



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

評審報告 (摘要)

僱員再培訓局

課程覆審

標準保安及物業管理基礎證書(英語授課)

2014 年 10 月

此評審報告乃由香港學術及職業資歷評審局（評審局）根據《學術及職業資歷評審條例》（第 592 章）賦予其「評審當局」的職權而發出。本報告述明其評定、評定的有效期以及規限評定之效力的條件或限制。

1. 簡介

- 1.1 僱員再培訓局（Employees Retraining Board）是獨立法定組織，根據《僱員再培訓條例》於 1992 年成立。僱員再培訓局提供的課程是以市場為導向，就業為本，靈活配合市場變化。僱員再培訓局透過統籌、撥款和監察，委任培訓機構提供培訓課程及服務，培訓中心分佈港九新界各區，地區網絡廣闊。現時僱員再培訓局提供約 800 項具市場需求及事業前景的培訓課程，範疇涵蓋近 30 個行業。
- 1.2 受僱員再培訓局（以下簡稱為“再培訓局”）所託，評審局乃根據訂立的服務協議書內列明之職權範圍以及相關之評審指引，為其《標準保安及物業管理基礎證書(英語授課)》(Foundation Certificate in Standard Security & Property Management (English Medium))進行課程覆審，以評定課程能否達致其目標和達到資歷架構第 1 級之標準。

2. 評審局之評定

評審局在充分考慮評審小組之建議後，作出以下評定：

批准

營辦者名稱	The Hong Kong Confederation of Trade Unions (ERB) 香港職工會聯盟（再培訓）
資歷頒授者名稱	Employees Retraining Board 僱員再培訓局
課程名稱	Foundation Certificate in Standard Security & Property Management (English Medium) 標準保安及物業管理基礎證書(英語授課)
資歷名稱	Foundation Certificate in Standard Security & Property Management (English Medium) 標準保安及物業管理基礎證書(英語授課)
主要學習/培訓範疇	商業及管理(專門行業)
其他學習/培訓範疇	不適用
行業	不適用
行業分支	不適用

資歷架構級別	第 1 級
資歷架構資歷學分	19
修讀模式及修讀期	全日制 186.6 學時 (包括 128 面授時數)
中期資歷	不適用
有效期	3 年 (2015 年 5 月 5 日至 2018 年 5 月 4 日)
招收學員次數	不適用
新學員人數上限	每班學員人數上限為 20 人
「能力為本」課程	<input type="checkbox"/> 是 <input checked="" type="checkbox"/> 否
資歷名冊上的備註	不適用
授課地址	The Hong Kong Confederation of Trade Unions (ERB) 香港職工會聯盟 (再培訓) (a) 5th Floor, THF (Yuen Long) Commercial Building, 2-8 Tai Cheung St., Yuen Long, NT 新界元朗泰祥街 2-8 號大鴻輝(元朗)商業大廈 5 樓 (b) Unit 102-103, 1/F, Fourseas Building, 208-212 Nathan Road, Kln 九龍彌敦道 208-212 號四海大廈 1 樓 102-103 室 (c) Unit 403, 4/F, Tin Ching Amenity & Community Building, Tin Kwai Road, Tin Shui Wai, NT 新界天水圍天葵路天晴邨社區綜合服務大樓 4 樓 403 室 (d) 3/F., Len Shing Building, 162 - 168 Yuen Long Main Road, NT 新界元朗大馬路 162 - 168 號聯昇樓四樓

3. 課程資料

以下課程資料乃由營辦者提供。

3.1 課程目標

- To enable the trainees to understand the roles and required work attitude of a Security Guard and acquire the relevant job skills; and
- To help the trainees secure employment as a Security Guard.

3.2 學習成效

A) Upon successful completion of the Skills Training Modules, trainees will be able to:

- carry out patrol duties and register visitors' information properly, according to instructions given; and
- understand the job duties, responsibility and work records of property attendants/ security guards; and
- understand the legal responsibilities and relevant legislations; and
- understand the types of relevant document and handle the enquiries of owners and tenants; and
- understand the facilities and the practical work in car park and loading area; and
- grasp basic technique in computer operations; and
- understand common workplace Cantonese.

(B) Upon successful completion of the Personal Attributes and Job Search Skills Training Modules, trainees will be able to:

- understand and make use of self and emotion management skills;
- exercise basic interpersonal communication skills;
- establish positive work attitudes;
- apply basic job interview skills and employment-related knowledge; and
- understand industry-related occupational safety and health-related knowledge.

3.3 課程結構

單元	資歷學分
Introduction to Industry	
Daily Building Security Work	
Owners and Tenants Services	
Facilities and Practical Work in Carpark and Loading Area	
Computer Operation	
Vocational Language	
Personal Attributes	
Job Search Skills	
Course Assessment	
總計：	19

3.4 畢業要求

Trainees will be awarded the certificate if they have fulfilled the following course requirements:

- Attain an attendance of 80% or above; and
- Pass the overall assessment; and
- Pass the written test in the final exam.

3.5 收生條件

- Aged 18 or above* ; and
- Primary 6 (For applicants without Primary 6 qualification, admission will be subject to the applicant's performance at the admission interview); and
- Eligible for applying the Security Personnel Permit; and
- Pass the English entry test; and

- Interest in security and property management or related work; and
- Demonstrate inclination for employment at the admission interview.

* According to the Security and Guarding Services Ordinance, applicants of the Security Personnel Permit must be aged 18 or above.

4. 重大修改

- 4.1 於有效期內，如營辦者在未經評審局批准的情況下作出重大修改，評審資格將會失效。

5. 資歷名冊

- 5.1 通過評審局質素保證程序的資歷均可上載到資歷名冊，並獲資歷架構認可。課程營辦者或資歷頒授機構如欲於資歷名冊上載已通過質素保證的資歷，須向評審局相關部門另行提出申請。
- 5.2 學員在登記有效期內入讀相關通過評審的進修計劃，修畢有關進修計劃並獲得載於資歷名冊的相關資歷，其資歷方為資歷架構認可。

報告編號：14/143
檔案編號：VA61/122/201408