



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

## **ACCREDITATION REPORT (SUMMARY)**

**Productivity Training Institute of  
Hong Kong Productivity Council**

**Initial Evaluation at QF Levels 1 - 5 and  
Learning Programme Accreditation at QF Levels 4 - 5**

**Professional Certificate in IT Management Course**

**Professional Certificate in Manufacturing Process  
Development and Management for Metal Stamping  
Industry Course**

**August 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 Productivity Training Institute of Hong Kong Productivity Council provides diversified industry training activities designed to upgrade and update the knowledge and skills of people in different business sectors. The training activities cover areas such as: Information & Communication Technology, Engineering Design & Management, Advanced Manufacturing Technology, Sustainability Management, Environmental Management, Business Management, Logistics & Supply Chain Management and Creative Design.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the Productivity Training Institute of Hong Kong Productivity Council (香港生產力促進局生產力培訓學院) (the Operator) to conduct an Initial Evaluation (IE) to ascertain and determine whether the Operator is competent to achieve its stated objectives and to operate learning programmes meeting Qualifications Framework (QF) standard at Level 1 to 5, and to conduct a Learning Programme Accreditation to assess and determine whether the following learning programmes can achieve the stated objectives and meet the QF standard at the proposed QF Levels:
- (1) Professional Certificate in IT Management Course; and
  - (2) Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course
- 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 9 July 2015.

## 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:

### 2.1 Initial Evaluation

- Approval

<b>Name of Operator</b>	Productivity Training Institute of Hong Kong Productivity Council 香港生產力促進局生產力培訓學院
<b>Address of Operator</b>	HKPC Building, 78 Tat Chee Avenue, Kowloon 九龍達之路 78 號，生產力大樓

<b>Highest QF Level of programme(s) which the Operator can operate upon successful learning programme accreditation</b>	Level 5
<b>Start date of 2-year validity period of Initial Evaluation (IE) accreditation status</b>	16 October 2015
<b>Scope of IE Accreditation Status</b>	For local programmes operating in Hong Kong

### Recommendation

1. The Operator should have a pool of reserve part-time guest speakers in place to ensure effective programme delivery.

## 2.2 Learning Programme Accreditation

Approval

<b>Name of Operator(s)</b>	Productivity Training Institute of Hong Kong Productivity Council 香港生產力促進局生產力培訓學院	
<b>Name of Award Granting Body</b>	Productivity Training Institute of Hong Kong Productivity Council 香港生產力促進局生產力培訓學院	
<b>Title of Learning Programme</b>	Professional Certificate in IT Management Course 資訊科技管理專業證書課程	Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course 金屬衝壓業製程開發及管理專業證書課程
<b>Title of Qualification(s) (Exit Award(s))</b>	Professional Certificate in IT Management 資訊科技管理專業證書	Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry 金屬衝壓業製程開發及管理

		專業證書
<b>Primary Area of Study / Training</b>	Computer and Information Technology	Other Technical Studies and Training
<b>Other Area of Study / Training</b>	Not applicable	
<b>Industry</b>	Information and Communications Technology	Manufacturing Technology (Tooling, Metals & Plastics)
<b>Branch</b>	Software Products and Software Services	Manufacturing Technology (Tooling, Metals & Plastics)
<b>QF Level</b>	Level 4	Level 5
<b>QF Credits</b>	27	18
<b>Mode(s) of Delivery and Programme Length</b>	Part-time: 8 months 270 notional learning hours (including 144 contact hours)	Part-time: 6 months 180 notional learning hours (including 82 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable	
<b>Validity Period</b>	3 years 16 October 2015 – 15 October 2018	
<b>Number of Enrolment(s)</b>	Two enrolments per year	
<b>Maximum Number of New Students</b>	40 per year	
<b>Specification of Competency Standards Based Programme</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Special Notes to be included on the QR</b>	Not applicable	
<b>Address of Teaching/</b>	HKPC Building, 78 Tat Chee Avenue, Kowloon	

<b>Training Venue(s)</b>	九龍達之路 78 號，生產力大樓
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### **Recommendation**

For both programmes

1. The Operator should enhance the workflow of the Board of Examiners Meeting in order to facilitate the external examiner's work in reviewing the marked assessment scripts.

### **3. Programme Details**

The following is the programme information provided by the Operator.

#### **3.1 Programme Objectives**

##### Professional Certificate in IT Management Course

- The course aims to provide a comprehensive training to the IT practitioners in mastering the essential project management, business analysis, software quality assurance and testing, and information security management skills. By equipping with these all round skills, the trainee will be more competitive in pursuing his career development in the IT discipline, either in a business management or IT technical supervisory position. At the same time, the training courses will enable him/her to take further professional examinations and acquire the industry widely recognized professional qualifications.

##### Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course

- This course provides students with professional knowledge and skills in design and planning of production process and automation systems as well as managing the know-how and knowledge on manufacturing process for metal stamping industry.

#### **3.2 Programme Intended Learning Outcomes**

##### Professional Certificate in IT Management Course

Students should be able to:

- Employ specialized skills and approaches learnt from this programme to undertake activities in project management, business requirement analysis, software quality assurance and information security management; and
- Operate within broad general guidelines in software quality assurance and information security management.

##### Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course

Students should be able to:

- Design optimized manufacturing process based on the product requirement (e.g. tolerance, Cpk, etc.) and available production facilities;
- Define optimized automation system for different manufacturing requirement (e.g. product shape, batch size, etc.) as well as evaluating and improving the system effectiveness; and
- Manage, standardize and continuously enhancing knowledge on manufacturing process design.

### 3.3 Programme Structure

#### Professional Certificate in IT Management Course

Module Title	Unit of Competency	QF Credit
Business Systems Analysis	ITSWDM501A	
Project Management	ITSWPM401A	
	ITSWPM403A	
	ITSWPM404A	
	ITSWPM405A	
Information Security Management	ITSWIS402A	
	ITSWIS403A	
Software Quality Assurance and Testing	ITSWQA505A	
	ITSWQA506A	
	ITSWQA401A	
<b>Total</b>		<b>27</b>

#### Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course

Module Title	Unit of Competency	QF Credit
設計及計劃金屬衝壓產品製造流程	106602L6	
規劃及設定自動化系統	106586L5	
管理及持續改善製程設計知識	106587L5	
<b>Total</b>		<b>18</b>

### 3.4 Graduation Requirements

#### Professional Certificate in IT Management Course

- Must have 80% attendance or more; and
- Must pass in examination and overall assessment (i.e. assignment, examination and project work).

#### Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course

- Must have 80% attendance or more; and

- Must pass in examination and overall assessment (i.e. assignment, examination and project work).

### 3.5 Admission Requirements

#### Professional Certificate in IT Management Course

- Holder of Certificate/Diploma in Computer Science, Information Management, IT related Science/Engineering discipline or equivalent, with at least 1 year's relevant IT working experience; or
- 5 passes in HKCEE or HKDSE (one subject of which must be English) or equivalent with at least 7 years' relevant IT working experience; or
- Holder of Higher Diploma or Bachelor degree in non-IT discipline from a recognized University, with at least 3 years' relevant IT working experience

#### Professional Certificate in Manufacturing Process Development and Management for Metal Stamping Industry Course

- Holder of Bachelor Degree in relevant discipline or equivalent with at least 1 year's relevant working experience; or
- Holder of Higher Diploma in relevant discipline or equivalent with at least 4 years' relevant working experience; or
- 5 passes in HKCEE or HKDSE (including Chinese Language and English Language) or equivalent with at least 7 years' (including 2 years at supervisory level) relevant working experience

## 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.: 15/257

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