



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

SUMMARY ACCREDITATION REPORT

Federation for Self-financing Tertiary Education

**Li Ka Shing Institute of Professional and Continuing
Education, The Open University of Hong Kong**

Programme Validation at QF Level 3

**Certificate in Banking Operations
(Elective Course of Yi Jin Diploma)**

June 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 Yi Jin Diploma (YJD) programme was accredited by the HKCAAVQ in August 2013 with a validity period of three years starting from the 2013/14 academic year to be operated by seven member institutions of the Federation for Self-financing Tertiary Education (FSTE) including the Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong (LiPACE, OUHK/the Operator). At the time of the accreditation exercise for the YJD programme, the HKCAAVQ was informed that the FSTE member institutions may propose new and/or revamped Elective Clusters before commencement of each academic year.
- 1.2 Following the advice of the Education Bureau to the FSTE and its member institutions to award standalone qualifications to YJD students on successful completion of a SCS-based Elective Cluster/Course, the LiPACE, OUHK proposed an Elective Cluster, Financial Investment [金融投資] which comprises three Elective Courses. One of these Elective Courses, Banking Operations [銀行運作], was developed with reference to the Specification of Competency Standards (SCS) developed by the Banking Industry Training Advisory Committee of the Qualifications Framework (QF) and the Qualifications Guidelines for the SCS-based Courses under the QF.
- 1.3 Following the advice of the Education Bureau to the FSTE and its member institutions to award standalone qualifications to YJD students on successful completion of a SCS-based Elective Cluster/Course, this Elective Course of LiPACE, OUHK is to be accredited by the HKCAAVQ leading to the SCS-based qualification, Certificate in Banking Operations (Elective Course of Yi Jin Diploma) [銀行運作 (毅進文憑選修科目) 證書] and to be uploaded separately on the Qualifications Register of the QF. On successful completion of the Elective Course, students of the YJD programme will be awarded the Certificate in Banking Operations (Elective Course of Yi Jin Diploma).
- 1.4 Based on the agreement, the HKCAAVQ was commissioned by the FSTE to assess and determine whether the following learning programme of the LiPACE, OUHK achieves the stated objectives and meets the QF standard at QF Level 3:
 - (1) Certificate in Banking Operations (Elective Course of Yi Jin Diploma)
- 1.5 The accreditation exercise was conducted according to the relevant accreditation guidelines referred to in the agreement and the terms stated therein.

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 Validation

Approval

Name of Operator	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong 香港公開大學李嘉誠專業進修學院
Name of Award Granting Body	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong 香港公開大學李嘉誠專業進修學院
Title of Learning Programme	Certificate in Banking Operations (Elective Course of Yi Jin Diploma) 銀行運作 (毅進文憑選修科目) 證書
Title of Qualification (Exit Award)	Certificate in Banking Operations (Elective Course of Yi Jin Diploma) 銀行運作 (毅進文憑選修科目) 證書
Primary Area of Study / Training	Economics, Accountancy, Finance & Investment
Other Area of Study / Training	Not applicable
Industry	Banking
Branch	Retail Banking
QF Level	Level 3
QF Credit	16
Mode of Delivery and Programme Length	Full-time: 1 year [160 notional learning hours (including 60 contact hours)] Part-time: 2 years [160 notional learning hours (including 60 contact hours)]
Intermediate Exit Award	Not applicable
Validity Period	2 years (1 September 2014 – 31 August 2016)
Number of Enrolments	Not applicable
Maximum Number of New Students	Maximum of 35 students per class
Specification of Competency Standards Based Programme	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Programme Specific Requirement	Not applicable

Remark to be indicated on the QR	This programme is one of the Elective Courses of the Elective Cluster, Financial Investment, of the Yi Jin Diploma programme. 此課程屬於毅進文憑課程中「金融投資」選修群組的其中一個選修科目。
Address of Teaching/Training Venue	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong G/F - 5/F, OUHK-CITA Learning Centre (CITA Building), 201-203 Lai King Hill Road, Kwai Chung, N.T. 香港公開大學李嘉誠專業進修學院 新界葵涌荔景山路 201-203 號荔景教學中心(製衣業訓練中心大樓)地下至 5 樓

3. Programme Details

The following is the programme information provided by the Operator.

3.1 Programme Objectives

The programme aims to provide students with broad-based knowledge of the structure and operation of the banking industry in Hong Kong that are essential know-how and techniques for working in the industry and further study in the related topics and area.

3.2 Programme Intended Learning Outcomes

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

- interpret the banking industry's structure and operations, and identify the legal principles and regulatory frameworks in terms of the relevant regulations and policy applicable to the industry;
- analyse the different type of risks faced by financial institutions nowadays and explain the different roles performed;
- distinguish and give example of different retail banking services and products;
- describe principles and standard operation procedure in processing and recording for the relevant banking services and products;
- explain the legal requirements relating to the banking services and products;
- identify credit reports and credit policies applicable to the relevant lending products; and
- compute the amount of interest receivable, interest charges, principal, payment, cost and penalty charges.

3.3 Programme Structure

Module Title	Unit of Competency	QF Credit
Overview of Banking Industry	-	-
Introduction to Retail Banking Services	BRSDSD301A	-

	BRSDSD302A BROSOD302A	
Negotiable Instruments	BRSDSD304A	-
Risk Management in Banking Industry	BRCMCS301A	-
Regulatory Framework in Banking Industry	BRCRCC301A	-
	Total	16

3.4 Graduation Requirements

- Achieve an attendance rate of 80% or above; and
- Achieve at least 50% overall mark.

3.5 Admission Requirements

- Students of Yi Jin Diploma programme

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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