



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

## **SUMMARY ACCREDITATION REPORT**

**Institute of Professional Education And Knowledge (PEAK),  
Vocational Training Council**

**Initial Evaluation at QF Levels 1 - 4  
and  
Programme Validation at QF Level 4 of**

**Professional Diploma in Business Management**

**Professional Diploma in Insurance**

**Professional Diploma in Java 3-Tier Web Application  
Development and Oracle Database Administration**

**Professional Certificate in Management for the Catering  
Industry**

**March 2014**

This accreditation report is issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in its capacity as the Accreditation Authority as provided for under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) (AAVQO). This report outlines the HKCAAVQ's determination, the validity period of the determination as well as any conditions or restrictions on the determination.

## 1. Introduction

- 1.1 The Institute of Professional Education And Knowledge (PEAK) of the Vocational Training Council (VTC) was set up as a self-financed higher education institution to provide vocational education and training for in-service working adults. It offers a comprehensive range of continuous professional development programmes and services for the working population in Hong Kong, and for corporations and small and medium-sized enterprises.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the Institute of Professional Education And Knowledge (PEAK), Vocational Training Council (職業訓練局高峰進修學院) (the Operator) to conduct an Initial Evaluation exercise to ascertain and determine whether the Operator is competent to achieve its stated objectives and to operate learning programmes meeting Qualifications Framework (QF) standard at Levels 1 to 4, and to assess and determine whether the following learning programmes achieve the stated objectives and meet the Qualifications Framework (QF) standard at QF Level 4:
- (1) Professional Diploma in Business Management;
  - (2) Professional Diploma in Insurance;
  - (3) Professional Diploma in Java 3-Tier Web Application Development and Oracle Database Administration; and
  - (4) Professional Certificate in Management for the Catering Industry.
- 1.3 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the Service Agreement and the Terms of Reference stated therein. An on-site visit took place on 23-24 January 2014 with the exit meeting held on 25 January 2014.

## 2. HKCAAVQ's Accreditation Determination

Having due consideration of the accreditation panel's observations and comments as presented in this Report, the HKCAAVQ makes the following accreditation determination:

### 2.1 Initial Evaluation

Approval

<b>Name of Operator</b>	Institute of Professional Education And Knowledge (PEAK), Vocational Training Council 職業訓練局高峰進修學院
<b>Address of Operator</b>	9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong
<b>QF Level of accredited programme(s) which the Operator can operate upon successful</b>	Levels 1 - 4

<b>programme validation</b>	
<b>Start date of 2-year validity period of IE accreditation status</b>	1 April 2014
<b>Scope of IE accreditation status</b>	For local programmes operating in Hong Kong
<b>Remark</b>	The Initial Evaluation status will automatically lapse when the validity period expires unless the Operator offers accredited programme(s) within the 2-year validity period.

<b>Recommendation</b>
The Operator should strengthen the communication and sharing of experience between the Programme Leaders and the Part-Time Lecturers. The Programme Leaders should formally solicit and report the feedback from the Part-Time Lecturers to the Programme Committees.

## 2.2 Programme Validation

Approval

	Programme 1	Programme 2	Programme 3	Programme 4
<b>Name of Operator</b>	Institute of Professional Education And Knowledge (PEAK), Vocational Training Council 職業訓練局高峰進修學院			
<b>Name of Award Granting Body</b>	Vocational Training Council 職業訓練局			
<b>Title of Learning Programme</b>	Professional Diploma in Business Management 商業管理專業文憑	Professional Diploma in Insurance 保險學專業文憑	Professional Diploma in Java 3-Tier Web Application Development and Oracle Database Administration 三層 Java 網站開發及 Oracle 資料庫管理專業文憑	Professional Certificate in Management for the Catering Industry 飲食業管理專業證書
<b>Title of Qualification (Exit Award)</b>	Professional Diploma in Business Management (QF Level 4) 商業管理專業文憑 (QF 級別四)	Professional Diploma in Insurance (QF Level 4) 保險學專業文憑 (QF 級別四)	Professional Diploma in Java 3-Tier Web Application Development and Oracle Database Administration	Professional Certificate in Management for the Catering Industry (QF Level 4) 飲食業管理專業證書 (QF 級)

	Programme 1	Programme 2	Programme 3	Programme 4
			(QF Level 4) 三層 Java 網站開發及 Oracle 資料庫管理專業文憑 (QF 級別四)	別四)
<b>Primary Area of Study / Training</b>	Business & Management, General	Economics, Accountancy, Finance & Investment	Computing and Information Technology	Recreation, Leisure, Tourism and Hospitality
<b>Other Area of Study / Training</b>	Nil			
<b>QF Level</b>	4			
<b>QF Credit</b>	120			45
<b>Mode of Delivery and Programme Length</b>	Part-Time; Students earn credits according to their own pace within 4 years of maximum registration period			
<b>Intermediate Exit Award</b>	Nil	Nil	<b>1. Title of Qualification:</b> Professional Certificate in Java 3-Tier Web Application Development (QF Level 4) 三層 Java 網站開發專業證書 (QF 級別四)  <b>QF Level: 4</b>  <b>QF Credits:</b> 75  <b>Attainment:</b> Completion of the 5 modules on Java 3-Tier Web Application Development  <b>2. Title of Qualification:</b>	Nil

	Programme 1	Programme 2	Programme 3	Programme 4
			Professional Certificate in Oracle Database Administration (QF Level 4) Oracle 資料庫管理專業證書 (QF 級別四)  <b>QF Level: 4</b>  <b>QF Credits: 45</b>  <b>Attainment:</b> Completion of the 3 modules on Oracle Database Administration	
<b>Validity Period</b>	4 years 1 April 2014 - 31 March 2018			
<b>Maximum Number of New Students per Year</b>	130	130	60	2013/2014: 300 2014/2015: 600 2015/2016: 900 2016/2017: 900 2017/2018: 900
<b>Specification of Competency Standards Based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>Remark to be indicated on the QR</b>	Nil			The Programme is run by PEAK with facility and resources support at VTC Tao Miao Institute (VTCTMI). VTCTMI is a dedicated training site and brand operated under PEAK for the provision of catering training.

	Programme 1	Programme 2	Programme 3	Programme 4
<b>Address of Teaching/Training Venue</b>	VTC Tower, 27 Wood Road, Wan Chai			2/F, 3/F, VTC Tao Miao Institute, 13 Au Pui Wan Street, Fo Tan  VTC Tower, 27 Wood Road, Wan Chai

<b>Requirement</b>	<b>Date of Fulfilment</b>
<p><u>For all programmes</u> The Operator is to document clearly the admission criteria and procedures for mature students. Also, the Operator is to monitor the admission of mature students and to review, and revise if necessary, the admission criteria and procedures to ensure that they are adequate to assess the competency of the mature students in meeting the programme requirements. The Operator is to submit relevant documents to the HKCAAVQ on or before 31 December 2015.</p>	31 December 2015

<b>Recommendations</b>
<p><u>For all programmes</u> 1. The Operator should review the effectiveness of the allocation of non-contact hours and the design of self-study activities in facilitating learners to achieve the stated learning outcomes and the QF standard.</p> <p><u>Professional Certificate in Management for the Catering Industry</u> 2. The Operator should enrich the industrial context in the programme by recruiting more Part-Time Lecturers with direct experience in the catering industry, and/ or inviting seasoned field practitioners as guest speakers as well as arranging field trips for the students.</p> <p><u>Professional Diploma in Business Management</u> 3. The Operator should consider adding electives in Human Resource Management and Management Information Systems to provide broader coverage for these two important areas.</p> <p><u>Professional Diploma in Insurance</u> 4. The Operator should provide more examples in local and insurance-related contexts in the teaching materials.</p>

### 3. Programme Details

#### 3.1 Programme Objectives

##### Professional Diploma in Business Management

- Provide students an understanding of integrative knowledge and skills in business management for various business contexts;
- Build up students' capacity of resolving business-related problems in various organisations effectively; and
- Prepare students for further education and professional development in the business sector.

##### Professional Diploma in Insurance

- Provide students with an understanding of specialist knowledge and skills in the insurance and financial services sector through reflective and innovative approaches;
- Develop students' ability of performing various job duties in a professional manner at both the functional and cross-functional levels; and
- Prepare students for further education and professional development in the insurance and financial services sector.

##### Professional Diploma in Java 3-Tier Web Application Development and Oracle Database Administration

- Develop students with the professional knowledge and skills in various specific areas of Java web technology and database administration with practice in the context of web application development environments;
- Equip students with problem-solving and analytical skills for the creation, configuration and maintenance of Java web technology and for the administration of database systems; and
- Provide students with an academic qualification for further education and training as well as better employability in the information and communication technology industry.

##### Professional Certificate in Management for the Catering Industry

- Provide core knowledge of management principles and their application to integrate with practical experience in a variety of business situations in the catering industry;
- Enhance the service standards and effectiveness of management and operation of the catering business in Hong Kong; and
- Enable catering practitioners to attain professional qualifications through further training.

#### 3.2 Programme Intended Learning Outcomes

##### Professional Diploma in Business Management

On completion of the programme, graduates will be able to:

- Analyse business issues and suggest feasible solutions with the application of fundamental theories, concepts and practices in the core areas of business management, economics, accounting and marketing;
- Analyse management functions, principles and processes that contribute to the achievement of organisational goals;

- Define, analyse and solve structured and unstructured problems for business development of organisations in a variety of business contexts; and
- Work and collaborate with business professionals and different stakeholders in making business decisions.

#### Professional Diploma in Insurance

On completion of the programme, graduates will be able to:

- Apply a systematic body of knowledge appropriate to manage independent insurance work applications;
- Identify, gather and evaluate information as well as communicate effectively and appropriately in a broad range of professional work activities relating to insurance and financial services;
- Define, analyze and solve structured and unstructured problems in the insurance and financial services sector by selecting and using relevant information; and
- Perform duties in compliance with relevant requirements and professional codes of conduct in the insurance and financial services sector.

#### Professional Diploma in Java 3-Tier Web Application Development and Oracle Database Administration

On completion of the programme, graduates will be able to:

- Apply appropriate software development tools and techniques to implement a range of solutions to support business operations;
- Access computer software to realise creative and innovative ideas for development and management of web applications;
- Comprehend essential knowledge, skills and techniques in information and communication technology as practitioners in the sector; and
- Manage and monitor database systems by applying appropriate knowledge and skills in elicitation, analysis, design, implementation, testing and documentation.

#### Professional Certificate in Management for the Catering Industry

On completion of the programme, graduates will be able to:

- Apply general business management theories, concepts, principles and practices to catering business operations;
- Evaluate the daily operational problems in the catering business in Hong Kong and propose feasible solutions;
- Perform management and administrative tasks that enhance business effectiveness and efficiency in catering business operations; and
- Develop essential management skills for the development and operation of the catering business.

### 3.3 Programme Structure

#### Professional Diploma in Business Management

<b>Module Title</b>	<b>Core/Elective</b>	<b>No. of QF credits</b>
Management Theory and Practice	Core	-
Economics	Core	-
General Statistics and Data Analysis	Core	-
Business Organisation	Core	-
Financial Accounting and Management Accounting	Core	-
Marketing Strategy	Core	-



Business Communication	Elective	-
Hong Kong Business Law	Elective	-
Financial Management	Elective	-
Strategic Management	Elective	-
Buying Behaviour	Elective	-
Marketing Management	Elective	-
Regulatory Framework of Financial Markets	Elective	-
Financial Instruments and Markets	Elective	-
Investment Concepts and Techniques	Elective	-
<b>Total (6 core modules + any 2 elective modules)</b>		120

#### Professional Diploma in Insurance

Module Title	Core/Elective	No. of QF credits
Insurance Principle and Practice	Core	-
Legal Aspect of General Insurance	Elective*	-
Legal Aspect of Life Insurance	Elective*	-
Legal Framework for Insurance Contract	Elective*	-
Insurance Organization Operations	Elective#	-
Liability Insurance	Elective#	-
Marine and Aviation Insurance	Elective#	-
Personal Investment and Financial Services	Elective#	-
Financial Planning	Elective#	-
Business Financial Planning	Elective#	-
Insurance Underwriting and Claims	Elective#	-
Property Insurance	Elective#	-
Motor Insurance	Elective#	-
Life and Health Insurance	Elective#	-
Life Insurance Underwriting and Claims	Elective#	-
<b>Total (8 modules)</b>		120

\* Choose at least one elective legal module.

# Choose 4-6 other elective modules to accumulate a total of 8 modules

#### Professional Diploma in Java 3-Tier Web Application Development and Oracle Database Administration

Module Title	Intermediate award titles	No. of QF credits
Oracle Java Programming	Professional	-
Web Server Programming with Servlet and JSP	Certificate in	-
MVC Frameworks using JSF, Struts and Spring	Java 3-Tier	-
Business Objects using POJO and EJB	Web	-
Web Design Technologies	Application Development (QF Level 4)	-
Oracle Database: SQL Fundamentals I & II	Professional	-
Oracle Database: Administration Workshop I	Certificate in	-
Oracle Database: Administration Workshop II	Oracle Database	-

	Administration (QF Level 4)	
<b>Total (8 modules)</b>		120

#### Professional Certificate in Management for the Catering Industry

Module Title	Core/Elective	No. of QF credits
Management Structure and Operation in Restaurants 食肆管理架構與營運	Core	-
Corporate Culture and Leadership in the Catering Industry 飲食業企業文化及領導	Core	-
Financial Management and Cost Control in Restaurants 食肆財務管理與成本監控	Core	-
Performance Appraisal and Remuneration Management in the Catering Industry 飲食業從業員工作表現評估與薪酬管理	Core	-
Team Building and Motivation in Restaurants 食肆團隊建立與激勵	Core	-
Communication and Listening Skills 溝通與聆聽的技巧	Core	-
Analysis of Business Environment of the Catering Industry 飲食業經營環境分析	Elective	-
Customers' Needs and Market Positioning in the Catering Industry 飲食業顧客需求與市場定位	Elective	-
Customer Service Management in the Catering Industry 飲食業顧客服務管理	Elective	-
Development of Marketing Plans for Restaurants and Catering Organisations 設計食肆及飲食集團營銷計劃	Elective	-
Branding Studies for the Catering Industry 飲食業品牌學	Elective	-
Wine Studies 餐酒飲料學	Elective	-
<b>Total (6 core modules + any 3 elective modules)</b>		45

### 3.4 Graduation Requirements

#### For all programmes

- To obtain the programme award, students need to pass all core modules and a required number of elective modules, if applicable, within the maximum registration period of 4 years.

### 3.5 Admission Requirements

#### For all programmes

The minimum entry requirements are:

- Five HKCEE subjects at Grade E / Level 2 or above, including English Language\* and Chinese Language with at least 3 years of relevant full-time working experience;
  - OR
  - Five HKDSE subjects at Level 2 or above, including English Language and Chinese Language with at least 2 years of relevant full-time working experience; OR
  - Equivalent.
- \*Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A).

The entry requirements for mature applicants are:

- Aged 23 or above with at least 2 years of relevant full-time work experience.

### **4. Substantial Change**

- 4.1 The maintenance of the HKCAAVQ accreditation status during the validity period is subject to no substantial change being made without prior approval by the HKCAAVQ.

### **5. Qualifications Register**

- 5.1 Qualifications accredited by the HKCAAVQ are eligible for entry into the Qualifications Register (QR) at <http://www.hkqr.gov.hk> for recognition under the Qualifications Framework (QF). Operators should apply separately to have their quality-assured qualifications entered into the QR.
- 5.2 Only learners who are admitted to the named accredited learning programme during the validity period and who have graduated with the named qualification uploaded in the QR will be considered to have acquired a qualification recognised under the QF.

Report No.: 14/17

File Reference: VA12/01/01; VA12/02/37-40