ offers the following recommendations for continuous improvement.

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|--|
| Recommendations |
| <p><u>Diploma in Aviation Operations</u></p> <p>1. The Operator should continuously monitor the students' performance and any difficulties in managing the load of studying and working in parallel during the placement period, and take appropriate measures where necessary to ease total student workload.</p> |

2. The Operator should clearly specify the experience and training required of the Workplace Supervisors and provide sufficient guidance and tools to facilitate the Workplace Supervisors to perform their roles.
3. The Operator should establish and maintain a formal relationship by contractual agreement with the placement partners to strengthen commitment of both parties to provide appropriate and enriched learning opportunities for students to achieve the standards and outcomes required for the qualification.

2.10 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 Hong Kong International Aviation Academy (HKIAA) operates under the auspices of the Airport Authority Hong Kong. It offers aviation-related learning programmes with the aims to nurture young people and provide career advancement for the continuous development of the Hong Kong's aviation industry.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

Professional Diploma in Aviation Management

The programme aims to provide students with essential concepts and necessary professional knowledge across a broad aspect in managing an airport, and to equip students to pursue a supervisory career in aviation operations and management.

Diploma in Aviation Operations

The programme aims to provide basic theory and operational knowledge required for the aviation industry and to prepare students to pursue a career in the aviation industry through work-based learning.

4.2 Programme Intended Learning Outcomes

Professional Diploma in Aviation Management

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

- Determine the processes, principles and practice in aviation towards effective airport operations;
- Develop a broad knowledge base, as well as the specialist knowledge and skills, required in a supervisory role in aviation operations;
- Develop professional competencies that lead to a management career in aviation in future; and
- Relate the inter-dependence issues in business continuity, human, safety and security to long-term airport development.

Diploma in Aviation Operations

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

- Demonstrate relevant knowledge in different operational areas in aviation;
- Perform aviation related job duties with acquired skills in a professional and ethical manner;
- Demonstrate effective communication through English and Putonghua on aviation issues in their workplace; and
- Apply generic skills, including information technology, collaboration, self-management, interpersonal and self-learning skills, in a range of workplace activities.

4.3 Programme Structure

Professional Diploma in Aviation Management

The programme comprises 11 courses for a total of 107 QF credits. The majority of QF credits in the programme are pitched at QF Level 4. The details of the programme structure are as follows:

| Course | QF Credit |
|---|------------------|
| 1. AVOM3013 Introduction to Aviation Industry | |
| 2. AVOM4110 Terminal Operations and Management | |
| 3. AVOM4111 Airfield Operations and Management | |
| 4. AVOM4410 Airport Emergency Response Management | |
| 5. AVOM4411 Airport Risk and Business Continuity Management | |
| 6. AVOM4412 Aviation Sustainability | |
| 7. AVOM4413 Aviation Safety and Security Management | |
| 8. AVOM4414 Aviation Work-based Project | |
| 9. AVOM4510 Smart Airport Management | |

| | |
|--|------------|
| 10.AVOM4911 Human Factors and Error Management | |
| 11.SRVC4010 Supervisory Skills | |
| Total | 107 |

Diploma in Aviation Operations

The programme comprises 12 courses for a total of 225 QF credits. The course “Aviation Placement” includes a minimum 1,440-hour workplace placement in 12 months. All QF credits in the programme are pitched at QF Level 3. The details of the programme structure are as follows:

| Course | QF Credit |
|--|------------------|
| 1. SRVC3010 Interview and Communication Skills in Aviation | |
| 2. SRVC3011 Basic English | |
| 3. SRVC3012 Aviation English | |
| 4. SRVC3013 Practical Putonghua in Aviation | |
| 5. SRVC3014 Information Technology and Applications | |
| 6. AVOM3010 Introduction to Aviation Industry | |
| 7. AVOM3011 Customer Services in Aviation | |
| 8. AVOM3110 Passenger Handling Operations | |
| 9. AVOM3111 Ground Handling Operations | |
| 10.AVOM3410 Aviation Safety and Security | |
| 11.AVOM3610 Aviation Services | |
| 12.AVOM3012 Aviation Placement | |
| Total | 225 |

4.4 Graduation Requirements

Professional Diploma in Aviation Management

- Students are required to pass ALL courses with a minimum mark of 50%; and
- A 75% attendance is required for ALL courses.

Diploma in Aviation Operations

- Students are required to pass ALL courses with a minimum mark of 50%;
- A 75% attendance is required for ALL courses; and
- The course “Aviation Placement” has an extra requirement in completing the required 1,440 placement hours in 12 months.

4.5 Admission Requirements

Professional Diploma in Aviation Management

- Completion of Diploma in Aviation Operations offered by the Hong Kong International Aviation Academy, or

- Other equivalent qualifications including completion of an aviation-related programme at HKQF Level 3; and
- Pass an admission interview.

Or

- Mature applicants must be over the age of 23 by 1 September of the year of admission with at least 3 years of work experience in aviation industry; and
- Pass an admission interview.

Diploma in Aviation Operations

- Completion of Secondary 6 (under the New Senior Secondary academic structure), or
- Completion other secondary school qualifications awarded overseas, or
- Other equivalent qualifications;
- Applicants must reach the age of 18 by 31 October of the year of admission; and
- Pass an admission interview.

Or

- Mature applicants who have reached the age of 22 by 1 September of the year of admission will also be considered on a case-by-case basis; and
- Pass an admission 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 (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 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.

HKCAAVQ Report No.: 19/82