

# 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)**

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

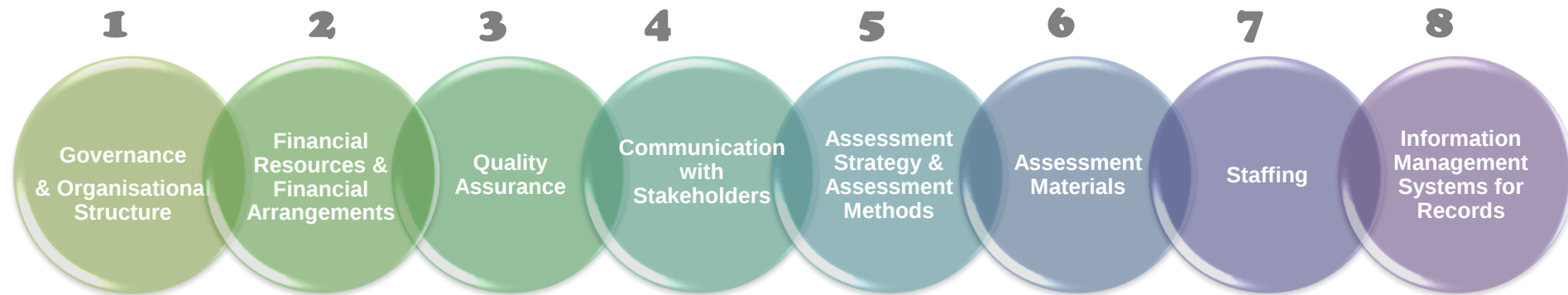
- Accreditation Standards for RPL
- Accreditation Process for RPL

## 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



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

## 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

## Standard

Appropriate quality assurance arrangements  
and makes continuous improvement

3. Quality  
Assurance

### 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**

## Standard

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

5.  
Assessment  
Strategy &  
Assessment  
Methods

### 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



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

## Standard

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

7. Staffing

## 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

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

8. Information Management Systems for Records

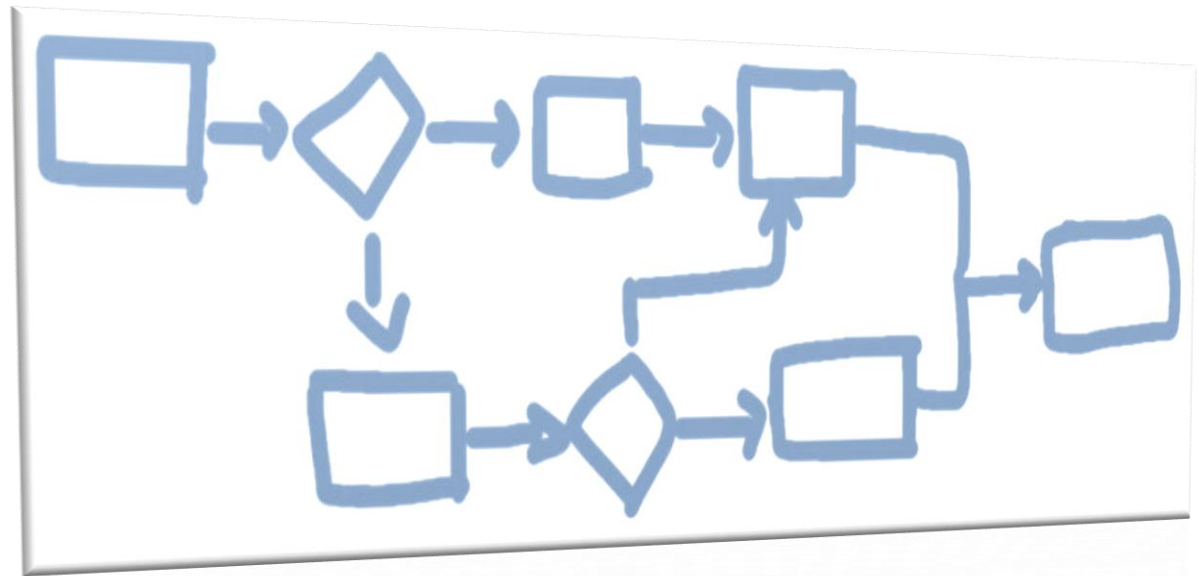
### 4 Criteria

- **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**

# Accreditation Process for RPL



# 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

# Accreditation Process for RPL

~ 25 weeks

## Before the Site Visit

Panel Formation

- 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**

Panel to Review Documents

Panel to Provide Initial Comments

## During the Site Visit

Meeting with AAs Representatives & Facilities Tour

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

## After the Site Visit

HKCAAVQ to issue the Accreditation Report

- 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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