

1. Notes to Operators

- 1.1 This **Evidence Guide** (Guide) should be read in conjunction with the **Manual for the Four-stage Quality Assurance Process under the Hong Kong Qualifications Framework** (Manual). The document is available at www.hkcaavq.edu.hk.
- 1.2 The Four-stage Quality Assurance Process (Process) of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is designed to progressively develop Operators' competency in self-review, self-monitoring and enhancement of their internal quality assurance capacity. HKCAAVQ's accreditation exercises help Operators to develop internal mechanisms to improve the quality of their institutional operations and learning programmes.
- 1.3 Each stage in the Process has a specific purpose and therefore requires relevant evidence corresponding to the accreditation standards. The information required and the possible types of evidence that should be submitted for the various stages of the Process, along with the accreditation standards, are listed in the respective chapters.
- 1.4 This Evidence Guide is designed to provide guidance to Operators in the selection and presentation of evidence to demonstrate that the accreditation standards have been met. ***Operators applying for Initial Evaluation and/or Learning Programme Accreditation/ Re-accreditation are encouraged to use the Submission Form in Chapters 2 and 3, together with the relevant appendices, to submit evidence for accreditation.*** The Accreditation Panel may request further information and/or documents in writing before/or during site-visit/ meeting with Operators.
- 1.5 Additional evidence requirements specific to joint programmes are provided in relevant sections of the Submission Form in Chapters 2 and 3. Operators offering joint programmes should also make reference to the definition and eligibility requirements for applying accreditation at <https://www.hkcaavq.edu.hk/en/services/accreditation/joint-programmes>.
- 1.6 For Operators seeking Learning Programme Accreditation / Re-accreditation for their **local online learning programmes (i.e. programme has more than 50% of instruction delivered online)**, please refer to the **Evidence Guide for Vocational and Professional Programmes Accreditation (Online Learning Programmes)**. The document is available at www.hkcaavq.edu.hk.

- 1.7 Under the 'Evidence-based' guiding principle for accreditation, it is the responsibility of Operators to provide sufficient evidence to demonstrate that they meet the accreditation standards as well as any applicable statutory requirements in Hong Kong. Operators should provide all relevant documents required for the accreditation test conducted by HKCAAVQ throughout the accreditation process. In preparing evidence, the emphasis should be on quality and relevance, not quantity.
- 1.8 According to the 'Fitness for purpose' guiding principle, the accreditation is based on the Operators' stated objectives and the scope and level under the Qualifications Framework (QF) of the learning programmes they offer. As Operators are different in size, complexity of operation and scope of expertise, Accreditation Panel (Panel) will take these differences into account. The accreditation standards that must be met by all Operators remain the same, but the type of evidence presented may differ. The possible evidence suggested in this Evidence Guide is indicative only. ***Operators may customise the Submission Form to present the evidence that suit their purposes.***
- 1.9 Operators applying for Initial Evaluation and/or Learning Programme Accreditation/ Re-accreditation may refer to the **Explanatory Notes** in **Chapters 6** and **7** for reference. Examples listed in these chapters demonstrate possible ways of presenting the evidence and they are not meant to be exhaustive.
- 1.10 Operators of Associate Degree and Higher Diploma programmes should observe requirements of the *Updated Revised Common Descriptors for Associate Degree and Higher Diploma Programmes under the New Academic Structure* published by the Education Bureau and available on the HKCAAVQ's website at www.hkcaavq.edu.hk.
- 1.11 Operators should observe the policies, principles and guidelines on the key features of the Hong Kong Qualifications Framework (HKQF). Details are available on the HKQF website at www.hkqf.gov.hk
- 1.12 Upon submission, the Submission Form and all other attached documents become part of the HKCAAVQ records and are not returnable.