



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 Institute of Vocational Education,
Vocational Training Council**

Learning Programme Re-accreditation

**26 Certificate and Professional Certificate
programmes in Vocational English**

January 2015

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

1. Introduction

- 1.1 The Vocational Training Council (VTC) is a vocational education provider governed by the VTC Ordinance (Cap 1130). At present, there are 13 member institutions under the VTC. The Hong Kong Institute of Vocational Education, Vocational Training Council [職業訓練局香港專業教育學院] (hereinafter referred to as "IVE, VTC") offers vocational education and training programmes ranging from Higher Diploma to Certificate.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the IVE, VTC (the Operator) to conduct a Learning Programme Re-accreditation exercise to assess and determine whether the following 26 Certificate and Professional Certificate programmes in Vocational English (hereinafter referred to as "VEP") continue to achieve the stated objectives and meet the Qualifications Framework (QF) standard at the respective QF Level listed in the table.

No.	Title of Learning Programmes	QF Levels
1.	Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 1)	1
2.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1)	1
3.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 1)	1
4.	Certificate in Vocational English (Reading Skills: Understanding Information Module) (QF Level 1)	1
5.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1)	1
6.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 1)	1
7.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2)	2
8.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 2)	2
9.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2)	2
10.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2)	2
11.	Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 3)	3
12.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 3)	3
13.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3)	3

No.	Title of Learning Programmes	QF Levels
14.	Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 3)	3
15.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3)	3
16.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 3)	3
17.	Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 3)	3
18.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4)	4
19.	Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 4)	4
20.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4)	4
21.	Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 4)	4
22.	Certificate in Vocational English (Writing Skills: Promotional Materials Module) (QF Level 4)	4
23.	Certificate in Vocational English (QF Level 1)	1
24.	Certificate in Vocational English (QF Level 2)	2
25.	Certificate in Vocational English (QF Level 3)	3
26.	Professional Certificate in Vocational English (QF Level 4)	4

- 1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. An on-site visit took place on 10 December 2014.

2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

Approval

Name of Operator(s)	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院
Name of Award Granting Body	Vocational Training Council 職業訓練局
Title of Learning Programme	(See Appendix 1)
Title of Qualification(s) [Exit Award(s)]	(See Appendix 1)

Primary Area of Study / Training	Languages, Translation and Literature
Other Area of Study / Training	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	<i>(See Appendix 1)</i>
QF Credits	<i>(See Appendix 1)</i>
Mode(s) of Delivery and Programme Length	<i>(See Appendix 1)</i>
Intermediate Exit Award(s)	Not applicable
Validity Period	4 years 7 March 2015 to 6 March 2019
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	<ul style="list-style-type: none"> - Part-time face-to-face mode of the 26 Certificate and Professional Certificate programmes in Vocational English: 2,000 per year; maximum 30 students per class - Electronic learning mode of the 26 Certificate and Professional Certificate programmes in Vocational English: 2,400 per year; maximum 9 students per e-tutorial
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Specification of Generic (Foundation) Competencies-based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Special Notes to be included on the QR	Not applicable
Address of Teaching/Training Venue(s)	<i>(See Appendix 2)</i>

Recommendations

Applicable to the 26 Certificate and Professional Certificate programmes in Vocational English

1. The Operator should further develop the databank to ensure that useful resources are disseminated and shared among teachers and prospective teachers.
2. The Operator should set a minimum attendance/ interaction requirement for learners studying a Certificate programme in e-learning mode.
3. The Operator should provide refresher courses and also build an electronic platform to encourage experience sharing and peer-learning of web-based teaching.

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

Applicable to the 26 Certificate and Professional Certificate programmes in Vocational English

The VEP aims to provide quality vocational English programmes to meet the increasing demand and diverse needs of the general public through a flexible curriculum structure with competency-based learning outcomes and credit accumulation mechanism.

The specific objectives of the VEP are:

- To provide a flexible curriculum structure tailored to the needs of various industries and learners in the workplace;
- To enhance learners' employability by equipping them with the skills and competencies specified in the Specification of Generic (Foundation) Competencies (SGC) to meet their needs; and
- To foster autonomy in language learning for learners to pursue lifelong learning and further studies.

3.2 Programme Intended Learning Outcomes

The VEP is built on a suite of Certificate programmes covering the four skills of English Language – Reading, Writing, Speaking and Listening. The Intended Learning Outcomes (ILOs) of each Certificate programme are benchmarked against a Unit of Competency (UoC) of the English strand of the SGC. When designing the learning outcomes of the programmes, reference is made to the SGC and the Generic Level Descriptors (GLD) under the QF.

Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 1)

On completion of the programme, learners are expected to be able to express and respond to requests, invitations, thanks, apologies, and emotion in social interactions. This should be evidenced by learners' ability to:

- initiate a short social conversation by greeting and giving a self-introduction to colleagues/clients;
- bid farewell politely;
- make or respond to simple requests and invitations by providing specific information; and
- express thanks and make apologies using formulaic expressions.

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1)

On completion of the programme, learners are expected to be able to handle thanks, apologies, invitations and straightforward requests in workplace interactions involving predictable factual information. This should be evidenced by learners' ability to:

- initiate a short workplace conversation by greeting and giving a self-introduction with colleagues/clients;
- handle thanks, apologies and invitations using formulaic expressions when interacting with colleagues/clients;
- ask for and provide simple and specific information politely upon straightforward enquiries; and
- end conversations politely.

Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 1)

On completion of the programme, learners are expected to be able to express thanks and apologies in oral presentations of factual information. This should be evidenced by learners' ability to:

- greet the audience and give a self-introduction in informative presentations;
- express thanks and apologies using formulaic expressions; and
- present simple factual information.

Certificate in Vocational English (Reading Skills: Understanding Information Module) (QF Level 1)

On completion of the programme, learners are expected to be able to understand procedures, directions, instructions and warnings in predictable factual written information in order to locate and/or extract specific information. This should be evidenced by learners' ability to:

- identify purposes and main ideas of short workplace texts;
- locate and extract specific factual information; and
- make simple inferences.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1)

On completion of the programme, learners are expected to be able to handle

requests, formulaic invitations, thanks and apologies in incoming written correspondence involving predictable factual information. This should be evidenced by learners' ability to:

- understand and reply to incoming messages requesting simple factual information;
- make and respond to formulaic invitations;
- handle thanks and apologies and use formulaic expressions of goodwill; and
- respond to workplace correspondence using a proper layout and structure.

Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 1)

On completion of the programme, learners are expected to be able to present straightforward description, narrative, preference and suggestions involving factual information in written form. This should be evidenced by learners' ability to:

- use a proper layout and structure for short routine workplace documents;
- present simple factual information;
- describe familiar workplace situations; and
- state suggestions and preference using formulaic expressions.

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and persuasion in workplace interactions involving predictable information, ideas, and related explanations. This should be evidenced by learners' ability to:

- initiate a short conversation of familiar issues with colleagues/clients;
- make and respond to suggestions and preference by giving descriptions and explanations; and
- handle offers and persuasion appropriately.

Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 2)

On completion of the programme, learners are expected to be able to express suggestions, offers, and invitations in oral presentations of information, ideas, and related explanations. This should be evidenced by learners' ability to:

- apply the standard structure of informative presentations appropriately;
- organise and present information and ideas; and
- make suggestions, offers and invitations with related explanations.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and directions/instructions in incoming written correspondence involving predictable information, ideas, and related explanations. This should be evidenced by learners' ability to:

- read for main ideas and specific details in incoming messages;
- reply to incoming correspondence involving suggestions and offers by providing relevant descriptions and narratives;

- handle preference and directions/instructions with related explanations; and
- reply to workplace correspondence using a proper layout, structure and tone.

Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2)

On completion of the programme, learners are expected to be able to express suggestions and preference when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form. This should be evidenced by learners' ability to:

- use a proper layout, structure and style for routine workplace documents;
- organise and present information and ideas logically;
- describe familiar workplace situations and pros and cons of options available; and
- express preference and make suggestions by explaining relevant details.

Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 3)

On completion of the programme, learners are expected to be able to express and respond to requests, invitations, thanks, apologies, and emotion in social interactions. This should be evidenced by learners' ability to:

- conduct small talk by initiating appropriate conversation topics;
- maintain social conversations with colleagues/clients/strangers by talking about work/life/leisure/entertainment;
- extend/make, accept or decline invitations and requests by describing details and explaining reasons; and
- respond to thanks and apologies effectively.

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 3)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and persuasion in workplace interactions involving predictable information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- participate in a conversation of familiar issues with colleagues/clients in discussions and meetings;
- handle suggestions, offers, preference and persuasion by giving opinions with justification; and
- express and respond to interruptions and clarifications effectively.

Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3)

On completion of the programme, learners are expected to be able to express suggestions, offers and invitations in oral presentations of information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- apply the standard structure of informative presentations effectively;
- organise and present information and ideas with visual aids and signposting;

- make conclusions, suggestions, offers and invitations by providing details, explanations and argument; and
- enhance the effectiveness of the presentation with appropriate verbal and non-verbal language.

Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 3)

On completion of the programme, learners are expected to be able to express compliments, persuasion and emotion in oral presentations of information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- give descriptions and narratives effectively when promoting products and services;
- express compliments and emotion and use persuasive language appropriate to purpose, occasion and audience;
- develop and organise a presentation with signposting and persuasive techniques; and
- enhance the effectiveness and persuasiveness of a presentation with appropriate non-verbal language and visual aids.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3)

On completion of the programme, learners are expected to be able to handle suggestions, offers, preference and directions/instructions in incoming written correspondence involving predictable information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- read for main ideas, extract relevant information and make inferences in incoming workplace correspondence;
- reply to incoming workplace correspondence involving suggestions, offers and preference by giving related explanations or argument;
- handle directions/instructions through explanation, discussion or evaluation; and
- adopt a diplomatic tone and express goodwill when responding to workplace correspondence.

Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 3)

On completion of the programme, learners are expected to be able to express preference when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form. This should be evidenced by learners' ability to:

- use an appropriate layout, structure, style and tone in workplace documents;
- organise and present information and ideas logically and coherently from the reader's perspective;
- discuss and evaluate options available; and
- express preference through comparing and contrasting relevant information.

Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 3)

On completion of the programme, learners are expected to be able to express

suggestions when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form. This should be evidenced by learners' ability to:

- describe the background and purpose of a report and present findings accurately and effectively;
- summarise information, discuss the implications, and draw logical conclusions from findings;
- express suggestions and recommendations based on conclusions drawn; and
- adopt an appropriate tone in workplace reports.

Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4)

On completion of the programme, learners are expected to be able to handle problems in workplace interactions involving both predictable and unpredictable information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- initiate and maintain conversations about predictable and unpredictable problems with colleagues/clients through explanation, discussion, argument or evaluation;
- deal with acceptance and refusal of responsibilities with subtlety, tact or sensitivity; and
- make justification when giving advice and proposing resolutions by adopting a diplomatic and professional tone.

Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 4)

On completion of the programme, learners are expected to be able to express compliments, persuasion, and emotion in oral presentations of information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- discuss specific problems and needs of the audience;
- express compliments and emotion in persuasive presentations about complicated situations;
- propose persuasive solutions with explanation, discussion, argument or evaluation reflecting subtlety, tact or sensitivity; and
- express sensitive evaluation of the resulting anticipated benefits of the proposed solutions.

Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4)

On completion of the programme, learners are expected to be able to handle problems in incoming written correspondence involving both predictable and unpredictable information, ideas, related explanations, discussion/argument, and evaluation. This should be evidenced by learners' ability to:

- reply to incoming correspondence involving workplace problems with colleagues/clients through explanation, discussion, argument or evaluation adopting a diplomatic and professional tone;
- deal with acceptance and refusal of responsibilities with subtlety, tact or sensitivity; and
- make justification when giving advice and proposing resolutions.

Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 4)

On completion of the programme, learners are expected to be able to express suggestions when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form. This should be evidenced by learners' ability to:

- state the background and establish the purpose of a report precisely;
- analyse, synthesise and evaluate information in the findings and discussion sections critically;
- express suggestions and recommendations persuasively, stating their resulting benefits through tactful explanation or argument; and
- draw conclusions logically from findings through sensitive evaluation of information.

Certificate in Vocational English (Writing Skills: Promotional Materials Module) (QF Level 4)

On completion of the programme, learners are expected to be able to express persuasion and emotion when presenting information, ideas, related explanations, discussion/argument, and evaluation in written form. This should be evidenced by learners' ability to:

- describe features and benefits of products and services tactfully;
- handle persuasion and emotion with subtlety and sensitivity using professional language for evocative, compelling and stimulating effects; and
- adopt a diplomatic tone and a suitable level of formality considering the position of the sender and the receiver.

Certificate in Vocational English (QF Level 1)

To qualify for the award, learners should be able to perform, with assistance, workplace written and oral communication tasks that involve the competencies detailed in the corresponding UoCs of the Certificates attained, using very simple language in short texts in a small range of familiar, routine/everyday contexts, generally involving predictable factual information.

Certificate in Vocational English (QF Level 2)

To qualify for the award, learners should be able to perform, with some assistance, workplace written and oral communication tasks that involve the competencies detailed in the corresponding UoCs of the Certificates attained, using simple language in short texts in a specified range of familiar, routine/everyday contexts involving predictable information, ideas and related explanations.

Certificate in Vocational English (QF Level 3)

To qualify for the award, learners should be able to perform, with some confidence, workplace written and oral communication tasks that involve the competencies detailed in the corresponding UoCs of the Certificates attained, using increasingly complex language in texts of increasing length in a wide range of largely familiar contexts involving both predictable and unpredictable information, ideas, discussion/argument and evaluation.

Professional Certificate in Vocational English (QF Level 4)

To qualify for the award, learners should be able to perform, with confidence, workplace written and oral communication tasks that involve the competencies detailed in the corresponding UoCs of the Certificates attained, using complex language in extended texts in a wide range of both familiar and some new contexts involving both predictable and unpredictable information, ideas, discussion/argument and evaluation.

3.3 Programme Structure

Applicable to the 26 Certificate and Professional Certificate programmes in Vocational English

The structure of the VEP, which includes 22 Certificate programmes (six at QF Level 1, four at QF Level 2, seven at QF Level 3 and five at QF Level 4) as well as 4 overarching awards (one for each level at QF Levels 1-4), is designed to cover all four skills – writing, reading, listening and speaking of English strand of the SGC, from QF Levels 1-4.

To meet the diverse needs of local industries and learners, each Certificate programme is designed with a particular focus on one or two language skills such as writing, reading and writing, listening and speaking or speaking.

The overarching awards are offered to encourage learners to accumulate relevant programme certificates based on their own industry or job needs.

The UoC from the SGC under the QF that have been adopted by the 22 Certificate programmes are:

No.	Title of Learning Programmes	Unit Code of the UoC from the SGC
1.	Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 1)	GCEN102A
2.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1)	GCEN103A
3.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 1)	GCEN104A
4.	Certificate in Vocational English (Reading Skills: Understanding Information Module) (QF Level 1)	GCEN105A
5.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1)	GCEN106A
6.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 1)	GCEN107A
7.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2)	GCEN203A
8.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 2)	GCEN204A
9.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2)	GCEN206A
10.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2)	GCEN207A

No.	Title of Learning Programmes	Unit Code of the UoC from the SGC
11.	Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 3)	GCEN302A
12.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 3)	GCEN303A
13.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3)	GCEN304A
14.	Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 3)	GCEN304A
15.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3)	GCEN306A
16.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 3)	GCEN307A
17.	Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 3)	GCEN307A
18.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4)	GCEN403A
19.	Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 4)	GCEN404A
20.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 4)	GCEN406A
21.	Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 4)	GCEN407A
22.	Certificate in Vocational English (Writing Skills: Promotional Materials Module) (QF Level 4)	GCEN407A

The programme structures of the 22 Certificate programmes are:

For programmes at the following QF Level	Modes of Delivery	Total Notional Learning Hours	QF Credits
1-3	Part-time face-to-face	60	6
	Electronic learning mode	60	6
4	Part-time face-to-face	90	9
	Electronic learning mode	90	9

To qualify for the overarching award, the attained QF credits should include credits earned from at least one Certificate programme in written communication and at least one Certificate programme in oral communication. Credit requirements of the 4 overarching awards are:

Overarching Awards	Minimum Credits Requirement
Certificate in Vocational English (QF Level 1)	36 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 1)
Certificate in Vocational English (QF Level 2)	36 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 2)
Certificate in Vocational English (QF Level 3)	36 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 3)
Professional Certificate in Vocational English (QF Level 4)	45 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 4)

3.4 Graduation Requirements

Applicable to the 26 Certificate and Professional Certificate programmes in Vocational English

- Learners have to pass the End-of-Module Assessment and obtain 40% or above of the Module Mark to pass a Certificate programme.
- A minimum attendance requirement for a Certificate programme in the part-time mode is 70% of the maximum possible attendance. Learners not satisfying the minimum attendance requirement shall not be allowed to take the End-of-Module Assessment but the attendance requirement does not apply to the e-learning mode.
- To obtain Certificate in Vocational English (QF Level 1), Certificate in Vocational English (QF Level 2), Certificate in Vocational English (QF Level 3) and Professional Certificate in Vocational English (QF Level 4), learners must satisfy the respective credit requirements.

3.5 Admission Requirements

Applicable to the 26 Certificate and Professional Certificate programmes in Vocational English

Applicants will be admitted to the Certificate programme if they meet any of the following requirements:

- pass the entry test; or
- meet the minimum academic entry requirements stated in below table; or
- attain a Certificate at a lower level.

Certificate Programmes	Minimum Entry Requirements Under the Old Academic Structure	Minimum Entry Requirements Under the New Academic Structure
Certificate programmes in Vocational English (QF Level 1)	Having studied English at Form 3 level or equivalent	No change
Certificate programmes in Vocational English (QF Level 2)	Having studied English at Form 5 level or equivalent	No change
Certificate programmes in Vocational English (QF Level 3/ Level 4)	Attainment of level 2/ Grade E (Syllabus B) in English Language in HKCEE or equivalent	Attainment of level 2/ Grade E (Syllabus B) in English Language in HKCEE/ level 2 in English Language in HKDSE or equivalent

4. Substantial Change

- 4.1 Maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval by the HKCAAVQ.

5. Qualifications Register

- 5.1 Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). Operators should apply separately to have their quality-assured qualifications entered into the QR.
- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

Report No.: 15/43
File Reference: VA12/02/06a-31a

**List of the 26 Certificate and
Professional Certificate programmes in Vocational English**

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)	QF Levels	QF Credits	Modes of Delivery	Programme Length	
1.	Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 1)	職業英語證書 (聽說能力：社交英語單元) (QF 級別 1)	1	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
2.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 1)	職業英語證書 (聽說能力：職場會話單元) (QF 級別 1)	1	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
3.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 1)	職業英語證書 (說話能力：資料匯報單元) (QF 級別 1)	1	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
4.	Certificate in Vocational English (Reading Skills: Understanding Information Module) (QF Level 1)	職業英語證書 (閱讀能力：閱讀理解單元) (QF 級別 1)	1	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)		QF Levels	QF Credits	Modes of Delivery	Programme Length
					Electronic learning	60 notional learning hours (including 8 contact hours)
5.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 1)	職業英語證書 (讀寫能力：職場書信單元) (QF 級別 1)	1	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
6.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 1)	職業英語證書 (寫作能力：事務文書單元) (QF 級別 1)	1	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
7.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 2)	職業英語證書 (聽說能力：職場會話單元) (QF 級別 2)	2	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
8.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level	職業英語證書 (說話能力：資料匯報單元) (QF 級別 2)	2	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)		QF Levels	QF Credits	Modes of Delivery	Programme Length
	2)				Electronic learning	60 notional learning hours (including 8 contact hours)
9.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 2)	職業英語證書 (讀寫能力：職場書信單元) (QF 級別 2)	2	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
10.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 2)	職業英語證書 (寫作能力：事務文書單元) (QF 級別 2)	2	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
11.	Certificate in Vocational English (Listening and Speaking Skills: Social Interaction Module) (QF Level 3)	職業英語證書 (聽說能力：社交英語單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
12.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module)	職業英語證書 (聽說能力：職場會話單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)	QF Levels	QF Credits	Modes of Delivery	Programme Length	
	(QF Level 3)			Electronic learning	60 notional learning hours (including 8 contact hours)	
13.	Certificate in Vocational English (Speaking Skills: Informative Presentations Module) (QF Level 3)	職業英語證書 (說話能力：資料匯報單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
14.	Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 3)	職業英語證書 (說話能力：游說技巧單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
15.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level 3)	職業英語證書 (讀寫能力：職場書信單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
16.	Certificate in Vocational English (Writing Skills: Presenting Information Module) (QF Level 3)	職業英語證書 (寫作能力：事務文書單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)	QF Levels	QF Credits	Modes of Delivery	Programme Length	
				Electronic learning	60 notional learning hours (including 8 contact hours)	
17.	Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 3)	職業英語證書 (寫作能力：書面報告單元) (QF 級別 3)	3	6	Part-time face-to-face	60 notional learning hours (including 30 contact hours)
					Electronic learning	60 notional learning hours (including 8 contact hours)
18.	Certificate in Vocational English (Listening and Speaking Skills: Workplace Interaction Module) (QF Level 4)	職業英語證書 (聽說能力：職場會話單元) (QF 級別 4)	4	9	Part-time face-to-face	90 notional learning hours (including 30 contact hours)
					Electronic learning	90 notional learning hours (including 8 contact hours)
19.	Certificate in Vocational English (Speaking Skills: Persuasive Presentations Module) (QF Level 4)	職業英語證書 (說話能力：游說技巧單元) (QF 級別 4)	4	9	Part-time face-to-face	90 notional learning hours (including 30 contact hours)
					Electronic learning	90 notional learning hours (including 8 contact hours)
20.	Certificate in Vocational English (Reading and Writing Skills: Workplace Correspondence Module) (QF Level	職業英語證書 (讀寫能力：職場書信單元) (QF 級別 4)	4	9	Part-time face-to-face	90 notional learning hours (including 30 contact hours)

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)		QF Levels	QF Credits	Modes of Delivery	Programme Length
	4)				Electronic learning	90 notional learning hours (including 8 contact hours)
21.	Certificate in Vocational English (Writing Skills: Reports Module) (QF Level 4)	職業英語證書 (寫作能力：書面報告單元) (QF 級別 4)	4	9	Part-time face-to-face	90 notional learning hours (including 30 contact hours)
					Electronic learning	90 notional learning hours (including 8 contact hours)
22.	Certificate in Vocational English (Writing Skills: Promotional Materials Module) (QF Level 4)	職業英語證書 (寫作能力：推介文書單元) (QF 級別 4)	4	9	Part-time face-to-face	90 notional learning hours (including 30 contact hours)
					Electronic learning	90 notional learning hours (including 8 contact hours)

The following programmes are the overarching Certificate and Professional Certificate awards that will be granted to learners who meet the minimum credit requirements of the respective awards shown in the below table. To qualify for the award, the attained QF credits should include credits earned from at least one Certificate programme in written communication and at least one Certificate programme in oral communication. Credit requirements of the 4 overarching awards are:

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)		QF Levels	Minimum Credits Requirement
23.	Certificate in Vocational English (QF Level 1)	職業英語證書 (QF 級別 1)	1	36 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 1)
24.	Certificate in Vocational English (QF Level 2)	職業英語證書 (QF 級別 2)	2	36 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 2)
25.	Certificate in Vocational English (QF Level 3)	職業英語證書 (QF 級別 3)	3	36 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 3)

No.	Title of Learning Programmes/ Title of Qualifications (Exit Awards)		QF Levels	Minimum Credits Requirement
26.	Professional Certificate in Vocational English (QF Level 4)	職業英語專業證書 (QF 級別 4)	4	45 QF Credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 4)

Address of Teaching / Training Venues

- (1) Hong Kong Institute of Vocational Education (Chai Wan)
30 Shing Tai Road, Chai Wan, Hong Kong
香港專業教育學院（柴灣）
香港柴灣盛泰道 30 號
- (2) Hong Kong Institute of Vocational Education (Haking Wong)
702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon
香港專業教育學院（黃克競）
九龍長沙灣荔枝角道 702 號
- (3) Hong Kong Institute of Vocational Education (Lee Wai Lee)
3 King Ling Road, Tseung Kwan O, New Territories
香港專業教育學院（李惠利）
新界將軍澳景嶺路 3 號
- (4) Hong Kong Institute of Vocational Education (Tsing Yi)
20 Tsing Yi Road, Tsing Yi Island, New Territories
香港專業教育學院（青衣）
新界青衣島青衣路 20 號
- (5) Hong Kong Institute of Vocational Education (Morrison Hill)
6 Oi Kwan Road, Wan Chai, Hong Kong
香港專業教育學院（摩理臣山）
香港灣仔愛群道 6 號
- (6) Hong Kong Institute of Vocational Education (Tuen Mun)
18 Tsing Wun Road, Tuen Mun, New Territories
香港專業教育學院（屯門）
新界屯門青雲路 18 號
- (7) Hong Kong Institute of Vocational Education (Sha Tin)
21 Yuen Wo Road, Sha Tin, New Territories
香港專業教育學院（沙田）
新界沙田源禾路 21 號
- (8) Hong Kong Institute of Vocational Education (Kwai Chung)
20 Hing Shing Road, Kwai Chung, New Territories
香港專業教育學院（葵涌）
新界葵涌興盛路 20 號
- (9) Hong Kong Institute of Vocational Education (Kwun Tong)
25 Hiu Ming Street, Kwun Tong, Kowloon
香港專業教育學院（觀塘）
九龍觀塘曉明街 25 號

- (10) Hong Kong Design Institute
香港知專設計學院
3 King Ling Road, Tseung Kwan O, New Territories
新界將軍澳景嶺路 3 號
- (11) Youth College (Kwai Chung)
13-19 San Kwai Street, Kwai Chung, New Territories
青年學院 (葵涌)
新界葵涌新葵街 13-19 號
- (12) Youth College (Kowloon Bay)
46 Tai Yip Street, Kowloon Bay, Kowloon
青年學院 (九龍灣)
九龍九龍灣大業街 46 號
- (13) Youth College (Pokfulam)
145 Pokfulam Road, Hong Kong
青年學院 (薄扶林)
香港薄扶林道 145 號
- (14) Youth College (Tuen Mun)
18 Tsing Wun Road, Tuen Mun, New Territories
青年學院 (屯門)
新界屯門青雲路 18 號
- (15) Youth College (Tin Shui Wai)
11 Tin Ho Road, Tin Shui Wai, New Territories
青年學院 (天水圍)
新界天水圍天河路 11 號
- (16) Youth College (Tseung Kwan O)
Tsui Lam Estate, Tseung Kwan O, New Territories
青年學院 (將軍澳)
新界將軍澳翠林邨
- (17) Youth College (Kwai Fong)
85 Hing Shing Road, Kwai Chung, New Territories
青年學院 (葵芳)
新界葵涌興盛路 85 號
- (18) Youth College (Yeo Chei Man)
11 To Lok Road, Tseung Kwan O, New Territories
青年學院 (邱子文)
新界將軍澳陶樂路 11 號
- (19) Integrated Vocational Development Centre (Fanling)
Shop 102, 1/F, Ka Fuk Shopping Centre, Ka Fuk Estate, Fanling, New Territories
匯縱專業發展中心 (粉嶺)
新界粉嶺嘉福邨嘉福商場 1 樓 102 舖

- (20) Integrated Vocational Development Centre (Lai Chi Kok)
7/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon
匯縱專業發展中心（荔枝角）
九龍長沙灣長裕街 8 號億京廣場 7 樓
- (21) Integrated Vocational Development Centre (Yau Ma Tei)
1-3/F., Bangkok Bank Building, 490-492 Nathan Road, Yau Ma Tei, Kowloon
匯縱專業發展中心（油麻地）
九龍油麻地彌敦道 490-492 號盤谷銀行大廈 1-3 樓
- (22) Integrated Vocational Development Centre (Ma On Shan)
Area 92, Yiu On Estate, Ma On Shan, New Territories
匯縱專業發展中心（馬鞍山）
新界沙田馬鞍山耀安邨 92 地段
- (23) Integrated Vocational Development Centre (Tuen Mun)
Room A103B, 18 Tsing Wun Road, Tuen Mun, New Territories
匯縱專業發展中心（屯門）
新界屯門青雲路 18 號 A103B 室
- (24) School of Business and Information Systems
81 Hing Shing Road, Kwai Chung, New Territories
工商資訊學院
新界葵涌興盛路 81 號
- (25) Technological and Higher Education Institute of Hong Kong
20A Tsing Yi Road, Tsing Yi Island, New Territories
香港高等科技教育學院
新界青衣島青衣路 20A 號
- (26) Vocational Training Council Tower
27 Wood Road, Wan Chai, Hong Kong
職業訓練局大樓
香港灣仔活道 27 號