



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

SUMMARY ACCREDITATION REPORT

EMPLOYEES RETRAINING BOARD

LEARNING PROGRAMME RE-ACCREDITATION

FOUNDATION CERTIFICATE IN QUALITY ASSURANCE SYSTEM FOR THE RECOGNITION SCHEME OF SECURITY TRAINING (ENGLISH MEDIUM) (PART-TIME)

October 2022

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1446), 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 Employees Retraining Board (僱員再培訓局) (ERB) to conduct a Learning Programme Re-accreditation (re-LPA) exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the following programme of ERB to be jointly operated by ERB and its appointed Training Bodies (the Operators) meets the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 1 standard and can continue to be offered as an accredited programme:
 - (i) Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time); and
- (b) To issue to the Operator accreditation report(s) setting out the results of the determination in relation to (a) by HKCAAVQ.

1.2 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement.

2. HKCAAVQ'S DETERMINATION

Learning Programme Re-accreditation

2.1 HKCAAVQ has determined that the Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time) meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 April 2023 to 31 March 2027.

2.2 Validity Period

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

2.3 The determinations on the Learning Programme Re-accreditation are specified as follows:

Name of Operator(s)	Christian Action (ERB) 基督教勵行會 (再培訓)
Name of Award Granting Body	Employees Retraining Board 僱員再培訓局
Title of Learning Programme	Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time) 保安培訓課程認可計劃 — 質素保證系統基礎證書 (英語授課) (兼讀制)
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time) 保安培訓課程認可計劃 — 質素保證系統基礎證書 (英語授課) (兼讀制)
Primary Area of Study and Training	Social Sciences
Sub-area (Primary Area of Study and Training)	Security and Disciplinary Forces Studies
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Security Services
Branch	Security Services
QF Level	Level 1
QF Credits	2
Mode(s) of Delivery and Programme Length	Part-time, 21 notional learning hours (including 18 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 April 2023 to 31 March 2027
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 20 learners per class
Specification of Competency	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Standards-based Programme	
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	(1) This is an ERB standardised programme. 此為僱員再培訓局的標準化課程。 (2) This is an SGSIA Recognised Training Programme – Quality Assurance System Compliance. 此為保安及護衛業管理委員會認可培訓課程 – 符合質素保證系統標準。
Address of Teaching/ Training Venue(s)	(1) G/F-4/F, No. 55 Clear Water Bay Road, Choi Wan (II) Estate, Kowloon 九龍彩雲二邨清水灣道 55 號地下至四樓 (2) 3/F, Len Shing Mansion, 162 - 168 Castle Peak Road, Yuen Long, N.T. 新界元朗青山公路 162-168 號聯昇樓 4 樓

2.4 Recommendation(s)

HKCAAVQ offers the following recommendation(s) for continuous improvement.

Recommendation(s)
<p><u>Recommendation 1</u></p> <p>ERB should implement the stipulated quality assurance procedures and requirements to conduct class observation, and to review the quality assurance procedures and requirements to ensure that the programme will go through the procedures of monitoring and reviewing the trainers' performance during the validity period of programme accreditation in order to continuously review and improve the quality of the programme and teaching.</p>

2.5 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 ERB is a statutory body under the Employees Retraining Ordinance. ERB coordinates, funds and monitors the appointed Training Bodies with training centres across the territory to provide training courses and services. ERB offers various training courses straddling nearly 30 industries.

4. PROGRAMME DETAILS

The following is the programme information provided by ERB / the Operator.

4.1 Programme Objectives

To enable trainees to understand the knowledge and skills required in performing the guarding services in accordance with the instructions and guidelines of the “Quality Assurance System for the Recognition Scheme of Security Training Courses” (QASRS).

4.2 Programme Intended Learning Outcomes

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

- Equip oneself with the required knowledge and skills of a security personnel for guarding services; and
- Perform basic guarding services in accordance with the instructions and guidelines of QASRS.

4.3 Programme Structure

Topic	UoC Code and Name of UoC	QF Credit
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<p>Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)</p> <ol style="list-style-type: none"> 1. Roles and Functions of a Security Guard 2. Legal Responsibilities of a Security Guard 3. Standards of Performance and Conduct for a Security 4. Guard Uniform and Equipment 5. Performing Access Control Duties 6. Performing Visitor Registration Duties 7. Performing Patrol Duties 8. Monitoring Security Systems 9. Performing Key Control Duties 10. Performing Traffic Control Duties on Private Roads 11. Enforcing No Smoking Rules 12. Enforcing Noise Control Rules 13. Crime Prevention, Arrest, Search and Use of Force 14. Fire Precautions and Response 15. Handling Emergencies 16. Handling Customer Enquiries and Complaints 17. Work Records and Reports of a Security Guard 	<p>107753L1 Perform basic guarding services for QASRS</p>	<p>2</p>
<p>Assessment Final Written Exam</p>		
Total	100%	2

4.4 Graduation Requirements

- Attain an attendance of 100%; and
- Pass the final written exam (62%)

4.5 Admission Requirements

- Aged 18 or above*; and
- Primary Six; and
- With working experience; and
- Pass the English entry test; and
- Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit#

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

#Applicants must confirm in writing.

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 Variation or 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.elegislation.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.

Ref: VA61/02/162/202208

HKCAAVQ Report No.: 22/136