



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

## **SUMMARY ACCREDITATION REPORT**

**ME English Language Centre**

**Programme Revalidation at QF Level 1**

**Certificate in Elementary English for Social and  
Workplace Communications**

**April 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 ME English Language Centre (ME) has 6 years training experience. Its scope of services includes providing private lessons, group lessons and corporate training. ME is applying for Programme Revalidation for the programme entitled Certificate in Elementary English for Social and Workplace Communications (formerly named as Elementary English for Social and Workplace Communications). The Initial Evaluation (IE) Qualifications Framework (QF) Level 1 accreditation status of the ME was granted in August 2012.
- 1.2 Based on the Service Agreement, the HKCAAVQ was commissioned by the ME English Language Centre (the Operator) to assess and determine whether the following learning programme achieves the stated objectives and meet the QF standard at QF Level 1:  
(1) Certificate in Elementary English for Social and Workplace Communications.
- 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 28 February 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 Programme Revalidation

Approval

<b>Name of Operator</b>	ME English Language Centre
<b>Name of Award Granting Body</b>	ME English Language Centre
<b>Title of Learning Programme</b>	Certificate in Elementary English for Social and Workplace Communications
<b>Title of Qualification (Exit Award)</b>	Certificate in Elementary English for Social and Workplace Communications
<b>Primary Area of Study / Training</b>	Languages, Translation and Literature
<b>Other Area of Study / Training</b>	Nil

<b>QF Level</b>	Level 1
<b>QF Credit</b>	10
<b>Mode of Delivery and Programme Length</b>	Part-time 6 months 102 notional learning hours (including 90 contact hours)
<b>Validity Period</b>	3 years 15 August 2014 to 14 August 2017
<b>Maximum Number of New Students</b>	Maximum 9 learners per class, maximum 8 classes per year
<b>Specification of Competency Standards Based Programme</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Address of Teaching/ Training Venue</b>	Unit 2B, 2/F, 245-251 Hennessy Road, Success Commercial Building, Wan Chai, Hong Kong.

<b>Recommendations</b>
<ol style="list-style-type: none"> <li>1. The Operator should revise the assessment scheme so that instead of using traditional tests, continuous assessment tasks designed to provide opportunities for learners to demonstrate the achievement of the learning outcomes should be employed.</li> <li>2. The Operator should formulate a stringent class observation system to ensure the alignment of focuses and standards, e.g. class setting, teaching contents, class interaction patterns and preferred teaching approach, among different class observers.</li> </ol>

### 3. Programme Details

The following is the programme information provided by the Operator.

#### 3.1 Programme Objectives

- produce and respond to a limited range of simple, written and oral communications, in familiar/routine contexts (general)
- carry out a limited range of simple tasks to process data and access information (workplace)
- take some part in discussions about straightforward subjects (social)
- read and identify the main points and ideas from documents about straightforward subjects (emails/letters)
- to perform tasks of routine and repetitive nature given clear direction (telephone)

### 3.2 Programme Intended Learning Outcomes

- Reading: Students will become accomplished, active readers who can handle social/workplace tasks by understanding basic instructions and extracting simple information
- Writing skills and process: Students will be able to write for a variety of simple tasks in familiar, personal and/or everyday contexts
- Listening and Oral communication skills: Students will be able to receive and pass on information, employ recall and demonstrate elementary comprehension in a narrow range of areas with dependency on ideas of others - and finally, able to apply learnt responses to solve problems

### 3.3 Programme Structure

Teaching Topic	No. of QF credits
Greetings and Introductions	–
Small talks	–
Social occasions	–
Compliments and encouragement	–
Good manners	–
Disagreeing	–
Dating and using the phone 1-2	–
Food and restaurant 1-2	–
Let's go shopping 1-2	–
Travel English 1-2	–
Health and fitness 1-2	–
Life and living 1-2	–
Consolidation	–
<b>Total</b>	<b>10</b>

### 3.4 Graduation Requirements

- Practice test: 50% of accumulated results;
- Final examination: 50%; and
- Attendance: 70%.

### 3.5 Admission Requirements

The admission requirement is passing the Entrance Exam with 30% pass-mark.

## 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.

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