



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

SUMMARY ACCREDITATION REPORT

**ASIA VENTURE HUMAN RESOURCES &
CONSTRUCTION LIMITED**

LEARNING PROGRAMME RE-ACCREDITATION

**CERTIFICATE IN QASRS BASIC SECURITY
TRAINING**

JANUARY 2025

1. TERMS OF REFERENCE

- 1.1 Based on the Service Agreement (No.: VA1827), 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 Asia Venture Human Resources & Construction Limited (“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 “Certificate in QASRS Basic Security Training” programme of the Operator 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; 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. A site visit took place on 12 December 2024.

2. HKCAAVQ’S DETERMINATION

Learning Programme Re-accreditation

- 2.1 HKCAAVQ has determined that the Certificate in QASRS Basic Security Training meets the stated objectives and QF standard at Level 1, and can be offered as an accredited programme with a validity period from 1 July 2025 to 30 June 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)	Asia Venture Human Resources & Construction Limited 亞洲創投人力資源及建築有限公司
Name of Award Granting Body	Asia Venture Human Resources & Construction Limited 亞洲創投人力資源及建築有限公司
Title of Learning Programme	Certificate in QASRS Basic Security Training 基礎保安訓練證書
Title of Qualification(s) (Exit Award(s))	Certificate in QASRS Basic Security Training 基礎保安訓練證書
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	Full-time, 2 days (to be completed within 8 days) Part-time: 5 days (to be completed within 8 days) 20 notional learning hours (including 17 contact hours)
Intermediate Exit Award(s)	Not applicable
Validity Period	1 July 2025 to 30 June 2027
Number of Enrolment(s)	Not applicable
Maximum Number of New Students	Maximum of 2,880 learners per year (covering both English and Chinese classes) Maximum of 30 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Notes to be indicated on the QR	<p>1) 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。</p> <p>2) This programme includes class(es) using Chinese (Cantonese) as medium of instruction (MOI) and class(es) using English as MOI. 此課程包括分別以中文(粵語)及英文(英語)作為授課語言的班別。</p>
Address of Teaching/ Training Venue(s)	Unit 01 and 05, 19/F, Ocean Building, 80 Shanghai Street, Jordan, Kowloon 九龍佐敦上海街 80 號華海廣場 19 樓 01 及 05 室

- 2.4 **Recommendation(s)**
HKCAAVQ offers the following recommendations for continuous improvement.

Recommendation(s)
<p><u>Recommendation 1</u></p> <p>The Operator should provide learners with a copy of the course materials, either hard or soft, for their self-study and revision after class.</p> <p><u>Recommendation 2</u></p> <p>The Operator should collect feedback from learners of each class and prepare a review report biannually that summarises and analyses the evaluations and comments from all classes offered in the previous six months to ensure a more comprehensive programme review.</p>

Recommendation 3

The Operator should regularly review the contents of the course materials and question bank by including it as a standing item in the relevant committee(s) for the continuous improvement of the programme.

- 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 Established in 2017, the Asia Venture Human Resources & Construction Limited organises various trainings and provides one-stop services to clients, including building management and construction services.

4. PROGRAMME DETAILS

The following is the programme information provided by the Operator.

4.1 Programme Objectives

The programme is intended for people who are interested in and plan to join guarding services. The programme will provide systematic and comprehensive training facilitating the learning of practical knowledge and skills about basic guarding work.

課程目標

專為有意從事保安護衛工作及將入行人士修讀，提供有系統及全面的訓練，讓學員學習基本保安工作的實用知識和技能。

4.2 Programme Intended Learning Outcomes

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

1. equip oneself with the required knowledge and skills of a security personnel for guarding services; and
2. perform basic guarding services in accordance with the instructions and guidelines of QASRS.

課程擬定學習成效

完成課程後，學員應能：

1. 使自己具備保安人員為守衛服務所需的知識和技能；和
2. 根據「保安培訓課程認可計劃質素保證系統」的指示和指南，處理日常的護衛工作。

4.3 Programme Structure

Topic 課題	UoC Code and Name of UoC 能力單元編號及 名稱	QF Credit 資歷學分
1. Roles and Functions of a Security Guard 護衛員的角色及主要職能	107753L1 Perform basic guarding services for QASRS 執行符合保安培訓課程認可計劃質素保證系統(QASRS)基本保安服務	2
2. Legal Responsibilities of a Security Guard 護衛員的法律責任		
3. Standards of Performance and Conduct for a Security Guard 護衛員應有的操守及行為		
4. Guard Uniform and Equipment 護衛制服及裝備		
5. Performing Access Control Duties 執行出入口管制		
6. Performing Visitor Registration Duties 執行訪客登記		
7. Performing Patrol Duties 巡邏		
8. Monitoring Security Systems 監察保安系統		
9. Performing Key Control Duties 妥善保管鑰匙		
10. Performing Traffic Control Duties on Private Roads 執行私家路交通管制		
11. Enforcing No Smoking Rules 執行禁煙規定		
12. Enforcing Noise Control Rules 執行噪音管制		
13. Crime Prevention, Arrest, Search and Use of Force 防止罪案、拘捕、搜查和使用武力		
14. Fire Precautions and Response 防火安全及火警應變程序		
15. Handling Emergencies		

處理緊急事故		
16. Handling Customer Enquiries and Complaints 處理顧客的提問和投訴		
17. Work Records and Reports of a Security Guard 護衛員的工作報告及記錄		
Examination 考試		
Total 總計	100%	2

4.4 Graduation Requirements

- Attain an attendance of 100%; and
- Pass the final written examination (62 marks or above).

畢業要求

- 學員總出席率須達 100%；及
- 於期末筆試取得合格成績（62 分或以上）。

4.5 Admission Requirements

- Aged 18 or above; and
- Primary 6 level or above; and
- Pass the English entry test.

收生條件

- 年滿 18 歲或以上；及
- 小六畢業或以上；及
- 通過中文入學試。

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: VA319/02/01a

HKCAAVQ Report No.: 24/222