



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 COMMUNITY INTERPRETER TRAINING (ENGLISH AND URDU)**

**FEBRUARY 2023**

## **1. TERMS OF REFERENCE**

1.1 Based on the Service Agreement (No.: VA1495), 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 Foundation Certificate in Community Interpreter Training (English and Urdu) 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 2 standard and can continue to be offered as an accredited programme.
- (b) To issue to the Operator accreditation report 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 Community Interpreter Training (English and Urdu) programme meets the stated objectives and QF standard at Level 2, 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:

<b>Name of Operator(s)</b>	Christian Action (ERB) 基督教勵行會（再培訓）
<b>Name of Award Granting Body</b>	Employees Retraining Board 僱員再培訓局
<b>Title of Learning Programme</b>	Foundation Certificate in Community Interpreter Training (English and Urdu) 社區傳譯員基礎證書（英語及巴基斯坦語）
<b>Title of Qualification(s) (Exit Award(s))</b>	Foundation Certificate in Community Interpreter Training (English and Urdu) 社區傳譯員基礎證書（英語及巴基斯坦語）
<b>Primary Area of Study and Training</b>	Social Sciences
<b>Sub-area (Primary Area of Study and Training)</b>	Social Services
<b>Other Area of Study and Training</b>	Not applicable
<b>Sub-area (Other Area of Study and Training)</b>	Not applicable
<b>Industry</b>	Not applicable
<b>Branch</b>	Not applicable
<b>QF Level</b>	Level 2
<b>QF Credits</b>	18
<b>Mode(s) of Delivery and Programme Length</b>	Full-time 184.17 notional learning hours (including 132.42 contact hours)
<b>Intermediate Exit Award(s)</b>	Not applicable
<b>Validity Period</b>	1 April 2023 to 31 March 2027
<b>Number of Enrolment(s)</b>	Not applicable
<b>Maximum Number of New Students</b>	Maximum of 20 learners per class
<b>Specification of Competency Standards-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Specification of Generic (Foundation) Competencies-based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Vocational Qualifications Pathway Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Notes to be indicated on the QR</b>	Not applicable
<b>Address of Teaching/ Training Venue(s)</b>	<p>(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</p> <p>(2) Suite UG02, Upper Ground Floor, Block 2, Hofai Commercial Centre, 222-224 Sai Lau Kok Road, Tsuen Wan 荃灣西樓角路 222-224 號豪輝商業中心二座地下上層 UG02 室</p> <p>(3) Classroom 203-205, Units 201-204, 2/F, Fourseas Building, 208-212 Nathan Road, Kowloon 九龍彌敦道 208-212 號四海大廈 2 樓 201-204 室課室 203-205</p>

#### 2.4 Recommendation(s)

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

<b>Recommendation(s)</b>
<p><u>Recommendation 1</u></p> <p>ERB should review and enhance the Continuous Assessment – Oral Test to facilitate a more comprehensive assessment of learners' understanding of topics covered in the programme.</p>

### 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 the Employees Retraining Board / Operator.

##### 4.1 Programme Objectives

To enable trainees to understand the roles of a Community Interpreter and acquire the relevant job skills; and help them secure employment as a Community Interpreter.

##### 4.2 Programme Intended Learning Outcomes (PILOs)

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

1. understand the role of a Community Interpreter;
2. demonstrate effective oral communication regarding an aspect of the Pakistani community;
3. understand the skills of an interpreter including linguistic competence in both languages;
4. recognise racism, socio-cultural and linguistic problems;
5. understand and make use of self and emotion management skills;
6. exercise basic interpersonal communication skills;
7. establish positive work attitudes; and
8. apply basic job interview skills and employment-related knowledge

##### 4.3 Programme Structure

Module Title / Major Topic	QF Credit
<b>(A) Introduction</b>	<b>18</b>
(1) Introduction to Course and Industry	
<b>(B) Skills Training</b>	
(2) Principles, Theories and Techniques of Community Interpretation	
(3) Community Interpreting in Medical and Healthcare Setting	
(4) General Paralegal Interpretation	
(5) On-site and Telephone Interpretation	
(6) Social Welfare Services and Terminology	
(7) Qualities of Community Program Workers	
<b>(C) Personal Attributes and Job Search Skills</b>	
(8) Personal Attributes	

(9) Job Search Skills	
<b>(D) Course Assessment</b>	
(10) Course Assessment	
<b>Total:</b>	<b>18</b>

#### 4.4 Graduation Requirements

Learners will be awarded the Foundation Certificate only if they have fulfilled the following graduation requirements:

- (i) Attained an attendance rate of 80% or above; and
- (ii) Passed the overall assessment (50% or above); and
- (iii) Passed both the written and practical parts of the Final Examination.

#### 4.5 Admission Requirements

- Completion of Form Five; and
- Obtained Level Two or above in English Language in HKCEE or HKDSE, or equivalent; and
- Possess Urdu literacy skills; and
- Passed the oral and written entry tests; and
- Interested in interpretation or related work; and
- Demonstrate inclination for employment at the admission interview.

### 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](http://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](http://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](http://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.

**HKCAAVQ Report No.: 22/251**