



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 CORRECTIONAL SERVICES
ACADEMY**

LEARNING PROGRAMME ACCREDITATION

**FOUNDATION CERTIFICATE IN CORRECTIONAL
SERVICES AND CRIMINAL LEGAL STUDIES**

**FOUNDATION CERTIFICATE IN MORAL AND
PERSONAL MANAGEMENT**

APRIL 2024

1. TERMS OF REFERENCE

1.1 Based on the Service Agreement (No.: VA1704), 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 Hong Kong Correctional Services Academy (香港懲教學院) (“Operator”) to conduct a Learning Programme Accreditation (LPA) Exercise with the following Terms of Reference:

- (a) To conduct an accreditation test as provided for in AAVQO to determine whether the following programmes of the Operator meet the stated objectives and Hong Kong Qualifications Framework (HKQF, or in short QF) Level 2 standard and can be offered as accredited programmes:
 - (i) Foundation Certificate in Correctional Services and Criminal Legal Studies;
 - (ii) Foundation Certificate in Moral and Personal Management; and
- (b) To issue to the Operator an 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 Accreditation

Foundation Certificate in Correctional Services and Criminal Legal Studies

2.1 HKCAAVQ has determined that the Foundation Certificate in Correctional Services and Criminal Legal Studies meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 1 June 2024 to 31 May 2026.

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 Accreditation are specified as follows:

Name of Operator(s)	Hong Kong Correctional Services Academy 香港懲教學院
Name of Award Granting Body	Hong Kong Correctional Services Academy 香港懲教學院
Title of Learning Programme	Foundation Certificate in Correctional Services and Criminal Legal Studies 懲教事務及刑事法律基礎證書
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Correctional Services and Criminal Legal Studies 懲教事務及刑事法律基礎證書
Primary Area of Study and Training	Social Sciences
Sub-area (Primary Area of Study and Training)	Security and Disciplinary Force Studies
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	Level 2
QF Credits	2
Mode(s) of Delivery and Programme Length	Part-time, 6 months 20 notional learning hours (including 11 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 June 2024 to 31 May 2026
Number of Enrolment(s)	3 enrolments per year
Maximum Number of New Students	Maximum of 90 learners per year Maximum of 30 learners per class
Specification of Competency	<input type="checkbox"/> Yes <input checked="" 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	Not applicable
Address of Teaching/ Training Venue(s)	47 Tung Tau Wan Road, Stanley, Hong Kong 香港赤柱東頭灣道 47 號

Learning Programme Accreditation

Foundation Certificate in Moral and Personal Management

2.4 HKCAAVQ has determined that the Foundation Certificate in Moral and Personal Management meets the stated objectives and QF standard at Level 2, and can be offered as an accredited programme with a validity period from 1 June 2024 to 31 May 2026.

2.5 **Validity Period**

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

2.6 The determinations on the Learning Programme Accreditation are specified as follows:

Name of Operator(s)	Hong Kong Correctional Services Academy 香港懲教學院
Name of Award Granting Body	Hong Kong Correctional Services Academy 香港懲教學院
Title of Learning Programme	Foundation Certificate in Moral and Personal Management 德育及個人管理基礎證書
Title of Qualification(s) (Exit Award(s))	Foundation Certificate in Moral and Personal Management 德育及個人管理基礎證書

Primary Area of Study and Training	Social Sciences
Sub-area (Primary Area of Study and Training)	Social Services
Other Area of Study and Training	Not applicable
Sub-area (Other Area of Study and Training)	Not applicable
Industry	Not applicable
Branch	Not applicable
QF Level	Level 2
QF Credits	2
Mode(s) of Delivery and Programme Length	Part-time, 6 months 20 notional learning hours (including 11 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 June 2024 to 31 May 2026
Number of Enrolment(s)	3 enrolments per year
Maximum Number of New Students	Maximum of 90 learners per year Maximum of 30 learners per class
Specification of Competency Standards-based Programme	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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	Not applicable

Address of Teaching/ Training Venue(s)	47 Tung Tau Wan Road, Stanley, Hong Kong 香港赤柱東頭灣道 47 號
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2.7 Recommendations

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

Recommendations
<u>All programmes</u> The Operator should solicit external feedback from the stakeholders of secondary schools so that the Operator could continuously review and evaluate the programme effectiveness.

- 2.8 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 Established in 1958, the Hong Kong Correctional Services Academy (HKCSA; the Operator), has been providing professional training for new recruits and serving officers of the Hong Kong Correctional Services Department (CSD). Operating under the Human Resource Division of CSD, the Operator provides residential recruit training and professional development training for new recruits and serving officers of CSD, including various levels of command courses, development training courses and tactical training courses for existing staff.
- 3.2 This accreditation exercise was conducted in a 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 課程目標 / Programme Objectives (PO)

Foundation Certificate in Correctional Services and Criminal Legal Studies

此課程旨在令學員認識有關香港刑事司法制度、犯罪學的基礎知識、香港法律援助制度及懲教署的更生服務，令學員了解違法行為對社會的影響及違法者需付出的法律代價，培養學員正確的法治觀念和守法意識。學員畢業後可於熟悉、個人及日常環境下，運用正確的法治觀念和守法意識，成為一個奉公守法的市民。

The objective of this Programme is to equip students with basic knowledge of the Hong Kong criminal justice system, criminology, the legal aid system in Hong Kong, and the rehabilitation services of the Correctional Services Department. It aims to help students understand the impact of illegal behaviour on society and the legal consequences that offenders have to face, and cultivate a correct understanding of the rule of law and a sense of law-abidingness among students. Upon completion of the Programme, students will be able to apply their knowledge of the rule of law and adherence to legal principles in familiar, personal, and everyday settings. This will enable them to become law-abiding citizens.

Foundation Certificate in Moral and Personal Management

此課程旨在協助學員認識正確的價值觀，人際關係的基本概念和掌握有效的溝通技巧，培養學員在熟悉及慣常的日常生活中建立良好的價值觀及人際關係，同時協助學員學習並應用管理壓力和情緒的技巧，提升學員的自我管理能力，促進學員在德育及個人管理的發展。

The objective of this Programme is to assist students in understanding proper values, basic concepts of interpersonal relationships and acquiring effective communication skills. Students will learn how to establish and maintain positive values and relationships in their familiar and everyday lives. The Programme aims to assist students in learning and applying techniques for managing stress and emotions effectively, enhancing their self-management abilities and fostering the moral, personal management and development of students.

4.2 課程擬定學習成效 / Programme Intended Learning Outcomes (PILOs)

Foundation Certificate in Correctional Services and Criminal Legal Studies

完成課程後，學員應能：

- PILO-1 認識香港刑事司法制度、基本法律的知識和概念及懲教署的更生服務
- PILO-2 了解違法行為的基本原因，對社會的影響及法律代價，增強學員的正確法治觀念及守法意識

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

- PILO - 1 Understand the Hong Kong criminal justice system, basic legal knowledge and concepts, as well as the rehabilitation services provided by the Correctional Services Department.
- PILO - 2 Gain an understanding of the fundamental causes of illegal behaviour, its impact on society, and the legal consequences, which enhances students' understanding of the rule of law and foster a sense of compliance with legal principles.

Foundation Certificate in Moral and Personal Management

完成課程後，學員應能：

- PILO-1 認識正確的價值觀、溝通技巧及人際關係的基本概念，懂得辨識正確的價值觀及應用溝通技巧於人際關係中
- PILO-2 認識管理壓力及情緒的基本概念及掌握應對技巧，並應用於日常生活當中

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

- PILO - 1 Understand the basic concepts of proper values, communication skills, and interpersonal relationships, and be able to identify proper values and apply communication skills in interpersonal relationships.
- PILO - 2 Understand the basic concepts of stress, emotion management and develop the skills to cope with and manage stress and emotions in everyday lives.

4.3 課程結構 / Programme Structure

Foundation Certificate in Correctional Services and Criminal Legal Studies

單元名稱 Module Title	資歷學分 QF Credit
1. 香港刑事司法制度簡介 Introduction to Hong Kong's Criminal Justice System	2
2. 基本法和國安法簡介 Introduction to the Basic Law and National Security Law	
3. 刑事法概念 Overview of Criminal Law Concepts	
4. 犯罪學簡介 Introduction to Criminology	
5. 刑事案件討論 Discussion of Criminal Cases	
6. 法律援助與更生服務	

Legal Aid and Rehabilitation Services	
7. 筆試 Written Examination	
Total 總計	2

Foundation Certificate in Moral and Personal Management

單元名稱 Module Title	資歷學分 QF Credit
1. 溝通及人際關係 Communication and Interpersonal Relationships	2
2. 壓力與情緒管理 Stress and Emotion Management	
3. 筆試 Written Examination	
Total 總計	2

4.4 Graduation Requirements

All Programmes

- Pass mark for the programme: 50% of total marks for each assessment
- Attendance requirement: Overall 80% or above

4.5 Admission Requirements

All Programmes

- i. Current Secondary 1-3 School Student
- ii. Member of Rehabilitation Pioneer Leaders (RPLs) under Correctional Services Department

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: VA250/02/09-10

