



Programme Validation – Application Form

Notes to Operators

1. Please read the Guidelines on the Four-stage QA Process available at www.hkcaavq.edu.hk before making an application.
2. You may submit any other documents you think relevant to this application. All attachments should refer to the same numbering system used in this Form.

Part I General Information

Name of operator

(English) _____

(Chinese) _____

Name of learning programme

(English) _____

(Chinese) _____

Qualification title

(English) _____

(Chinese) _____

Proposed QF level:

QF Level 1

QF Level 5

QF Level 2

QF Level 6

QF Level 3

QF Level 7

QF Level 4

| | |
|---|--|
| Training hours: | Contact hours _____ Self study hours _____ |
| Medium of instruction: | <input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> Others (as specified) _____ |
| Mode of study / Duration : (Can be more than one mode) | <input type="checkbox"/> Full-time _____ Month <input type="checkbox"/> Part-time _____ Month <input type="checkbox"/> Others (as specified) _____ (_____ Month) |

| | |
|---|--|
| <input type="checkbox"/> Existing programme | First launch date _____ Next programme start date _____ |
| <input type="checkbox"/> New programme | Planned programme launch date _____ |

Address of training venue(s) of the programme

Part II Programme Information

2.1 Programme Objectives and Learning Outcomes

Please state the programme objectives and learning outcomes of individual modules (if applicable) in **table 2.1** in the appendix.

2.2 Programme Content and Structure

- SCS-based programme (please complete **table 2.2A** in the appendix)
 Non-SCS-based programme (please complete **table 2.2B** in the appendix)

2.3 Training and Learning

2.3.1 Please provide the following information:

- Programme outline
 Training plan
 Sample of training materials (major modules and exit level modules)
 Sample of guidelines for learners and worksheets
 Programme handbook (if any)
 Others _____

2.3.2 Training staff-to-learner ratio

Knowledge-based learning 1: _____ Practical workshop 1: _____
Others (please specify _____) 1: _____
Maximum class size: _____

2.3.3 Is workplace attachment a component of the learning programme?

- Yes (If yes, please provide the following information)
- instructional plan for learners (including objectives, learning outcomes and activities for learners)
 - number of places provided by industry partners and evidence of arrangement (including supervision and monitoring of learner's performance)
- No

2.3.4 Have you commissioned any other organisation or individual to deliver the programme or provide training materials or equipment?

Yes (If yes, please provide the following information)

- background of organisation or individual
- mode of collaboration (e.g. copy of the agreement)
- contingency plan to ensure programme quality and sustainability

No

2.4 Learner Assessment

2.4.1. Please provide the assessment plan in **table 2.4.1** in the appendix.

2.4.2. Please provide samples and assessment criteria of different kinds of assessment. For new programmes, please provide samples of mock assessment papers and associated assessment criteria.

2.4.3. Graduation requirements

- Practical test _____
- Assignment _____
- Term assessment _____
- Final examination _____
- Attendance _____
- Others _____

2.5 Admission Requirements and Learner Selection

2.5.1. Please list the admission requirements
(For SCS-based programme, please note the specific requirements, such as prior knowledge, pre-requisites or co-requisites.)

- Qualification _____
- Industry experience _____
- Language proficiency _____
- Others _____

2.5.2. Please state learner selection criteria and procedures

2.5.3. Please provide the learner admission plan in **table 2.5.3** in the appendix.

2.6 Learner Support Services

2.6.1. Have you provided any of the following support services to learners? If yes, please briefly describe the service(s).

- Advising on programme related issues
- Career counseling
- Personal counseling
- Personal development service
- Others _____

2.7 Staffing and Staff Development

2.7.1. Please state the appointment criteria for different positions, including the management, training and administrative staff in **table 2.7.1** in the appendix.

2.7.2. Please list the qualifications and experience of training and administrative staff for this programme in **table 2.7.2** in the appendix.

2.7.3. Please provide staff handbook(s) for full-time and part-time staff, if any.

2.7.4. Please list the training and development activities for this programme for the past two years in **table 2.7.4** in the appendix.

2.7.5. Please elaborate the staff development plan for the coming two years, if any.

2.8 Programme Development, Management and Review

2.8.1 Please indicate if you have consulted the following external parties at the programme development, management and review stage and provide relevant records, if any.

- Industry experts
- Professional bodies
- Employers
- Market research
- Others _____

2.8.2 Please indicate whether the training staff are involved in programme development, management and review.

- Programme development / design
- Selection of training materials, equipment and other training resources
- Programme review
- Others (please specify) _____

2.8.3 Please identify which of the following has been used in programme review and provide evidence as to its use.

- | | |
|---|--|
| <input type="checkbox"/> Learner survey result | <input type="checkbox"/> Staff survey result |
| <input type="checkbox"/> Class observation result | <input type="checkbox"/> Learner retention rate |
| <input type="checkbox"/> Learner graduation rate | <input type="checkbox"/> Graduate employment rate |
| <input type="checkbox"/> Employer satisfaction rate | <input type="checkbox"/> Others (please specify) _____ |

2.8.4 Please attach relevant documents to demonstrate that you have followed up on the suggestions made during programme review with different stakeholders.

2.9 Financial and Physical Resources

2.9.1. Tuition Fee

- Full time _____
 Part time _____
 Others _____

2.9.2. Break-even learner number _____

2.9.3. Budget for the learning programme (please complete **table 2.9.3** in the appendix)

2.9.4. If the programme is not break-even, please explain how it can be sustainable.

2.9.5. Please provide an inventory of the facilities and equipment for this programme in **table 2.9.5** in the appendix, and proof of training venues, e.g. tenancy agreement, venue booking confirmation note, etc.

2.10 Learner Record and Information Management

Please provide information on access rights for managing and retrieving personal data and a brief of the Management Information System (such as learner information categories and storage of electronic information, etc.)

Part III Declaration

(For collaborative programmes, each operator is required to complete Part III & IV)

1. I hereby agree to provide, clarify and verify information necessary for the conduct of this accreditation exercise by the HKCAAVQ.
2. I declare that the information provided in this application form and all relevant supporting documents are true and correct.
3. I understand that providing misleading or false statement or information shall render myself or the relevant operator guilty of the offence against the Accreditation of Academic and Vocational Qualifications Ordinance.

Signature (Authorised Representative of Operator)

Date

Name and Position of Authorised Representative

Part IV Contact Information

| Authorised representative of the operator | Contact person |
|---|--------------------------|
| Name: | Name: |
| Title (e.g. Mr, Ms, Dr): | Title (e.g. Mr, Ms, Dr): |
| Post: | Post: |
| Contact number: | Contact number: |
| Email: | Email: |
| Correspondence address: | Correspondence address: |
| Fax number: | Fax number: |

Table 2.7.1 Appointment Criteria of Training Staff and Administrative Staff

| Grade (please state different grades where appropriate) | Appointment criteria | | | Number of staff by grade (as of date of application) | | | |
|---|------------------------|------------------------------|---------------------------------|---|-----------|-----------|-----------|
| | Relevant qualification | Relevant industry experience | Relevant training experience | In post | | Vacancy | |
| | | | | Full-time | Part-time | Full-time | Part-time |
| Training Staff | | | | | | | |
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| Administrative/Support Staff | | | | | | | |
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Note: Full-time – normally refers to appointment of service for not less than 35 hours a week.

Table 2.7.2 Training and Administrative Staff

| Name of staff member | Grade | Subject(s) taught / responsible area(s) | Full-time/ Part-time | Relevant qualification(s) | Relevant industry experience | Relevant training experience |
|----------------------|-------|---|-------------------------|---------------------------|------------------------------|------------------------------|
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Table 2.7.4 Development Activities attended by Training Staff for the Last Two Years

| Name of staff member | QF-related training (name of activity and date) | Relevant professional training (Name of activities and date) | Training skill development (Name of activities and date) | Others (e.g. product launch briefing) (Name of activities and date) |
|----------------------|--|---|---|--|
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Supplementary Information Checklist

| | Item | Ref No |
|--------------------------|--|--------|
| <input type="checkbox"/> | Programme outline | 2.3.1 |
| <input type="checkbox"/> | Training plan | 2.3.1 |
| <input type="checkbox"/> | Sample of training materials (major modules and exit level modules) | 2.3.1 |
| <input type="checkbox"/> | Sample of guidelines for learners and worksheets | 2.3.1 |
| <input type="checkbox"/> | Samples of assessment and assessment criteria of different kinds of assessment. For new programmes, please provide samples of mock assessment papers and associated assessment criteria. | 2.4.2 |
| <input type="checkbox"/> | Supporting documents for different information has been considered during programme review | 2.8.3 |
| <input type="checkbox"/> | Relevant documents to demonstrate that suggestions made during programme review have been followed up | 2.8.4 |
| <input type="checkbox"/> | proof of training venues, e.g. tenancy agreement, venue booking confirmation note, etc | 2.9.5 |
| <input type="checkbox"/> | A brief of the Management Information System | 2.10 |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |
| <input type="checkbox"/> | Others (Please specify) | |