



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

**SUMMARY ACCREDITATION REPORT**

**HONG KONG INSTITUTE OF VOCATIONAL  
EDUCATION, VOCATIONAL TRAINING COUNCIL**

**LEARNING PROGRAMME RE-ACCREDITATION**

**CERTIFICATE IN APPLIED LEARNING  
(VOCATIONAL ENGLISH) -  
ENGLISH COMMUNICATION (QF LEVEL 3)**

**August 2023**

## 1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1613), 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 Hong Kong Institute of Vocational Education, Vocational Training Council (職業訓練局香港專業教育學院)(Operator), 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 programme of the Operator meets the stated objectives and Hong Kong Qualifications Framework (QF) Level 3 standard and can continue to be offered as an accredited programme:
  - (i) Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3)
- (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 Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3) meets the stated objectives and QF standard at Level 3, and can continue to be offered as an accredited programme with a validity period from 1 January 2026 to 31 August 2028.

### 2.2 Validity Period

4.1. 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>	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院
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<b>Name of Award Granting Body</b>	Vocational Training Council 職業訓練局
<b>Title of Learning Programme</b>	Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3) 應用學習（職業英語）－英文傳意證書（資歷架構第三級）
<b>Title of Qualification(s) (Exit Award(s))</b>	Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3) 應用學習（職業英語）－英文傳意證書（資歷架構第三級）
<b>Primary Area of Study and Training</b>	Language and Related Studies
<b>Sub-area (Primary Area of Study and Training)</b>	Language and Related Studies
<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 3
<b>QF Credits</b>	27
<b>Mode(s) of Delivery and Programme Length</b>	Full-time, 18 months 270 notional learning hours (including 180 contact hours)
<b>Intermediate Exit Award(s)</b>	Intermediate Exit Awards [ See 2.4 ]
<b>Validity Period</b>	1 January 2026 to 31 August 2028
<b>Number of Enrolment(s)</b>	Two enrolments per year
<b>Maximum Number of New Students</b>	Maximum of 25 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 checked="" type="checkbox"/> Yes <input 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>	<p>This course is approved by the Education Bureau. 此課程經教育局批核。</p> <p>This programme includes 4 intermediate exit awards, namely Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 2), Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 2), Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 3) and Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 3) .</p> <p>此課程包括 4 個中段結業資歷，資歷名稱為應用學習（職業英語）– 英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第二級）、應用學習（職業英語）– 英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第二級）、應用學習（職業英語）– 英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第三級）、應用學習（職業英語）– 英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第三級）。</p>
<b>Address of Teaching/ Training Venue(s)</b>	See Appendix 1

2.4 The determinations on the Intermediate Exit Award(s) of the Learning Programme Re-accreditation are specified as follows:

<b>Name of Operator(s)</b>	Hong Kong Institute of Vocational Education, Vocational Training Council 職業訓練局香港專業教育學院
<b>Name of Award Granting Body</b>	Vocational Training Council 職業訓練局

<b>Title of Learning Programme</b>	Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3) 應用學習（職業英語）－英文傳意證書（資歷架構第三級）
<b>Title of Qualification(s) [ Intermediate Exit Award(s) ]</b>	Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 2) 應用學習（職業英語）－英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第二級）
	Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 2) 應用學習（職業英語）－英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第二級）
	Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 3) 應用學習（職業英語）－英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第三級）
	Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 3) 應用學習（職業英語）－英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第三級）
<b>Primary Area of Study and Training</b>	Language and Related Studies
<b>Sub-area (Primary Area of Study and Training)</b>	Language and Related Studies
<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>	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 2)</p> <p>應用學習（職業英語）– 英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第二級）</p>	Level 2
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 2)</p> <p>應用學習（職業英語）– 英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第二級）</p>	Level 2
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 3)</p> <p>應用學習（職業英語）– 英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第三級）</p>	Level 3
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 3)</p> <p>應用學習（職業英語）– 英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第三級）</p>	Level 3
<b>QF Credits</b>	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 2)</p> <p>應用學習（職業英語）– 英文傳意 [ 聆聽及說話能力 ] 證書（資歷架構第二級）</p>	6
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 2)</p> <p>應用學習（職業英語）– 英文傳意 [ 閱讀及寫作能力 ] 證書（資歷架構第二級）</p>	6

	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 3)</p> <p>應用學習 (職業英語) – 英文傳意 [ 聆聽及說話能力 ] 證書 (資歷架構第三級)</p>	7
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 3)</p> <p>應用學習 (職業英語) – 英文傳意 [ 閱讀及寫作能力 ] 證書 (資歷架構第三級)</p>	8
<b>Mode(s) of Delivery and Programme Length</b>	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 2)</p> <p>應用學習 (職業英語) – 英文傳意 [ 聆聽及說話能力 ] 證書 (資歷架構第二級)</p>	Full time, 60 notional learning hours (including 40 contact hours)
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 2)</p> <p>應用學習 (職業英語) – 英文傳意 [ 閱讀及寫作能力 ] 證書 (資歷架構第二級)</p>	Full time, 60 notional learning hours (including 40 contact hours)
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Listening and Speaking ] (QF Level 3)</p> <p>應用學習 (職業英語) – 英文傳意 [ 聆聽及說話能力 ] 證書 (資歷架構第三級)</p>	Full time, 70 notional learning hours (including 50 contact hours)
	<p>Certificate in Applied Learning (Vocational English) – English Communication [ Reading and Writing ] (QF Level 3)</p> <p>應用學習 (職業英語) – 英文傳意 [ 閱讀及寫作能力 ] 證書 (資歷架構第三級)</p>	Full time, 80 notional learning hours (including 50 contact hours)

<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 checked="" type="checkbox"/> Yes <input 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>	<p>This course is approved by the Education Bureau. 此課程經教育局批核。</p> <p>This is an intermediate exit award of the Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3). 此資歷為應用學習（職業英語）– 英文傳意證書（資歷架構第三級）的中段結業資歷。</p>

## 2.5 Recommendation(s)

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

<b>Recommendation(s)</b>
<p><b>Recommendation 1</b></p> <p>The Operator is recommended to further improve the presentation of analysis on assessment related data, such as using graphs and charts to visualise the student performance data in a clear and concise manner, so that the front-line teaching staff can be more effectively facilitated to adapt their teaching methods and enhance the students' learning experience.</p>

2.6 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 The Vocational Training Council (VTC), established in 1982, is a vocational education provider governed by the VTC Ordinance (Cap 1130). At present, there are 13 member institutions under the VTC. The Hong Kong Institute of Vocational Education, Vocational Training Council offers vocational education and training programmes ranging from Certificates to Higher Diplomas.
- 3.2 The Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3) (the Programme) has been approved by the quality assurance mechanism of Education Bureau (EDB) as Applied Learning Courses. A differentiation approach has been adopted in the Learning Programme Re-accreditation (re-LPA) Exercise with the accreditation processes customised and the reduced amount of evidence collected. The Operator is not required to submit documents under two Domains of Competence: LPA-2 “Learner Admission and Selection” and LPA-6 “Learning, Teaching and Enabling Resources/Services”.
- 3.3 In consideration of the Operator’s track record from previous accreditation exercises and the Panel’s recommendation, re-LPA for the Programme was conducted in the form of paper-based review in accordance with HKCAAVQ’s Differentiation Approach to accreditation.

### **4. PROGRAMME DETAILS**

The following is the programme information provided by the Operator.

#### **4.1 Programme Objectives**

The programme objectives are to:

- develop students’ English proficiency and generic skills through practice in simulated or near authentic vocational contexts and application;
- enhance students’ awareness of the role of English in authentic work environments;
- develop students’ career-related competencies, communication skills, thinking skills and people skills as well as to nurture their positive values and attitudes as in Applied Learning curriculum pillars through application and practice; and
- enable students to lay a good English foundation for further studies or work.

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

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

PILO1: cope with the demands of communication in English in general work contexts and specific fields/work sectors with some confidence;

- PILO2: comprehend spoken and written texts, participate in oral interactions and produce written correspondence with reasonable clarity and appropriacy in a wide range of largely familiar contexts; and
- PILO3: develop self-understanding for further studies and career development in the related field.

#### 4.3. Programme Structure

Module Title	UoC Code	QF Credits
Listening and Speaking (QF Level 2)	GCEN201A GCEN202A GCEN203A GCEN204A	6
Reading and Writing (QF Level 2)	GCEN205A GCEN206A GCEN207A	6
Listening and Speaking (QF Level 3)	GCEN301A GCEN302A GCEN303A GCEN304A	7
Reading and Writing (QF Level 3)	GCEN305A GCEN306A GCEN307A	8
<b>Total</b>		<b>27</b>

Each module of the programme leads to an intermediate exit award upon attainment of the minimum requirements. Students completing all four modules and fulfil the requirements will be awarded the terminal award at the programme level.

#### Titles of Intermediate Exit Awards

- Certificate in Applied Learning (Vocational English) – English Communication [Listening and Speaking] (QF Level 2)
- Certificate in Applied Learning (Vocational English) – English Communication [Reading and Writing] (QF Level 2)
- Certificate in Applied Learning (Vocational English) – English Communication [Listening and Speaking] (QF Level 3)
- Certificate in Applied Learning (Vocational English) – English Communication [Reading and Writing] (QF Level 3)

#### 4.4. Graduation Requirements

Award	Minimum Requirements
<b>Terminal award</b>	
Certificate in Applied Learning (Vocational English) – English Communication (QF Level 3)	1. Successfully complete the course with reference to the attainment descriptors, taking into consideration the cut score

	<p>proposed by Course Provider, the VTC, and moderated by HKEAA;</p> <p>2. Meet the attendance requirements (80%) for the whole course; and</p> <p>3. Pass at least one module at QF Level 3.</p>
<b>Intermediate exit award</b>	
Certificate in Applied Learning (Vocational English) – English Communication [Listening and Speaking] (QF Level 2)	Obtain an average of a minimum of 50% of the assessment marks in the respective module.
Certificate in Applied Learning (Vocational English) – English Communication [Reading and Writing] (QF Level 2)	
Certificate in Applied Learning (Vocational English) – English Communication [Listening and Speaking] (QF Level 3)	Successfully complete the course with reference to the attainment descriptors, taking into consideration the cut score proposed by Course Provider, the VTC, and moderated by HKEAA.
Certificate in Applied Learning (Vocational English) – English Communication [Reading and Writing] (QF Level 3)	

4.5. Admission Requirements

This is a Senior Secondary Applied Learning Course. Applicants have to meet the admission requirements set by the Education Bureau.

## **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**

- 5.1.1 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.
- 5.1.2 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.
- 5.1.3 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.

5.1.4 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**

5.1.1 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.

5.1.2 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: VA12/02/51a

**Address of Teaching / Training Venues**

- (1) Hong Kong Institute of Vocational Education (Chai Wan)  
30 Shing Tai Road, Chai Wan, Hong Kong
- (2) Hong Kong Institute of Vocational Education (Haking Wong)  
702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon
- (3) Hong Kong Institute of Vocational Education (Lee Wai Lee)  
3 King Ling Road, Tseung Kwan O, New Territories
- (4) Hong Kong Institute of Vocational Education (Tsing Yi)  
20 Tsing Yi Road, Tsing Yi Island, New Territories
- (5) Hong Kong Institute of Vocational Education (Morrison Hill)  
6 Oi Kwan Road, Wan Chai, Hong Kong
- (6) Hong Kong Institute of Vocational Education (Tuen Mun)  
18 Tsing Wun Road, Tuen Mun, New Territories
- (7) Hong Kong Institute of Vocational Education (Sha Tin)  
21 Yuen Wo Road, Sha Tin, New Territories
- (8) Hong Kong Institute of Vocational Education (Kwai Chung)  
20 Hing Shing Road, Kwai Chung, New Territories
- (9) Hong Kong Institute of Vocational Education (Kwun Tong)  
25 Hiu Ming Street, Kwun Tong, Kowloon
- (10) Hong Kong Design Institute (HKDI)  
3 King Ling Road, Tseung Kwan O, New Territories
- (11) Youth College (Kowloon Bay)  
46 Tai Yip Street, Kowloon Bay, Kowloon
- (12) Youth College (Kwai Chung)  
13-19 San Kwai Street, Kwai Chung, New Territories
- (13) Youth College (Kwai Fong)  
85 Hing Shing Road, Kwai Chung, New Territories
- (14) Youth College (Pokfulam)  
145 Pokfulam Road, Hong Kong
- (15) Youth College (Tseung Kwan O)  
Tsui Lam Estate, Tseung Kwan O, New Territories

- (16) Youth College (Tuen Mun)  
18 Tsing Wun Road, Tuen Mun, New Territories
- (17) Youth College (Tin Shui Wai)  
11 Tin Ho Road, Tin Shui Wai, New Territories
- (18) Youth College (Yeo Chei Man)  
1 To Lok Road, Tseung Kwan O, New Territories
- (19) Hotel and Tourism Institute (HTI) (Kowloon Bay)  
Level 7, 46 Tai Yip Street, Kowloon Bay, Kowloon
- (20) Hotel and Tourism Institute (HTI) (Pok Fu Lam)  
7/F, 145 Pokfulam Road, Hong Kong
- (21) Hotel and Tourism Institute (HTI) (Tin Shui Wai)  
Level 6, 11 Tin Ho Road, Tin Shui Wai, New Territories
- (22) Chinese Culinary Institute (CCI)  
7/F, VTC Pokfulam Complex, 145 Pokfulam Road, Hong Kong
- (23) International Culinary Institute (ICI)  
143 Pokfulam Road, Hong Kong
- (24) Integrated Vocational Development Centre (Fanling)  
Shop 105B, 1/F Dawning Views Shopping Plaza, No. 23 Yat Ming Road, Fanling, New Territories
- (25) Integrated Vocational Development Centre (Lai Chi Kok)  
7/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon
- (26) Integrated Vocational Development Centre (Tuen Mun)  
Room A103B, 18 Tsing Wun Road, Tuen Mun, New Territories
- (27) Integrated Vocational Development Centre (Ma On Shan)  
2 Hang Hong Street, Yiu On Estate, Ma On Shan, Shatin, New Territories
- (28) Vocational Training Council  
VTC Tower, 27 Wood Road, Wan Chai, Hong Kong
- (29) Technological and Higher Education Institute of Hong Kong (Chai Wan Campus)  
133 Shing Tai Road, Chai Wan, Hong Kong
- (30) Technological and Higher Education Institute of Hong Kong (Tsing Yi Campus)  
20A Tsing Yi Road, Tsing Yi Island, New Territories
- (31) Maritime Services Training Institute (MSTI)

23 Castle Peak Road, Tai Lam Chung, Tuen Mun, New Territories

- (32) Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned  
Campus 1D Oxford Road, Kowloon, Hong Kong
- (33) Shine Skills Centre (Pokfulam)  
4/F, 147 Pokfulam Road, Hong Kong
- (34) Shine Skills Centre (Tuen Mun)  
1 Fung On Street, Tuen Mun, New Territories
- (35) Premises of Secondary Schools offering Mode 2 Courses

**HKCAAVQ Report No.: 23/116**