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

TPQI Seminar 2020

8 October 2020

About HKCAAVQ

- History
- Statutory Roles
- QF Accreditation Service

History of HKCAAVQ

1990

- Hong Kong Council for Academic Accreditation (HKCAA)
- Academic accreditation of the non-self-accrediting post-secondary institutions (Cap 1150)

2007

- Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ)
- Accreditation Authority (Cap 592)
- Qualifications Register (QR) Authority (Cap 592)

2008

- Launch of the Hong Kong Qualifications Framework (HKQF)

Statutory Roles of HKCAAVQ

- To **develop and implement the standards** and mechanism for academic or vocational qualifications accreditation
- To **promote, enhance and maintain quality** of post-secondary, vocational and professional education and training in Hong Kong
- To **conduct accreditation tests**

Services of HKCAAVQ



QF Accreditation Service of HKCAAVQ

- Accredit local operators and their academic and vocational and professional programmes leading to recognition under the HKQF
- Accredit collaboration of non-local institutions and their partners in Hong Kong, and their non-local programmes leading to recognition under the HKQF
- Accredit Assessment Agencies responsible for Professional Qualifications (PQ) and Recognition of Prior Learning (RPL)

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Accreditation of Assessment Agencies for Recognition of Prior Learning (RPL)

- Accreditation Standards for RPL
- Accreditation Process for RPL

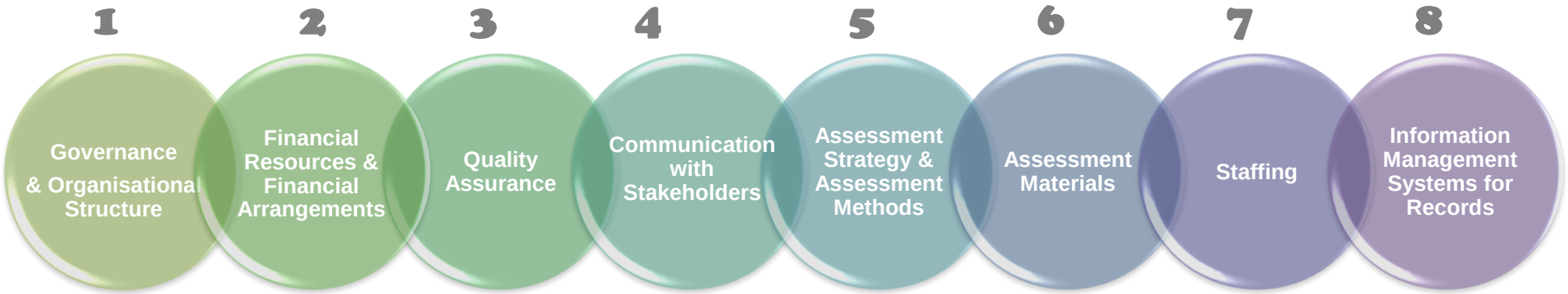
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What does Assessment Agency (AA) do?



To **assess** the **skills, knowledge or experience** acquired by individuals in relation to an industry or a branch of an industry.

Accreditation Standards for RPL



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For each Accreditation Standard:

- Criteria specified
- Possible sources of evidence suggested

Guidance Notes on Accreditation of Assessment Agencies for Recognition of Prior Learning (RPL)

Version 2.3 | January 2020

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Standard

1. Governance & Organisational Structure

Effective governance arrangements that ensure sustainable operation of the AA

6 Criteria

- **Mission**
- **Governance body** for decision making
  - Reporting lines between boards/committees
  - Checks and balances
  - Qualified and competent personnel
- **Management structure** to implement the decisions made
- **Policies**: propriety and accountability

Typical Evidence

- **Mission Statement**
- **Organisation charts** and **terms of reference, membership composition, member appointment criteria and terms of office**
- **Profiles** of key staff members
- **Documentation** showing the decision making process / development plans
- Policies for **conflicts of interests**

Standard

2. Financial Resources & Financial Arrangements

Financial resources and financial arrangements for ongoing operation and for future developments.

4 Criteria

- **Financial polices and procedures**
- **Financial plans**
  - Sustainable operations
  - Future developments
- **Public liability insurance**

Typical Evidence

- **Budget** with projections and rationales
- **Documentation** showing the approval and monitoring of the budget
- **Contingency measures** for financial arrangements
- **Documentation** for public liability insurance

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Standard

3. Quality Assurance

Appropriate quality assurance arrangements and makes continuous improvement

6 Criteria

- **QA policies and procedures**
  - Continuous monitoring and review
  - Feedback from stakeholders
  - Analysis of findings
  - Informed decision making
- Measures to **ensure validity and reliability** of RPL assessment
- **Personnel** responsible for QA

Typical Evidence

- **Documentation** on QA policies, systems and processes
- **Internal verification records**
- Mechanism on **approving assessment results**
- **Service pledges**
- Feedback **questionnaires**

Standard

4. Communication with Stakeholders

Arrangements for effective communication with the key stakeholders.

8 Criteria

- Accessible and sufficient information to **applicants**
- Guidance to **staff and assessor**
- Communication and reporting to **ITAC** and **Education Bureau**
- Collect feedback from **stakeholders**

Typical Evidence

- Information provided to applicants, e.g. **application form, guidance notes**
- **Work manuals or handbook** to staff / assessors
- Tools for collecting feedback
- Documentation showing **follow-up of feedback**

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Standard

5. Assessment Strategy & Assessment Methods

Valid and reliable assessment methods that address the competency requirements of the RPL qualifications

4 Criteria

- Mechanism in **selecting assessment method(s)**, taking into account operational considerations and validity of assessments
- Engage **industry inputs** in determining assessment strategy and methods
- **Accessible** to prospective applicants
- **Compliance** with industrial safety and regulations

Typical Evidence

- **Documentation** showing the assessment strategy and methods
  - **Principles** and **rationales** for selecting assessment methods
  - **Factors** taken into consideration
  - **Options** considered
- Policies for handling **special requests**

Standard

5. Assessment Strategy & Assessment Methods


Verification of documents



Interview

and/or


Written Test

and/or


Practical Assessment

Assessment Methods of Elderly Care Service RPL (49 Qualifications)









Standard

6. Assessment Materials

Ability to develop assessment questions, standards for marking and supporting materials

6 Criteria

- **Development** and **review** process of assessment materials
- Appointment of **questions writers**
- **Volume** of assessment questions
- **Facilities** and **equipment**
- **Supporting materials**, e.g. guidelines for set-ups and conducting assessments, marking templates

Typical Evidence

- **Documentation** showing the procedure and progress of developing assessment materials
- **Profiles** of question writers and **assistance** provided
- **Size** of question bank
- **List** of facilities and equipment
- **Samples** of assessment materials

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Standard

7. Staffing

Sufficient qualified and competent persons to perform the key assessment roles and supporting functions

5 Criteria

- **Roles and responsibilities** of different job positions
- **Appointment criteria** of different job positions
- **Training and development measures**
- **Performance management mechanism**
- Mechanism on **manpower planning**

Typical Evidence

- **Organisation chart** and **job description**
- **Manpower plan**
- **Staff handbook**
- **Orientation training** and **continuous development**

Standard

7. Staffing

Examples of Major Staff

Management



Assessment Manager

Execution



Assessor



Internal Verifier

Supporting



Assessment Secretary

Standard

8. Information Management Systems for Records

Policy and robust system to ensure integrity, security and accuracy of information

4 Criteria

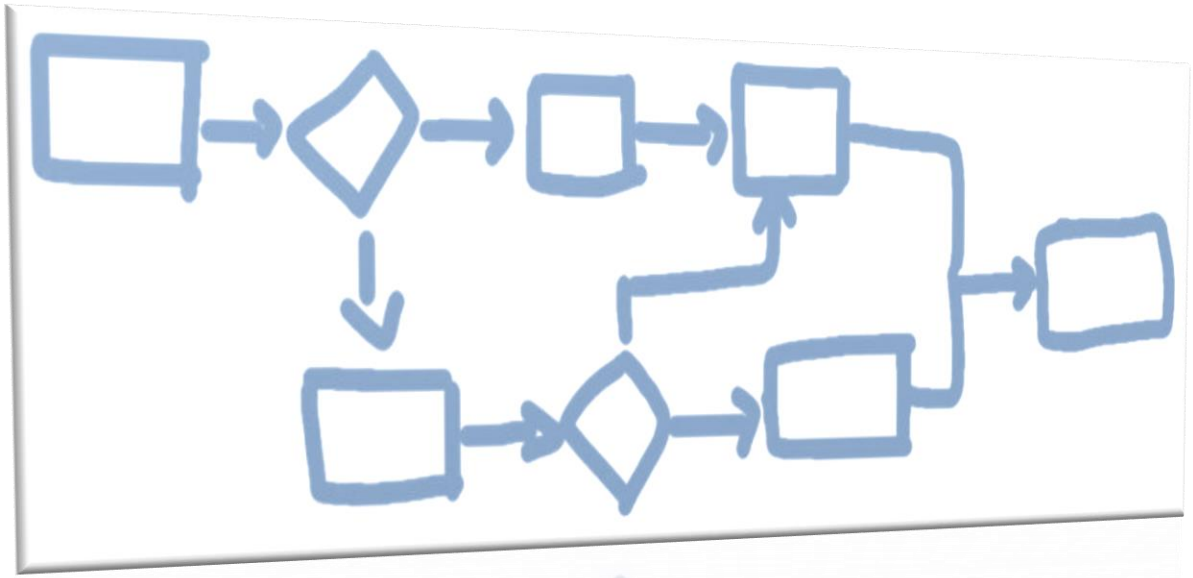
- **Policies and procedures** for collecting, maintaining, updating, releasing and using information
- Compliance with **relevant legislation** (Privacy Ordinance)
- Defined **access rights**
- Measures on **data security**

Typical Evidence

- **Guidelines** for handling information and use of different types of information
- **Documentation** showing policy and procedures for managing the following information:
  - **Assessment papers**
  - **Applicant records**
  - **Statement of attainment**

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Accreditation Process for RPL



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Accreditation Process for RPL

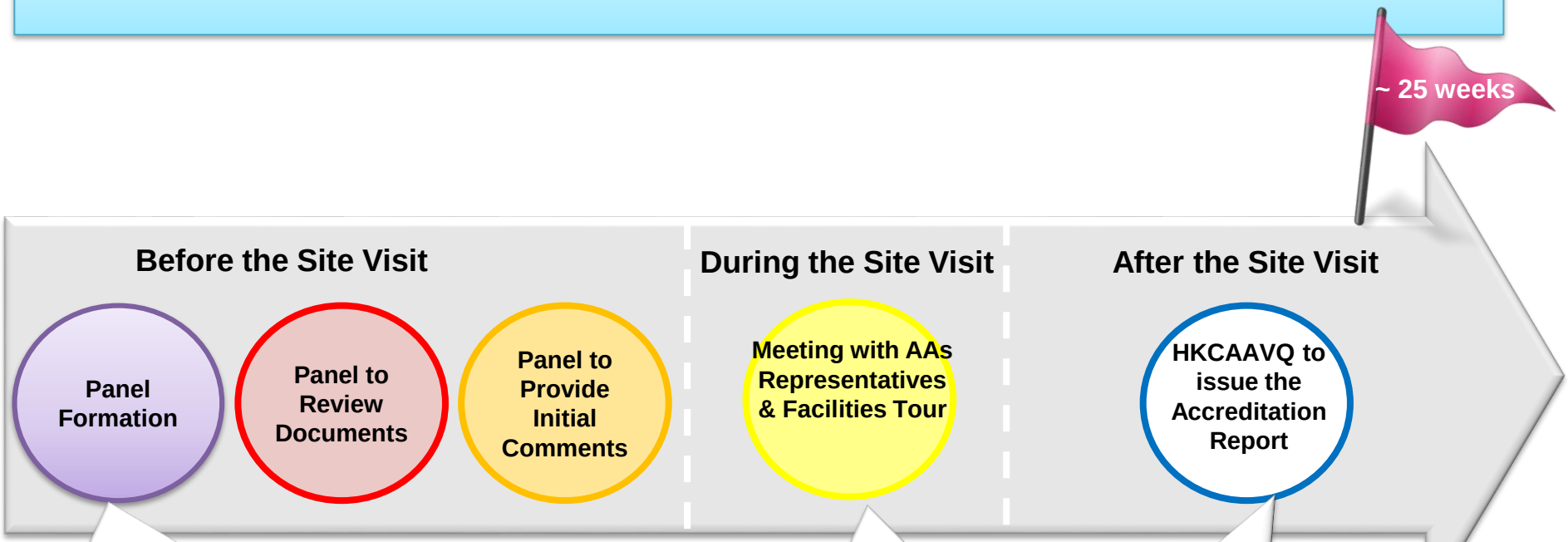
How to become an Appointed Assessment Agency?



1. Nominated by Industry Advisory Training Committee (ITAC)
2. Referred by QFS
3. Accredited by HKCAAVQ
4. Appointed by Secretary of Education

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Accreditation Process for RPL



The Panel usually consists of:

- Industry practitioners (e.g. employers, employees) who know the needs of the industry
- Academics who can comment on the assessment mechanism
- QA experts

- Possible accreditation outcomes:
  - Approval
  - Approval with conditions and/or restriction
  - Non-approval
- The validity period will be stipulated for approval cases

- Contains the accreditation decision
- Forms the basis for the Secretary for Education to consider appointment of the accredited Assessment Agencies

Thank You

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