



CALENDAR 2016-2017

Vocational Training Council

VTC CALENDAR 2016-2017

Information contained in this Calendar is correct as at 1 November 2016, while the staff list is per establishment and strength on 9 September 2016.

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PART 1

GENERAL INFORMATION

FOREWORD

1.1 Established in 1982, Vocational Training Council (VTC) is the largest vocational and professional education and training provider in Hong Kong. VTC provides valuable credentials for some 250,000 students each year through a full range of pre-employment and in-service programmes with internationally recognised qualifications.

1.2 VTC draws strengths from its member institutions, breadth of its programmes and a variety of accredited qualifications to provide a new world of **OPPORTUNITIES** to learners of all ages and abilities. Championing a teaching and learning approach that is practical, hands-on and outcome-based, the ultimate aim does not only centre on the acquisition of knowledge and skills, but equally on **ACTION** itself. The “think and do” approach cultivates a passion for learning while imparting the necessary skills and know-how for **SUCCESS**.

1.3 VTC is a major organisation in Hong Kong providing a comprehensive system of vocational and professional education and training to meet the needs of industry for well-educated and well-trained manpower at degree, higher diploma, diploma, and certificate levels, as well as to satisfy the aspirations of students at Secondary and post-Secondary levels.

VTC ORDINANCE

ESTABLISHMENT OF VTC

1.4 VTC was established in 1982 under the VTC Ordinance, Cap 1130 of Laws of Hong Kong. The Ordinance was amended in August 1991 to widen the remit of VTC to include vocational training for persons with disabilities and the administration of the Apprenticeship Ordinance. The Ordinance was further amended in April 2005 to empower VTC to perform its functions outside Hong Kong and to revise the scope of its functions outside Hong Kong.

OBJECTS OF THE COUNCIL

1.5 The objects of the Council as set out in the VTC Ordinance are:

- to advise the Chief Executive on the measures required to ensure a comprehensive system of technical education and industrial training suited to the developing needs of Hong Kong;
- to institute, develop and operate schemes for training operatives, craftsmen, technicians and technologists needed to sustain and improve industry;
- to promote training of apprentices;
- to provide and co-ordinate provision of skills training to persons with disabilities who are aged 15 or over for the purpose of improving their employment prospects and preparing them for open employment; and
- to establish, operate and maintain technical colleges, technical institutes, industrial training centres and skills centres.

VISION, MISSION AND CORE VALUE

1.6 VTC's role and responsibilities are reflected in its vision and mission, as follows:

VISION

- To be the leading provider of vocational and professional education and training in the region.

MISSION

- To provide a valued choice to school leavers and working adults to acquire values, knowledge and skills for lifelong learning and enhanced employability.
- To provide valued supports to industries for their manpower development.

1.7 VTC has adopted the following core values in driving its vision and mission forward:

CORE VALUES

- Integrity
- Client-focused
- Excellence
- Entrepreneurship
- Partnerships

VOCATIONAL AND PROFESSIONAL EDUCATION AND TRAINING

1.8 VTC provides vocational and professional education services mainly through its member institutions, including Technological and Higher Education Institute of Hong Kong, Hong Kong Institute of Vocational Education, Hong Kong Design Institute, Youth College, Hotel and Tourism Institute, Chinese Culinary Institute, International Culinary Institute, Maritime Services Training Institute, and Pro-Act Training and Development Centre. Full-time and part-time programmes covering a wide range of study areas including applied science, accounting and finance, business management, information technology, design, engineering, hospitality, childcare, elderly and community services, are offered to students from post-Secondary 3 to post-Secondary 6 levels.

1.9 VTC also provides skill-based training to students and in-service practitioners to meet the needs of all major sectors of Hong Kong's commerce and industry. In addition, VTC administers apprenticeship training schemes under the law, and provides training for the underprivileged people including persons with disabilities.

1.10 In providing vocational and professional education and training services, VTC works closely with the HKSAR Government, employers and the community to assess the current and future skills requirements of the workforce.

STRATEGIC PLANNING

8-YEAR STRATEGIC PLAN

1.11 VTC formulates strategic plans to steer its growth and development and maps out in the plan directions and core strategies to support its development. The strategic plan outlines VTC's development for an eight-year period (8-year Strategic Plan), which is subject to review and adjustment through annual review exercises.

1.12 In June 2014, the Council formulated its Third 8-Year Strategic Plan covering the period from 2015/16 to 2022/23 to enable VTC to grasp opportunities in a fast growing knowledge-based economy and to meet future challenges. The Third Plan takes a central theme of “Scaling New Heights for Vocational and Professional Education and Training (VPET)”, building on the strengths and foundation laid down in previous strategic plans. In the Third Plan, VTC adopts a multi-pronged approach to unleash the potential of VPET.

PART 2

GOVERNANCE AND MANAGEMENT STRUCTURE

GOVERNANCE AND MANAGEMENT STRUCTURE

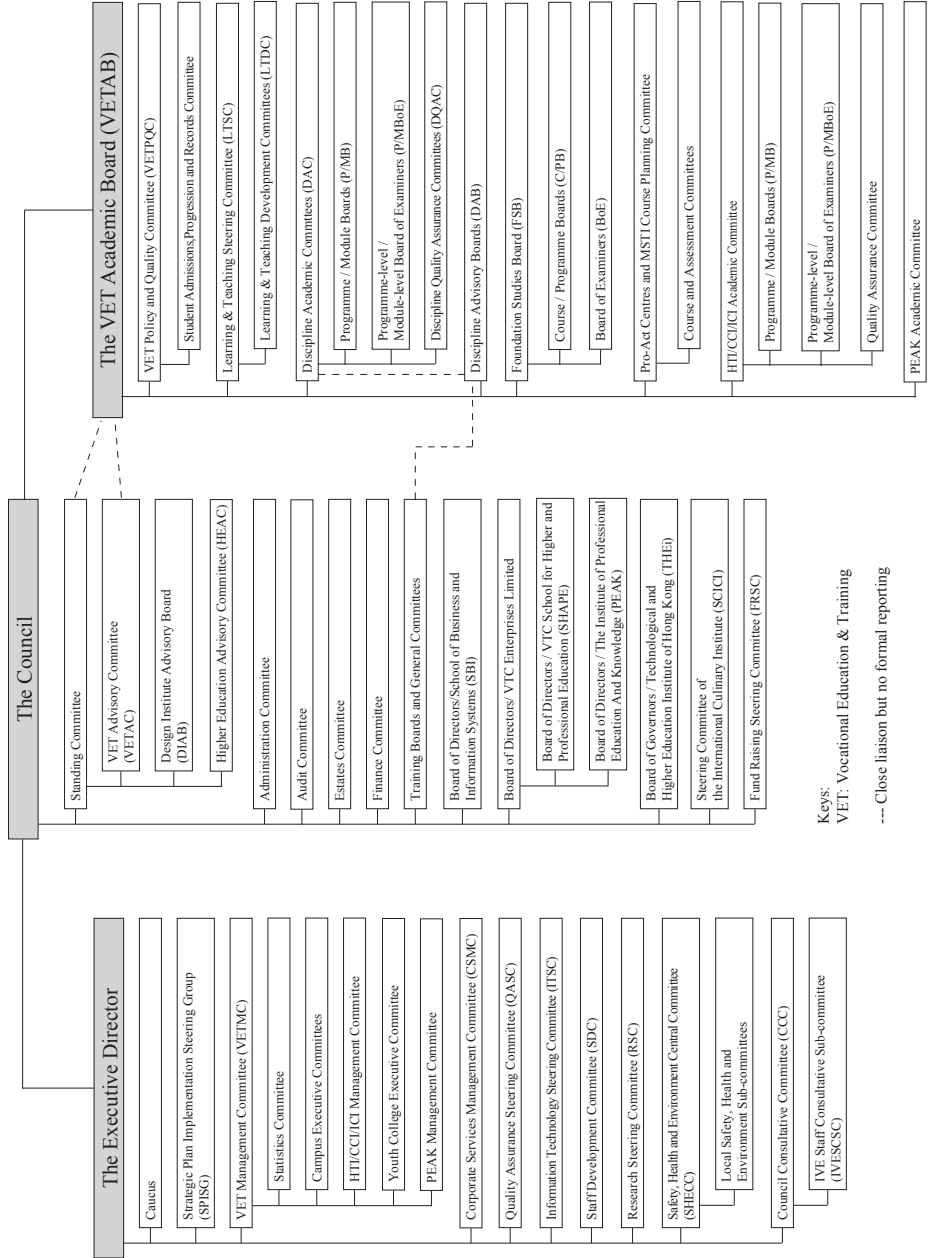
OVERVIEW

2.1 VTC's governance and management operates at three levels:

- a) The Council, together with its committees and boards, is the highest authority and responsible for corporate policy, strategies and management at a macro-level;
- b) The Executive Director, supported by Caucus and various committees, is responsible for the execution of the Council's policy and day-to-day management of VTC; and
- c) Vocational Education and Training Advisory Committee, Higher Education Advisory Committee and Vocational Education and Training Academic Board, together with various committees and boards under their purview, provide advice on, and oversee the management of, academic matters.

2.2 **Table 1** outlines VTC's governance and management structure and shows the relationships among various parties. Each committee and board has specific terms of reference governing its responsibility and accountability. Corporate policies and strategies at the highest level are mapped out by the Council's committees on the recommendations of the Executive Director, after they have been carefully deliberated upon by Caucus, the Executive Director's core team and, where necessary, the dedicated task forces set up thereunder.

Table 1: VTC's Management and Committee Structure (as at 1 Nov 2016)



Keys:
VET: Vocational Education & Training

--- Close liaison but no formal reporting

THE COUNCIL AND ITS COMMITTEES

THE COUNCIL

2.3 The Council is the highest authority of VTC. It comprises 22 members appointed by the Chief Executive of the Hong Kong Special Administrative Region. The Executive Director is an ex-officio member of the Council. The Council shall include no more than four government officials. Other members are representatives from the industrial, commercial, service, labour and education sectors of Hong Kong. The current membership of the Council (as at September 2016) is shown below. The Council's meetings are held on a quarterly basis, and extraordinary meetings are convened as and when required.

Chairman

Dr. Clement Chen Cheng-jen, SBS, JP

Deputy Chairmen

Mr. Conrad Wong Tin-cheung, BBS, JP

Professor Eric Yim Chi-ming, JP

Members

Professor Philip Chan Ching-ho, BBS

Ms. Karen Chan Ka-yin

Mr. Victor Chan Kok-wai

Mr. Paul Chong Kin-lit, MH

Dr. Jacob Kam Chak-pui

Ir Alkin Kwong Ching-wai, JP

Mr. Ronald Lam Siu-por

Mr. Leung Kai-lik, MH

Mr. Kennedy Liu Tat-yin

Ms. Winnie Ng Wing-mui

Mr. Bruce Poh Geok-huat

Ms. Samanta Pong Sum-yee

Mr. Tony Tai Chark-tong

Ms. Candy Tam Lai-chuen, MH

Mr. Gary Yeung Man-yui

Deputy Secretary for Education (or his / her representative)

Director-General of Trade and Industry (or his / her representative)

Commissioner for Labour (or his / her representative)

Executive Director, VTC

FUNCTIONAL COMMITTEES

2.4 The Council has set up five functional committees, namely the Standing Committee, the Administration Committee, the Audit Committee, the Estates Committee, and the Finance Committee, to assist its management of VTC.

2.5 The Standing Committee acts for the Council on all matters requiring policy and executive decisions, and discharges the functions of the Council, except those reserved for the Council. It meets once a month, between the regular Council meetings. Its terms of reference and composition together with a list of the current membership are in **Appendix 1**. Its membership comprises not more than ten Council Members (including the Council Chairman, Deputy Council Chairmen, Executive Director, Chairmen of other functional committees, and other Council Members) and one VTC staff representative. Should the Council consider it necessary, the Council may invite up to three external members to join the Standing Committee as advisors.

2.6 The other four functional committees of the Council, namely the Administration Committee, the Audit Committee, the Estates Committee, and the Finance Committee, are responsible for the formulation of policy in their respective areas of responsibilities, i.e. human resources matters and public relations, internal audits, accommodation and capital projects, and financial matters. One VTC staff representative sits on each of these functional committees, except the Audit Committee. The terms of reference and membership list of each committee are in **Appendices 2 to 5**. The Audit Committee meets at least twice a year. The other committees meet as and when required.

TRAINING BOARDS AND GENERAL COMMITTEES

2.7 The Council is assisted by 21 Training Boards and five General Committees.

2.8 The Training Boards conduct manpower surveys periodically. They provide advice to VTC on the demand and supply of manpower in their respective sectors, and assist VTC in formulating strategies to ensure that vocational and professional education and training offered by VTC is able to meet industry demands and expectations. They also give advice on job specifications for principal jobs in different industrial sectors, as well as on VTC's curriculum development, programme planning and quality assurance matters.

2.9 The 21 Training Boards are:

- a) Accountancy Training Board
- b) Automobile Training Board
- c) Banking and Finance Industry Training Board
- d) Beauty Care and Hairdressing Training Board
- e) Building and Civil Engineering Training Board
- f) Chinese Culinary Institute Training Board
- g) Electrical and Mechanical Services Training Board
- h) Electronics and Telecommunications Training Board
- i) Hotel, Catering and Tourism Training Board
- j) Import/Export/Wholesale Trades Training Board
- k) Insurance Training Board
- l) Maritime Services Training Board
- m) Mass Communications Training Board
- n) Metals Training Board
- o) Plastics Training Board
- p) Printing and Publishing Training Board
- q) Real Estate Services Training Board
- r) Retail Trade Training Board
- s) Security Services Training Board
- t) Textile and Clothing Training Board
- u) Transport Logistics Training Board

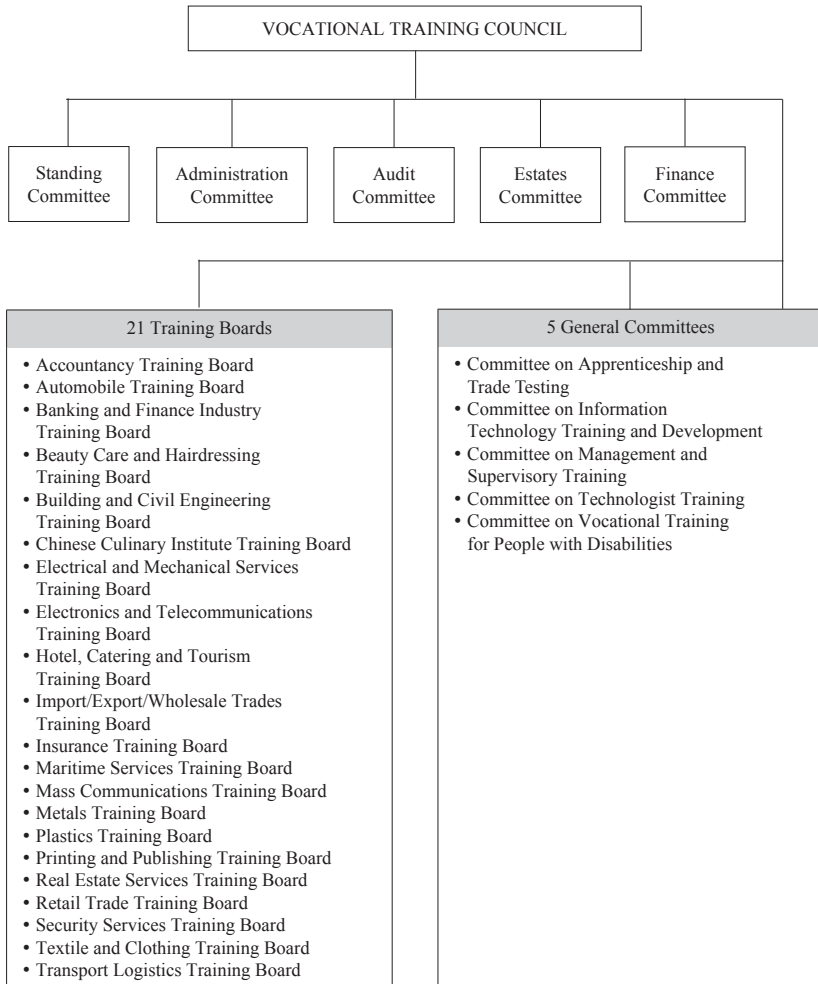
2.10 Five General Committees provide advice to VTC on training matters across different sectors of the economy, including apprenticeship and trade testing, information technology training and development, management and supervisory training, technologist training and vocational training for people with disabilities.

2.11 Membership of the Training Boards and the General Committees consists of representatives of the relevant sectors, educational and training institutions, public officers appointed by the Secretary for Education, and members who are appointed on an ad personam basis (i.e. on the basis of their personal expertise, experience and professionalism). The Executive Director of VTC or his/her representative is a member of these Training Boards and General Committees.

2.12 In general, the Training Boards and General Committees meet four times a year. They are assisted by working groups or sub-committees in specific issues and projects. The terms of reference and membership lists of the Training Boards and the General Committees are in **Appendices 6** and **7** respectively.

2.13 **Table 2** presents the structure of the Council and its committees and boards.

**Table 2 : The Structure of the Council and its Committees and Boards
(as at 1 Nov 2016)**



THE EXECUTIVE DIRECTOR AND MANAGEMENT'S ORGANISATIONS

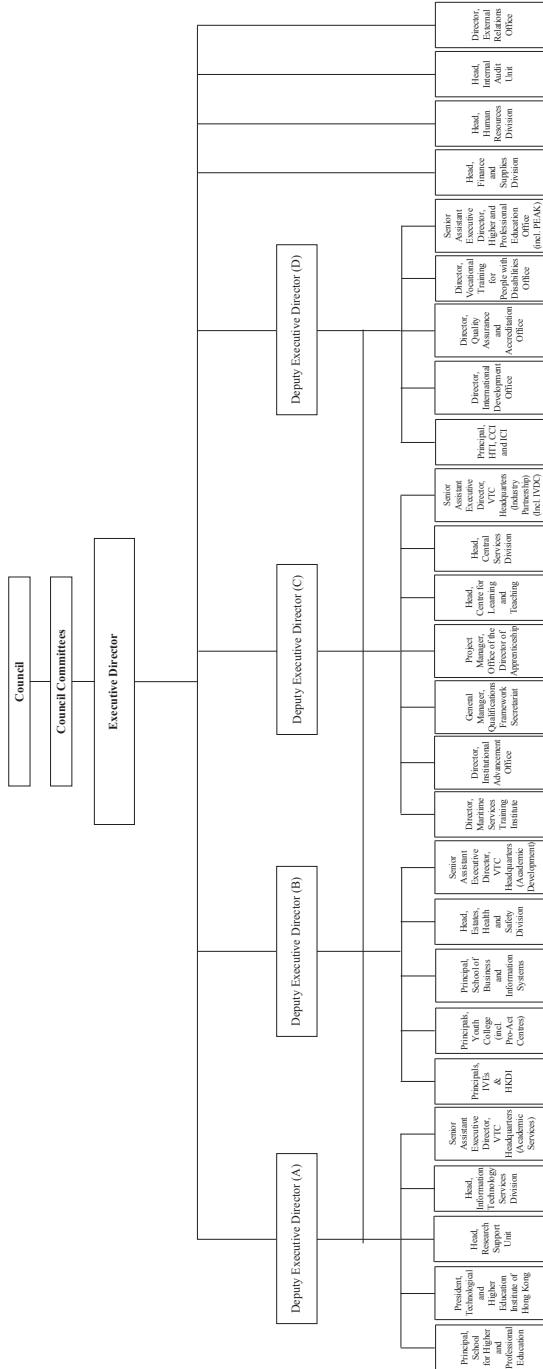
THE SENIOR DIRECTORATE

2.14 The Executive Director is responsible for the execution of the Council's policy and day-to-day management of VTC. The Executive Director is the ex-officio member of the Council. She reports directly to the Council and serves on the Council's five functional committees. The major duties and responsibilities of the Executive Director include:

- a) formulating policies on vocational and professional education and training and overseeing their implementation;
- b) overseeing the planning, development and delivery of vocational and professional education and training services, as approved by the Council;
- c) liaising, consulting and collaborating with the Government, industries and other bodies involved in vocational and professional education and training; and
- d) administering the Vocational Training Council Ordinance and the Apprenticeship Ordinance (as the Director of Apprenticeship).

2.15 The Executive Director is assisted by four Deputy Executive Directors in the management of VTC. The management structure of VTC is shown in **Table 3**.

**Table 3: Management Structure of the VTC
(as at 1 November 2016)**



- Legend:
- CCI: Chinese Culinary Institute
 - HTI: Hotel and Tourism Institute
 - HKDI: Hong Kong Design Institute
 - ICI: International Culinary Institute
 - IVE: Integrated Vocational Development Centre
 - PEAK: Hong Kong Institute of Vocational Education
 - Pro-Act Centres: Pro-Act Training And Development Centres

THE EXECUTIVE DIRECTOR'S COMMITTEES

2.16 The Executive Director is supported by a team of senior staff in the management of VTC, i.e. the Caucus. The Caucus normally meets once a month to discuss important policy issues and management matters, and to monitor the overall operation of the VTC. Its membership list is in **Appendix 8**.

2.17 The Executive Director is also assisted by a Quality Assurance Steering Committee (QASC) and a Strategic Plan Implementation Steering Group (SPISG). The QASC oversees the quality assurance system and related matters in VTC. Its terms of reference and composition are in **Appendix 9**. The SPISG helps the Executive Director in steering and monitoring the progress of implementation of VTC's strategic plans. Its terms of reference and membership are in **Appendix 10**.

2.18 In addition, the Executive Director is supported by a number of dedicated committees to oversee the provision of central services to various operational units in VTC. The Information Technology Steering Committee (ITSC) advises the Executive Director on the strategic development and provision of IT services. The Staff Development Committee (SDC) advises the Executive Director on staff development policies. The Safety, Health and Environment Central Committee (SHECC) ensures that the working environment of VTC meets the safety and health standards. The Research Steering Committee (RSC) advises the Executive Director on the strategic development on practical social and industrial research. The terms of reference and composition of these Committees are in **Appendices 11 to 14**.

2.19 The Council Consultative Committee (CCC) provides a forum for the management to exchange views with staff and their representatives on staff matters, with the aim to achieve better understanding and co-operation between management and staff. The CCC meets once every three months. Its aims, functions and composition are in **Appendix 15**.

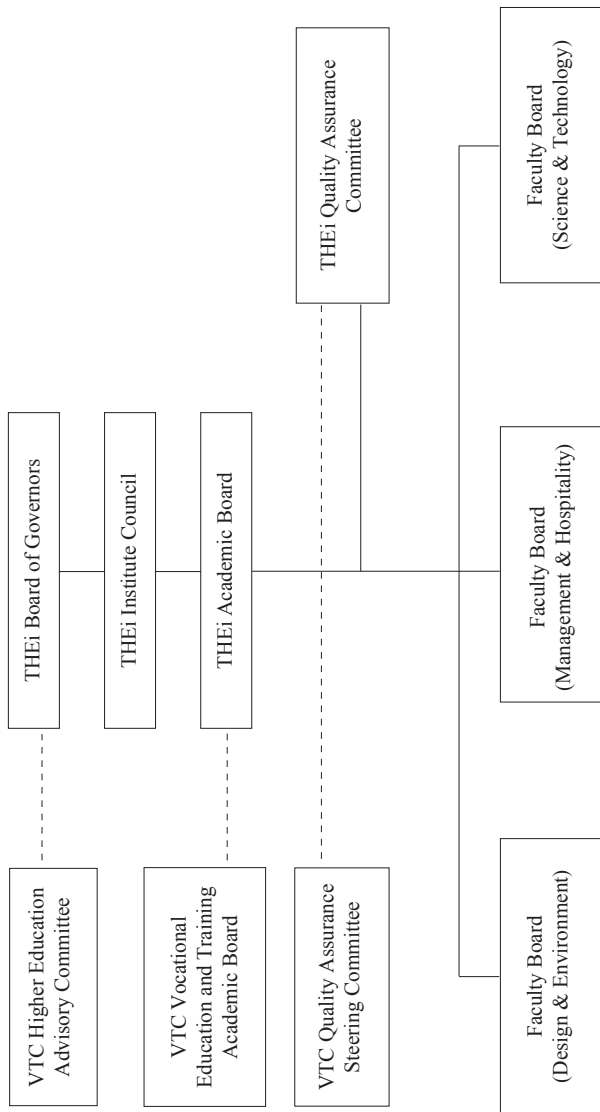
MANAGEMENT COMMITTEE STRUCTURES

Technological and Higher Education Institute of Hong Kong

2.20 The Board of Governors (BOG) is the highest governing body of the Technological and Higher Education Institute of Hong Kong (THEi). It is responsible for formulating the Institute's policy, strategy, resource and management plans.

2.21 The Institute Council (IC) reports to BOG, and is the executive body responsible for administering and managing THEi's day-to-day operations. The IC is chaired by the President and comprises the principal academic and administrative officers of THEi and six external members appointed by the BOG. The terms of reference and composition of the IC are shown in **Appendix 16**. The governance structure of THEi is shown in **Table 4**.

**Table 4: THEi's Governance Structure
(as at 1 November 2016)**



Keys:
 - - - Close liaison but no formal reporting

VTC's Member Institutions (Other than THEi)

2.22 VTC's member institutions (other than THEi) include Institute of Professional Education And Knowledge (PEAK), Hong Kong Institute of Vocational Education (IVE), Hong Kong Design Institute (HKDI), Hotel and Tourism Institute (HTI), Chinese Culinary Institute (CCI), International Culinary Institute (ICI), Maritime Services Training Institute (MSTI), Youth College (YC) and Pro-Act Training and Development Centre (Pro-Act Centre). The management committees for these institutions are shown in **Table 5**.

2.23 The Vocational Education and Training Management Committee (VETMC), chaired by a Deputy Executive Director, is responsible for matters for the effective operation of programmes at sub-degree or equivalent levels, including the strategic development, allocation of resources, and formulation of administrative policies and guidelines. Its terms of reference and composition are in **Appendix 17**.

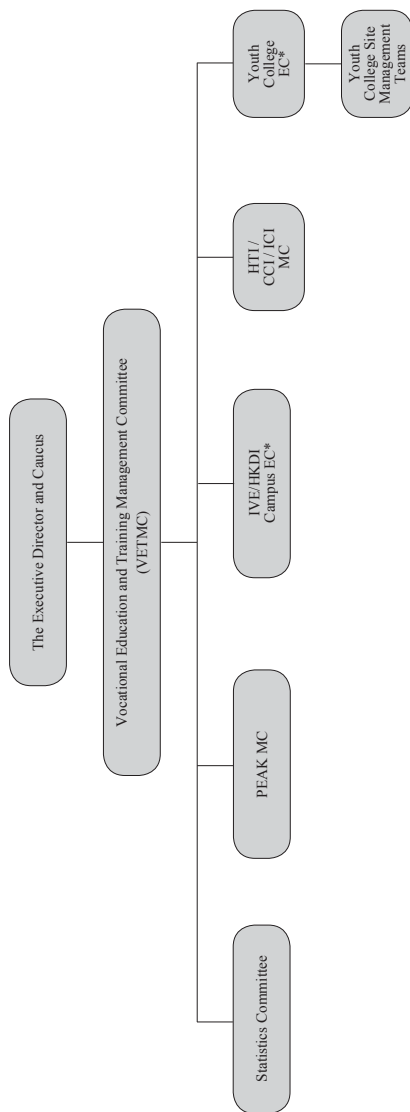
2.24 The PEAK Management Committee (PMC) reports to the VETMC on matters relating to the development and operations of PEAK. Its terms of reference and composition are in **Appendix 18**.

2.25 For IVE/HKDI, a Campus Executive Committee (CEC) is set up for each institute campus to oversee major operations of the campus. The CEC is chaired by the Campus Principal, and comprises the heads of teaching departments and academic and administrative support units at each campus. Its terms of reference and composition are in **Appendix 19**. To foster synergy and collaboration, IVE (Lee Wai Lee) and IVE (Tuen Mun) oversee the operations and resources management of Pro-Act (Jewellery) and MSTI respectively.

2.26 HTI, CCI and ICI are under the supervision of a Deputy Executive Director. The terms of reference and composition of the Management Committee for HTI / CCI / ICI are in **Appendix 20**.

2.27 The Youth College Executive Committee (YCEC), chaired by a Principal, oversees the operations and resources management of Youth Colleges, including Pro-Act Centres under its charge. Its terms of reference and composition are in **Appendix 21**.

Table 5 : Management Committee Structure for PEAK, IVE, HKDI, Pro-Act Training and Development Centres, HTI/CCI/ICI, MSTI and Youth College
(as at 1 Nov 2016)



Notes:

* Its purview will cover the operation of relevant Pro-Act Training and Development Centres

Integration of IVE/Youth College and Pro-Act Training and Development Centres / MSTI:

Youth College

- Pro-Act (Automobile), Pro-Act (Electrical), Pro-Act (Electronics), Pro-Act (Fashion Textiles), Pro-Act (Gas), Pro-Act (Mechanical), Pro-Act (Precision Engineering), Pro-Act (Printing), Pro-Act (Welding)

IVE

- IVE (Lee Wai Lee) with Pro-Act (Jewellery)
- IVE (Tuen Mun) with MSTI

Keys :

- CCI: Chinese Culinary Institute
- EC: Executive Committee
- HKDI: Hong Kong Design Institute
- HTI: Hotel and Tourism Institute
- ICI: International Culinary Institute
- IVE: Hong Kong Institute of Vocational Education
- MC: Management Committee
- MSTI: Maritime Services Training Institute
- PEAK: Institute of Professional Education And Knowledge

Corporate Services

2.28 Corporate services include general administration, estates, health, safety and environment, finance and supplies, human resources, information technology services, and external relations (including marketing and publicity). Relevant administrative committees are established to oversee corporate services provided to support the Council's programmes and activities.

2.29 The Corporate Services Management Committee (CSMC) is chaired by the Executive Director and monitors the implementation of policies and strategies on corporate services. Its terms of reference and composition are in **Appendix 22**.

ACADEMIC MANAGEMENT STRUCTURE

INTRODUCTION

2.30 VTC has established a comprehensive academic management structure to steer, support and monitor the delivery of vocational and professional education and training. Through various Training Boards, General Committees and Discipline Advisory Boards, industries provide extensive input to VTC's programme planning, curriculum development and quality assurance.

ADVISORY COMMITTEES

2.31 The Vocational Education and Training Advisory Committee (VETAC) advises the Council on the overall direction of manpower development and training and the strategy for the provision of vocational and professional education and training (both pre-employment and in-service) to meet the demand from Hong Kong industries. It also advises on the systems and processes to ensure the provision of quality programmes and progression pathways within VTC for its graduates. The VETAC is chaired by an industry leader, and comprises representatives from the industrial and commercial sectors. Its terms of reference and composition are in **Appendix 23**.

2.32 Higher Education Advisory Committee (HEAC) provides professional and industry input to the development and quality assurance of degree programmes offered by THEi as well as the collaborative degree programmes operated jointly with local/non-local institutions. It comprises representatives from commerce, industry and government bureaux, and reports to the Council's Standing Committee. Its terms of reference and composition are in **Appendix 24**.

COMMITTEE STRUCTURE FOR ACADEMIC MANAGEMENT

Technological and Higher Education Institute of Hong Kong

2.33 The Academic Board (AB) of THEi is the highest academic body overseeing its academic affairs. To ensure that THEi programmes are developed in the same direction as those of parent organisation, the AB will forward its recommendations on new programmes to the Vocational Education and Training Academic Board for endorsement. Its terms of reference and composition are given in **Appendix 25**. The Quality Assurance Committee under the AB is responsible for the quality assurance of the Institute's programmes. Each Faculty Board under the AB is responsible for the teaching and general organisation of its programmes and the implementation of the academic policies and regulations of the Institute. Its terms of reference and composition are given in **Appendix 26**.

VTC's Member Institution (Other than THEi)

2.34 The Vocational Education and Training Academic Board (VETAB), chaired by the Executive Director of VTC, is the highest academic body of VTC. It is responsible for setting standards, approving and overseeing all aspects of academic activities within VTC. It is supported by two central policy committees, namely the Vocational Education and Training Policy and Quality Committee (VETPQC), and the Learning and Teaching Steering Committee (LTSC). The terms of reference and composition of the VETAB, the VETPQC and the LTSC are in **Appendices 27 to 29**. The academic management committees under the VETAB are shown in **Table 1**.

2.35 At the discipline level, a Discipline Academic Committee (DAC), chaired by the Academic Director, steers the development of the discipline and reports to the VETAB. Its terms of reference and composition are in **Appendix 30**. Each DAC is supported by a Discipline Quality Assurance Committee (DQAC) on the quality assurance of the programmes offered by the discipline. Its terms of reference and composition are in **Appendix 31**.

2.36 Discipline Advisory Boards (DAB) have been established to seek input from respective industries on programme planning, curriculum development, and quality assurance of programmes offered by the disciplines. Its terms of reference and composition are in **Appendix 32**.

2.37 Within each discipline, Programme Boards (PB) and Module Boards (MB) are set up to look after the operation of the programmes and common vocational/generic and enrichment modules. Boards of Examiners (BoE) for programmes and common vocational/generic and enrichment modules are responsible for matters relating to the assessments of students. The terms of reference and composition of the PB, MB, Programme-level BoE and Module-level BoE are in **Appendices 33 to 36**.

2.38 The Foundation Studies Board (FSB) looks after the development and operations of Foundation Studies programmes below sub-degree level. The terms of reference and composition of the FSB are in **Appendix 37**.

2.39 The PEAK Academic Committee (PAC) is responsible for upholding the academic standards of the programmes offered by PEAK and overseeing its curriculum development, learning and teaching, and assessment processes. PAC reports to VETAB on academic management matters, including approval of new programmes and revision of existing programmes. Its terms of reference and composition are in **Appendix 38**.

2.40 The HTI / CCI / ICI Academic Committee looks after the academic management and quality assurance of programmes offered by HTI / CCI / ICI. Its terms of reference and composition are in **Appendix 39**.

2.41 A Course Planning Committee has been set up to oversee the academic management and quality assurance of programmes offered by Pro-Act Centres and MSTI. Its terms of reference and composition are in **Appendix 40**.

CORPORATE SERVICES

CENTRAL SERVICES DIVISION

2.42 The Central Services Division provides secretariat, translation and interpretation services to the Council and its functional committees and boards, and support services in relation to legal matters, logistics support, general administration and staff recreational activities for operational units. The Division comprises four sections, namely the Committees Section, the Translation Section, the Administration Section, and the VTC Staff Recreation Club Secretariat.

CENTRE FOR LEARNING AND TEACHING

2.43 The Centre for Learning and Teaching provides training for teaching and instructing staff through structured programmes, regular workshops, seminars and sharing sessions to promote effective, innovative and quality teaching.

2.44 The Centre also supports programme accreditation and validation, curriculum development, syllabus writing, assessment design, development of training materials, learning and teaching strategies and implementation of e-Learning with Moodle.

2.45 The Centre conducts studies on current educational issues to generate learning and teaching resources. In addition, the Centre's media production services provide graphic design, desktop publishing, audio recording, video and multimedia production for enhancing learning and teaching.

CORPORATE ENVIRONMENTAL OFFICE

2.46 The Corporate Environmental Office is set up to support environmental enhancement of VTC. It is responsible for raising environmental awareness among VTC staff and students, greening its curriculum, and facilitating the adoption of in-house environmental practices. The Office aims to engage stakeholders in environmental protection and to promote the environmental accomplishment both within VTC and to the community.

ESTATES, HEALTH AND SAFETY DIVISION

2.47 The Estates, Health and Safety Division is responsible for building works, building services, alterations and additions, repairs and maintenance and capital project works. The Division also monitors and gives advice on occupational health and safety matters. The Division aims to improve the physical and learning environment for students as well as to provide safe and healthy working conditions for VTC staff.

EXTERNAL RELATIONS OFFICE

2.48 The External Relations Office is responsible for planning and implementing the overall marketing, communications and public relations work of the Council. The objective is to promote the VTC corporate image, and vocational and professional education and training to the society.

FINANCE AND SUPPLIES DIVISION

2.49 The Finance and Supplies Division is responsible for providing services on financial planning and management, costing and financial analysis, funds administration, treasury and other accounting services, procurement and supplies.

HUMAN RESOURCES DIVISION

2.50 The Human Resources Division is responsible for the development of human resources strategies, policies and guidelines to enable VTC to attract, motivate, develop and retain a dynamic and competent workforce. The Division's services include manpower planning, staff appointments and posting, training and development, performance management, compensation and benefits, and staff relations. The Division has launched a Continuous Professional Development (CPD) Scheme as a platform to build and sustain capabilities of staff.

INFORMATION TECHNOLOGY SERVICES DIVISION

2.51 The Information Technology Services Division plans and manages the computing and network infrastructure of the Council.

2.52 The Division serves the Information Technology Steering Committee and helps formulate IT strategy and related policies. A strategic IT enhancement plan is currently being implemented with focus on application mobility, information security and software asset management. The Division also provides a wide variety of services to support staff and students in work and study.

INSTITUTIONAL ADVANCEMENT OFFICE

2.53 The Institutional Advancement Office is established to strengthen VTC's relationships with industries, associations, employers, alumni, philanthropists, foundations and other stakeholders. The Office is responsible for functions in relation to industry networking, alumni relations and fund raising.

INTERNAL AUDIT UNIT

2.54 The Internal Audit Unit reports to the Audit Committee. The Unit conducts independent reviews of VTC's activities and operations of various operational units to ensure compliance with VTC's established policies and procedures, and to ensure effectiveness, efficiency and economy of VTC's operating and financial systems.

INTERNATIONAL DEVELOPMENT OFFICE

2.55 The International Development Office is established to take forward VTC's internationalisation initiative. The Office comprises three sections, namely International Collaboration, International Students, and International Exchange, each responsible for a spectrum of activities such as enrolling non-local students and organising academic exchanges etc., in support of internationalisation of VTC's products and services.

QUALITY ASSURANCE AND ACCREDITATION OFFICE

2.56 The Quality Assurance and Accreditation Office is responsible for the development and implementation of a quality assurance system in VTC. The Office works closely with academic disciplines / teaching units and coordinates activities for the accreditation of VTC's programmes by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and the Hong Kong Institution of Engineers (HKIE). The Office also drives the continuous review of the quality assurance framework and the development of performance indicators that lead to improvement in VTC's programmes and services.

2.57 The Office also serves VTC's Quality Assurance Steering Committee (QASC) in formulating policies and guidelines. In addition, the Office provides training and development sessions on various aspects of quality assurance, coordinates the self-assessment exercise and annual programme review exercise, conducts periodic quality reviews, as well as administers various quality initiatives, namely the teaching excellence award, the staff excellence award, and the staff suggestion scheme.

RESEARCH SUPPORT UNIT

2.58 The Research Support Unit has been established to strengthen VTC's overall capability in conducting applied research, particularly in the area of practical, social and industrial research. The research activities will provide professional development opportunities for staff, strengthen the partnership between disciplines and industries, and expand the range of programmes and services offered to stakeholders.

2.59 Apart from supporting the Research Steering Committee in formulating strategic directions, administering the research seed funding scheme, and supporting the research fellow scheme and the teaching relief scheme, the Unit also offers other research-related services by providing advice and editorial remarks on grant applications, supporting research ethics compliance, updating the research outputs database, publicising significant research outputs, and organising research skills, innovation and entrepreneurship training programmes.

STATISTICS SECTION

2.60 The Statistics Section is responsible for providing professional services for conducting surveys, compiling and analysing data, and preparing management statistics required by the Council and the public. These statistics are mainly to assist the Council in formulating strategic plans on vocational and professional education and training, to serve as yardsticks for the achievement of the Council's plans, and to serve as performance indicators for the quality of the Council's vocational and professional education and training. The Statistics Section also provides professional support for the conduct of ad-hoc surveys initiated by different operational units.

STRATEGIC PLANNING OFFICE

2.61 The Strategic Planning Office is responsible for the formulation, preparation and implementation of VTC's Strategic Plans and Annual Plans. The Office assists the Council and senior management in drawing up the strategic plans and setting specific strategies to steer the development of vocational and professional education and training in Hong Kong. It also provides support to the Strategic Plan Implementation Steering Group (SPISG) in overseeing the implementation of the VTC's Strategic Plans.

2.62 The Office assists the Executive Director in monitoring and reviewing the progress of implementing strategic initiatives identified and submits progress reports to the Council and the SPISG at regular intervals.

VTC HONORARY FELLOW AWARD SCHEME

2.63 The VTC Honorary Fellow Award Scheme is designed to give recognition to distinguished individuals whose support would help enhance VTC's profile and status as the leading provider of vocational and professional education and training in Hong Kong.

2.64 The following distinguished individuals were awarded VTC Honorary Fellows in 2016 for their contribution to VTC:

Mr. Arthur BOWRING 包榮先生

Managing Director, Hong Kong Shipowners Association
香港船東會執行董事

Dr. Roy CHUNG Chi-ping 鍾志平博士, BBS, JP

Co-founder & Non-Executive Director, Techtronic Industries Co Ltd
創科實業創辦人兼非執行董事

Ir Thomas HO On-sing 何安誠工程師, JP

Chief Executive, Gammon Construction Ltd
金門建築有限公司總裁

Mrs. Monica LEE-MÜLLER 梅李玉霞女士

Managing Director, Hong Kong Convention and
Exhibition Centre (Management) Ltd
香港會議展覽中心(管理)有限公司董事總經理

Mr. Steve LEUNG 梁志天先生

Chairman, Steve Leung Designers Ltd
梁志天設計師有限公司董事長

Mr. William LEUNG Wing-cheung 梁永祥先生, SBS, JP

Chief Executive Officer, Sun Hung Kai Financial Limited
新鴻基金融有限公司行政總裁

HONORARY ADVISORS

2.65 Honorary Advisors from industries are appointed to help strengthen the involvement of industries in VTC's activities.

2.66 Currently, the Honorary Advisors of VTC are:

Ir Dr. Raymond HO Chung-tai 何鍾泰博士工程師, SBS, SBSstJ, MBE, JP
Chairman, Dashun Policy Research Centre
大舜基金主席

Dr. Rebecca LEE Lok-sze 李樂詩博士, MH
Founder, China Polar Museum Foundation
極地博物館基金創辦人

Mr. Arthur WONG Ngok-tai 黃岳泰先生
Founder and Permanent Honorary Chairman, Hong Kong Society of Cinematographers
香港專業電影攝影師學會創辦人及永遠榮譽主席

PART 3

MEMBER INSTITUTIONS, SUPPORT UNITS AND SERVICES

VTC'S MEMBER INSTITUTIONS

INTRODUCTION

3.1 VTC provides a diverse range of programmes at degree, higher diploma, diploma, and certificate levels to meet the needs of industries. VTC also provides a range of professional development programmes for people in employment and skill training courses for underprivileged people including those with disabilities. These programmes are offered via 13 member institutions.

TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

3.2 The Technological and Higher Education Institute of Hong Kong (THEi) offers self-financed degree programmes with a strong vocational orientation. It comprises the Faculty of Design and Environment, the Faculty of Management and Hospitality, the Faculty of Science and Technology, and a School of General Education and Languages. The degree programmes are currently delivered at the Tsing Yi Campus and the Kowloon Tong Campus of THEi, while some classes are conducted at IVE campuses and other centres to make use of their specialised teaching facilities. A purpose-built main campus for THEi in Chai Wan will be ready in AY2017/18.

3.3 THEi's degree programmes are developed in areas with strong market demand. They emphasise the integration of theoretical knowledge with practical skills through real-life projects and industrial attachments, and aim to train graduates to be professionally competent, independent, and socially responsible. The general education curriculum is designed to ensure that graduates are all-rounded and can apply their knowledge and skills in context.

3.4 THEi's degree programmes are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and are recognised under the Qualifications Framework (QF). In AY 2016/17, programmes are offered in Advertising, Fashion Design, Product Design, Landscape Architecture, Horticulture and Landscape Management, Sports and Recreation Management, Culinary Arts and Management, Professional Accounting, Hotel Operations Management, Public Relations and Management, Retail Management, Civil Engineering, Environmental Engineering and Management, Health Care, Multimedia Technology and Innovation, Food Science and Safety, Building Services Engineering, Information and Communications Technology, and Surveying. A new programme in Testing and Certification is planned for AY 2017/18.

3.5 Seven of the degree programmes (Fashion Design, Product Design, Landscape Architecture, Horticulture and Landscape Management, Culinary Arts and Management, Civil Engineering and Environmental Engineering and Management) have been included in the Government's Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) for AY 2016/17. Applicants for these programmes will be recruited through the Joint University Programmes Admission System (JUPAS) and will receive a government subsidy of up to HK\$70,000 per year for the normal duration of the programmes.

INSTITUTE OF PROFESSIONAL EDUCATION AND KNOWLEDGE

3.6 The Institute of Professional Education And Knowledge (PEAK) has over 20 years of experience in providing professional training for working adults.

3.7 PEAK offers professional diploma, professional certificate, continuing professional development programmes, and short programmes at various levels. These programmes are offered under various study areas including banking, accounting, insurance, securities/brokerage, business administration, management, information technology, creative technology, and property management. The VTC Tao Miao Institute, operated by PEAK, provides training for in-service personnel in the catering industry.

3.8 In addition, PEAK provides customised training and development solutions to corporate clients, through lecture-based programmes and tailor-made experiential learning activities. Since 2004, more than 200 local companies have adopted PEAK's products and services to enhance the technical competency and professional expertise of their employees, and have used PEAK's professional consultancy services.

3.9 The Examination Centre of PEAK is one of the designated providers for the professional examinations in Hong Kong, including the Insurance Intermediaries Qualifying Examination, the Mandatory Provident Fund Schemes Examination, and Trade Test for Security Guards.

SCHOOL FOR HIGHER AND PROFESSIONAL EDUCATION

3.10 The School for Higher and Professional Education (SHAPE), in collaboration with internationally renowned overseas and local universities, provides further education opportunities for Higher Diploma graduates, and other sub-degree and degree holders of both VTC and non-VTC institutions, who aspire to Bachelor's and/or Master's degree qualifications.

3.11 Programmes of SHAPE cover a wide range of study areas including Accounting and Finance, Applied Science, Business and Management, Computing and Information Technology, Design, Engineering, Hospitality, Tourism and Leisure.

3.12 The majority of SHAPE's non-local top-up degree programmes have been accredited by the HKCAAVQ and registered under the Qualifications Framework (QF). SHAPE endeavours to seek accreditation for all of its top-up degree programmes.

HONG KONG INSTITUTE OF VOCATIONAL EDUCATION

3.13 The Hong Kong Institute of Vocational Education (IVE) is a leading vocational and professional education provider in Hong Kong, committed to nurturing professionals valued by industries. It has been evolving in tandem with the economic development of Hong Kong, building a competent and innovative workforce needed in a knowledge-based economy. IVE offers full-time and part-time programmes at levels ranging from higher diploma to certificate and in different areas, covering Applied Science, Business Administration, Childcare, Elderly and Community Services, Engineering, Hotel, Service and Tourism Studies, and Information Technology.

3.14 VTC has nine IVE campuses located in different parts of Hong Kong. They are accessible by public transport. Each campus is equipped with computer facilities and computer-assisted language learning laboratories to support teaching and learning. To enrich the learning experience of IVE students, facilities of industry standards are set up to simulate the workplace environment. The campuses also provide well-equipped sports facilities including gymnasiums, squash and tennis courts, physical fitness centres and, on some campuses, swimming pools. Student canteens are available in most of the campuses.

HONG KONG DESIGN INSTITUTE

3.15 Hong Kong Design Institute (HKDI) is committed to offering learning opportunities to meet the growing demand of the creative industries.

3.16 The HKDI campus at Tiu Keng Leng is tailor-made for quality design education. The campus is equipped with the latest learning facilities and exhibition spaces, and has won an international architectural award.

3.17 Wide-ranging programmes are offered by four academic departments – Design Foundation Studies, Communication Design and Digital Media, Fashion and Image Design, and Product and Interior Design. HKDI's curricula are designed to ensure relevance and responsiveness to industry development. The design programmes encourage active participation and nurture students' creative thinking, cultural sensitivity and global perspective. Active collaborations with industry such as joint projects and attachment programmes provide students with first-hand knowledge of the latest industry trends.

HOTEL AND TOURISM INSTITUTE

3.18 The Hotel and Tourism Institute (HTI) (formerly Hospitality Industry Training and Development Centre) provides vocational and professional education and training for the hospitality industry. HTI offers full-time and part-time diploma and certificate programmes targeting young people at Secondary 3 level or above as well as in-service personnel.

3.19 HTI has three centres located at Pokfulam, Kowloon Bay and Tin Shui Wai where students receive practical training for programmes ranging from food and beverage service, catering and event management, front office operations, housekeeping operations, tour service and travel agency operations, air ticketing and tour escorting, travel consultancy to hotel spa body and beauty therapies. The T-Hotel, a training hotel with 30 guest rooms located at VTC Pokfulam Complex, provides a platform for students to apply their skills and knowledge in real world settings. Other training facilities of HTI include a wine laboratory, a training spa, a western training restaurant, and a training lounge.

CHINESE CULINARY INSTITUTE

3.20 The Chinese Culinary Institute (CCI) (formerly Chinese Cuisine Training Institute) is one of the three Capital Millennium Projects initiated by the Government of Hong Kong Special Administrative Region. The CCI is dedicated to providing systematic training in Chinese cuisine from elementary to master chef levels and catering management to support Hong Kong's reputation as the "Food Capital of the East", thereby to promote tourism in Hong Kong.

3.21 CCI offers full-time and part-time certificate, diploma and higher diploma programmes in Chinese culinary art for aspiring chefs and in-service personnel. Culinary interest course "Fun Kitchen" is available to tourists who wish to have a taste of Chinese cooking.

INTERNATIONAL CULINARY INSTITUTE

3.22 The International Culinary Institute (ICI) is one of the strategic initiatives of VTC's second 8-year Strategic Plan to develop quality manpower in culinary art to sustain Hong Kong's status as one of the world's top cities for dining. It aims to become a Centre of Excellence in international cuisines which produces specialised human capital for the further development of the culinary and wine related industries in the region.

3.23 A purpose-built ICI campus will be in operation in 2018. Before the completion of the ICI campus, programmes are conducted in the training centres located in Pokfulam, Kowloon Bay, and Tin Shui Wai. The ICI programmes will focus on international cuisines covering European, Mediterranean, South American, Middle Eastern and Asian cuisines leading to qualification awards at different levels, including certificate, diploma and higher diploma.

MARITIME SERVICES TRAINING INSTITUTE

3.24 The Maritime Services Training Institute (MSTI) campus is located at Tai Lam Chung, Tuen Mun. It provides a wide range of marine and safety programmes for new entrants, in-service seafarers, and employees of marine-related and shore-based industries to satisfy the manpower demands and training needs of marine and related fields. In addition, a Higher Diploma of Maritime Studies is offered by MSTI. The marine engineering knowledge electives of the Higher Diploma in Mechanical Engineering of the IVE (Tsing Yi) are supported by MSTI.

3.25 MSTI is the sole local institution approved by the Marine Department, Labour Department and Office of Communication Authority to provide various specific mandatory training courses as required under the Merchant Shipping Regulation, Shipping & Port Control Regulation, Factories & Industrial Undertakings Regulation, and International Convention on Standards of Training, and Certification and Watchkeeping for Seafarers, etc.

YOUTH COLLEGE

3.26 The Youth College (YC) provides vocational and professional education and training to Secondary 3 to Secondary 6 school leavers. There are eight YC campuses located in Kowloon Bay, Kwai Chung, Pokfulam, Kwai Fong, Tseung Kwan O, Po Lam, Tuen Mun and Tin Shui Wai.

3.27 The YC offers an integrated multiple-entry-multiple-exit Diploma of Vocational Education (DVE) programme. The programme aims to help students develop both generic and vocational knowledge and skills in a specific trade so as to enhance their opportunities for employment and / or further studies.

3.28 The DVE programmes are offered by YC in collaboration with Pro-Act Training and Development Centres. A total of 18 DVE programmes, covering study areas of Business & Services, Design & Technology, and Engineering, are offered in both full-time and part-time mode. The DVE programmes were revamped in AY 2013/14 to provide an articulation pathway to students joining apprenticeship through the “Earn and Learn” Pilot Scheme.

PRO-ACT TRAINING AND DEVELOPMENT CENTRE

3.29 Pro-Act Training and Development Centres provide practical training and professional development solutions to meet the needs of industries and individuals. They offer a diverse mix of programmes and services, ranging from industry-specific training and development programmes, training schemes, trade tests, to corporate training and consultation services. These programmes cover 10 industries including automotive, electrical, electronics, fashion textiles, gas, jewellery, mechanical, precision engineering, printing and welding, and are provided by the Pro-Act Training and Development Centres located in different VTC Complexes and IVE (Lee Wai Lee).

INTEGRATED VOCATIONAL DEVELOPMENT CENTRE

3.30 In support of Government's Manpower Development Scheme, VTC sets up Integrated Vocational Development Centre (IVDC) which offers a wide range of retraining courses funded by the Employees' Retraining Board and targets at unemployed and eligible workers aged 15 or above with education attainments up to sub-degree level. Employment advisory services will be provided for trainees of full-time placement-tied courses to help them re-enter the labour market. IVDC also provides a variety of value-added courses, professional courses and staff development programmes to meet the diverse training needs of different target groups.

SHINE SKILLS CENTRE

3.31 Shine Skills Centre offers skills training programmes to people with disabilities aged 15 or above to enhance their employability.

3.32 Located at Kwun Tong, Pokfulam, and Tuen Mun, three Shine Skills Centres offer full-time and part-time programmes in Business, Information Technology and Service. Shine Skills Centre also provides Adapted Applied Learning courses for students with intellectual disabilities. The three centres are equipped with professional facilities including industrial simulated training workshops, and multi-media rooms, etc. to enhance students' learning experience.

3.33 Shine Skills Centre offers a wide range of support services to prepare students' integration into the society, including counselling services, vocational guidance, work adjustment and job placement services, basic nursing services and occupational therapy. The Whole Person Development Programme aims to enhance students' self-confidence and equip them with life skills for their personal growth and future development. Residential services are available at Shine Skills Centre (Tuen Mun), which provides a cheerful living environment for students to enhance their independent living skills.

3.34 Shine Vocational Assessment Service offers two assessment programmes, namely Specific Vocational Assessment Programme and Comprehensive Vocational Assessment Programme to evaluate the vocational strengths, potentials and limitations of people with disabilities. Outreach services are also available for people in need.

3.35 Shine Technical Aids and Resource Centre provides support for VTC students who have special educational needs for enhancing their employability and overcoming their learning difficulties. Services include designing and adapting technical aids for individuals to facilitate their study and work. Advice on examination arrangements is also given.

ACADEMIC ADMINISTRATION AND SUPPORT UNITS

HEADQUARTERS (ACADEMIC SERVICES)

3.36 Headquarters (Academic Services) (HQ(AS)) provides central academic and administrative support services to VTC's member institutions.

The scope of work of the HQ(AS) covers:

- a) strategic planning;
- b) holistic programme planning and data management;
- c) curriculum development and academic administration;
- d) student admission and records;
- e) student services and affairs, including scholarship schemes and Job Information System;
- f) tuition fee policy and student finance matters;
- g) Applied Learning Courses;
- h) Hong Kong Vocational English Programme;
- i) statistical services; and
- j) central secretariat support to boards and committees.

HEADQUARTERS (INDUSTRY PARTNERSHIP)

3.37 Headquarters (Industry Partnership) (HQ(IP)) provides a range of supporting services to the industrial and commercial sectors of Hong Kong.

3.38 HQ(IP) coordinates professional secretarial support for 21 Training Boards (TB) and 5 General Committees (GC) of the Council, and build synergy with Discipline Boards / Discipline Advisory Boards. HQ(IP) assists TB and GC to conduct manpower surveys to identify the manpower demand and training needs of industries.

3.39 In supporting the establishment of the QF launched by the HKSAR Government, HQ(IP) provides Recognition of Prior Learning (RPL) assessment services to ten industries.

3.40 HQ(IP) also provides other services including skills competitions, vocational assessment, and the industry-wide training schemes for technologist training, apprenticeship, traineeship, trade testing and new technology training. In addition, HQ(IP) provides central support services for the operation of the Integrated Vocational Development Centre.

HIGHER AND PROFESSIONAL EDUCATION OFFICE

3.41 The Higher and Professional Education Office (HaPE) is set up to steer the development of in-service training. HaPE supports and facilitates operating units (OUs) in providing continuing and professional education (CPE) to working adults, including setting out the governance structure, drawing up central policies and guidelines for the operation of the activities, devising quality assurance systems, and promoting culture and buy-in to prepare staff for exploring the CPE market. Seminars and sharing sessions are arranged for OUs. HaPE also oversees the operations of the PEAK and the SHAPE.

ACADEMIC AND RELATED REGULATIONS

3.42 Academic and related regulations, including the General Academic Regulations, Examination Regulations, Appeals Regulations, Regulations for External Examiners / External Module Examiners and Library Regulations, are shown at Appendices below.

- Appendix 41 - General Academic Regulations for New Higher Diploma Programmes**
- Appendix 42 - General Academic Regulations for Diploma of Foundation Studies Programme**
- Appendix 43 - General Academic Regulations for Diploma of Vocational Education Programmes**
- Appendix 44 - General Academic Regulations for Certificate, Diploma, Professional Certificate, and Professional Diploma Programmes at QF Levels 1 - 4**
- Appendix 45 - General Academic Regulations for IVE / HKDI / SBI / YC Courses under Old Academic Structure**
- Appendix 46 - General Academic Regulations for Applied Learning Courses**
- Appendix 47 - General Academic Regulations for Operating Vocational English Programme**
- Appendix 48 - Examination Regulations**
- Appendix 49 - Appeals Regulations**
- Appendix 50 - Regulations for External Examiners / External Module Examiners**
- Appendix 51 - Library Regulations**

LEARNING AND STUDENT SUPPORT SERVICES

LEARNING SUPPORT SERVICES

3.43 A wide range of learning support services are provided on campuses. Learning Resources Centres are set up to provide a one-stop learning support service for students and staff.

LANGUAGE TRAINING AND ACTIVITIES

3.44 The Languages Discipline offers quality language training in Vocational English, Chinese and Putonghua to equip students with effective language and communication skills for work and further study.

3.45 Fitted with a wide range of multi-media materials and sophisticated audio-visual equipment, language laboratories are available to enable effective learning through instant feedback and individualised support.

3.46 The Centre for Independent Language Learning (CILL) hosts a wide range of fun-filled activities and provides an abundance of self-access materials. Student can relax and learn at their own time and pace while mingling with native English speakers in a dynamic and supportive environment.

LEARNING RESOURCES CENTRES

3.47 The Learning Resources Centres (LRCs) comprise the Library, Educational Technology Unit and Computer Centre / IT Support Service Unit. They provide a stimulating and creative atmosphere for learning and allow flexible deployment of resources.

Library

3.48 VTC library services are provided by LRCs at each campus of IVE, HKDI, YC, and THEi. All LRCs are multi-media learning resources centres with an environment conducive to study, research and leisure reading. They provide a wide range of services, learning resources, facilities and equipment to meet the needs of students and staff. Inter-campus loans of reading materials among all VTC campuses are available. Library users may check in and out the circulating materials at any one of the VTC LRCs. Up-to-date information on the library resources and services is available on the library homepage (<http://library.vtc.edu.hk>).

Collections

3.49 Campus LRCs have a total collection of over 600,000 volumes, which include programme-related books, journals, newspapers, multi-media materials and electronic resources.

3.50 The LRCs have subscribed to 260,000 e-books on various topics, as well as about 75 electronic databases such as ABI / INFORM Global, British Standards, Academic Search Complete, WiseNews etc. covering over 64,000 full-text electronic journals and standards on a variety of subjects.

VTC Library Catalogue

3.51 The VTC library automated system connects VTC libraries to all local university libraries. The VTC Library Catalogue (<http://encore.vtc.edu.hk>) allows users to locate all VTC library collections. The users can ascertain the library holdings, check their own borrowing records, place a reservation on a particular title and renew their loaned items. It also provides hyperlinks to all electronic resources including e-books, e-journals and e-databases.

Educational Technology Unit

3.52 Educational Technology Unit is set up in each campus to provide comprehensive support services in the areas of media design, production, information, training and teaching facilities. Scanning facilities and computers equipped with multimedia software are also provided as learning support to students.

Computer Centre / IT Support Service Unit

3.53 Computer centres or IT support service units are available in campuses to support a wide range of IT facilities and services. The following services are provided for students and staff:

Student Web-based Services

3.54 MyPortal, a student web-based services system, allows students to check and update their personal data, book campus facilities, enroll in extra-curricular activities, reserve lockers, check timetables, examination schedules and results, download academic and non-academic transcripts, etc. This system also allows students to access learning materials, useful information and news published by campuses anytime within or outside campus and to learn at their own pace. It also enables on-line interactive communication between students and lecturers.

Job Information System

3.55 Students / graduates can use the Job Information System (JIS) to access job postings and submit applications anywhere and anytime through the Internet. Information on career education and the job market is also provided. Students / graduates may also create their personal e-resumes, download career information and receive updated job information by auto-emailing.

STUDENT SUPPORT SERVICES

3.56 A wide range of student support services and amenities, administered by the Student Development Office, are provided to meet the students' needs and promote their well-being. The Students' Union and its affiliated student societies on each campus organise various social, cultural, recreational and sports activities for students.

Student Development Office

3.57 The Student Development Office of each campus promotes students' well-being, with a view to helping them to realise their full potential. The Office is responsible for the development and management of all student services, in consultation with elected representatives of the Students' Union and management of the campus.

Career and Counselling Services

3.58 Professional counsellors at each campus provide developmental and counselling services to students, including career advisory services, general counselling services and personal development programmes.

3.59 The Career Advisory Centre/Corner provides information on occupations, major employers, work competencies required for occupations and opportunities for further studies, including up-to-date information about job vacancies. Students are encouraged to participate in various workshops on job-hunting skills and pre-employment preparation. In addition, HQ(AS) provides a web-based JIS through which job posting by employers and job searching / application by graduates can be done anywhere and anytime.

3.60 The general counselling service is offered to students who need help to cope with personal problems that may hinder their studies or personal growth. Student Counsellors provide confidential consultation and practical assistance to needy students.

Structured Whole Person Development Programme

3.61 The Structured Whole Person Development (SWPD) Programme covers all programmes at post-Secondary 3 and post-Secondary 6 levels.

3.62 The SWPD Programme is a holistic structured programme embedded in the curriculum which aims to equip students with appropriate communication and transferable skills. The Programme also aims to reinforce students' positive attitude and values to meet challenges in life.

Sports and Leisure

3.63 The campuses provide well-equipped sporting facilities including gymnasiums, squash, tennis and basketball courts, physical fitness centres and, on some campuses, swimming pools. Students can make use of these facilities for recreation. Students are encouraged to participate in the physical education programmes conducted on campus.

Student Amenities

3.64 Student amenities including canteen services are provided on campuses. Many campuses are equipped with lockers for students. Student common rooms and function rooms are also available for activities run by the Students' Union and the affiliated student societies.

Students' Union and Affiliated Student Societies

3.65 The Students' Union on each campus is a self-governing body run by the elected student members for their fellow students. It serves to foster students' sense of belonging, promote the general welfare of its members and provide a channel of communication within each campus.

3.66 Members of the Students' Union are encouraged to form clubs and organise activities to cater for students' recreational, sporting and intellectual interests.

3.67 Student representatives elected through the Students' Union may participate in committee meetings to discuss academic and student issues.

3.68 The Student Development Office offers support and assistance to the Students' Union activities whenever appropriate.

FEES, FINANCIAL ASSISTANCE AND SCHOLARSHIPS AND AWARD SCHEMES

TUITION FEES

3.69 Tuition fees for degree programmes are charged by the semester, with the amount depending on the number of credit points taken during the semester. There are two semesters in a year and the normal period to complete a degree programme is four years. Depending on the requirements of individual programmes, students must accumulate between 126 and 132 credit points in the four years to graduate. The tuition fee for the 2016/17 academic year varies from HK\$2,160 to HK\$2,600 per credit point depending on the programme chosen.

3.70 Full-time higher diploma programmes for post-Secondary 6 school leavers can normally be completed in two academic years. The tuition fee is around \$32,000 per annum for subvented programmes and around \$53,000 per annum for self-financed programmes.

3.71 The tuition fee for full-time 1-year Diploma of Foundation Studies programme is \$20,500 (subvented programme) and \$25,500 (self-financed programme).

3.72 There is no tuition fee for Secondary 3 school leavers attending full-time Diploma of Vocational Education (DVE) programmes until they have exhausted all free tuition-credits, as they are fully subvented under the 12-year free education policy. However, tuition fee is charged for students taking full-time DVE programmes after they have completed Secondary 6.

3.73 For part-time evening modular programmes, the fee varies from \$155 to \$235 per credit point.

3.74 Tuition fee levels are subject to annual review.

FINANCIAL ASSISTANCE

3.75 Full-time students of degree and sub-degree programmes can apply for grants and/or loans operated by the Hong Kong Government's Working Family and Student Financial Assistance Agency (WFSFAA). Full-time students of below sub-degree programmes are eligible for the Tuition Fee Remission and Flat Rate Grant for Academic Expenses Scheme administered by VTC. Students of part-time programmes may apply for loans through the Non-means-tested Loan Scheme of WFSFAA to meet tuition fees. The Student Development Office / Campus Secretariat of each campus will provide students with relevant information about the various financial assistance schemes and assist them in the application process.

3.76 Higher diploma students taking modules registered under the Continuing Education Fund (CEF) can apply for subsidies. On successful completion of these modules and subject to the fulfillment of CEF's requirements, students may be reimbursed up to 80% of the tuition fees or a maximum of HK\$10,000.

SCHOLARSHIPS AND AWARD SCHEMES

3.77 Various scholarships and awards are available for students. These scholarships and awards are sponsored by the HKSAR Government, industries, professional bodies, and individuals. In 2015/16, over 4,000 students have been granted scholarships or other awards. Major scholarships and award schemes are shown below.

THEi's Scholarship and Academic Award Schemes

3.78 Two scholarship schemes, namely Entrance Scholarship Scheme and Achievement Scholarship Scheme, are available for new students and progressing students of the THEi respectively. The value of each award is up to the full tuition fee for an academic year.

Higher Diploma Outstanding Achievements Admission Scholarships

3.79 The Higher Diploma Outstanding Achievements Admission Scholarship gives recognition to full-time students newly enrolled on higher diploma programmes offered by the VTC whose academic performance at secondary education is outstanding.

Chinese Manufacturers' Association of Hong Kong (CMA) Testing and Certification Laboratories Admission Scholarship

3.80 The CMA Industrial Development Foundation Limited is sponsoring an admission scholarship to encourage secondary school graduates with good academic performance to enroll in higher diploma programmes relevant to the testing and certification industry.

The HKSAR Government Scholarships / Awards

3.81 The HKSAR Government scholarships / awards aim to recognise VTC students with outstanding academic or non-academic achievements. The amount of scholarships received by each student ranges from HK\$10,000 to HK\$80,000 per year.

The Alistair Harvey Foundation Scholarship Scheme

3.82 This scheme provides financial assistance of up to £24,000 a year to graduates of full-time Higher Diploma programmes in the Applied Science, Engineering and Information Technology Disciplines to support their degree studies at universities in the United Kingdom. The scholarships cover tuition fees, accommodation, living expenses, and air fares for two academic years.

Dr Ng Tat-lun Memorial Outstanding Students Award Scheme

3.83 This scheme aims to give encouragement to students with good academic performance and in particular, who are outstanding in their presentation, social and communication skills. Each awardee will receive an award of HK\$10,000.

Mr Yeung Kai-yin Memorial Scholarship

3.84 This scholarship enables needy students to participate in study visits and overseas exchange programmes to broaden their exposure and enhance their holistic development. Each student will be awarded up to HK\$10,000 to subsidise their proposed visits.

Outstanding Industrial Attachment Scholarships

3.85 Funded by generous donations from more than 200 industrialists and employers, the scheme benefits VTC students who achieved outstanding performance during their industrial attachments. Each year, around 300 students are awarded this scholarship of HK\$2,500 each.

CYMA Charity Fund Scholarship

3.86 The CYMA Charity Fund Scholarship recognises students who have made remarkable improvements in their academic results, and provides financial assistance to support their whole person development. Each year, 100 students are awarded this scholarship of HK\$5,000 each.

VTC Student Development Foundation

3.87 The VTC Student Development Foundation was set up in April 2012 to support all-round development of VTC students to unleash their full potential. The Foundation supports a variety of student development projects and activities, scholarships, financial assistance to students in need, as well as infrastructural development.

Rotary Hong Kong Vocational Scholarship

3.88 Rotary Hong Kong Vocational Scholarship assists financially-needy students of Diploma of Foundation Studies and articulating to Higher Diploma and THEi Degree programmes, who possess career aspiration, positive attitude and value, leadership qualities and commitment to the community, to pursue vocational education in the career they aspire. A total of 50 students receive the scholarships ranging from HK\$10,000 to HK\$35,000 in each academic year.

The Hong Kong Jockey Club Scholarships – Vocational Education Scholarship

3.89 The Hong Kong Jockey Club supports outstanding VTC Higher Diploma graduates to pursue undergraduate studies overseas in the fields of aviation / marine engineering studies, and design. Each awardee receives up to HK\$450,000 per year tenable for three years. In addition, scholarships are also established to encourage promising Youth College graduates of Diploma of Vocational Education to pursue Higher Diploma studies at VTC. Each scholarship covers the full tuition fees capped at HK\$53,000 per study year, for up to two years.

Bright Future Charitable Foundation Scholarship

3.90 Sponsored by Professor Roy Chung, the Bright Future Charitable Foundation Scholarship is established to sponsor outstanding graduates of VTC Diploma of Foundation Studies to progress to Higher Diploma, and further to Degree programmes in Design and Engineering Disciplines. The two scholarship schemes are tenable for a maximum of two years and each scholarship is worth HK\$30,000 and HK\$35,000 per year respectively.

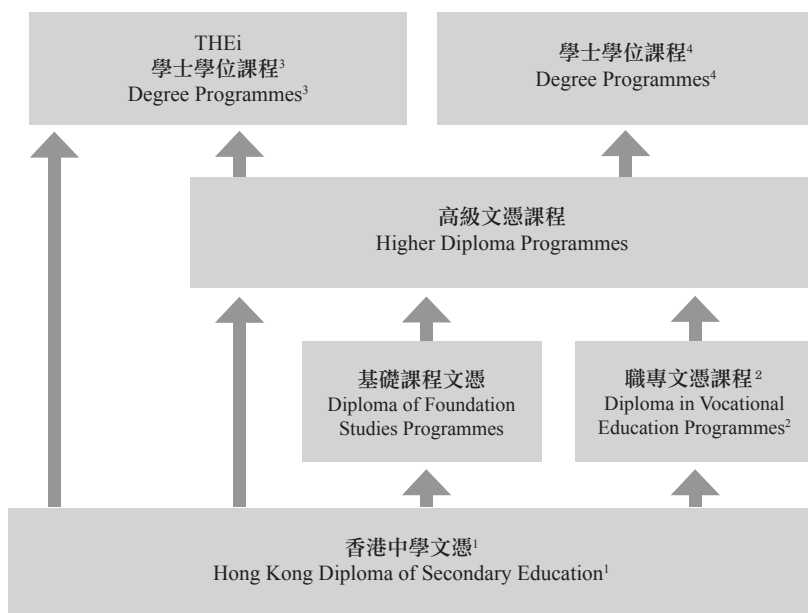
PART 4

VOCATIONAL AND PROFESSIONAL EDUCATION AND TRAINING SERVICES

VOCATIONAL AND PROFESSIONAL EDUCATION AND TRAINING PROGRAMMES

PROGRESSION LADDER

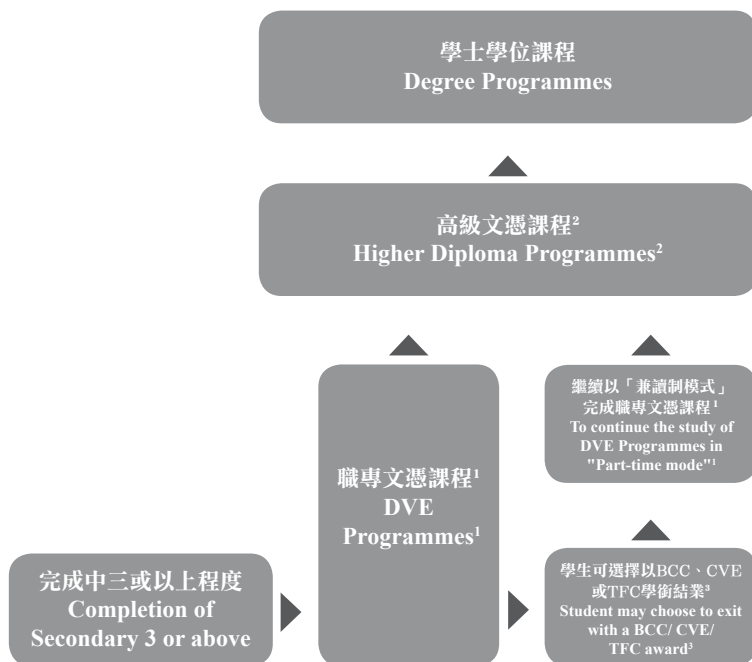
Progression Pathways for Secondary 6 Graduates:



Note:

1. For the specific entrance requirements of each programme, please visit the Admissions Homepage (<http://www.vtc.edu.hk/admission>).
2. Holders of the Diploma of Vocational Education award upon successful completion of prescribed modules can apply for Higher Diploma Programmes.
3. THEi admits graduates from the relevant Higher Diploma programmes into the senior years of its degree programmes.
4. Higher Diploma graduates can apply for admission to top-up degree programmes offered by VTC in collaboration with local and overseas universities, or degree programmes offered by local or overseas universities.

Progression Pathways for Secondary 3 Graduates:



Note:

1. Holders of the DVE award upon successful completion of prescribed modules can apply for VTC's Higher Diploma programmes. DVE students may consider taking the optional module "Mathematics 3G" for the eligibility to apply for VTC's Higher Diploma programmes which require Mathematics as one of the general entry requirements. Separate tuition fee will be charged for this optional module.
2. The general entrance requirements of the Higher Diploma programmes are five Hong Kong Diploma of Secondary Education (HKDSE) subjects at Level 2 or above, including English Language and Chinese Language. The study duration is normally 2 years.
3. Individual programmes offer different levels of exit awards.

ADMISSION OF STUDENTS

General Entrance Requirements for Full-time Post-Secondary 6 Programmes

Programmes	General Entrance Requirements
Degree Programmes	<ul style="list-style-type: none"> Level 3 or above in the HKDSE English Language and Chinese Language; AND Level 2 or above in the HKDSE Mathematics, Liberal Studies and one Elective Subject; OR Equivalent
Higher Diploma Programmes	<ul style="list-style-type: none"> Five HKDSE subjects at Level 2 or above, including English Language and Chinese Language; OR VTC Foundation Diploma (Level 3) / Diploma of Foundation Studies; OR VTC Diploma in Vocational Education / Diploma of Vocational Education; OR Yi Jin Diploma / Diploma Yi Jin; OR Equivalent
Diploma of Foundation Studies Programmes	<ul style="list-style-type: none"> Completion of Secondary 6 (under the New Senior Secondary Academic Structure) ; OR Equivalent
Diploma in Vocational Education Programmes	<ul style="list-style-type: none"> Completion of Secondary 6 (under the New Senior Secondary Academic Structure) ; OR Equivalent
Diploma and Certificate Programmes in Hospitality / Chinese Cuisine / International Cuisine	<ul style="list-style-type: none"> Completion of Secondary 6

Note:

- The study duration of degree and higher diploma programmes is normally 4 years and 2 years respectively. The study duration of Diploma of Foundation Studies and Diploma of Vocational Education programmes is normally 1 year. Please refer to the Admissions Homepage (<http://www.vtc.edu.hk/admission>) for the study duration of Diploma and Certificate programmes in Hospitality / Chinese Cuisine / International Cuisine.
- Holders of Diploma in Vocational Education / Diploma of Vocational Education (DVE) award upon successful completion of prescribed modules are eligible to apply for Higher Diploma programmes.
- Some programmes are not applicable to holders of Diploma in Vocational Education / Diploma of Vocational Education (DVE) / Yi Jin Diploma / Diploma Yi Jin. Some programmes may have other specific entrance requirements. Please refer to the Admissions Homepage (<http://www.vtc.edu.hk/admission>) for details.
- Offering of study place is subject to the applicants' academic qualifications, interview / test performance (if applicable), other learning experience and achievements, and availability of study places.

General Entrance Requirements for Full-time Post-Secondary 3 Programmes

Programmes	General Entrance Requirements ¹
Diploma of Vocational Education Programmes	Completion of Secondary 3 or equivalent.
Certificate for Junior General Purpose Ratings offered by MSTI	Completion of Secondary 3 or above. Between 16.5 and 33.5 of age. Applicants must pass the interview and the simple eye sight and colour blindness tests.
Certificate programmes in Hospitality / Chinese Cuisine / International Cuisine offered by HTI / CCI / ICI ²	Completion of Secondary 3 or above and a pass in the interview.

Note:

1. Some programmes may have other specific entrance requirements.
2. Programmes may have specific age requirements for entry.

PROGRAMMES OFFERED BY VTC

4.1 VTC offers a diverse range of programmes specially designed for Secondary 6 graduates, including Degree programmes, Top-up Degree programmes, Higher Diploma programmes, Diploma of Foundation Studies (DFS) programme, Diploma of Vocational Education (DVE) programmes, etc. The programmes prepare students for further study and employment.

Degree Programmes

4.2 The Technological and Higher Education Institute of Hong Kong (THEi) provides vocationally-oriented bachelor degree programmes for HKDSE candidates. Degree programmes offered by the Faculties of Design and Environment, Management and Hospitality, and Science and Technology feature a fine balance of theory, practice and general education with a focus on real-life projects and industrial attachments to developing competent professionals for the industry.

4.3 To provide degree articulation opportunities to students, THEi offers the Year-3 (Senior Year) Admission Scheme to graduates of higher diploma or other equivalent qualifications.

Top-up Degree Programmes

4.4 The School for Higher and Professional Education (SHAPE) in collaboration with local, mainland, and overseas universities, offers top-up degree programmes in a range of subjects in part-time and full-time study modes. Top-up degree programmes are available in different study areas, including Accounting and Finance, Business and Management, Applied Science, Information Technology, Design, Engineering, Hospitality, Tourism and Leisure. Lectures are conducted by overseas university lecturers and SHAPE's teaching staff.

Higher Diploma Programmes

4.5 Higher Diploma (HD) programmes are offered to post-Secondary 6 graduates by IVE/HKDI/MSTI/ICI/CCI. HD programmes are designed for students with diverse interests and abilities, and help students to lay a good foundation for employment or further study at degree level.

4.6 Higher Diploma curricula are enriched with a strong focus in languages and soft skills development so as to strengthen students' language ability and communication skills, and furnish them with appropriate attitudes and values for life. In addition, HD students are required to attend no less than 90 hours of Industrial Attachment to enable them to have a better understanding of the workplace and to facilitate their smooth transition from study to work.

Diploma of Foundation Studies (DFS) Programmes

4.7 The Diploma of Foundation Studies (DFS) programmes are offered to Secondary 6 school leavers who do not fulfill the entry requirement of sub-degree programmes. Its curricula contain generic elements to help students realise their potentials in their future career and to build a good foundation for further studies.

4.8 Being pitched at QF Level 3, DFS is regarded as an equivalent qualification to Level 2 in 5 subjects in HKDSE, including English and Chinese Language subjects, for civil service appointments. Holders of DFS can also apply for entry to the Higher Diploma programmes.

Diploma of Vocational Education (DVE) Programmes

4.9 Diploma of Vocational Education (DVE) programmes are offered at Youth College (YC). The programmes provide school leavers of Secondary 3 or above a progression pathway with different exit points, e.g. Certificate of Basic Craft Studies, Certificate of Technician Foundation Studies, and Certificate of Vocational Education, to enable them to pursue employment in relevant industries.

4.10 DVE programmes are offered in three major areas: Business and Services, Engineering as well as Design and Technology. Depending on the student's choice of modules and study pace, it normally takes three years for a Secondary 3 or Secondary 4 school leaver to acquire a DVE award. For a Secondary 5 school leaver, it normally takes two years. School leavers who have completed Secondary 6 can usually acquire a DVE award in one year (three semesters) full-time study. DVE graduates are eligible to apply for Higher Diploma programmes offered by the IVE/HKDI/MSTI/ICI/CCI.

Diploma and Certificate Programmes

4.11 VTC's member institutions, such as Hotel and Tourism Institute (HTI), Chinese Culinary Institute (CCI), International Culinary Institute (ICI) and Maritime Services Training Institute (MSTI), offer a wide range of diploma and certificate programmes, covering Tourism and Hospitality, International and Chinese cuisines for selection according to students' personal interest and development plans and a certificate for Junior General Purpose Ratings to serve the maritime sector.

Continuing and Professional Education Programmes

4.12 To meet the diverse educational needs of working adults, VTC's member institutions provide various part-time programmes to enhance their knowledge and skills in specific areas through lifelong learning and continuous education. VTC also works closely with industry partners and government departments to provide programmes that match the current manpower requirements.

4.13 In-service training is offered by the IVE/HKDI for people already in employment who opt to acquire a higher qualification through further studies on a part-time basis. In addition to higher diploma, professional diploma and certificate programmes are offered in specific subject areas to meet the industry needs. The Institute of Professional Education And Knowledge (PEAK) offers professional development programmes to support the learning needs of working adults. Other VTC's member institutions including MSTI, HTI, CCI, ICI and Pro-Act Training and Development Centres also provide industry-specific practical training to in-service personnel for skills upgrading and trade skills certification. The Integrated Vocational Development Centre (IVDC) offers a roster of retraining programmes covering many trades.

Social Programmes

4.14 Vocational Development Programmes are developed for non-engaged youths aged 14 to 24. They include Teen's Programme, Modern Apprenticeship and Ethnic Minority Project. The VTC also teams up with the Correctional Services and Social Welfare Departments to provide tailor-made vocational training programmes for some residents at the Tuen Mun Children and Juvenile Home. Non-Chinese Speaking students may also join the specially-designed vocational and professional education and training programmes, which may include part-time preparatory programmes for trade tests in electrical work and welding for in-service personnel, full-time certificate/diploma programmes in business, hospitality and design for Secondary 3 and Secondary 6 school leavers, and elementary Cantonese and workplace Chinese communication programmes.

4.15 The Shine Skills Centre offers skills training programmes to people with disabilities aged 15 or above to enhance their employability. Its wide range of supportive services further prepares students to integrate into the society.

Diploma Yi Jin Programme

4.16 School of Business and Information Systems (SBI) offers Diploma Yi Jin programme to Secondary 6 school leavers as well as adult learners to obtain a formal qualification for the purposes of employment and further study. The programme, attuned to market needs, emphasises both theoretical

and practical knowledge. The Diploma Yi Jin programme is deemed as meeting the entry requirements of some of the civil service posts. Graduates can also articulate to Higher Diploma programmes offered by the IVE/HKDI/MSTI/ICI/CCI.

4.17 More details on VTC programmes are available at <http://www.vtc.edu.hk/studyat/en/>.

VOCATIONAL MODULES IN SECONDARY SCHOOLS

4.18 In support of the Government's initiative to diversify the senior secondary curriculum and to enrich the learning experience of senior secondary students, VTC has launched a number of Vocational Modules in Secondary Schools (VMSS) since AY 2003/04. VMSS comprises two categories of courses/programmes: the Applied Learning (ApL) courses and the Vocational English programmes.

4.19 ApL courses are senior secondary elective subjects developed by course providers and approved by the Education Bureau (EDB). Commencing from AY 2010/11, ApL courses have been included in the senior secondary curriculum whereby Secondary 5 and 6 students can take ApL courses as their elective subjects. The Vocational English programmes which are benchmarked against the Hong Kong Vocational English Programme (HKVEP) are also offered to senior secondary students.

Applied Learning Courses

4.20 VTC has been playing a leading role in the provision of ApL courses to suit the diverse learning interest and needs of the senior secondary students. Quality assurance of all VTC's ApL courses are jointly conducted by the Curriculum Development Institute, the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, and the Hong Kong Examinations and Assessment Authority. For admission to the post-Secondary 6 programmes offered by the VTC, results of a maximum of two ApL courses are considered.

4.21 In AY 2016/17, VTC will offer the following nine ApL courses in four study areas for new and progressing students:

Study Area	Course Title
Creative Studies	Computer Game and Animation Design - Computer Game Design Stream - Computer Animation Design Stream
	Fashion and Image Design - Fashion Design Stream - Image Styling Design Stream
	Interior Design
Media and Communication	Film and Video Studies
Services	Child Care and Education
	Hotel Operations
	Western Cuisine - Bakery and Pastry Stream - Culinary Arts Stream
Engineering and Production	Building Technology - Architectural Technology Stream - Building Facilities Management Stream
	Electrical and Energy Engineering

4.22 Following the EDB's directive, the next cohort of new intake will be admitted in AY 2017/18.

Vocational English Programme

4.23 The Vocational English Programme (VEP) offers senior secondary students and working adults a different English learning experience and an opportunity to obtain an alternative English qualification for academic progression.

4.24 The VEP adopts a competency-based approach and is designed with an aim of improving learners' English language skills and enhancing their motivation in English learning through simulated work situations, well-designed tasks and engaging activities.

4.25 The VEP is benchmarked against the HKQF and the HKVEP which is accredited by the London Chamber of Commerce and Industry International Qualifications (LCCIIQ).

4.26 Both the school partnership mode and open mode are offered to senior secondary students. In the partnership mode, classes are held on the premises of the partnership school following a schedule specifically designed for the school. For programmes conducted in open mode, students are from the general public and classes are held on IVE campuses.

TRAINING SERVICES ORGANISED BY TRAINING BOARDS AND GENERAL COMMITTEES

OUT-CENTRE PROGRAMMES AND CONFERENCES / SYMPOSIA / SEMINARS

4.27 Training Boards organise specially-designed training courses (called 'out-centre programmes') to update or upgrade the knowledge and skills of in-service personnel of their respective industries. Out-centre programmes are organised in the following areas: hospitality industry, mass communications industry, publishing sector and transport logistics services, with input from industries.

4.28 To maintain the programme take-up rate, a programme fee subsidy scheme is in place for programmes tailor-made to meet the training needs of specific sectors. A refund of up to 50% of the programme fees is granted to in-service participants who can complete the approved programmes with a minimum level of attendance.

4.29 Training Boards and General Committees also organise, either individually or in collaboration with professional institutions and/or trade organisations, conferences, symposia and seminars on specific current topics.

APPRENTICESHIP AND RELATED TRAINING SERVICES

APPRENTICESHIP SCHEME

4.30 The Executive Director of VTC, as the Director of Apprenticeship, is responsible for the administration of the Apprenticeship Ordinance. The Director of Apprenticeship will monitor and assess the training of apprentices, conciliate in training and employment disputes and endorse completion of Certificates of Apprenticeship. The Office of the Director of Apprenticeship provides career counselling and placement services for people seeking apprenticeships.

4.31 The Apprenticeship Scheme consists of on-the-job training, complementary technical education courses and supervision and services of Inspectors for apprentice training. At present, there are 45 trades designated under the Ordinance. Young persons aged between 14 and under the age of 19 employed in one of the designated trades must enter into apprenticeship contract with the employer. The contract must be registered with the Director of Apprenticeship. Contracts in respect of other trades, or for apprentices aged 19 or above, may be registered voluntarily. An apprenticeship normally lasts for three to four years. Qualifications obtained by a person prior to his apprenticeship training, such as completion of a basic craft course, may count towards the apprenticeship training and may be allowed to shorten the training period.

4.32 Inspectors of Apprentices advise employers on and assist them in the training and employment of apprentices. They will regularly visit workplaces where apprentices are employed to ensure that training schemes are properly implemented. They also assess the progress of apprentices, and when necessary, conciliate in disputes arising from their contracts.

PILOT TRAINING AND SUPPORT SCHEME

4.33 In support of the 2014 Policy Address in providing sufficient manpower to industries and trades with a keen demand for labour, VTC introduces the Pilot Training & Support Scheme (also known as “Earn & Learn Scheme”) which offers structured apprenticeship training programmes with clear career progression pathways, and at the same time, a stable income to the participants. Upon completion of the apprenticeship training, the participants can also pursue further studies to acquire higher academic qualifications for career development.

4.34 The industries that have participated in the “Earn & Learn Scheme” are Electrical & Mechanical Engineering, Printing, Automobile, Watch & Clock, Construction, and Testing & Certification. It is expected that more industries will participate in the Scheme as it gains momentum.

ENGINEERING GRADUATE TRAINING SCHEME

4.35 The Engineering Graduate Training Scheme (EGTS) provides subsidies to employers who provide training opportunities to engineering graduates, in order to help them meet the training requirements of the Hong Kong Institution of Engineers (HKIE) and obtain the professional status of an engineer.

4.36 All engineering graduates with the qualifications that meet the HKIE Corporate Membership requirements are eligible to join the EGTS. The trainings are closely monitored by engineering supervisors appointed by the HKIE. Inspectors of the VTC will be responsible for checking and verifying the progress of the training. Trainees would be awarded a Certificate of Completion of EGTS Training issued by the employer and countersigned by the Chairman of the Committee on Technologist Training.

4.37 A trainee being trained under an approved programme by the HKIE will receive a subsidy through his employer as part of his salary.

NEW TECHNOLOGY TRAINING SCHEME

4.38 VTC administers the New Technology Training Scheme (NTTS) under trust from the Government to encourage and facilitate the adoption of new technologies beneficial to the Hong Kong's economy. The NTTS provides financial assistance to companies in Hong Kong that wish to have their staff trained in a new technology useful to their business. The assistance is given in the form of a training grant to the company to cover part of the total training cost.

TRADE TESTING, CERTIFICATION AND VOCATIONAL ASSESSMENT

TRADE TESTING AND CERTIFICATION

4.39 VTC operates a voluntary trade testing and certification scheme for in-service workers. The objectives of the scheme are to help workers acquire recognised qualifications, enhance the status of skilled workers, establish a skill hierarchy for career advancement of skilled workers, and help employers recruit workers for skilled jobs. The training boards advise VTC on the operation of trade tests.

4.40 The Trade Test Registry (TTR) is responsible for providing administrative support to trade tests, such as processing applications, test results and certifications. The trade tests being offered by VTC at present are as follows.

Industry	Trade Test
Automobile	Motorcycle Mechanic
	Vehicle Body Repairer
	Vehicle Electrician
	Vehicle Mechanic
	Vehicle Painter
Electrical & Mechanical Services	Electrician
	Escalator Mechanic
	Lift Mechanic
Metals	Mechanical Fitter
Plastics	Machinist
	Mechanical Fitter
Plastics	Certified Plastics Technician (Product Design)
	Injection Moulding Machine Setter
Beauty Care	Intense Pulsed Light Equipment Operator

VOCATIONAL ASSESSMENT

4.41 VTC has developed a system of Vocational Assessment (VA) by making reference to the competency standards drawn up by industries under the Qualifications Framework (QF). VA is a territory-wide competency assessment (i.e. skills qualifications) offered by VTC and aims to provide a platform to enhance the quality of the local workforce and ascertain that in-service practitioners / learners have attained the level of competency.

4.42 In collaboration with the Guangdong Occupational Skill Testing Authority (GD-OSTA) and an international professional organisation, the "One Examination, Multiple Certification" (OEMC) system was launched in April 2013 with Beauty Care and Hairdressing as piloted industries. Up to the end of July 2016, over 780 candidates took the assessment. OEMC in Elderly Care and Printing were also launched in 2015. In the forthcoming year, VTC will review and enhance the vocational assessment and will continue to promote OEMC to other relevant industries.

SKILLS COMPETITIONS

WORLDSKILLS HONG KONG COMPETITION

4.43 The WorldSkills Hong Kong Competition (WHKC) is a multi-disciplinary event jointly organised by the VTC, the Clothing Industry Training Authority and the Construction Industry Council, with strong support from the Government, industry, commerce, and tertiary institutions.

4.44 The WHKC 2016 was held between June and August 2016. The competition encompasses different trade skills in areas of Information & Communications Technology, Construction and Building Technology, Manufacturing & Engineering Technology, Social & Personal Services, Creative Arts and Fashion, Transportation and Logistics. Winners will be selected for further training and participation in the WorldSkills Competition 2017.

4.45 To enrich local candidates' exposure and to promote Vocational and Professional Education and Training (VPET) in Hong Kong, the WHKC cum Carnival 2017 will be held from 16 to 17 June 2017 at the Hong Kong Convention and Exhibition Centre. Overseas teams will be invited to participate and showcase their professional and technical capabilities through competitions in various skill areas. Skills competition for secondary schools organised by the Education Bureau will also be held at the same venue. There will be skills try-out, workshops and seminars to promote the importance of skills in empowering the world to the public.

GUANGZHOU / HONG KONG / MACAO / CHENGDU YOUTH SKILLS COMPETITION

4.46 The Guangzhou / Hong Kong / Macao / Chengdu Youth Skills Competition (GHMCYSC) is a large-scale inter-city youth skills competition for young tradesmen of the 4 cities to compete in a number of trades. The GHMCYSC is jointly organised by the four cities and is held biennially. The competition serves as a platform for young tradesmen to exhibit their talents and enjoy free exchange of experiences and the latest developments in vocational training and to enhance the perception of the community on vocational and professional education and training.

4.47 The 9th GHMCYSC was held in November 2016 in Guangzhou. The 5 trades for competition were Web Design, Information Network Cabling, Mobile Robotics, Beauty Therapy and Visual Merchandising & Window Dressing.

WORLDSKILLS COMPETITION

4.48 The WorldSkills Competition (WSC) aims to promote:

- vocational and professional education and training;
- the free exchange of information on matters pertaining to vocational training;
- the exchange of experience between young professionals and training staff of member countries; and
- the social status of professional staff and vocational training generally.

4.49 The 44th WSC will be held in October 2017 in Abu Dhabi, United Arab Emirates. Selected winners of the WHKC 2016 will be further trained to prepare them for the 44th WSC.

VOCATIONAL TRAINING FOR PEOPLE WITH DISABILITIES

INTRODUCTION

4.50 The Vocational Training for People with Disabilities Office (VTPDO) of VTC provides vocational training and support services for people with disabilities at the age of 15 or above, to enhance their employment prospects. The Office trains people with disabilities on skills and knowledge they need to secure open employment or to pursue further vocational training and education. This is achieved through assessing the requirements of vocational training places, and operating Shine Skills Centres, Shine Vocational Assessment Service and Shine Technical Aids & Resource Centre.

SHINE SKILLS CENTRES

4.51 Shine Skills Centres offer vocational training programmes and services to people with disabilities aged 15 or above, to enhance their employment prospects. All centres are well-equipped with specialised facilities supporting the training needs, including commercial and industrial simulated training workshops, and multi-media rooms. Comprehensive counselling services are available to provide vocational guidance, work adjustment and job placement services. Basic nursing services and occupational therapy are also provided. Residential services are available at Shine Skills Centre (Tuen Mun) to provide a pleasant living environment where students can develop their self-care skills for independent living.

4.52 Programmes offered include full-time courses, part-time courses, and senior secondary adapted applied learning courses. The wide variety of industry-specific courses cover three streams, including Business, Technology and Servicing.

SHINE VOCATIONAL ASSESSMENT SERVICE

4.53 Shine Vocational Assessment Service (SVAS) provides vocational assessment for people with disabilities aged 15 or above. The aim of the service is to assess the clients' suitability for vocational training or open/supported/sheltered employment. As for the vocational assessment services provided to workers at sheltered workshops, the aim is to assess specifically their vocational potential for advancing to supported or open employment.

SHINE TECHNICAL AIDS AND RESOURCE CENTRE

4.54 Shine Technical Aids and Resource Centre (STARC) provides technical aids, consultation, adaptation and support services to VTC students who have special educational needs. STARC helps students to overcome environmental barriers encountered during their course of study. STARC also provides consultation services on work adaptation and environmental modification to people with disabilities at work to enhance their employability.

TRAINING AND ASSESSMENT CENTRES

INTRODUCTION

4.55 Training and assessment centres run in IVE and HKDI campuses provide services required by the relevant industry and / or trade and, in addition, help IVE and HKDI students to acquire the most up-to-date knowledge and skills of the trade. Services provided by these centres are explained below.

APPLIED SCIENCE DISCIPLINE

Chinese Medicine Industry Development Centre, IVE (Chai Wan)

4.56 The Centre is equipped with a complete set of manufacturing and analytical equipment for laboratory to pilot scale production and quality control testing of Chinese medicine products. It is staffed with experienced professionals of strong academic and technological background with a broad range of international industrial experiences. The mission of the Centre is to provide training and technical support for the local Chinese medicine industry. Established in 2002, the Centre has been providing tailor-made short courses with hands-on training to upgrade the skills and knowledge of existing employees of the industry, along with consultancy and collaborative services ranging from improvement of product formulations to new product development, Good Manufacturing Practice (GMP) training and product testing in compliance with Hong Kong regulations and pharmacopoeia standards. The Centre aims to offer one-stop services to clients by efficiently turning their ideas into high value-added marketable products within a reasonable cost and time frame.

Environmental and Food Technology Development Centre, IVE (Chai Wan)

4.57 The Environmental and Food Technology Development Centre aims to support the technological development of the environmental industry and the food industry by providing quality training and professional consultancy in these areas. The Centre is equipped with analytical instruments and advanced testing facilities. Its staff members have extensive experience

with pilot studies and consultancy projects to help the industry solve practical problems. Certified programmes and technical seminars have been conducted in collaboration with relevant professional bodies. The Centre maintains a close link with organisations in the industry, professionals and the Government locally and in Southeast China. In addition to the provision of quality training and consultancy services to the industry, the Centre also provides opportunities for IVE students to increase their knowledge of the industry, to develop the mindset for practical work and to expand their awareness of, and skills for, new technologies.

BUSINESS ADMINISTRATION DISCIPLINE

Financial Services Resources Centre, IVE (Chai Wan)

4.58 The Financial Services Resources Centre equips students with the practical skills, expertise and competencies for pursuing a career in banking, financial services or related sectors. The Centre houses real-time stock analytical systems with current financial market news and updates. A simulated bank counter and wealth management area are set up in the Centre. Through role play and virtual operation of the counters, students are better equipped with the necessary skills and knowledge for their career development in the banking and finance industry.

Photo Studio, IVE (Chai Wan & Tsing Yi)

4.59 The Photo Studio is well-equipped with up-market audio and visual equipment, lighting facilities, a make-up and costume room, as well as professional computing hardware and software for audio and visual editing. It serves to train up students' readiness for their future career development in the advertising industry.

Professional Accountancy Centre, IVE (Chai Wan / Kwai Chung / Kwun Tong)

4.60 The Professional Accountancy Centre provides a simulated real life working environment to enhance students' professional knowledge and employability. It is also a useful forum for establishing and enhancing collaborative partnership with industry. The Centre seeks accounting jobs from industry, arranges student attachment, provides training and organises seminars to external users including secondary school teachers and students, alumni and accounting professionals for community services and networking purposes.

Digital Marketing Centre, IVE (Lee Wai Lee)

4.61 With the growing popularity of digital and mobile media, marketers are revising their business strategies to explore the potential of the new media. The Digital Marketing Centre and its equipment can facilitate students' practice and implementation with the latest digital marketing strategies.

Accountancy and Finance Centre, IVE (Haking Wong)

4.62 The Accountancy and Finance Centre provides students with a simulated working environment for learning and practising accounting, auditing, taxation, corporate administration, wealth management and general banking practices. Its aim is to ensure that students are well prepared for their future developments in the accountancy and financial services fields. The Centre is equipped with training software and facilities that simulate real business environment. The Centre also helps to promote best practices in accountancy and financial services and serves as a centre for networking with professional bodies and industries.

Retail Lab, IVE (Haking Wong)

4.63 The Retail Lab is a simulated retail store established by the coordinated efforts of the HKSAR Government, the retail industry, and the VTC. Installed with the most advanced retail equipment and teaching facilities, the Lab provides training for different retail sectors – Beauty Care, Fashion & Accessories, Watch & Jewellery, and Supermarket.

Accounting and Business Centre, IVE (Sha Tin)

4.64 The Accounting and Business Centre provides a simulated accountancy firm (CPA firm) for students to practise accounting related works and be familiar with the real life working environment in the accounting industry. The Centre sets up simulated small and medium enterprises (SME) for real life projects and trade practices. Moreover, it serves as a platform for exchange and a networking venue for accountancy professional bodies and SMEs, and an in-service training centre for accounting and SME related programmes for the employees of accounting and related industries.

BOCHK Financial Services Learning Centre, IVE (Sha Tin)

4.65 The BOCHK Financial Services Learning Centre simulates a banking environment with designated areas for personal financial management, counter services and online banking services for students to learn and practise banking related knowledge and procedures. It also serves as an in-service training centre for the banking and finance industry. It provides practitioners with an industry-standard teaching infrastructure for effective delivery of professional programmes. Regular programmes and pre-industrial attachment training programmes are conducted here.

Serene Corner, IVE (Sha Tin)

4.66 The Serene Corner supports teaching and practical training for students who are studying health and wellness business. It is a specially designed practical facility with core features of a luxury spa, and students can practise different roles in the operation of a health centre. The room is equipped with audio-visual equipment and mirror walls where seminars, yoga and dancing classes can be conducted.

Centre for Purchasing and Supply Management, IVE (Kwai Chung)

4.67 The Centre for Purchasing and Supply Management (CPSM) is set up with the support from professional bodies such as the Chartered Institute of Procurement and Supply and the Institute of Purchasing & Supply of Hong Kong. Besides organising seminars and workshops for practitioners, it provides a networking platform for industry professionals to share good practices.

Banking and Finance Professional Development Centre, IVE (Kwun Tong)

4.68 Established in 2014, the Banking and Finance Professional Development Centre is modelled on a premier banking centre, which provides a prestigious and relaxing environment for customers to process their transactions. Students are trained in this model office for responding to customers' enquiry, handling counter transactions, introducing investment products, etc. Through role play and virtual operation of the counters, students are better equipped with the necessary skills and knowledge for their career in the banking field.

Retail Square, IVE (Kwun Tong)

4.69 The Retail Square, equipped with the cutting-edge POS system, provides a retail work environment for students to apply their knowledge and skills in merchandising, product promotion and sales & marketing, and to gain valuable practical experiences in managing a retail business.

Corporate Compliance Centre, IVE (Tsing Yi)

4.70 The Corporate Compliance Centre is a board room, equipped with myriad facilities and devices, and is designed to enable our students to carry out multi-faceted activities, such as conducting board meetings including video conference, making business presentations, and simulating practical training sessions by using the Company Secretarial software and accessing to the website of Companies Registry, with a view to enhancing the students' pre-employment skills. The Centre also serves as an information centre where listing rules, programme-related ordinances and professional journals are readily available to the students.

Human Resource Assessment Centre, IVE (Tsing Yi & Kwun Tong)

4.71 The Human Resource Assessment Centre is a pioneered establishment in tertiary institutes in Hong Kong. The Centre provides simulated job environments for talent assessment and management exercises. It is equipped with various assessment tools to support student training in the selection and arrangement of valid and reliable tests for identifying skills and abilities that are required in performing specific jobs effectively.

Air TY Centre, IVE (Tsing Yi)

4.72 The Air TY Centre has two mock check-in counters and a cabin mock-up which mimics the cabin of an Airbus 320. It provides a practical training environment for students to develop the vocational skills in the area of aviation, passenger transport and customer services.

Sky Freight, IVE (Tsing Yi)

4.73 Sky Freight aims to develop the competence and competitive advantage of students for career development. As a special room for airfreight teaching, it exhibits hardware usually found in the airfreight operations. The hardware includes a real size Unit Load Device – AKE container model, specialised packing materials / devices, training manuals, and sample documents. This room also serves as a venue for teaching the handling of dangerous goods in the aviation industry. Physical objects, required labels, written descriptions and packaging requirements are portrayed. Through activity based learning, students can acquire essential industry skills to improve their job readiness.

Event Square, IVE (Tsing Yi)

4.74 Event Square is featured with a stage, lighting, audio and video system as well as free space to encourage students to design the event concept and make use of the facilities to execute a promotional event, which is an important part of a product launch. An exhibition booth has also been assembled inside the venue where the commonly used equipment and accessories are displayed.

Centre for Accounting Services and Training, IVE (Tuen Mun)

4.75 The Centre for Accounting Services and Training is a multi-purpose accounting training centre whose layouts can be modified flexibly into various settings to suit three different learning environments. Simulated accounting workplace training and accounting software training are organised by the Centre for full-time students and in-service accounting personnel.

Centre for Legal and Administrative Practices, IVE (Tuen Mun)

4.76 The Centre for Legal and Administrative Practices aims to support the teaching and learning of the Higher Diploma programme in Law and Administration and to provide supporting and training services to the legal and administrative services sectors. The activity room, equipped with legal references, provides students with simulated files and facilities to conduct practice modules, including Conveyancing Practice and Civil Litigation Procedures. The moot court is modelled on a real court setting for students to learn and practise advocacy skills so as to meet the benchmarks set by the Law Society of Hong Kong for graduates to become legal executives.

Marketing and Business Management Centre, IVE (Tuen Mun)

4.77 The Marketing and Business Management Centre serves as a platform to connect learning and real-life practice of marketing and business entrepreneurship, enables implementation of industrial attachment projects and fosters partnership with industrial partners. The Centre is equipped with a lecture room and a conference room together with the latest marketing and business hardware and software.

CHILDCARE, ELDERLY AND COMMUNITY SERVICES DISCIPLINE

Child Education Centre for Teaching and Learning, IVE (Sha Tin)

4.78 The Child Education Centre for Teaching and Learning (CECTL) aims to promote quality teaching and learning practices and values for early childhood education. CECTL takes a proactive role in networking the Government, NGOs and other organisations from the field with an aim to providing continuous professional training and supports to enrich the professional knowledge of students and serving teachers. The Centre also provides on-site school-based training to assist schools to optimise their curriculum design and implementation continuously.

4.79 CECTL is equipped with the most up-to-date technological devices and serves as a model for incorporating STEM Education in the early childhood education settings. It is designed to enhance the knowledge and skills of both pre-employment and in-service trainees in providing diversified experiential learning for young children in order to enrich their life experience.

Fong Yun Wah Centre for Elderly Service, IVE (Sha Tin)

4.80 The Fong Yun Wah Centre for Elderly Service, supported by the Fong's Family Foundation, houses the Simulated Dementia-friendly Home, Rehabilitation Care Training Workshop and Elderly Outdoor Playground to train students for elders' physical and psychosocial well-being.

Simulated Clinical Laboratory, IVE (Sha Tin)

4.81 The Simulated Clinical Laboratory is furnished in a residential care home setting for the older adults with nursing equipment and rehabilitation facilities. SimMan[®], an advanced patient simulator, is housed for the training in basic health assessment and advanced clinical skills through realistic scenarios. Holographic 3D Display System of human organs provides a new and interactive way of understanding the structures of the human body. An Interactive Teaching and Multifunctional e-Learning Platform is also equipped to facilitate easy access to learning and teaching materials through mobile devices and real-time recording of students' care skills for learning.

Clinical Observation Room and Simulated Laboratory, IVE (Sha Tin)

4.82 The Clinical Observation Room and Simulated Laboratory are furnished with one-way mirror, built-in camera and audio recording systems to video-tape counselling process for effective self-review and peer learning.

DESIGN DISCIPLINE

Apple Authorised Training Centre for Education, HKDI

4.83 The Apple Authorised Training Centre for Education (AATCE) is to support the training in creative production of time-based media, which is very much sought after by the advertising, design, film, television, audio, and animation industries. The AATCE is the first training centre in Hong Kong that offers certified training programmes for the award-winning visual effects software, ‘Shake’. It is also the certified training centre for “Apply Logic Pro” and “Final Cut Pro”. “Logic Pro” is the industrial standard for Digital Music and Sound Production, while “Final Cut Pro” is the industrial standard for Digital Video Editing and Production.

4.84 The AATCE at HKDI also provides training for “Apple Certified Associate” and “Apple Certified Pro - Level One”. The former is the certification appropriate for students and people who are interested in earning entry-level credentials, while the latter is the certification for those who have obtained essential operational knowledge of the application. Level One exam shall be taken at AATCE at the end of the associated programme.

Avid Learning Partner, HKDI

4.85 As an Avid Learning Partner, HKDI is the only one in Hong Kong that offers the training and grants certifications at all levels of the industry standard audio editing platform (Pro Tools). Programmes offered include 101, 110, 201, 210M (Music Production), 210P (Post Production), 310I (ICON Mixing Techniques), 310M (Music Production) and 310P (Post Production), certifying students at the User, Operator and Expert levels respectively.

HKDI Centre of Innovative Material and Technology, HKDI

4.86 HKDI Centre of Innovative Material and Technology (CIMT) acts as a material knowledge bank, designed to serve all design disciplines from interior design/construction materials to advanced fabrics, offering students an opportunity to first-hand experience of a wide range of cutting edge materials, unconventional multi-material applications, and innovative end-products from different design industries.

4.87 CIMT is comprised of a learning resources centre, an interactive material discovery/learning platform, and workshops to facilitate knowledge exchange. Regular mini-exhibitions and informative displays at CIMT are open to the VTC students and staff, design professionals and participants in the creative and design industries, facilitating an open forum and dialogue with the design industry.

Michael Kao Digital Animation Centre, HKDI

4.88 The Michael Kao Digital Animation Centre is equipped with high technology computer animation software and hardware for students to learn producing high quality 3D animation, 2D animation and digital painting images. It facilitates learning by using professional hardware including a full set of Wacom Tablets, and software including Maya, 3D Studio Max, Corel Painter, and CS6.

Professional Education and Engagement Centre, HKDI

4.89 Professional Education and Engagement Centre (PEEC) offers design and related training opportunities for professionals, corporations, academic institutions and government departments through professional short courses, workshops, seminars and private training in the region.

4.90 The Centre is committed to developing creativity and talent, multidisciplinary knowledge and skills, crossover of ideas and practices for business development and career advancement.

4.91 The Centre's areas of training excellence and knowledge expertise include Art Appreciation and Creative Illustration, App Design and Development, BIM training, Branding Strategy and Design Management, Interactive Marketing, Fashion Design and Image Styling, Fashion Model Training, Interior and Retail Design, Furniture Innovation, Jewellery and Product Design, Infographic and Typography, Digital Music and Film Production, Lifestyle and Creative Sports, etc.

ENGINEERING DISCIPLINE

Integrated HV and LV Training Workshop, IVE (Haking Wong)

4.92 The Integrated HV and LV Training Workshop provides a blend of learning opportunities to the HD students and other adult-learners a real live 11-kV and LV working environment for practising the work of inspection, operations, maintenance, testing and commissioning on the low-voltage and high-voltage switchboards and associated auxiliary equipment in compliance with the prevailing industrial safety standards, code of practice, and government regulations. The training facilities include a 11kV switchboard, a 11kV/380V transformer, LV switchgear, 110V DC battery charger panel, remote control panel, protective relay training panel and some LV distribution boards.

Keystone Cable Detection Training Centre, IVE (Haking Wong)

4.93 The Keystone Cable Detection Training Centre provides trainees with different combinations of realistic environments for exercising the work of underground cable/gas pipes detection. The Centre aims to provide short training programmes in locating underground electricity cables for eligible field workers for registration, short in-service training programmes to organisations in locating various underground facilities, and practical training to students of Engineering Discipline in locating underground electricity cables/gas pipes.

Building Information Modelling Centre, IVE (Morrison Hill)

4.94 The Building Information Modelling (BIM) Centre at IVE (Morrison Hill) offers training opportunities for government departments, corporations, and professionals through short programmes, seminars and workshops. The Centre is equipped with high-end workstation installed with the latest BIM software, such as Autodesk Revit, ArchiCAD, CostX, Synchro, etc. It provides VR headsets with Fuzor visual simulation software, and an interior space installed with multiple high-definition projects for creating immersive environment to visualisation of BIM models. The Center supports different kinds of BIM related activities such as training, demo, trial-run or testing with any single application or combination of BIM and CAD applications.

Facilities Management Centre, IVE (Morrison Hill)

4.95 The Facilities Management Centre is equipped with a comprehensive range of building services engineering training equipment including a small operational chiller system for teaching purpose. It is also equipped with advanced building automation / management system training kits together with security surveillance training systems.

4.96 The Centre provides training and technical support for the local facility management industry. The Centre also aims to provide IVE students with knowledge on building services engineering and facilities management. Additional training opportunities are provided in building automation and management systems to enhance students' competitiveness and employability in the industry.

Smart Energy Laboratory, IVE (Sha Tin)

4.97 The Smart Energy Laboratory aims to offer students studying Building Services Engineering, Electronic & Communications Engineering and Computer Engineering a practical environment to practise and develop smart energy and building automation applications for modern buildings.

4.98 The Laboratory is equipped with a Smart Energy Management Systems (SEMS) sponsored by Schneider Electric. The SEMS is integrated with 7 subsystems which include:

- Mini Building Management System
- Lighting Control System
- Power Monitoring System
- Smart Home Control System
- Access Control System
- Smart Entrance Control System
- Surveillance Camera & Video Recording System

SMPTE Student Chapter, IVE (Sha Tin)

4.99 Engineering Discipline under an agreement with Society of Motion Picture and Television Engineers (Hong Kong) provides training to technicians and engineers in support of the motion picture and TV broadcasting industries. IVE (Sha Tin) has jointly organised with SMPTE (Hong Kong) a wide range of activities including seminars, forums and visits on the latest technologies and standards of motion picture, TV and video capturing. It aims to provide a platform for students to closely connect and interact with professional bodies, especially in motion picture and TV broadcasting.

Society of Broadcast Engineers, Hong Kong Student Chapter, IVE (Sha Tin)

4.100 The Society of Broadcast Engineers – Hong Kong Student Chapter aims at keeping pace with the rapidly changing industry through local chapter meetings, facility tours and educational seminars, and providing a platform for students to exchange ideas and share information with broadcast engineers and industry professionals.

Building Inspection and Maintenance Training Centre, IVE (Tsing Yi)

4.101 The Building Inspection and Maintenance Training Centre is equipped with non-destructive building inspection and maintenance equipment, which include the Infrared Thermal Imager, Radar System, Impact Echo Tester, Microwave Moisture Detector, Leakage Detector, Ultrasonic Pulse Velocity Testing Instrument, and Pull-out Test System.

Concrete and Structure Laboratory, IVE (Tsing Yi)

4.102 The Concrete and Structure Laboratory is a laboratory for testing construction materials and structural elements. The major equipment consists of three compression machines, a universal testing machine, a steel loading frame, a shake table for dynamic testing and a pre-stressing bed for pre-tensioning work. The laboratory covers a wide range of tests on:

- properties of fresh and hardened concrete
- compressive strength and tensile strength of hardened concrete
- properties of aggregates
- tensile strength of steel rebars
- flexural strength of R.C. beam, P.C. beam and structural steel beam
- bolted connection tests
- dynamic tests on structural models
- light structures

The Jockey Club Heavy Vehicle Emissions Testing and Research Centre, IVE (Tsing Yi)

4.103 The Jockey Club HV Emissions Testing and Research Centre is equipped with the latest emission testing and research facilities. While the Centre is mainly a place for teaching emission control, it also provides a forum for research and testing for reduction of emission levels.

Construction Technology and Design Studio, IVE (Tuen Mun)

4.104 The Construction Technology and Design Studio supports the course delivery for Higher Diploma Programmes in Architectural Studies, Building Studies and Civil Engineering. It also conducts seminars, industrial training and in-house staff training, and offers taster workshops for secondary school students. There are over 50 professional workstations in the studio, each equipped with the updated software in the field of computer aided drafting, building information modelling, structural analysis, environmental analysis, and geographic information system. The software includes latest Autodesk® Building Design Suite, SpaceGass, Autodesk 3ds max, Autodesk Ecotect and ArcView that are widely used by the construction professionals.

Testing and Calibration Centre, IVE (Tuen Mun)

4.105 This Testing and Calibration Centre is established for technology sharing in the testing and certification industry. The Centre is operated under ISO 17025 and provides calibration services and in-service training programmes. It also provides students with a real environment on the operation of an accredited laboratory.

Model Optical Shop, IVE (Lee Wai Lee)

4.106 The Model Optical Shop is modelled on a real-life optical shop. It is furnished with a large variety of up-to-date ophthalmic tools and vision testing equipment which one may encounter in an optical shop. It prepares the students of Higher Diploma in Ophthalmic Dispensing for their future career development through providing them with a real-life experience in an optical shop.

Watch Technology Workshop, IVE (Lee Wai Lee)

4.107 The Watch Technology Workshop is established with the aim to support the human resources training for the development of the watch and clock industry in Hong Kong. It consists of a wide range of equipment related to watch making, testing and repairing. In addition to the delivery of the timepiece technology modules under Higher Diploma in Mechanical Engineering, the workshop is also used for the delivery of in-service training programmes for the industry.

HOTEL, SERVICE AND TOURISM STUDIES DISCIPLINE

Polar / Eco / Cultural Tourism Resource Centre, IVE (Chai Wan) & Harbour Tourism Centre, IVE (Haking Wong)

4.108 The Polar / Eco / Cultural Tourism Resource Centre in IVE (Chai Wan) aims to develop and promote polar / eco / cultural tourism in Hong Kong. The major work of the Centre is to supply exclusive teaching materials for staff in various travel and tourism core subjects, such as destination studies, sustainable tourism, and etc. The Centre will supply exhibition materials to government bodies in Hong Kong and overseas. The Centre will also organise international conferences, seminars, and conduct researches. The Harbour Tourism Centre in IVE (Haking Wong) is designed to resemble a cruise ship with a display of student projects on issues related to harbour tourism and environmental protection to promote environmental conservation, and to encourage students to adopt sustainable lifestyle.

INFORMATION TECHNOLOGY DISCIPLINE

H3C Network College, IVE (Chai Wan)

4.109 IVE (Chai Wan) is the first H3C Network College in Hong Kong. Students and teachers can receive quality H3C certified training on practical networking applications including the H3C Network Engineer (H3CNE) curriculum.

Cisco Networking Academy, IVE (Chai Wan, Lee Wai Lee, Morrison Hill, Sha Tin, Tuen Mun & Tsing Yi)

4.110 IVE (Chai Wan) is Cisco System's first Regional Networking Academy in Hong Kong. IVE (Sha Tin), IVE (Tuen Mun), IVE (Morrison Hill), IVE (Tsing Yi), and IVE (Lee Wai Lee) join Regional Networking Academy as local academies. The Information Technology Discipline of IVE provides administrative and academic support, and high quality learning experiences for instructors; and shares expertise for the Cisco Certified Network Associate (CCNA), CCNA-Security, and Cisco Certified Network Professional (CCNP) and Information Technology Essentials curriculum.

Cisco Academy Instructor Training Centre, IVE (Chai Wan)

4.111 IVE (Chai Wan) has joined Cisco Academy Evolution Migration to expand the ecosystem of support and services for academies. IVE (Chai Wan) has signed up as the first Instructor Training Centre to provide high quality instructor training and create ongoing Cisco-recognised instructor professional development opportunities in Hong Kong.

Cloud Technology Centre, IVE (Chai Wan)

4.112 The Cloud Technology Centre supports the training to students about data centres and related network services. It integrates HP CloudSystem Matrix, HP Thin Client and VMware View solutions. It simplifies desktop and application management, with HP and IBM rack mount servers and enterprise graded networking devices for building an Infrastructure as a Service model of Cloud Computing.

Oracle Academy, IVE (Chai Wan, Lee Wai Lee, Sha Tin, Tuen Mun & Tsing Yi)

4.113 Oracle Academy provides teaching staff and students with basic computer science education resources to advanced knowledge, skills development, innovation and diversity in technology fields. Students engage in hands-on learning and develop skills in Java Programming, Database Design and SQL along with career skills such as problem solving, collaboration, and critical thinking.

Autodesk Authorised Training Centre, IVE (Lee Wai Lee)

4.114 The AUTODESK Authorised Training Centre is established to reinforce the partnership of IVE with AUTODESK in computer animation and visualisation areas. The Centre has the privilege to access information on the latest developments in AUTODESK 3DS Max and Maya product lines. Certified instructors can run in-service short courses and issue certificates with AUTODESK brand. The training methodology of certified instructors is approved and conformed with AUTODESK's professional standard. The Centre provides a platform for students to pursue their careers in computer animation and visualisation areas.

Adobe Certified Associate Examination Centre, IVE (Lee Wai Lee)

4.115 The Adobe Certified Associate (ACA) Examination Centre is an Adobe-authorized centre to provide ACA certification examinations, which currently include Adobe Photoshop, Adobe Flash, Adobe Dreamweaver, and Adobe Premiere Pro. It aims to train students to obtain professional recognition as Adobe Certified Associates in their multimedia design capabilities using the examined software tools. These certification examinations help students secure an extra competitive advantage in seeking employment in the high demand areas of content creation for digital visual communications.

Game Visualisation Centre, IVE (Lee Wai Lee)

4.116 The objective of Game Visualisation Centre is to provide comprehensive training to students and offer industry support services in game development for creative industries in Hong Kong. Three specific areas of training are being covered by the Centre, i.e. Game Design and Development, Game Visualisation System, and Game Programming.

Cloud Innovation Centre, IVE (Lee Wai Lee)

4.117 The Cloud Innovation Centre is equipped with essential facility simulating the environment of a cloud data centre. The Centre facilitates the learning and teaching on data centre administration and cloud computing. It supports students' laboratory exercises and projects on computer networking, security, systems administration and virtualization, cloud services and applications, and big data analysis. The Centre provides a centralised, reliable and efficient computing platform to teachers and students for knowledge exchange and development of innovative applications.

Network Technology Centre, IVE (Tsing Yi)

4.118 The Network Technology Centre consists of four laboratories together with venue for meetings / small-scale seminars. The Centre has established links with renowned industry partners to support its core teaching, including structure cabling, mobile technology, high-speed core switch, IP telephony, and to promote networking within the industry. Through the work of the Centre, students gain the knowledge and skills to obtain industry-recognised trade certificates. The Fluke Networks' CCTT programme addresses the physical layer and the Cisco's Academy programmes (CCNA and CCNP) address network and transport layers. The Centre also provides training beyond CCNA and CCNP to local professionals through a series of professional certification and diploma. The Centre has an experimental Internet Protocol version 6 (IPv6) network to test the usage and evolution of IPv6, and to explore the forthcoming Next Generation Network in Hong Kong.

PART 5

APPENDICES

APPENDIX 1

STANDING COMMITTEE AND MEMBERSHIP LIST

Terms of Reference

To discharge the functions of the Council and to act on its behalf on all matters requiring policy and executive decisions when the Council is not in session, except those items reserved for the full Council.

To report to the Council at its next regular meeting on all the decisions taken by the Standing Committee.

To give initial consideration to any strategic planning and development of the Council, formulation of proposals, review of major policies and making recommendations to the Council.

To keep under review, on behalf of the Council, the conduct of Council business.

To advise the Council on any matters referred to it by the Council or any committees or boards of the Council.

To approve new or revised fees and charges with an estimated annual income up to \$50,000,000.

To approve tenders and to appoint consultants at value up to \$50,000,000.

To accept donations.

To accept grants for specific educational and training projects.

To approve the creation of and appointments to directorate ranks/posts below A3 pay point, including extension of service beyond the normal retirement age.

To determine disciplinary penalties to be imposed on directorate staff below A3 pay point and to approve removal of such staff.

To decide on appeal against disciplinary actions from staff on or above pay point B34.

Composition

Comprising up to ten Council Members (including the Council Chairman, Deputy Council Chairmen, the Executive Director of VTC, Chairmen of the functional committees set up under the Council and other Council Members) and one elected Staff Member of VTC. Not more than three External Members may be co-opted as Advisors to the Standing Committee as and when required.

Frequency of Meetings

Between the quarterly Council meetings.

Membership List

Chairman

Dr. Clement Chen Cheng-jen, SBS, JP

Members

Mr. Conrad Wong Tin-cheung, BBS, JP

Professor Eric Yim Chi-ming, JP

Ms. Karen Chan Ka-yin

Ms. Winnie Ng Wing-mui

Ms. Samanta Pong Sum-yee

Mr. Tony Tai Chark-tong

Dr. Roy Chung Chi-ping, BBS, JP

Dr. Joseph Lee, GBS, JP

Dr. Carrie Willis, SBS, JP

Deputy Secretary for Education (or his / her representative)

Executive Director, VTC

Elected Staff Member

Mr. Kenneth Wong Lai-yin

APPENDIX 2

ADMINISTRATION COMMITTEE

Terms of Reference

To formulate policy proposals on human resources and public relations issues for the consideration of the Council and the Standing Committee.

To approve extension of service of non-directorate Teaching and Equivalent Administrative Staff beyond the normal retirement age.

To advise and approve the structure of selection boards for different levels of appointments.

To determine disciplinary penalties to be imposed for non-directorate staff of Senior Lecturer rank or equivalent and above, and to approve removal of such staff.

To decide on appeals against disciplinary actions from staff below Senior Lecturer rank or equivalent.

To set up sub-committees it considers necessary.

Composition

Six to ten Members, at least two-thirds of which must be Council Members. Membership should include one elected Staff Member of the VTC.

Frequency of Meetings

As and when required.

Membership

Chairman

Ms. Karen Chan Ka-yin

Members

Mr. Leung Kai-lik, MH

Mr. Kennedy Liu Tat-yin

Ms. Samanta Pong Sum-yee

Ms. Candy Tam Lai-chuen, MH

Deputy Secretary for Education (or his / her representative)

Executive Director, VTC

Elected Staff Member

Dr. William Yip Wing-tat

APPENDIX 3

AUDIT COMMITTEE

Terms of Reference

To evaluate the efficiency, economy and effectiveness of VTC's established operating and financial systems in compliance with policies, procedures, regulations and relevant legislations, systems and processes by the various Operational Units of VTC (including its subsidiaries), and to report to the Council on its findings, observations and recommendations for improvements.

To oversee the work of Internal Audit Unit and to receive reports from it.

To oversee the external audit process:

- a) To make recommendation to the Council on the appointment of external auditors, audit fees and any related matters;
- b) To review the external auditors' Audit Report and the underlying financial statements and any matters raised by external auditors, and to make recommendations to the Council.

To review the Annual Quality Review Report prepared by the Quality Assurance and Accreditation Office and endorsed by the Quality Assurance Steering Committee (QASC) to ensure effectiveness of the Council's Quality Management System.

To commission investigation on any matters as the Committee deems necessary, or referred to it by the Council, including value for money studies.

To approve the engagement of any external consultants to conduct review in areas requiring specific expertise.

Composition

One Chairman and up to five Members, of whom at least two-thirds must be Council Members (Council Chairman excluded). The Audit Committee may request any officer of the Council or representatives of external auditor / consultant to attend a meeting of the Audit Committee when necessary.

Frequency of meetings

The Audit Committee shall meet at least twice a year.

Membership

Chairman

Mr. Conrad Wong Tin-cheung, BBS, JP

Members

Professor Eric Yim Chi-ming, JP

Mr. Victor Chan Kok-wai

Mr. Kennedy Liu Tat-yin

Ms. Winnie Ng Wing-mui

Dr. Stella Kwan Mun-ye

APPENDIX 4

ESTATES COMMITTEE

Terms of Reference

To formulate policy proposals on the Council's premises and related capital projects for the consideration of the Council and the Standing Committee.

To advise the Council and the Standing Committee on all matters relating to the purchase, lease, erection, alteration and maintenance of buildings and to the acquisition of land for building new campuses and centres.

To advise the Council and the Standing Committee on the administration of contracts for building projects including the appointment of architectural and engineering consultants at costs with the financial limits prescribed in the Financial Rules (up to \$10,000,000).

To examine and approve sketch designs and estimates of building costs.

To award works tenders within the financial limit prescribed in the Financial Rules (value up to \$10,000,000, but unanimous agreement of members of the Committee is required for tenders of an amount over \$2,000,000).

To examine works tenders for submission to the Standing Committee or the Council for approval.

To set up any sub-committees it considers necessary.

Composition

Six to ten Members, at least two-thirds of which must be Council Members. Membership should include the Director of Architectural Services of the HKSARG, or his / her representative and one elected Staff Member of the VTC.

Frequency of Meetings

As and when required.

Membership

Chairman

Mr. Conrad Wong Tin-cheung, BBS, JP

Members

Professor Eric Yim Chi-ming, JP

Professor Philip Chan Ching-ho, BBS

Mr. Victor Chan Kok-wai

Dr. Jacob Kam Chak-pui

Mr. Martin N. Hadaway, JP

Director of Architectural Services (or his / her representative)

Executive Director, VTC

Elected Staff Member

Mr. Kenneth Yam Chi-kin

APPENDIX 5

FINANCE COMMITTEE

Terms of Reference

To formulate policy proposals on the Council's finance and to advise the Council and the Standing Committee on all matters which have important financial implications.

To examine the Council's annual estimates of income and expenditure based upon the programmes of activities submitted to the Council by the Training Boards, General Committees, etc.

To prepare a statement of income and expenditure of the Council for preceding financial year and a balance sheet of the Council on the last day of the financial year for Council's approval.

To award non-works tenders within the financial limit prescribed in the Financial Rules (value up to \$10,000,000, but unanimous agreement of members of the Committee is required for tenders of an amount over \$2,000,000).

To examine non-works tenders for submission to the Standing Committee or the Council for approval.

To appoint general consultants at value within the financial limits prescribed in the Financial Rules (value up to \$10,000,000).

To approve new or revised fees and charges within the prescribed financial limit in the Financial Rules (up to an estimated annual income of \$10,000,000).

To accept donations within the prescribed financial limit in the Financial Rules (up to \$10,000,000).

To advise the Council on the policies, strategies and criteria for allocation of Foundation funds.

To determine and approve use of the funds under the Foundation in accordance with policies, strategies and criteria as set out by the Finance Committee.

To provide annual report on Foundation funding and utilisation.

To approve write-off of losses.

To set up any sub-committees it considers necessary.

Composition

Six to ten Members, at least two-thirds of which must be Council Members. Membership should include one elected Staff Member of the VTC.

Frequency of Meetings

As and when required.

Membership

Chairman

Professor Eric Yim Chi-ming, JP

Members

Mr. Conrad Wong Tin-cheung, BBS, JP

Mr. Paul Chong Kin-lit, MH

Ir Alkin Kwong Ching-wai, JP

Ms. Samanta Pong Sum-yee

Mr. Tony Tai Chark-tong

Deputy Secretary for Education (or his / her representative)

Executive Director, VTC

Elected Staff Member

Miss Joyce Yuen Tsz-yin

APPENDIX 6

TRAINING BOARDS

Training Boards are established to advise VTC on the manpower demand and training needs of different industries.

The terms of reference and memberships of the 21 Training Boards are as follows:

Terms of Reference of Training Boards

(other than the Chinese Culinary Institute Training Board)

To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.

To assess and review whether the manpower supply for the industry matches with the manpower demand.

To recommend to the Vocational Training Council the development of vocational education and training facilities to meet the assessed manpower demand.

To advise the Hong Kong Institute of Vocational Education (IVE) and Pro-Act Training and Development Centres on the direction and strategic development of their programmes in the relevant disciplines.

To advise on the course planning, curriculum development and quality assurance systems of IVE and Pro-Act Training and Development Centres.

To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.

To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill element.

To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.

To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.

To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of vocational education and training in the industry.

To organise seminars/conferences/symposia on vocational education and training for the industry.

To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of VTC.

To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.

To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

Terms of Reference

(Chinese Culinary Institute Training Board)

To oversee the operation of the Chinese Culinary Institute (the Institute) with a view to achieving the following objectives:

To plan, develop and provide systematic training programmes in the preparation of Chinese cuisine ranging from elementary level to master chef level for both new entrants to the industry and in-service personnel.

To design and conduct trade tests covering different levels of expertise in Chinese cuisine for the purpose of establishing a set of recognised qualification benchmarks for the Chinese cuisine industry.

To raise the professional standards of the local Chinese cuisine industry, through the provision of systematic training in practical skills in Chinese cuisine preparation, as well as other pertinent subjects like food hygiene and safety, nutritional science, food cost and quality control, and service culture training.

To promote the Institute and its use as a focal point to facilitate cross-fertilisation of ideas, recipes, cooking styles and Chinese cuisine related research.

To promote various activities of the Institute to local as well as overseas visitors, such as interest classes, culinary demonstrations, fun kitchen, training restaurants.

To facilitate the development of Hong Kong into a regional center of excellence in Chinese culinary training.

To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

Accountancy Training Board

Membership

Chairman

Mr. Terence CHEUNG Kwong-tat
Nominated by a major international accounting firm

Members

Dr. Eva CHAN Yee-wah
Nominated by the Hong Kong Institute of Chartered Secretaries

Mr. Francis CHENG Man-piu
Nominated by the Chinese Manufacturers' Association of Hong Kong

Prof. Stella CHO LUNG Pui-lan
Nominated by the Hong Kong Institute of Accredited Accounting Technicians Limited

Mr. CHOW Chun-keung
Nominated by the Hong Kong General Chamber of Small and Medium Business Limited

Dr. Alice CHUI Pui-ling
Nominated by the Hong Kong Institute of Certified Public Accountants

Ms. Faith DEL ROSARIO
Nominated by the Hong Kong General Chamber of Commerce

Dr. Sammy FUNG Lai-kin
Nominated by a local tertiary institution

Mr. Nelson LAM Chi-yuen
Nominated by a local small and medium accounting firm

Ms. Lois LAM Lee-kwan
Nominated by a commerce and services establishment

Ms. Rhoda LIU Mei-ling
Nominated by the Chinese General Chamber of Commerce

Mr. Roy LO Wa-kei
Ad personam

Ms. Brenda NG Wai-po
Nominated by an industry establishment

Ms. Carmen TING

Nominated by the Hong Kong Institute of Certified Public Accountants

Ms. Fanny WONG

Nominated by the Employers' Federation of Hong Kong

Mr. WONG Wai-hong

Nominated by a local small and medium accounting firm

Mr. Bernard WU Tak-lung

Ad personam

Ms. Karmen YEUNG Ka-yin

Nominated by the Federation of Hong Kong Industries

Ms. Rita CHOW Yiu-hing

Representing the Director of Accounting Services

Ms. Florence IP Chai-mi

Representing the Commissioner for Labour

Dr. Daniel YAN Ting-kwan

Representing the Executive Director of the Vocational Training Council

Automobile Training Board

Membership

Chairman

Ir LEUNG Tat-ming

Nominated by a motor vehicle distributor

Members

Mr. CHAN Hon-hung

Nominated by the Hong Kong Auto Parts Industry Association

Mr. Frank CHEUNG Chun-hung

Nominated by a motor vehicle distributor

Mr. Frank FUNG Kwok-chu

Nominated by a bus company

Mr. LAM Hing-cheong

Nominated by a motor vehicle servicing establishment other than vehicle distributors

Mr. LAM Tin-fu

Nominated by the Motor Transport Workers General Union

Mr. LIU Keung

Nominated by the Hong Kong Vehicle Repair Merchants Association Limited

Mr. MOU Yun-nin

Nominated by a key vehicle components manufacturer

Ir Madison TANG Wing-hong

A professional institution of the automobile industry

Ir Dr. TONG Kwok-kei

Nominated by a motor vehicle distributor

Mr. Alen WONG

Nominated by a motor vehicle distributor

(to be determined)

Nominated by the Service Managers Association

Mr. LO Kin-hung

Representing the Director of Electrical and Mechanical Services

Mr. WONG Man-fai

Representing the Commissioner for Labour

Mr. YAM Yat-shing

Representing the Director of Environmental Protection

Mr. Jimmy YEUNG Tat-wing

Representing the Commissioner for Transport

Dr. Eric LIU Sai-lok

Representing the Executive Director of the Vocational Training Council

Banking and Finance Industry Training Board

Membership

Chairman

Mr. David KWOK Sek-chi
Nominated by a local registered financial institution

Members

Mr. Jeffrey CHAN Lap-tak
Nominated by the Hong Kong Securities Association Limited

Ms. Marianne CHUNG Lai-kuen
Nominated by the Hong Kong Association of Banks

Mr. Mark FAN Wai-man
Nominated by the DTC Association

Prof. FONG Wai-ming
Nominated by a local tertiary institution

Mr. Brian FUNG Wei-lung
Nominated by a small and medium financial institution

Mr. Ivan LAM Wai-hang
Nominated by the Hong Kong Association of Banks

Mr. Johnny LAU Ho-yin
Ad personam

Mr. Patrick POON Mo-yiu
Nominated by a small and medium financial institution

Mr. Anthony Ward RUSHTON
Nominated by the Hong Kong Association of Banks

Ms. Jennifer SHUM Wan-ling
Nominated by a local registered financial institution

Mr. Chris TSE Yue-hong
Nominated by the Institute of Financial Planners of Hong Kong

Ms. Amy WONG Lai-wah
Nominated by the Hong Kong Association of Banks

Mr. Eric HO
Representing the Chairman of the Securities and Futures Commission

Mr. Roger LEE
Representing the Chief Executive of the Hong Kong Exchanges and Clearing Limited

Mr. Raymond TSAI Yiu-kay
Representing the Chief Executive of the Hong Kong Monetary Authority

Ms. Josephine KEA Chi-shun
Representing the Executive Director of the Vocational Training Council

Beauty Care and Hairdressing Training Board

Membership

Chairman

Mr. PANG Kam-chiu
Nominated by the Hong Kong Image Designer Association

Vice-Chairlady

Ms. Juliana YANG Hui-chun
Nominated by the International Professional Make Up Artists Federation (Hong Kong)

Members

Ms. Sindy CHAN Mei-heung
Nominated by the CIDESCO Section China

Ms. Angela CHAN Sau-yee
Nominated by the Federation of Beauty Industry (HK)

Ms. Liza CHEUNG
Nominated by a major hairdressing salon company

Mr. Orpheus CHOY
Nominated by a major nail products (retail or wholesale) company

Ms. Candy CHU Chi-ping
Nominated by the Federation of Beauty Industry (HK)

Mr. Joseph HO Shiu-chung
Nominated by the Cosmetic & Perfumery Association of Hong Kong Limited

Ms. Amy HUI Wai-fung
Nominated by the Hong Kong Federation of Trade Unions

Mr. LAU Ka-lok
Nominated by the Hong Kong Beauty and Hair Care Employees' Union

Ms. April LAU Yuk-tong
Nominated by a major beauty care or hairdressing retail products or wholesale products company

Ms. Fanny LEE Chun-fong
Nominated by the International CICA Association of Esthetics

Ms. LI Yuk-mei
Nominated by the International Professional Cosmetology Association

Ms. Shelly LUK Wai-fong
Nominated by the International CICA Association of Esthetics

Mr. Ray NG Koon-ting
Nominated by the Hong Kong Hair and Beauty Merchants Association

Ms. Ruby PONG Lai-hung
Nominated by the Hong Kong Association of Professional Aestheticians International

Ms. Elsa PUN Pui-fun
Nominated by the Cosmetic & Perfumery Association of Hong Kong Limited

Mr. William TANG Wai
Nominated by the Asian Hair and Beauty Association

Mr. Thomas WONG Kwok-wah
Nominated by the International Beauty Culture Association

Ms. Vajra WONG Siu-ying
Nominated by the Hong Kong Hair and Beauty Merchants Association

Ms. Winnie CHEUNG
Representing the Consumer Council

Ms. Doris NG Sin-han
Representing the Commissioner for Labour

Mr. LEUNG Yam-shing
Representing the Executive Director of the Vocational Training Council

Building and Civil Engineering Training Board

Membership

Chairman

Mr. Eddie LAM Kin-wing

Nominated by the Hong Kong Construction Association

Members

Ir Kenneth CHAN Sheung-yan

Nominated by the Hong Kong Federation of Electrical and Mechanical Contractors

Dr. CHENG Yung-ming

Nominated by a local tertiary institution

Ir Wilson CHEUNG Yiu-sun

Nominated by a civil/structural engineering consulting firm

Ir Prof. CHUA Hong

Nominated by a local tertiary institution

Cr Paul CHUNG Koon-man

Nominated by the Hong Kong Institute of Construction Managers

Mr. IP Kai-yin

Nominated by the Hong Kong Federation of Electrical and Mechanical Contractors

Sr Raymond KAM Ka-fai

Nominated by the Hong Kong Institute of Surveyors

Mr. Kwok Tung-keung

Nominated by the Hong Kong General Building Contractors Association

Ir MAK Shu-hei

Nominated by the Hong Kong Institution of Engineers

Mr. Peter NG Yau-yee

Ad personam

Ir Dr. Derrick PANG Yat-bond

Nominated by the Construction Industry Council

Mr. Edward SHEN

Nominated by the Hong Kong Institute of Architects

Mr. Kyran SZE
Ad personam

Mr. Hermes WONG Kin-sun
Nominated by a building/civil engineering contracting firm

Mr. WONG Ping
Nominated by a worker union of the industry

Ir Andy YIU Chi-sang
Nominated by the Hong Kong Construction Association

Mr. Wallace LAU Ching-kwong
Representing the Director of Housing

Ir Alan TANG Kai-yan
Representing the Secretary for Development

Mr. TAM Siu-chung
Representing the Commissioner for Labour

Ms. Clarice YU Po-mei
Representing the Director of Buildings

Ir Dr. Lawrence CHAN Wan-ching
Representing the Executive Director of the Vocational Training Council

Chinese Culinary Institute Training Board

Membership

Chairlady

Mrs. Monica LEE- MÜLLER
Ad personam

Vice-Chairman

Mr. YEUNG Wai-sing, MH
Nominated by the Association for Hong Kong Catering Services Management Limited

Members

Mr. CHAN Chun-kit
Nominated by the Association of Restaurant Managers Limited

Dr. CHAN Shou-ming

Nominated by the Hong Kong Federation of Restaurants and Related Trades

Mr. Freddy CHEUNG Shing-fat

Ad personam

Mr. Eric CHIU

Nominated by an international hotel chain with Chinese catering facilities

Ms. Mei CHOI

Nominated by a major local club with Chinese catering facilities

Mr. Mason HUNG Chung-hing

Nominated by the Hong Kong Tourism Board

Mr. Sam IP

Ad personam

Mr. Lawrence KOO Kin-yip

Nominated by the Federation of Hong Kong Restaurant Owners Limited

Mr. KWOK Wang-hing

Nominated by a worker union in the Chinese catering sector

Mr. LEE Man-sing

Ad personam

Mr. LEUNG Fai-hung

Ad personam

Mr. Michael LI Hon-shing, SBS, JP

Nominated by the Federation of Hong Kong Hotel Owners Limited

Mr. James LI Kwok-yee

Nominated by the Hong Kong Hotels Association

Mr. MOK Ming-tak

Nominated by a major local Chinese catering chain

Dr. SU Jing

Nominated by a local education/training institution which specialises in the research of tonic value of Chinese food

Ms. Lydia LAM

Representing the Secretary for Labour and Welfare

Ms. Josephine KEA Chi-shun

Representing the Executive Director of the Vocational Training Council

Electrical and Mechanical Services Training Board

Membership

Chairman

Mr. Paul CHONG Kin-lit, MH
Ad personam

Members

Ir CHAN Chi-ming
Nominated by a local craft repairing company

Ir Weller CHAN Kwok-wai
Nominated by an electric railway company

Ir Geoffrey CHAN Loong
Nominated by the Hong Kong Institution of Engineers

Mr. CHAN Yun-fu
Nominated by the Hong Kong and Kowloon Electrical Engineering and Appliances Trade Workers Union

Ir Dr. CHUNG Wai-nang
Nominated by an aircraft engineering company

Mr. LAI Wah-hing
Nominated by the Lift and Escalator Contractors Association

Prof. David LAM Chuen-chun
Nominated by a local university

Mr. Fernando LEUNG Chung-fai
Nominated by an ocean-going vessel repairing company

Ir Peter LO Kai-sang
Nominated by an electricity supply company

Mr. Brian NG
Nominated by the Hong Kong & Kowloon Electric Trade Association

Ir Albert TO Wang-kam
Nominated by an electrical and mechanical engineering consulting company

Ir James TO Wing-ming
Nominated by the Hong Kong and China Gas Company Limited

Ir Gilbert TSANG Hing-cheung

Nominated by the Hong Kong Electrical and Mechanical Contractors' Association Limited

Ir WAI Yip-kin

Nominated by the Hong Kong Electrical Contractors' Association Limited

Ir Dr. WONG Chun-sing

Nominated by a professional body of the building services operation and maintenance sector

Ir WU Chi-fai

Nominated by the Hong Kong Air Conditioning and Refrigeration Association Limited

Mr. YIU Chow-leung

Nominated by an LP gas supply company

Mr. YU Hing-wai

Nominated by the Association of Registered Fire Service Installation Contractors of Hong Kong Limited

Mr. HO Pak-chuen

Representing the Commissioner for Labour

Mr. Andrew YAN Man-kit

Representing the Director of Electrical and Mechanical Services

Ir Dr. Lawrence CHAN Wan-ching

Representing the Executive Director of the Vocational Training Council

Electronics and Telecommunications Training Board

Membership

Chairman

Mr. Johnny YEUNG Chi-hung, MH

Nominated by the Hong Kong Electronic Industries Association Limited

Vice-Chairman

Mr. Christopher TSE Hung-keung

Nominated by the Federation of Hong Kong Industries

Members

Dr. Lawrence CHEUNG Chi-chong
Nominated by the Hong Kong Productivity Council

Mr. Kenny CHEUNG Wai-kuen
Nominated by an electronics manufacturing/services company (semi-conductor)

Mr. CHU Hon-chung
Nominated by the Hong Kong and Kowloon Electronics Industry Employees' General Union

Mr. Kelvin HO Kam-fai
Nominated by a telecommunication company (the mobile telecommunication network services sector)

Mr. Sam HUI Kin-sang
Nominated by an electronics manufacturing/services company (computers and related peripherals)

Dr. Measure HUNG Kim-fung
Nominated by an electronics trading/engineering services company

Mr. KWAN Man-lung
Nominated by an electronics manufacturing/services company (components/parts)

Ir Ricky KWONG Wai-chuen
Nominated by a telecommunication company (the fixed telecommunication network services sector)

Dr. LAM Hiu-fung
Ad personam

Mr. LAM Yam-sui
Nominated by a broadcasting company

Dr. LO Tai-chin
Nominated by the Chinese Manufacturers' Association of Hong Kong

Mr. MA Fung-on
Nominated by an electronics manufacturing/services company (consumer products)

Prof. Philip MOK Kwok-tai
Nominated by a local university

Ir Johnny POON Chung-yin
Nominated by the Hong Kong Institution of Engineers

Mr. William TSE Wing-nam
Nominated by an electronics manufacturing/services company
(telecommunications)

Mr. Eric CHAN Ho-leung
Representing the Director of Electrical and Mechanical Services

Mr. Samson CHEUNG Siu-wing
Representing the Director-General of Trade and Industry

Mr. Warren KWOK Wing-hing
Representing the Director-General of Communications

Ir Peter TANG Siu-sing
Representing the Executive Director of the Vocational Training Council

Hotel, Catering and Tourism Training Board

Membership

Chairman

Mr. Larry TCHOU Ming-kong
Nominated by a major international hotel chain

Vice-Chairman

Mr. Michael LI Hon-shing, SBS, JP
Nominated by the Federation of Hong Kong Hotel Owners Limited

Members

Mr. Urs Viktor BESMER
Nominated by the Hong Kong Chefs Association

Mr. Victor CHAN Kok-wai
Nominated by the Hong Kong Hotels Association

Ms. Sarah CHAN
Nominated by the Hong Kong Tourism Board

Mr. Marco CHEUNG Chi-fai
Nominated by a catering association

Ms. Cecilia HO
Nominated by a major theme park or a major attraction

Mr. Lawrence KOO Kin-yip
Nominated by a catering association

Ms. Rebecca KWAN
Nominated by a small and medium hotel

Mr. Wallace LI Chin-hung
Nominated by the Club Managers' Association of Hong Kong

Ms. Cindy LUI Fung-kuen
Nominated by a travel agent

Prof. Bob MCKERCHER
Nominated by a local education/training institution

Mr. MOK Ming-tak
Nominated by a major restaurant chain

Mr. Marco PELLIZZER
Nominated by a travel agent

Mr. Cramond WONG Yiu-cheung
Nominated by the Meetings, Incentives, Conventions and Exhibitions (MICE) industry

Mr. Joseph YUNG
Nominated by a local based hotel chain

(To be determined)
Nominated by the Board of Airline Representatives

(To be determined)
Nominated by the Travel Industry Council of Hong Kong

Ms. Emily MO
Representing the Commissioner for Tourism

Ms. Nancy TANG Mei-lan
Representing the Commissioner for Labour

Ms Winnie NGAN Shuk-yin
Representing the Executive Director of the Vocational Training Council

Import / Export / Wholesale Trades Training Board

Membership

Chairman

Mr. Benson PAU Kit-kwan
Nominated by the Hong Kong General Chamber of Commerce

Vice-Chairman

Mr. Joe CHAU Kwok-ming

Nominated by a small and medium business association

Members

Mr. CHAN Lap-tak

Nominated by the Chinese General Chamber of Commerce

Mr. CHEUNG Ching-fung

Nominated by the Chinese Manufacturers' Association of Hong Kong

Dr. Dominic CHU Chun-ho

Ad personam

Ms. Debbie CHUNG Yuk-wah

Nominated by a large import/export firm

Mr. Raymond GOH

Nominated by the Chartered Institute of Procurement and Supply (HK Branch)

Mr. Wilson LEE Kwong-ching

Nominated by the Hong Kong Exporters' Association

Mr. LI Kin-man

Nominated by the Hong Kong Trade Development Council

Mr. Paul LO Kai-sing

Nominated by the Employers' Federation of Hong Kong

Mr. Vincent MA Wai-hung

Ad personam

Mr. PAK Kwok-ming

Nominated by a trade union

Mr. Byron WONG Tsz-wan

Nominated by the Hong Kong Chinese Importers' and Exporters' Association

Mr. Desmond YAU

Nominated by the Federation of Hong Kong Industries

Prof. Christina YU Wai-mui

Nominated by a tertiary institution

Mr. Samson CHEUNG Siu-wing

Representing the Director-General of Trade and Industry

Mr. Edmond YU Kwok-chu
 Representing the Executive Director of the Vocational Training Council

Insurance Training Board

Membership

Chairlady

Mrs. Agnes KOON WOO Kam-oi
 Ad personam

Members

Ms. Charity AU
 Nominated by the Life Insurance Council of the Hong Kong Federation of Insurers

Mr. Patrick CHAN Chi-kong
 Nominated by the Hong Kong Confederation of Insurance Brokers

Mr. Herman CHEUNG Chi-fai
 Nominated by the Professional Insurance Brokers Association

Mr. CHEUNG Yiu-kwong
 Nominated by the General Agents and Managers Association of Hong Kong Limited

Ms. May KEUNG Chor-gee
 Nominated by the Life Underwriters Association of Hong Kong Limited

Mr. Dominic LAM Wai-kuen, MH
 Ad personam

Mr. Clarence LAU Chun-pong
 Nominated by the LOMA Society of Hong Kong

Mr. Thomas LEE Mun-nang
 Ad personam

Prof. LI Jing-yuan
 Nominated by a local tertiary institution

Mr. Andy MA Chun-kei
 Nominated by the Hong Kong General Insurance Agents Association Limited

Mr. Jimmy POON Wing-fai
 Nominated by the General Insurance Council of the Hong Kong Federation of Insurers

Mrs. Michelle TEASEL
Nominated by the Chartered Insurance Institute Hong Kong Limited

Mr. James WONG Yuk-loi
Nominated by the Hong Kong Society of Certified Insurance Practitioners

Mr. Allan YU Kin-nam
Ad personam

Ms. Candy CHEUNG Shuk-man
Representing the Commissioner for Labour

Ms. Susanna LEE Chung-san
Representing the Managing Director of the Mandatory Provident Fund Schemes Authority

Ms. Shirley TO Cheuk-ka
Representing the Commissioner of Insurance

Dr. Lillian WONG Sin-ying
Representing the Executive Director of the Vocational Training Council

Maritime Services Training Board

Membership

Chairman

Mr. Arthur BOWRING
Nominated by the Hong Kong Shipowners Association

Members

Mr. Demen CHEUNG Kwok-wai
Nominated by the Hong Kong & Kowloon Motor Boats & Tug Boats Association Limited

Mr. FAN Keung
Nominated by the Harbour Transportation Workers General Union

Mr. Jackson LAU Wai-cheong
Nominated by the Hong Kong General Chamber of Commerce

Capt. LI Chi-wai
Nominated by the Hong Kong Seamen's Union

Mrs. Doris LUK FUNG Yim-to
Nominated by the Hong Kong Shipowners Association

Dr. Kelvin PANG Ka-liong
Nominated by the Hong Kong Polytechnic University

Ms. TONG Ka-lee
Nominated by the Amalgamated Union of Seafarers, Hong Kong

Ms. Ann WONG
Nominated by a ferry company

Capt. Ben WONG Kam-fai
Nominated by the High Speed Craft Consultative Committee

Mr. David WONG Yui-cheong
Nominated by the Employers' Federation of Hong Kong

Capt. WU Kwok-hau
Nominated by the Merchant Navy Officers' Guild - Hong Kong

Mr. Gary KWOK Kin-wah
Representing the Commissioner of Police

Dr. Stephen LI Yiu-kwong
Representing the Director of Marine

Mr. LI Yiu-man
Representing the Commissioner for Labour

Ir SHIU Chi-yung
Representing the Executive Director of the Vocational Training Council

Mass Communications Training Board

Membership

Chairlady

Ms. Bianca MA Kin-san
Ad personam

Members

Mr. Rico CHAN Kai-to
Nominated by an on-line media

Mr. CHEUNG Ka-wai
Nominated by the Hong Kong News Executives' Association

Ms. Bonnie CHIU Lai-yu

Nominated by a local tertiary institution

Mr. CHIU Wai-piu

Nominated by the Hong Kong Federation of Journalists

Mr. DAI Chi-kit

Nominated by a local newspaper

Dr. FU King-wa

Nominated by a local tertiary institution

Ms. Celine HO Ming-wai

Nominated by the Hong Kong Advertisers Association

Mr. Keith KAM Woon-ting

Nominated by the Newspaper Society of Hong Kong

Mr. Ross LAI

Nominated by the Public Relations Association of Hong Kong

Ms. Winnie LAU

Nominated by a local magazine organisation

Dr. Will MA Wai-kit

Nominated by a local tertiary institution

Ms. SHAM Yee-lan

Nominated by the Hong Kong Journalists Association

Mr. Edgar SO Kai-chi

Nominated by a pay TV station

Prof. Mike WONG Ka-fai

Nominated by a local tertiary institution

Mr. WONG Wing-hang

Nominated by a radio broadcasting company

Mr. Patrick YU Kin-wah

Nominated by the Hong Kong Independent Advertising Agencies Association

Mr. YUEN Chi-wai

Nominated by a television broadcasting company

(To be determined)

Nominated by the Association of Accredited Advertising Agencies of Hong Kong

(To be determined)

Nominated by the Hong Kong Public Relations Professionals' Association Limited

(To be determined)

Ad personam

Ms. Konnie KONG Pui-shan

Representing the Director of Information Services

Ms. WONG Kam-fung

Representing the Director of Broadcasting

Ms. Leah CHUNG Chi-ching

Representing the Executive Director of the Vocational Training Council

Metals Training Board

Membership

Chairman

Dr. Dennis NG Wang-pun, BBS, MH

Ad personam

Members

Dr. Sunny CHAI Ngai-chiu

Ad personam

Prof. CHAN Luen-chow

Nominated by a local university

Mr. Peter CHAN Wing-yun

Nominated by the Hong Kong Gold and Silver Ornament Workers and Merchants General Union

Ms. Grace CHO Yee-mui

Nominated by a major manufacturer of metal frame spectacles

Mr. HO Tak-ming

Nominated by the Federation of Hong Kong Watch Trades and Industries

Mr. Vincent KONG Hon-po

Nominated by the Hong Kong Foundry Association

Mr. Alex LAI Chi-ho

Nominated by a machinery sales/marketing/services company

Ir Thomas LEE Kwok-keung

Nominated by the Hong Kong Productivity Council

Mr. LEE Yuen-fat

Nominated by the Hong Kong Federation of Innovative Technologies and Manufacturing Industries

Mr. LEUNG Chun-sing

Nominated by the Hong Kong Metal and Electronics Industries General Union

Ms. Irene LEUNG Wing-yan

Nominated by the Hong Kong Jewelry Manufacturers' Association

Dr. Calvin OR Ka-lun

Nominated by a local university

Mr. SUEN Fai-chuen

Nominated by the Hong Kong Metals Manufacturers Association

Mr. SZE Kam-shing

Nominated by the Federation of Hong Kong Industries

Ms. Jennifer TSUI

Nominated by the Hong Kong Mould and Die Council

Mr. YU Tak-ming

Nominated by the Chinese Manufacturers' Association of Hong Kong

Ms. Scarlett KAM Hei-man

Representing the Director-General of Trade and Industry

Ir SHIU Chi-yung

Representing the Executive Director of the Vocational Training Council

Plastics Training Board

Membership

Chairman

Mr. Stanley CHEUNG Tat-choi
Nominated by a plastics product trading company

Members

Mr Alfred AU Kit-ho
Nominated by the Hong Kong Plastics Manufacturers Association Limited

Dr. CHIN Kwai-sang
Nominated by a local university

Mr. Dave CHONG Chiu-ping
Nominated by a plastics mould manufacturing company

Mr. John CHOW Hon-kong
Nominated by a small and medium enterprise (SME) company

Dr. CHUNG Sai-wing
Nominated by the Hong Kong and Kowloon Plastic Products Merchants United Association Limited

Mr. Leton LEE Yuk-pui
Nominated by the Hong Kong Mould and Die Council

Mr. Eddie LEUNG Tin-fu
Ad personam

Prof. Robin MA Lok-wang
Nominated by a local university

Mr. Andy NG Ka-ho
Nominated by the Chiu Chau Plastic Manufacturers Association Company Limited

Mr. NG Ping-hong
Nominated by the Hong Kong and Kowloon Rubber and Plastic Workers General Union

Ir Samson SUEN Kwok-wai
Nominated by the Hong Kong Productivity Council

Mr. Warren SUN Yung-liang
Nominated by the Chinese Manufacturers' Association of Hong Kong

Mr. Calvin TAN Che-keung
Nominated by a plastics product manufacturing company

Mr. Daniel WONG Ho-kar
Nominated by the Federation of Hong Kong Industries

Mr. CHOI Fai
Representing the Commissioner for Labour

Ms. Scarlett KAM Hei-man
Representing the Director-General of Trade and Industry

Dr. Eric LIU Sai-lok
Representing the Executive Director of the Vocational Training Council

Printing and Publishing Training Board

Membership

Chairman

Mr. Alex YAN Tak-chung
Nominated by the Hong Kong Printers Association

Vice-Chairman

Dr. LEE Ka-kui
Nominated by the Hong Kong Publishing Federation Limited

Members

Mr. Eric CHAN Tad-kin
Nominated by the Hong Kong Printing Industry Workers Union

Mr. Dicky CHOY
Nominated by the Graphic Arts Association of Hong Kong

Mr. Percy FUNG Man-ching
Nominated by the Hong Kong Printers Association

Mr. Corey HO Kin-wa
Nominated by a company in the printing equipment supply sector

Mr. Peter LAU Man-pong
Nominated by the Institute of Print-Media Professionals

Mr. Clemence LEUNG Ka-kei
Nominated by the Hong Kong Publishing Professionals Society Limited

Mr. Herman LO Kwok-ming
Nominated by the Newspaper Society of Hong Kong

Ms. Muriel MA Chun-mui
Nominated by the Hong Kong Publishing Professionals Society Limited

Ms. NG Mei-mei
Nominated by a company in the publishing sector

Mr. Thomas NG Wang-kuen
Nominated by a local university press

Ms. Brenda PANG On-kei
Nominated by a company in the electronic prepress sector of the printing industry

Dr. Allen SHI Lop-tak, MH, JP
Nominated by the Chinese Manufacturers' Association of Hong Kong

Mr. Tom SIT Sai-yu
Nominated by a small and medium enterprise sector of the printing industry

Mr. Conrad SO Wah-sum
Nominated by the Hong Kong Printers Association

Mr. Peter TSE Po-tak
Nominated by the Federation of Hong Kong Industries

Dr. Sharon WONG Yin-yue
Nominated by the Hong Kong Association of Professional Education Publishing Limited

Ms. Clara CHOI Lai-wah
Representing the Commissioner for Labour

Ms. Charmaine LO
Representing the Director-General of Trade and Industry

Mr. Timothy WONG Kei-yung
Representing the Director of Government Logistics

Mr. Wallace LAM Wai-keung
Representing the Executive Director of the Vocational Training Council

Real Estate Services Training Board

Membership

Chairman

Ir Alkin KWONG Ching-wai, JP
Ad personam

Vice-Chairman

Mr. Augustine WONG Ho-ming, JP
Ad personam

Members

Mr. Henry CHAN Sai-lun
Ad personam

Sr Dr. Lennon CHOY Hung-tat
Nominated by a UGC tertiary institution

Mr. Waillen CHUI Wai-lan
Nominated by the Hong Kong Institute of Housing

Dr. Lobo FUNG Kwok-hung
Nominated by the Hong Kong Institute of Real Estate Administrators

Sr HO Chin-choi
Nominated by the Hong Kong Institute of Surveyors

Mr. Anthony KWOK Chong
Nominated by the Society of Hong Kong Real Estate Agents Limited

Mr. Eric LEE Chun-ming
Nominated by the Hong Kong Chamber of Professional Property Consultants Limited

Mr. LEUNG Kam-leung
Nominated by the Real Estate Developers Association of Hong Kong

Mr. LOU Kuong-fai
Nominated by Hong Kong Property Agencies Association Limited

Ms. Enid NG So-fun
Nominated by a UGC tertiary institution

Mr. Simon SHAM Sik-shing
Nominated by the Hong Kong Association of Property Management Companies Limited

Mr. SUNG Shu-hung
Nominated by the Hong Kong Real Property Federation

Mr. YU Ka-ki
Nominated by the Hong Kong Real Estate Agencies General Association

(To be determined)
Nominated by a UGC tertiary institution

Ms. Florence IP Chai-mi
Representing the Commissioner for Labour

Ms. Maggie TANG
Representing the Chief Executive Officer of the Estate Agents Authority

(To be determined)
Representing the Director of Housing

Mr. Edmond YU Kwok-chu
Representing the Executive Director of the Vocational Training Council

Retail Trade Training Board

Membership

Chairlady
Dr. Stella KWAN Mun-yee
Nominated by a retail chain

Vice-Chairman
Mr. Angus WAI Yau-on
Nominated by a retail chain

Members
Ms. Ada CHAN
Nominated by a retail chain

Mr. Calvin CHAN
Nominated by the Hong Kong Retail Management Association

Ms. Albe CHOI Pui-shan
Nominated by a retail chain

Ms. Winnie CHOW Wai-yee
Nominated by a retail chain

Mr. Ian CHOY Jing-man
Nominated by a retail chain

Mr. Dennis LAU Hak-bun
Nominated by a retail chain

Ms. Carrie TSE Man-fung
Nominated by a retail chain

Mr. TSOI Chung-kin
Nominated by the Hong Kong Department Stores and Commercial Staff
General Union

Ms. Alice WONG Nga-lai
Nominated by a retail chain

Ms. Ruth YU Lai-yiu
Nominated by the Hong Kong Retail Management Association

Mr. Edmond YU Kwok-chu
Representing the Executive Director of the Vocational Training Council

Security Services Training Board

Membership

Chairlady

Ms. Jane Curzon LO, JP
Nominated by the Security and Guarding Services Industry Authority

Members

Mr. Gary BUKOWICKI
Nominated by the Hong Kong Security Association

Dr. Johnnie CHAN Chi-kau, BBS, JP
Nominated by the Hong Kong Association of Property Management
Companies Limited

Ms. Janna CHENG On-ki
Nominated by the Hong Kong Security Association

Mr. FUNG Ping-yan
Nominated by a UGC tertiary institution

Mr. Eddie LAM Koon-fu
Nominated by the International Professional Security Association (Hong
Kong) Limited

Mr. Bruce LEE Yu-yim
Ad personam

Mr. John NG Sheung-lok
Nominated by Asian Professional Security Association - Hong Kong Chapter

Ms. Enid NG So-fun
Nominated by a UGC tertiary institution

Mr. Douglas RENWICK
Nominated by the ASIS International Hong Kong Chapter

Mr. Simon SHAM Sik-shing
Nominated by the Hong Kong Association of Property Management Companies Limited

Ms. Dennis TANG Ming-tan
Nominated by the Hong Kong Security Association

Mr. Terence YAP Wing-khai
Ad personam

(To be determined)
Ad personam

Ms. Mony LAM So-mui
Representing the Commissioner for Labour

Mr. Francis LI Ming-ki
Representing the Commissioner of Police

Mr. SIU Yu-ling
Representing the Director of Housing

Dr. Lillian WONG Sin-ying
Representing the Executive Director of the Vocational Training Council

Textile and Clothing Training Board

Membership

Chairman

Mr. Richard LOK Kee-loong
Nominated by the Federation of Hong Kong Industries

Members

Mr. Sam CHEN Tong-sang

Nominated by the Federation of Hong Kong Cotton Weavers

Ms. Anne CHEUNG

Nominated by the Hong Kong Garment Manufacturers Association Limited

Mr. CHU Tse-kwan

Nominated by the Hong Kong Chinese Textile Mills Association

Prof. HU Jin-lian

Nominated by the Hong Kong Polytechnic University

Dr. David HUI

Nominated by the Chinese Manufacturers' Association of Hong Kong

Mr. Matthew LAI

Nominated by the Hong Kong General Chamber of Commerce

Mr. Tony LAU Kim-on

Nominated by the Hong Kong Woollen and Synthetic Knitting Manufacturers' Association Limited

Mr. Benjamin LAU Man-tung

Nominated by the Hong Kong Weaving Mills Association

Mr. Roger LEE Kuo-chuan

Nominated by the Textile Council of Hong Kong Limited

Dr. Roger NG Keng-po

Nominated by the Hong Kong Institution of Textile and Apparel

Mr. Arkin NG Ping-kin

Nominated by the Hong Kong Knitwear Exporters and Manufacturers Association Limited

Mr. Spike NGAI Chi-man

Nominated by the Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited

Mr. TAM Chin-ming

Nominated by the Federation of Hong Kong Garment Manufacturers

Ms. Linda TSANG Chi-man

Nominated by the Hong Kong and Kowloon Spinning, Weaving and Dyeing Trade Workers General Union

Mr. Terence WONG Kwok-sing
Nominated by the Hong Kong Wearing Apparel Industry Employees General Union

Mr. Wallace WONG Pok-man
Nominated by the Hong Kong Fur Federation

Mr. William WONG
Nominated by the Hong Kong Footwear Association Limited

Mr. Andrew YU Yau-kuen
Nominated by the Hong Kong Cotton Spinners Association

Ms. Janice LAU Hau-ping
Representing the Director-General of Trade and Industry

Mr. SO Kin-hung
Representing the Commissioner for Labour

Mr. Wallace LAM Wai-keung
Representing the Executive Director of the Vocational Training Council

Transport Logistics Training Board

Membership

Chairman

Ir Dr. David HO Chi-shing, JP
Ad personam

Members

Mr. Roger CHAN Kwok-yuen
Nominated by the Chartered Institute of Logistics and Transport in Hong Kong

Dr. Lewis CHEUNG Ting-on
Nominated by a local tertiary institution

Mr. CHO Chi-cheong
Nominated by the Goods Vehicle Fleet Owners Association Limited

Mr. Terry CHU Lik-fei
Nominated by the Institute of Seatransport

Mr. KUO Wen-jung
Nominated by the Hong Kong Godown Association Limited

Mr. Emil LAI Cheung-kwong
Nominated by the Hong Kong Shipowners Association

Mr. Victor LAI Kong-ying
Nominated by the Carrier Liaison Group

Ms. Theresa LAI
Nominated by the Hong Kong Container Terminal Operators Association Limited

Dr. Francis LEUNG Kit-nam
Nominated by a local tertiary institution

Ms. Alice LUI
Nominated by the Hongkong Association of Freight Forwarding and Logistics Limited

Mr. Eric WONG Man-sum
Nominated by the Hong Kong Sea Transport and Logistics Association Limited

Mr. Thomas WONG Tak-kwong
Nominated by the Hong Kong International Courier Association

Mr. Simon YAP Thian-chai
Nominated by an air cargo terminal

Mr. YEUNG Lin-pik
Nominated by the Harbour Transportation Workers General Union

Mr. Thomas YIP Lung-sun
Nominated by the Hong Kong Logistics Association

(To be determined)
Nominated by the Hong Kong Liner Shipping Association

(To be determined)
Ad personam

Mr Edmond YU Kwok-chu
Representing the Executive Director of the Vocational Training Council

APPENDIX 7

GENERAL COMMITTEES

Five General Committees are set up to advise VTC on the needs of specific areas of work. The terms of reference and memberships of the five General Committees are as follows:

Committee on Apprenticeship and Trade Testing

Terms of Reference

To formulate and review strategic plans for training skilled workers for commercial and industrial trades through apprenticeship.

To advise the Council on legislation relating to the employment and training of apprentices and on designation of trades under the Apprenticeship Ordinance.

To formulate and review strategic plans for promoting apprentice training and trade testing.

To collect and analyse views and expectations of employers, young persons and parents on apprentice training and complementary technical education.

To monitor and review measures for assessing the skill attainment of apprentices.

To advise the Council on policies on trade testing and skill assessment.

To formulate and review strategic plans to award achievements in apprentice training, trade testing, skill assessment and certification.

To prepare as the Council requires:

- a report on the work carried out by the committee in the preceding 12 months
- a business plan including financial estimates in the next 12 months
- a strategic plan including financial implications for the next three years.

To undertake any other functions delegated by the Council in accordance with the Vocational Training Council Ordinance.

Membership

Chairman

Mr. WONG Kit-loong

Nominated by an employer with apprentices under training

Members

Mr. Jimmy CHAN Yiu-hung

Nominated by the Chinese Manufacturers' Association of Hong Kong

Dr. CHEUNG Wai-leung

Workers' representative

Mr. James CHIM Pun-ngon

Workers' representative

Mr. Daniel FUNG Man-kit

Nominated by the Federation of Hong Kong Industries

Ms. Rachel LEE Wei

Nominated by an employer with apprentices under training

Mr. LEUNG Ping-him

Nominated by the Employers' Federation of Hong Kong

Mr. Wrinky LEUNG Wing-kei

Nominated by a major firm in manufacturing sector

Mr. David LEUNG Yiu-fai

Nominated by an employer with apprentices under training

Ms. Polly PANG Ka-yi

Nominated by an employer with apprentices under training

Mr. Joe TSUI Yan-cho

Nominated by the Hong Kong Association of Careers Masters and Guidance Masters

Ms. Wenda WONG Wing-chi

Nominated by an employer with apprentices under training

Mr. Henry YIP Cheuk-tak

Nominated by a major firm in commerce and services sector

Mr. CHEUNG Wing-fu

Representing the Secretary for Education

Mr. Andy KWAN Kar-mun
Representing the Director of Electrical and Mechanical Services

Ms. Jessie LAM Choi-ping
Representing the Commissioner for Labour

Dr. CHAN Wan-ching, Lawrence
Representing the Executive Director of the Vocational Training Council

Committee on Information Technology Training and Development

Terms of Reference

To determine the total manpower and training needs of all sectors of the economy for information technology (IT) personnel.

To investigate the institutional and in-company training facilities available for the training and development of IT personnel and to make recommendations to the Council on additional facilities required.

To advise the Institute of Professional Education And Knowledge (PEAK) and the Hong Kong Institute of Vocational Education (IVE) on the direction and strategic development of their IT programmes.

To advise on the course planning, curriculum development and the quality assurance systems of PEAK and IVE.

To prescribe job specifications and advise on training programmes for the principal IT jobs and training required.

To tender advice in respect of skill competitions in IT.

To organise seminars/conferences for the promotion or betterment of the IT training and development.

To liaise with employers, training boards, general committees, training and development centres, educational and training institutions, government departments on all matters pertaining to IT training and development.

To advise on the publicity relating to the activities of the Committee and the VTC's IT programmes.

To submit to the Council an annual report on the CITTD's work and its recommendations on the strategies for the IT discipline.

To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

Membership

Chairman

Ir Sunny LEE Wai-kwong, JP
Nominated by the IT management field

Members

Mr. Rocky CHENG Chung-ngam
Ad personam

Mr. Raymond CHENG Siu-hong
Nominated by the financing, insurance, real estate and business services sector

Ms. Barbara CHIU Cheuk-mun
Nominated by the transport, storage and communication sector

Dr. James FOK Ting-yeung
Nominated by the electronic design sector

Dr. Measure HUNG Kim-fung
Nominated by the wholesale/retail and import/export trades

Dr. Alex KAI Sze-fai
Nominated by the community, social and personal services sector

Mr. Dennis LEE Chun-keung
Nominated by a software vendor/developer

Mr. Gordon LO Siu-chung
Nominated by the Hong Kong Productivity Council

Prof. Helen MENG Mei-ling
Nominated by the IT education and training field

Mr. Gabriel PANG Tsz-kit
Nominated by the digital creative industry

Mr. Tony TAI Chark-tong
Nominated by the software development and support field

Prof. TAM Kar-yan
Ad personam

Dr. WONG Chung-kiu, MH
Nominated by the application programming field

Mr. Cedric YEUNG Chun-lam
Nominated by the IT sales and marketing field

Ms. Donna CHAN Fung-kwan
Representing the Government Chief Information Officer

Prof. Ronald CHUNG Chi-kit
Representing the Executive Director of the Vocational Training Council

Committee on Management and Supervisory Training

Terms of Reference

To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.

To assess and review whether the manpower supply for the industry matches with the manpower demand.

To recommend to the Vocational Training Council the development of management and supervisory training facilities to meet the assessed manpower demand.

To advise the Hong Kong Institute of Vocational Education (IVE) and the Institute of Professional Education And Knowledge (PEAK) on the direction and strategic development of the relevant disciplines.

To advise on the course planning, curriculum development and quality assurance systems of IVE and PEAK in the relevant disciplines.

To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.

To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill element.

To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.

To advise on the conduct of skill competitions in key trades in the industry for the promotion of management and supervisory training as well as participation in international competitions.

To liaise with relevant bodies on matters pertaining to the development and promotion of management and supervisory training in the industry, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments.

To organise seminars/conferences/symposia on management and supervisory training for the industry.

To advise on the publicity relating to the activities of the Committee and relevant management and supervisory training programmes of the VTC.

To submit to the Council an annual report on the Committee's work and its recommendations on the strategies for programmes in the relevant disciplines.

To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

Membership

Chairman

Dr. Kevin LAU Kin-wah, JP
Ad personam

Members

Mr. Jimmy CHIU Chi-ming
Nominated by a UGC tertiary institution

Dr. Stephen KO Chi-chung
Nominated by a UGC tertiary institution

Mr. Wilson KWONG Wing-tsuen
Nominated by the Employers' Federation of Hong Kong

Ms. Connie LAM Tsui-wa
Nominated by the Hong Kong General Chamber of Commerce

Mr. LAU Kar-wah
Nominated by the Chinese General Chamber of Commerce

Mr. Gary LAU Sun-tao
Nominated by the Federation of Hong Kong Industries

Ms. Eva LEUNG Yuk-ling
Nominated by the Hong Kong Chinese Enterprises Association

Mr. David LI Chi-ming
Nominated by a major professional institution

Mr. Peter LIU Sin-shing
Nominated by the American Chamber of Commerce in Hong Kong

Mr. Peter MOK Wah-fun
Ad personam

Mr. York MOK
Nominated by the Hong Kong Information Technology Federation

Mr. David TING Tit-cheung, MH
Nominated by a major SME (Small and Medium-sized Enterprise) trade association

Dr. Danny WAN Tak-fai
Nominated by the Chinese Manufacturers' Association of Hong Kong

(To be determined)
Nominated by the Hong Kong Young Industrialists Council

(To be determined)
Nominated by a major professional institution

Mr. Recerio LAU Kwan-ip
Representing the Civil Service Training and Development Institute, Civil Service Bureau

Dr. Daniel YAN Ting-kwan
Representing the Executive Director of the Vocational Training Council

Committee on Technologist Training

Terms of Reference

To assess and review the training needs of technologists in various sectors covered by the Vocational Training Council.

To recommend to the Vocational Training Council the development of training facilities to meet the manpower demand for technologists including:

- strategy, policy and priority for the provision and development of training facilities
- technologist training plans
- the resources required for the provision and development of training facilities.

To administer the Engineering Graduate Training Scheme for providing practical training for engineering trainees (including graduates and sandwich students) and in particular:

- to advise the Vocational Training Council on the allocation of funds for the purpose of administering the Scheme
- to organise training facilities in industry to provide sufficient opportunities of 18 months' practical training for engineering graduates and sandwich students in the relevant disciplines
- to ensure that employers provide training places for engineering trainees to receive the training mentioned above, and to grant subsidy to employers in respect of such trainees
- to monitor or arrange the monitoring of the progress of engineering trainees in training so as to ensure the standard of training is acceptable to the Hong Kong Institution of Engineers.

To liaise with industry training boards on matters concerning the provision of basic workshop practical training to engineering graduates and undergraduates in Pro-Act Training and Development Centres.

To administer the New Technology Training Scheme for promoting the acquisition and application of new technologies in Hong Kong.

To liaise with employers, industry training boards, tertiary education institutions, government departments, professional institutions on matters relating to the training of technologists.

To plan, prepare and disseminate publicity materials related to the activities of the Committee.

To receive reports and monitor the progress of the operation of the Engineering Graduate Training Scheme and the New Technology Training Scheme.

To prepare annually for submission to the Council:

- a report on the work carried out in the preceding 12 months
- a business plan for the next 12 months
- a strategic plan for the next three years.

To undertake any other functions delegated by the Council in accordance with section 7 of the Vocational Training Council Ordinance.

Membership

Chairman

Dr. Edwin KWONG Kwok-wah

Nominated by a company specialising in electronic design technology or information technology

Members

Mr. Raymond CHAN

Nominated by the Hong Kong General Chamber of Commerce

Dr. Stephen CHAN Wing-chi

Nominated by a company having participated in the New Technology Training Scheme

Dr. Lawrence CHEUNG Chi-chong

Nominated by the Hong Kong Productivity Council

Mr. Felix CHOI

Nominated by the Federation of Hong Kong Industries

Mr. Hugh CHOW

Nominated by a small and medium establishment

Prof. KI Wing-hung

Nominated by a local tertiary institution

Mr. LEUNG Kam-man

Nominated by a company having participated in the New Technology Training Scheme

Ir Simon LIU Sing-pang

Nominated by a civil engineering company participating in the Engineering Graduate Training Scheme

Mr. Dennis NG Kwok-on
Nominated by the Chinese Manufacturers' Association of Hong Kong

Ir Dr. Philip PONG Wing-tat
Nominated by the Hong Kong Institution of Engineers

Ir Dr. George SZE Lee-wah
Nominated by a company specialising in electronic design technology or information technology

Mr. Tony TAI Chark-tong
Nominated by the Vocational Training Council

Ir WAI Yip-kin
Nominated by a building services company participating in the Engineering Graduate Training Scheme

Mr. Eric YEUNG Chuen-sing
Nominated by a small and medium establishment

Ir Dr. YIU Hing-leung
Nominated by the Hong Kong Science and Technology Parks Corporation

Mr. Wilson Kwong Ka-fung
Representing the Commissioner for Innovation and Technology

Ir Alan TANG Kai-yan
Representing the Secretary for Development

Ir Dr. NG Chak-man
Representing the Executive Director of the Vocational Training Council

Committee on Vocational Training for People with Disabilities

Terms of Reference

To investigate the need, based on the requirements of the relevant sectors of the economy, the Hong Kong Rehabilitation Programme Plan, the aspiration and ability of people with disabilities and other relevant factors, for Shine Skills Centre and to advise the Council on policy relating to vocational rehabilitation.

To investigate the need for new courses at Shine Skills Centre and to make recommendations to the Council.

To advise the Council on the following support services:

- vocational assessment service
- technical aids and resource service
- vocational guidance service
- inspectorate service.

To assist in forging closer links between Shine Skills Centre and relevant sectors of the economy by encouraging participation by these sectors in the development of courses, trainee attachment schemes, projects, etc., at appropriate levels of skills.

To report annually or as often as the Council wishes on:

- the work carried out in the preceding 12 months
- details of the work to be carried out (including financial estimates, if any) in the next 12 months
- the work to be carried out (including financial implications, if any) for the next three years.

To undertake any other functions delegated by the Council in accordance with the Vocational Training Council Ordinance.

Membership

Chairman

Mr. CHEUNG Kin-fai, MH

Nominated by a disabled persons organisation

Vice-Chairman

Dr. LAM James Joseph, JP

Nominated by the rehabilitation sector

Members

Dr. Doris CHONG Yin-kei

Nominated by the Hong Kong Polytechnic University

Mr. Herman HUI Chung-shing, SBS, MH, JP

Ad personam

Mr. KUO Chun-chuen

Nominated by the Hong Kong Council of Social Service

Ms. Connie LAM Tsui-wa
Nominated by the Hong Kong General Chamber of Commerce

Mr. Michael LIANG Chi-tsou
Nominated by the Chinese Manufacturers' Association of Hong Kong

Mr. Alan TAM Ming-tak
Ad personam

Mr. Chester TSANG Wing-cheong
Nominated by the Hong Kong Institute of Human Resource Management

Mr. Steven TSOI
Nominated by an intergrated vocational training centre

Ms. Elaine WU Siu-ling
Nominated by the Hong Kong Special Schools Council

Mr. Nelson YIP Siu-hong, MH
Nominated by the Federation of Hong Kong Industries

Mr. Raymond HO Chi-kuen
Representing the Secretary for Education

Mr. David LEUNG, JP
Representing the Secretary for Labour and Welfare

Mr. Daniel LEUNG Kwok-keung
Representing the Commissioner for Labour

Ms. Ada WONG Wai-han
Representing the Director of Social Welfare

Ms. Josephine KEA Chi-shun
Representing the Executive Director of the Vocational Training Council

APPENDIX 8

CAUCUS

Membership

Chairman

Executive Director

Members

Deputy Executive Directors

Senior Assistant Executive Directors

Assistant Executive Directors

Academic Directors

President, Technological and Higher Education Institute of Hong Kong

Principals / Vice Principals of IVE / HKDI / YC / HTI, CCI & ICI

Head, Estate, Health and Safety Division

Head, Finance and Supplies Division

Head, Human Resources Division

Head, Information Technology Services Division

Director, External Relations Office

Director, International Development Office

Director, Quality Assurance and Accreditation Office

Senior Advisor of the Senior Directorates' Office

Secretary

Appointed by the Chairman

APPENDIX 9

QUALITY ASSURANCE STEERING COMMITTEE

The VTC's Quality Assurance Steering Committee reports to the VTC Council through the Executive Director.

Terms of Reference

To provide leadership for setting VTC-wide quality policies;

To develop a VTC-wide quality strategic plan;

To promote a quality culture in the VTC;

To promote continuous improvement in all processes within the VTC;

To oversee the formulation and implementation of quality assurance systems for evaluating VTC's provision of vocational education and training;

To develop and review performance indicators to measure and monitor performance over time;

To coordinate quality assessments of operational units in the VTC, including the appointment of assessors;

To advise and endorse the formulation and implementation of the quality assurance system of the Technological and Higher Education Institute of Hong Kong (THEi); and

To report to Council, through the Executive Director, on all important quality issues.

Composition

Chairman

Executive Director

Members

Deputy Executive Directors

Senior Assistant Executive Director, Headquarters (Academic Services)

Senior Assistant Executive Director, Headquarters (Academic Development)

Senior Assistant Executive Director, Headquarters (Industry Partnership)

Senior Assistant Executive Director, Higher and Professional Education Office (HaPE)

Director, Quality Assurance and Accreditation Office

Head, Centre for Learning and Teaching

President, THEi

Chairman of the Quality Assurance Committee, THEi

Three Academic Directors to be appointed by the Chairman

Two Principals / Vice Principals of IVE / HKDI / SBI appointed by the Chairman

One Principal of YC appointed by the Chairman

One Principal / Director / Manager-in-charge of HTI / CCI / ICI / MSTI / Pro-Act Training and Development Centres appointed by the Chairman

Three staff representatives from IVE / HKDI / YC / Pro-Act Training and Development Centres / SBI appointed by the responsible Deputy Executive Director

Two staff representatives from HTI / CCI / ICI / MSTI appointed by the responsible Deputy Executive Director

One staff representative from the corporate services divisions appointed by the Chairman

Six elected staff representatives (one each from the IVE / HKDI / SBI, one from the HTI / CCI / ICI / MSTI / Pro-Act Training and Development Centres, one from YC and one from the corporate services divisions)

Secretary

Project Manager or Senior Project Officer, Quality Assurance and Accreditation Office

Assistant Secretary

Executive Officer, Quality Assurance and Accreditation Office

Note:

The term of office is two years.

APPENDIX 10

STRATEGIC PLAN IMPLEMENTATION STEERING GROUP

Terms of Reference

To steer, direct and oversee the implementation of VTC's 8-year Strategic Plan.

To approve the Terms of Reference and Composition of the Task Forces set up under each Strategic Initiative.

To agree on the strategy and priority of the implementation.

To develop an implementation schedule with key milestones and deliverables in short, medium and long terms.

To review and monitor the progress of each Strategic Initiative.

To evaluate the results of the implementation.

Membership

Chairman

Executive Director

Members

Deputy Executive Directors

Strategic Initiative Leaders

Academic Directors

President of THEi

Assistant Executive Director / Headquarters (Academic Services)²

Head, Finance and Supplies Division

Director, External Relations Office

Two Senior Assistant Executive Directors appointed by the Chairman

Three Assistant Executive Directors appointed by the Chairman

One teaching staff from THEi appointed by the Chairman

One teaching staff among the Heads of Department from IVE/HKDI/SBI/YC appointed by the Chairman

One teaching staff among the Principal Lecturers from IVE/HKDI/SBI/YC appointed by the Chairman

One managerial staff from the Pro-Act Training and Development Centres / HTI, CCI & ICI appointed by the Chairman

One teaching staff among the Senior Lecturers from IVE/HKDI/SBI/YC appointed by the Chairman

Two teaching staff among the Lecturers/Teaching Associates from IVE/HKDI/SBI/YC appointed by the Chairman

One teaching staff among the Instructor grade staff from IVE/HKDI/SBI/YC appointed by the Chairman

Five elected staff representatives

Secretary

Nominated by the Strategic Planning Office

Note:

The term of office is two years.

APPENDIX 11

INFORMATION TECHNOLOGY STEERING COMMITTEE

Terms of Reference

To oversee the IT strategic direction and make recommendations.

To oversee and review IT development plans.

To formulate IT policies on management and security.

To set standards on usage and development of computer facilities.

To handle IT issues referred to the Committee by the Executive Director.

Composition

Chairman

Deputy Executive Director appointed by the Executive Director

Members

Senior Assistant Executive Director, Headquarters (Academic Services)

Senior Assistant Executive Director, Headquarters (Industry Partnership)

Head, Information Technology Services Division

Head, Finance and Supplies Division

Head, Human Resources Division

Head, Centre for Learning and Teaching

One Head of Learning Resources Centre / Library appointed by the Chairman

Academic Director of IT Discipline or his / her representative

Three teaching / instructing staff representatives (at PL rank or above or equivalent) from THEi / IVE / HKDI / SBI appointed by the Chairman

One teaching / instructing staff representative (at PL rank or above or equivalent) from HTI / CCI / ICI / MSTI / Youth College / Pro-Act Training and Development Centres appointed by the Chairman

One representative from Higher and Professional Education Office

Two teaching / instructing staff in the IT discipline in IVE, elected among themselves

Secretary

IT Manager, Information Technology Services Division

Note:

The term of office is two years.

APPENDIX 12

STAFF DEVELOPMENT COMMITTEE

Terms of Reference

To formulate staff development policy and strategy and undertake review as and when required and make recommendations for change for the consideration of the Caucus.

To prepare staff development budgets and allocate funds.

To establish implementation guidelines for staff development for retraining, upgrading and continuing professional development.

To approve applications and proposals for staff development and their funding.

To receive and evaluate reports from all Operational Units.

Composition

Chairperson

Executive Director

Members

Deputy Executive Director appointed by the Executive Director

Head, Human Resources Division

Head, Centre for Learning and Teaching

Senior Assistant Executive Director, Headquarters (Academic Services) or his / her representative

Senior Assistant Executive Director, Headquarters (Industry Partnership) or his / her representative

Two Principals/Vice-Principals of IVE/HKDI nominated by respective Deputy Executive Director

Two Academic Directors nominated by the Chairperson

One Principal of Youth College or his / her representative

Principal, The Institute of Professional Education And Knowledge or his / her representative

Principal, Hotel and Tourism Institute / Chinese Culinary Institute / International Culinary Institute or his / her representative

One Manager-In-Charge nominated by respective Deputy Executive Director

Senior Adviser

Director, Vocational Training for People with Disabilities Office

Three staff representatives from the Council Consultative Committee

Secretary

Deputy Head, Human Resources Division

Assistant Secretary

Human Resources Manager, Human Resources Division

APPENDIX 13

SAFETY, HEALTH AND ENVIRONMENT CENTRAL COMMITTEE

Terms of Reference

To ensure that VTC has in place a framework of safety, health and environmental provision.

To keep under review the safety, health and environmental policies and procedures within VTC.

To monitor the implementation of such policies and procedures, including receiving and reacting to as appropriate, regular feedback from local safety, health and environment committees.

To recommend preventive and corrective actions with respect to the above and to assess the likely resource implication.

To ensure that procedures and resources are in place to educate and promote the awareness of staff members, students and trainees on safety, health and environmental issues.

Composition

Chairman

Deputy Executive Director appointed by Executive Director

Deputy Chairman

Senior Assistant Executive Director, Headquarters (Academic Development)

Members

Senior Assistant Executive Director, Headquarters (Academic Services) or his / her representative

Senior Assistant Executive Director, Headquarters (Industry Partnership) or his / her representative

Three Principals of IVE / HKDI / SBI / Youth College or their representatives (on a rotational basis)

Principal of HTI / CCI / ICI or his / her representative

Three Director / Managers-in-charge of Pro-Act Training and Development Centres, including MSTI, appointed by respective Deputy Executive Director

Head, Central Services Division

Head, Estates, Health and Safety Division

Deputy Head, Human Resources Division

Health, Safety and Environmental Manager

Two staff representatives from the Safety, Health and Environment Local Committees (on a rotational basis)

Chairman of Environmental Task Force

Secretary

Executive Officer, Central Services Division

Note:

The term of office is two years.

APPENDIX 14

RESEARCH STEERING COMMITTEE

Terms of Reference

To steer the strategic direction of Practical Social and Industrial Research (PSIR) through identification of key strategic areas, target setting and development of VTC-wide framework for reporting of PSIR outcomes.

To develop policies in research integrity, research ethics, research safety and health and intellectual property and set up approval and monitoring mechanisms.

To develop policy on seed grants and set up project vetting and monitoring mechanisms.

To establish a Research Fellow / Visiting Fellow Programme and define appointment criteria, duties of appointee, and conditions for its administration by the Research Support Unit (RSU).

To develop incentive schemes to encourage staff to undertake PSIR, including but not limited to teaching relief and research excellence award.

To foster the development of a research culture and encourage cross-disciplinary and cross-member institution collaborations in conducting PSIR.

To receive the annual report of the RSU.

To set up sub-committees as may be necessary to carry out specific tasks and receive reports and recommendations from such sub-committees.

To undertake any other functions required by the Executive Director.

Composition

Chairman

Deputy Executive Director (A) appointed by the Executive Director

Deputy Chairman

Head, Research Support Unit

Members

Academic Directors or his/her nominee at Senior Lecturer (SL) rank or above from each Academic Discipline

President, THEi or his / her nominee at Associate Professor rank or above

Secretary

Senior Project Officer, Research Support Unit

APPENDIX 15

COUNCIL CONSULTATIVE COMMITTEE

Aims and Functions

The Committee aims to achieve better understanding and co-operation between management and staff through regular discussions on all matters affecting the wellbeing of the staff of the Council. It is also intended that such discussion will work towards promoting better efficiency in the Council.

The topics to be discussed by the Committee shall normally include the following:

- The consultative arrangements within the Council
- Grading and ranking of Council posts
- The appointment and promotion criteria for individual grades within the Council
- The conditions of service of different categories of staff
- Leave arrangements
- Staff welfare and recreational activities
- Shift duty arrangements
- Council quarters
- Office accommodation and working conditions
- Improvement of office organisation and methods
- Improvements in the productivity of staff
- Staff training

The following topics will not be discussed by the Committee:

- Individual cases
- Matters concerning the Directorate.

Issues which are considered inappropriate by the Executive Director for discussion by the Committee or on which the Committee is unable to obtain consensus between the Staff Side and the Management Side shall be referred to the Administration Committee by the Executive Director for advice and guidance.

Composition

Chairman

Executive Director

Members

Six management side members appointed by the Executive Director

One member appointed by each recognised staff union established before 1 January 2007 representing Council staff in specific grade(s) / rank(s) / division(s) / section(s) and has at least 100 members or 25% of the Council staff in the relevant grade(s) / rank(s) / division(s) / section(s) as its members; and an additional member may be appointed by each of those staff unions which has at least 200 members

One member appointed by each recognised staff union established on or after 1 January 2007 representing Council staff in specific grade(s) / rank(s) and has at least 100 members or 25% of the Council staff in the relevant grade(s) / rank(s) as its members; and an additional member may be appointed by each of those staff unions which has at least 200 members

One to two members elected by each group of staff not represented by the staff unions above (the term of office of these elected representatives is two years)

Management Side Secretary

Nominated by the Executive Director

Staff Side Secretary (if required)

A Staff Side representative nominated and, where appropriate, elected among themselves

APPENDIX 16

INSTITUTE COUNCIL OF TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

Terms of Reference

To oversee the implementation of strategic development set by the Board of Governors and the provision of degree programmes;

To recommend policies and regulations of the Institute to the Board of Governors for approval;

To manage and regulate the finances, accounts, business and all affairs of the Institute according to the policies established by the Board of Governors;

To recommend all Institute fees to the Board of Governors for approval;

To arrange for and maintain the buildings, premises, furniture and apparatus, and other means needed for carrying on the work of the Institute;

To recommend degree programmes to the Board of Governors for approval;

To review the work of the Institute, in consultation with the Academic Board, for the purpose of advancing the interests of the Institute, maintaining its efficiency, promoting teaching excellence, the pursuit of learning, and providing for the recreation and well-being of students;

To appoint staff of the Institute under the delegated authority of the Board of Governors;

To appoint a certified public accountant approved by the Board of Governors as auditor, who shall audit the Institute accounts annually; and

To present a President Report to the Board of Governors on a regular basis.

Composition

Chairperson

President

Deputy Chairperson

Dean of a Faculty

Non-employee Members

Six persons, who are not employees of the Institute, appointed by the Board of Governors

Ex-officio Members

Deans of the other two Faculties

Registrar

Bursar

Elected Members

Two staff members elected from among the full-time academic staff of the Institute

One full-time student representative

Secretary

Note:

1. The term of office for external and elected members is three years.
2. The maximum number of term of office for external and elected members is two.
3. Elected members will not participate in the deliberation and decision on cases of individual staff appointments.

APPENDIX 17

VOCATIONAL EDUCATION AND TRAINING MANAGEMENT COMMITTEE

Terms of Reference

To recommend to the Executive Director new policies and developments pertaining to the operation of IVE, HKDI, SBI, YC, HTI/CCI/ICI, MSTI, Pro-Act Centres and PEAK.

To formulate administrative policies and courses of action on matters requiring consistency of practice across IVE, HKDI, SBI, YC, HTI/CCI/ICI, MSTI, Pro-Act Centres and PEAK.

To propose the allocation of planned places to IVE, HKDI, SBI, YC, HTI/CCI/ICI, MSTI, Pro-Act Centres and PEAK in line with the strategic development of the VTC.

To determine the allocation of resources among IVE, HKDI, SBI, YC, HTI/CCI/ICI, MSTI, Pro-Act Centres and PEAK.

To monitor the implementation and progress of the quality assurance system for the provision of vocational education and training in IVE, HKDI, SBI, YC, HTI/CCI/ICI, MSTI, Pro-Act Centres and PEAK.

To monitor and review the performance of IVE, HKDI, SBI, YC, HTI/CCI/ICI, MSTI, Pro-Act Centres and PEAK as measured against the performance indicators.

To undertake any tasks referred to it by the Executive Director.

Composition

Chairman

Deputy Executive Director appointed by the Executive Director

Deputy Chairman

Deputy Executive Director appointed by the Executive Director

Ex-officio Members

Deputy Executive Directors

Principals of IVE / HKDI / SBI / YC

Principal of PEAK

Academic Directors

Senior Assistant Executive Director, Headquarters (Academic Services)

Senior Assistant Executive Director, Headquarters (Academic Development)

Senior Assistant Executive Director, Headquarters (Industry Partnership)

Senior Assistant Executive Director, Higher and Professional Education Office (HaPE)

Assistant Executive Directors, Headquarters (Academic Services)

Two Centre Managers-in-charge / Institute Director of Pro-Act Centres / MSTI, appointed by the Chairman

Principal, HTI / CCI / ICI

Director, Quality Assurance and Accreditation Office

Members

Three teaching / instructing / Student Affairs Officer grades staff representatives from IVE / HKDI / SBI, elected among themselves

One teaching / instructing / Student Affairs Officer grades staff representative from YC, elected among themselves

One teaching / instructing / Student Affairs Officer grades staff representative from HTI / CCI / ICI, elected among themselves

One teaching / instructing / Student Affairs Officer grades staff representative from Pro-Act Centres / MSTI, elected among themselves

Co-opted Members

Invited at the discretion of the Chairman

Secretary

Senior Executive Officer / Senior Project Officer, Headquarters (Academic Services)

Assistant Secretary

Executive Officer, Headquarters (Academic Services)

Note:

1. The term of office for elected member is two years.
2. The maximum number of terms of office for elected member is three.

APPENDIX 18

PEAK MANAGEMENT COMMITTEE

Terms of Reference

To report to the Vocational Education and Training Management Committee (VETMC) on matters related to the development and operations of PEAK.

To formulate business strategies for the development of PEAK.

To formulate administrative policies of PEAK.

To determine the allocation, deployment and utilisation of resources of PEAK.

To oversee the implementation of quality assurance matters and the operation of PEAK's programmes (both award-bearing and non award-bearing programmes), service and products, including the Annual Assessment process.

To undertake any tasks referred to it by VETMC.

Composition

Chairman

Principal of PEAK

Members

Vice Principal of PEAK

Senior Manager of PEAK

All Senior Training Consultants of PEAK

All Senior Project Officers and Senior Officers of PEAK

One Training Consultant/Assistant Training Consultant representative from PEAK elected among themselves

Secretary

An Officer of PEAK

Note:

The term of office is two years.

APPENDIX 19

CAMPUS EXECUTIVE COMMITTEE

The Campus Executive Committee (CEC) is the highest level decision-making body in the campus. It is chaired by the Principal and its membership includes all heads of departments and heads of other operational units in the campus. For those Pro-Act Training and Development Centres which have integrated with IVE campuses, the CEC and its sub-committees will include the Managers-in-charge or staff of the respective Centre(s) where appropriate. Apart from decision-making, it is also a venue where latest information concerning the Council, the campus, the relevant Pro-Act Training and Development Centre(s), and departmental matters are reported and discussed. The terms of reference and composition of the CEC are given below:

Terms of Reference

To consider major issues relevant to the operations of the campus, especially those common to many Operational Units.

To oversee the implementation of quality assurance matters of the campus.

To consider the deployment and utilisation of resources of the campus.

To communicate to Heads of the Operational Units the resolutions of VETAB, VETPQC, VETMC and other central committees.

Composition

Chairman

Campus Principal

Members

Heads of Operational Units of the Campus

Managers-in-charge of Pro-Act Training and Development Centres having integrated with the Campus

Secretary

Executive Officer of the Campus Secretariat

Note: Elected teaching staff may be co-opted as members.

There are sub-committees in the campus reporting to the CEC. They look after the following areas of operation of the campus:

- Student discipline
- Publicity
- Canteen and bookshop
- Learning resources
- Safety and health
- Student development.

Individual campuses may have some variations on the set-up of their internal committees to meet individual campus needs.

APPENDIX 20

HTI / CCI / ICI MANAGEMENT COMMITTEE

Terms of Reference

To report to the VET Management Committee (VETMC) on matters related to the development and operations of the HTI / CCI / ICI.

To formulate strategies, policies and plans pertaining to the operations and development of the HTI / CCI / ICI.

To monitor and review all matters pertaining to operations, policies and procedures, quality assurance issues, resources and facilities, training and trainee issues including recruitment and placement, performance indicators, finance and action plan of the HTI / CCI / ICI.

To determine the allocation of resources in the HTI / CCI / ICI and monitor their utilisation.

To submit progress reports and strategic development plan to the VETMC.

To undertake any tasks referred to it by the VETMC.

Composition

Chairperson

Principal, HTI / CCI / ICI

Members

Senior Training Consultant / Training Consultants

Senior Manager / Manager

Principal Instructors

Chief Instructors

Recruitment/Placement Officer

One elected staff from HTI / CCI / ICI

Co-opted Members

On a need basis at the invitation of the Chairperson

Member / Secretary

Appointed by the Chairperson

APPENDIX 21

YOUTH COLLEGE EXECUTIVE COMMITTEE

Terms of Reference

To report to the Vocational Education and Training Management Committee (VETMC) on matters related to the development and operations of the Youth College, including Pro-Act Training and Development Centres (Pro-Act Centres) which are managed by the YC Principals.

To formulate the strategic development of the Youth College, including Pro-Act Centres managed by the YC Principals, taking into account the advice from relevant VTC committees.

To monitor the implementation and progress of the quality assurance system of the Youth College and Pro-Act Centres managed by the YC Principals.

To allocate resources and monitor their utilisation within the Youth College and Pro-Act Centres managed by the YC Principals.

To oversee the administrative operations of the sites within the Youth College, including Pro-Act Centres managed by the YC Principals.

To receive reports from sub-committees and working parties set up under the Committee.

To undertake any tasks referred to it by the VETMC.

Composition

Chairman

A Principal of the Youth College appointed by the relevant DED

Members

All Principals of the Youth College

Principal Lecturers / Site-in-charge of the Youth College

Principal Student Development Officer of the Youth College

Managers-in-charge of Pro-Act Centres managed by the YC Principals

Senior Executive Officers and Senior Officers of the Youth College

Two teaching / instructing staff, one from Pro-Act Centres and one from Youth College, elected among themselves

Two non-teaching / instructing staff, one from Pro-Act Centres and one from Youth College, elected among themselves

Co-opted Members

Manager-in-charge of Pro-Act Centre (Jewellery)

At the invitation of the Chairman

Member / Secretary

An Officer of the Youth College

APPENDIX 22

CORPORATE SERVICES MANAGEMENT COMMITTEE

Terms of Reference

To advise on policies, strategies and resources matters within the purview of the Corporate Services.

To plan work programmes and monitor work progress of the divisions / sections under the Corporate Services.

To inform divisions / sections of important Council decisions and developments.

To provide leadership for setting quality and continuous improvement policies for the Corporate Services.

To promote a quality culture within the Corporate Services.

To oversee the formulation and implementation of quality assurance systems for evaluating the services provided by the Corporate Services to other operational units branches of the VTC.

To develop performance indicators to measure and monitor performance over time.

To coordinate quality assessments of divisions / sections in the Corporate Services, including the appointment of assessors.

Composition

Chairman

Executive Director

Members

Head, Central Services Division

Head, Estates, Health and Safety Division

Director, External Relations Office

Head, Finance and Supplies Division

Head, Human Resources Division

Head, Information Technology Services Division

Secretary

Senior Officer, Central Services Division

APPENDIX 23

VOCATIONAL EDUCATION AND TRAINING ADVISORY COMMITTEE

Terms of Reference

To advise the Council's Standing Committee on:-

- a. the direction of and strategy for the development of vocational education and training (both pre-service and in-service) to meet the demand of industry and students;
- b. the systems and processes of the VTC's member institutions to ensure:
 - the provision of quality vocational education and training programmes and services;
 - the provision of adequate articulation pathways within VTC for its graduates.
- c. the strategies for enhancing VTC's industry networking to tap industry input in programme development, donations, student support in terms of mentorship, industrial attachment and graduate placement.

To undertake any tasks referred to it by the Council's Standing Committee.

Composition

Chairman

To be appointed by the Council

Members

One member nominated by the Council

One member nominated by the Chinese Manufacturers' Association of Hong Kong

One member nominated by the Federation of Hong Kong Industries

One member nominated by the Hong Kong General Chamber of Commerce

One member nominated by the Chinese General Chamber of Commerce

One member nominated by the Hong Kong Institution of Engineers

One member nominated by the Hong Kong Subsidised Secondary Schools Council

One member nominated by the Hong Kong Prevocational Schools Council

One member representing the Secretary for Education

One member representing the Secretary for Development

One member representing the Director-General of Trade and Industry

One member representing the Innovation and Technology Commission

One member representing the Commissioner for Labour

The Executive Director of the VTC or his / her nominee

One Deputy Executive Director of the VTC nominated by the Executive Director of the VTC

One Centre Director / Manager nominated by the Executive Director of the VTC

Three Academic Director(s) nominated by the Executive Director of the VTC

Three members elected from the VET Academic Board

Co-opted Members

Relevant members from the Training Boards/General Committees/VTC Discipline Advisory

Boards/Discipline Boards to be co-opted on a need-basis

Secretary

Senior Assistant Executive Director, VTC Headquarters (Academic Services)

Assistant Secretary

Executive Officer, VTC Headquarters (Academic Services)

Notes:

1. The term of office is two years.
2. Two more external members can be invited to join the Committee on ad personam basis at the invitation of the Council.

APPENDIX 24

HIGHER EDUCATION ADVISORY COMMITTEE

Terms of Reference

To advise the Council and its committees on the direction of and strategy for the development of degree programmes operated by VTC (both collaborative degree programmes offered jointly with local and non-local institutions and VTC's own degree programmes) to meet the demand of industry and students.

To advise on the strategy for networking and partnership with stakeholders to provide potential employment opportunities for the graduates.

To advise on the systems and processes of the member institutions to ensure the provision of quality degree-level programmes by VTC, and adequate articulation pathways within VTC for students to pursue degree-level studies.

To undertake any tasks referred to it by the Council or the Standing Committee.

Composition

Chairman

To be appointed by the Council

Members

One member nominated by the Council

One member nominated by the Chinese Manufacturers' Association of Hong Kong

One member nominated by the Federation of Hong Kong Industries

One member nominated by the Hong Kong General Chamber of Commerce

One member nominated by the Chinese General Chamber of Commerce

One member nominated by the Hong Kong Institute of Human Resource Management

Up to four members from industry nominated by the Executive Director of the VTC

One member representing the Secretary for Education

One member representing the Commissioner for Labour

The Executive Director of the VTC or his / her nominee

One Deputy Executive Director nominated by the Executive Director of the VTC

Three Academic Directors nominated by the Executive Director of the VTC

President, Technological and Higher Education Institute of Hong Kong

Principal, School for Higher and Professional Education

Co-opted Members

One member nominated by the Chairman of the Design Institute Advisory Board

One member nominated by the Chairman of the Hotel, Service and Tourism Studies Discipline Advisory Board

One member nominated by the Chairman of the Engineering Discipline Advisory Board

Not more than five members from the industry and education and training sectors nominated by the Executive Director of the VTC on a need basis

Secretary

Registrar, Technological and Higher Education Institute of Hong Kong

Note:

The term of office is two years.

APPENDIX 25

ACADEMIC BOARD OF TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

Terms of Reference

To recommend academic policies on teaching and research to the Institute;

To plan, develop and review all teaching and research in line with the Institute's policies and regulations;

To advise the Institute Council on matters which are relevant to the academic work of the Institute;

To formulate and review procedures for monitoring the academic standards of the programmes;

To receive reports from, and to give guidance and directions to, its Committee(s) and other academic units of the Institute;

To approve the list of graduates for the degrees undertaken;

To terminate students' enrolment on academic or disciplinary grounds;

To appoint committees and working parties as appropriate;

To co-opt such additional members to serve on the Academic Board as may be required; and

To exercise such other powers as the Institute Council may authorise and perform other duties as it may require.

Composition

Chairperson

An academic staff appointed by the President

Deputy Chairperson

A Dean of Faculty

Ex-officio Members

Deans of Faculties

Head, School of General Education and Languages

One Programme Leader from each Faculty appointed by the Dean

Registrar

Librarian

Bursar

Other Members

The Deputy Executive Director of the VTC who oversees the strategic development of the VTC's vocational education programmes at degree level and above

One Head of Department from a VTC academic discipline nominated by the Chairperson of the Vocational Education and Training Academic Board

Principal, School for Higher and Professional Education

Elected Members

One staff member elected from among the full-time academic staff in each Faculty and the School of General Education and Languages

Two full-time student representatives nominated by the Student Union

Secretary

A staff of the Registry, appointed by the Registrar

Note:

1. The term of office for elected and nominated staff members is three years.
2. The maximum number of terms of office for elected and nominated staff members is two.
3. The term of office of all student representatives is one year. (Student representatives will be required to abstain from the meeting when assessment results, academic awards and cases of termination of students' enrollment are discussed.)

APPENDIX 26

FACULTY BOARD OF TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

The Faculty Board is responsible to the Academic Board for the teaching and general organisation of the programmes assigned to that Faculty, reporting thereon from time to time to the Academic Board.

Terms of Reference

To advise on the Faculty's strategic plan and to make recommendations to the Academic Board;

To implement the academic policies and regulations of the Institute;

To enhance the learning experience of the Faculty's students and to monitor the effectiveness of academic support and pastoral care for students;

To recommend External Examiners to the Academic Board for approval and appointment;

To consider and approve examination/assessment results, and special cases under the delegated authority of the Academic Board;

To make recommendations to the Academic Board for the award of Degrees and Higher Diplomas within the Faculty;

To promote good practice and innovation in teaching/learning and research within the Faculty;

To analyse and evaluate the effectiveness of the Faculty's academic activities by using performance indicators and to make recommendations to the Academic Board for continuous improvement;

To oversee the performance, quality and standards of the Faculty and the implementation of the quality assurance mechanism;

To monitor the implementation of academic and operational plans of the Faculty;

To promote collaboration in staff development, research, teaching and learning and related activities within the Faculty and across the Institute;

To consider and report on any matters referred to it by the Academic Board or other committees of the Academic Board; and

To meet at least once in every semester and report to the Academic Board following each meeting.

Composition

Chairperson

Dean

Members

One representative from each of the other Faculties nominated by the respective Dean of the other Faculties.

One representative from the School of General Education and Languages nominated by the Head, School of General Education and Languages

Programme Leader(s) of the Faculty

One nominated academic staff from the Faculty

One representative from the Student Development Office

One representative from the Learning Resources Centre

One representative from the Centre for Learning & Teaching

Elected Members

Two academic staff members elected within the Faculty

One student representative from the same Faculty, as nominated by the Student Union

Co-opted Members

On need basis

Secretary

Notes:

1. The term of office of elected staff members is three years.
2. The maximum number of terms of office for elected staff members is two.
3. The term of office of student representative is one year. (The student representative will be required to abstain from the meeting when assessment results, academic award and cases of termination of students' enrollment are discussed.)

APPENDIX 27

VOCATIONAL EDUCATION AND TRAINING ACADEMIC BOARD

Terms of Reference

To formulate and endorse academic and training policies and regulations concerning the operations of IVE, HKDI, SBI, Youth College, HTI/CCI/ICI, MSTI, Pro-Act Training and Development Centres and PEAK, including the following matters:

- (a) admission policies including admission framework and criteria, admission requirements, equivalence of qualifications, eligibility for admission, status of overseas qualification, special offers, and grade point conversion; and
- (b) guidelines regarding implementation of academic regulations such as attendance requirements, penalty to cheating, etc.;

To consider annual strategic plans from the Discipline Academic Committees and PEAK Academic Committee;

To formulate strategies for the development of IVE, HKDI, SBI, Youth College, HTI/CCI/ICI, MSTI, Pro-Act Training and Development Centre and PEAK to meet the needs of industry and to provide input to the draft of the annual strategic plans submitted to Council.

To translate the relevant decisions of the Council into implementation guidelines for IVE, HKDI, SBI, Youth College, HTI/CCI/ICI, MSTI, Pro-Act Training and Development Centres and PEAK.

To decide on academic and training issues including:

- (a) academic structure, progression route and the award system;
- (b) programme structure and systems;
- (c) the curriculum framework of generic subjects;
- (d) programme plans;
- (e) new programmes and restructuring of existing programmes;
- (f) assessment results and awards; and
- (g) assessment and grading/markings system;

To review the systems and processes of IVE, HKDI, SBI, Youth College, HTI/CCI/ICI, MSTI, Pro-Act Training and Development Centres and PEAK for ensuring the quality of their programmes;

To receive reports, including assessment reports from IVE, HKDI, SBI, Youth College, HTI/CCI/ICI, MSTI, Pro-Act Training and Development Centre and PEAK;

To decide on the structure of its committees and to oversee their work;

To advise and endorse the proposed programmes to be offered by the Technological and Higher Education Institute of Hong Kong (THEi); and

To undertake any tasks referred to it by the Council.

Composition

Chairman

Executive Director

Deputy Chairman

A Deputy Executive Director appointed by the Chairman

Ex-officio Members

Deputy Executive Directors

Senior Assistant Executive Directors

Assistant Executive Directors

Academic Directors

Principals and Vice-Principals of IVE/HKDI/SBI/Youth College/HTI, CCI & ICI

Head, Centre for Learning and Teaching

One Head of Learning Resources Centre elected among themselves

Other Members

Principal, Institute of Professional Education And Knowledge

President, Technological and Higher Education Institute of Hong Kong (THEi)

Project Manager, Student Development Discipline Office

Representative from the Corporate Environmental Office

All Heads of Department at the rank of Principal Lecturer or above

All Centre Managers-in-charge of Pro-Act Training and Development Centres, and Director of MSTI

Three Heads of Language Centres at IVE / HKDI / SBI / Youth College nominated by Academic Director (Languages Discipline)

Two Senior Student Development Officer / Principal Student Development Officer ranked staff from IVE / HKDI / SBI / Youth College nominated by Academic Director (Student Development Discipline)

Faculty Deans of THEi

One teaching / instructing / SAO grades staff representative from each IVE campus, HKDI, SBI and Youth College elected among themselves

One teaching / instructing / SAO grades staff representative from HTI / CCI / ICI, MSTI, each Pro-Act Training and Development Centre and PEAK elected among themselves

One elected academic staff from THEi

One student representative from each IVE campus, HKDI and SBI nominated by the Students' Union

One student representative from the Youth College nominated by the Students' Union

Ex-officio Member and Secretary

Senior Assistant Executive Director, Headquarters (Academic Services)

Assistant Secretary

Senior Project Officer, Headquarters (Academic Services)

Note:

1. The term of office for elected / nominated staff members is two years and the maximum number of terms is three.
2. The term of office of student representatives is one year. (Student representatives will be required to withdraw from the meeting when assessment results and academic awards are discussed.)

APPENDIX 28

VOCATIONAL EDUCATION AND TRAINING POLICY AND QUALITY COMMITTEE

Terms of Reference

To report to the VET Academic Board (VETAB) on academic and training policy and quality matters.

To review the policies related to the admission of students and the selection criteria.

To draw up regulations concerning the de-registration of students.

To consider other academic and training regulations and guidelines for the operation of programmes.

To formulate, update and recommend to the VETAB the assessment regulations and the criteria for granting academic and training awards.

To promote and set up guidelines for external accreditation.

To formulate a quality assurance system for IVE, HKDI, SBI, YC, PEAK, HTI/CCI/ICI, MSTI and Pro-Act Centres in line with the VTC overall framework, in particular the establishment of a mechanism for the validation of programmes.

To consider, monitor and review the performance indicators of IVE, HKDI, SBI, YC, PEAK, HTI/CCI/ICI, MSTI and Pro-Act Centres, and review the assessment reports of these Operational Units and the consolidated Programme Quality Analysis Reports (PQARs) of VET programmes.

To undertake any tasks referred to it by the VETAB.

Composition**Chairman**

Deputy Executive Director appointed by the Executive Director

Deputy Chairman

Deputy Executive Director appointed by the Executive Director

Ex-officio Members

Deputy Executive Directors

Chairman of the Foundation Studies Board

Academic Directors

Chairmen of the Discipline Quality Assurance Committees

Senior Assistant Executive Director (HQAS)

Senior Assistant Executive Director (HQIP)

Senior Assistant Executive Director (HQAD)

Principals and Vice-Principals of IVE / HKDI

Principal of SBI

Principals of YC

Principal of the Institute of Professional Education And Knowledge (PEAK)

Principal and Vice-Principal of HTI / CCI / ICI

Director of Quality Assurance and Accreditation Office

Members

Four Institute Directors / Centre Managers-in-charge appointed by the Chairman

Three teaching / instructing / SAO grades staff representatives from IVE / HKDI / SBI elected among themselves

Two teaching / instructing / SAO grades staff representatives from HTI / CCI / ICI, MSTI and Pro-Act Centres elected among themselves

One teaching / instructing / SAO grades staff representative from YC elected among themselves

Three student representatives from IVE / HKDI nominated by the IVE / HKDI Students' Union

One student representative from YC nominated by the Students' Union

Co-opted Member

Chairman of the Student Admissions, Progression and Records Committee (if he / she is not already a member of the VETPQC)

Member & Secretary

Assistant Executive Director (HQAS)

Assistant Secretary

Senior Project Officer (HQAS)

Note:

1. The term of office for elected staff members is two years.
2. The maximum number of terms of office for elected staff members is three.
3. The term of office of student representatives is one year.
4. The Chairman may co-opt other staff as members on a need basis.

APPENDIX 29

LEARNING AND TEACHING STEERING COMMITTEE

Terms of Reference

To report to the VET Academic Board (VETAB) on the development and implementation of the learning and teaching strategies as included in the VTC's Strategic Plans.

To formulate implementation guidelines on the agreed learning and teaching strategies.

To promote continuous improvement in all learning and teaching activities in the VTC.

To monitor the work of the Learning and Teaching Development Committees (LTDCs) in IVE, HKDI, SBI, YC / Pro-Act Centres, HTI / CCI / ICI, MSTI and SSCs.

To co-ordinate the effective implementation of various VTC-wide initiatives dealing with improving learning and teaching.

To undertake any tasks referred to it by the VETAB.

Composition

Chairman

Deputy Executive Director responsible for the policy area in learning and teaching

Deputy Chairman

Director, Quality Assurance and Accreditation Office

Ex-officio Members

Two Academic Directors appointed by the Chairman

Senior Assistant Executive Director, Headquarters (Academic Services)

Head, Centre for Learning and Teaching

Head, Information Technology Services Division

One Principal Student Development Officer / Senior Student Development Officer on a rotational basis

Chairmen of all LTDCs of IVE / HKDI campuses, SBI, YC / Pro-Act Centres, HTI / CCI / ICI and Shine Skills Centres

Head of Learning Resources Centre / Library appointed by respective DED

Members

Chairman of Working Group on Use of Information Technology in Learning and Teaching (WIT / LT)

One representative from the Quality Assurance and Accreditation Office

Three teaching / instructing / SAO grades staff representatives from IVE / SBI / HKDI elected among themselves

One teaching / instructing / SAO grades staff representative from Youth College elected among themselves

One teaching / instructing / SAO grades staff representative from the HTI / CCI / ICI and Pro-Act Centres elected among themselves

One teaching / instructing / SAO grades staff representative from the Shine Skills Centres elected among themselves

Co-opted Members

Head, Human Resources Division, or his / her representative

One professional staff from the Centre for Learning and Teaching

One representative from the Information Technology Services Division

One representative from the Corporate Environmental Office

One representative from the Student Development Discipline Office

Teaching Excellence Awards Club President

Academic Director, the Languages Discipline, or his / her representative

One Representative from Advisory Committee on Dual-Track Programme

One Representative from Task Force on Augmented Reality / Virtual Reality – assisted Learning and Teaching

One Representative from Task Force on Massive Open Online Courses – assisted Learning and Teaching

One Representative from Task Force on Digital Game / Story-based Teaching and Learning Packages

Secretary

Executive Officer from the Centre for Learning and Teaching

Note:

1. The term of office is two years.
2. The maximum number of terms of office for elected/nominated members is three.
3. The Chairman may co-opt other staff as members on a need basis.

APPENDIX 30

DISCIPLINE ACADEMIC COMMITTEE

Terms of Reference

To formulate the strategic development of the Discipline taking into account the advice from the various VTC boards and committees and to submit annually a Discipline strategic plan to the VETAB.

To oversee the provision and operation of the programmes / modules offered by the Discipline and assure the academic standards of those programmes / modules in close liaison with campus management.

To consider the programme plan, staff plan and staff development plan of the Discipline.

To collaborate with other Discipline Academic Committees and the Foundation Studies Board to assure the academic standards of those programmes / modules that cut across Disciplines and to foster strategic planning and development of relevant Foundation Studies programmes.

To formulate supplementary guidelines, where necessary, to implement approved policies.

To oversee and review the implementation of the quality assurance measures within the Discipline, including examining Programme Quality Analysis Reports (PQARs) / Module Quality Analysis Reports (MQARs) and endorsing improvement actions proposed.

To review Assessment Reports from Departments / Operational Units and give recommendations on proposed actions related to academic matters or relevant to the development of the Discipline.

Within the authority delegated by the VETAB,

- to consider and approve special cases of assessment results and award lists of programmes;
- to receive and consider examination statistics, admission statistics and other performance indicators;
- to approve and appoint External Examiners / Module Examiners;
- to receive the report on validated and re-validated programmes / modules approved by the Discipline Quality Assurance Committee; and
- to receive changes to programmes / modules between validations.

To report to the VETAB on an annual basis all special cases relating to assessment results.

To monitor, evaluate and endorse the operation of the Programme / Module Boards under the Discipline.

To set up working groups and sub-committees as needed and oversee their operations.

To review the academic operation of the Discipline, recommend improvements and provide the VETAB with an annual report, progress reports and the consolidated PQAR / MQAR.

To undertake any tasks referred to it by the VETAB.

Composition

Chairperson

Academic Director

Deputy Chairperson

A Campus Principal or Campus Vice-Principal or Principal of SBI, preferably from another discipline if applicable, nominated by the relevant Deputy Executive Director

Ex-officio Members

A YC Campus Principal or his / her nominee, if a YC Campus Principal is not already the Deputy Chairperson of the Discipline Academic Committee (applicable to relevant Disciplines where there is a / are DVE programme(s) falling within the area of the corresponding Discipline)

Deputy Academic Directors / Associate Academic Directors

Chairpersons of all Programme / Module Boards under the purview of the discipline

All Heads of Departments of the discipline

Managers-in-charge of related Pro-Act Training and Development Centres

Academic Directors of the Languages, Student Development, and Information Technology Disciplines or their nominees (SL rank or above or equivalent) (applicable to Applied Science, Business Administration, Childcare, Elderly and Community Services, Design, Engineering, Hotel, Services and Tourism Studies, and Information Technology Academic Committees)

Academic Directors of the Applied Science, Business Administration, Childcare, Elderly and Community Services, Design, Engineering, Hotel, Services and Tourism Studies, and Information Technology Disciplines or their nominees (SL rank or above or equivalent) (applicable to Languages, Student Development, and Information Technology Academic Committees)

Chairpersons of all working groups under the Committee's purview

Members

One representative from each programme area elected among relevant teaching departments

Two student representatives nominated by the Academic Director

Co-opted Members

Invited at the discretion of the Committee

Secretary

Appointed by the Chairperson

Assistant Secretary

Appointed by the Chairperson

Note:

1. The terms of office for elected members and student representatives are two years and one year respectively. [Student representatives will be required to withdraw from the meeting when assessment results and academic awards are discussed.]
2. The maximum number of terms of office for elected/nominated member is three.

APPENDIX 31

DISCIPLINE QUALITY ASSURANCE COMMITTEE

Terms of Reference

To implement approved policies on academic regulations and quality.

To oversee the implementation of the quality assurance system within the discipline and make recommendations to the Discipline Academic Committee and other appropriate boards and committees.

To ensure that the programmes fulfill the requirements of the HKCAAVQ and other accreditation authorities and align with the standards of the Qualifications Framework.

To propose additional quality assurance policies and procedures, where necessary, on matters including but not limited to assessment of common modules, programme transfer, module exemption and RPL for the discipline.

To review the performance of academic departments/sections, and:

- to establish mechanisms to identify and disseminate examples of good practices;
- to foster a culture of quality across the discipline and assist departmental staff in taking up ownership of quality assurance processes;
- to study and highlight areas of strengths and weaknesses and actions taken or planned of the QA surveys, including but not limited to Student Feedback Questionnaire Survey, Assessment Report and Course/Module Quality Analysis Report, for submission to the Discipline Academic Committee; and
- to monitor the implementation of policies on staff development and consultancy within the discipline.

With the authority delegated from Discipline Academic Committee:

- to set a timetable for validation/re-validation of new/existing programmes;
- to approve the composition and appoint the chairperson and members of programme validation panels;
- to consider and approve programme validation documents of new/existing programmes on the basis of reports submitted by the programme validation/re-validation panels; and
- to consider/approve major changes to programmes between validations and to receive minor changes approved by relevant Programme Boards.

To consider matters referred to it by the Academic Director, the Discipline Academic Committee and the Programme Board(s).

Composition

Chairperson

Deputy Chairperson of Discipline Academic Committee

Members

Chairpersons of all Programme / Module Boards under the purview of the discipline

One Change Agent from each department and related Pro-Act Training and Development Centres appointed by respective Head of Department, Centre Manager or Manager-in-charge

Secretary

Appointed by the Chairperson

APPENDIX 32

DISCIPLINE ADVISORY BOARD

Terms of Reference

To recommend to the VETAB and the concerned discipline on:

- the strategic development of the discipline for programmes and services offered at IVE, SBI and Pro-Act Training and Development Centres;
- the course planning, curriculum development and quality assurance of the programmes offered by IVE, SBI and Pro-Act Training and Development Centres;
- the strategy for networking and partnership with stakeholders for the development and promotion of vocational and professional education and training, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments;
- the skill assessments, trade tests and certification for in-service workers, apprentices and trainees for ascertaining the attainment of specified skill standards, where appropriate;
- the conduct of skill competitions in key trades in the industry for the promotion of vocational and professional education and training as well as participation in local and international skills competitions, where appropriate; and
- the publicity matters relating to the activities of vocational and professional education and training programmes of VTC.

To undertake any tasks referred to it by the VETAB.

Composition

Chairman

An external member (from industry) appointed by the Chairman of the VETAB

Deputy Chairman

An internal member appointed by the Chairman of the VETAB

Members

(The membership is to be recommended by the Chairman of that DAB for approval by the VETAB. The following are categories of members to sit on the DAB.)

Academic Director

At least five representatives from employers/trade associations/professional bodies/industries

One representative from relevant government departments/public bodies

One representative from tertiary institutions nominated by VTC

One teaching staff appointed by the Chairman of the VETAB

Two teaching/instructing staff representatives from the discipline elected among themselves

Secretary

Appointed by the Deputy Chairman

Note:

1. The term of office is two years.
2. The maximum number of terms of office for elected/nominated member is three.
3. Two more external members may be invited to join the Board on ad personam basis at the invitation of the VETAB.
4. Trade/Workers' union representatives may be included as co-opted members on a need basis.
5. For the Information Technology Discipline, the role of Discipline Advisory Board is taken up by the Committee on Information Technology Training and Development (CITTD).

APPENDIX 33

PROGRAMME BOARD

Terms of Reference

To implement academic policies and procedures adopted by the VETAB and ensure effective implementation at discipline and department levels.

To maintain regular review and evaluation of programmes / modules not under separate Module Boards within the Programme Board's ambit to ensure the continuous development, improvement and relevance of programmes / modules concerned.

To receive minor changes to modules recommended from Module Boards and approve minor changes to programmes / modules concerned under its purview.

To set academic standards and maintain the academic quality of the programmes / modules, establish procedures for the effective management of the programmes / modules concerned and oversee their implementation.

To establish and oversee the work of Programme / Module Teams to formulate programme / module procedures with respect to the design, delivery and development of curricula, including learning and teaching strategies and recommendations for benchmarking.

To ensure that the programmes / modules concerned fulfil the requirements of the HKCAAVQ and other accreditation authorities where necessary and align with the standards of the Qualifications Framework.

To appoint Programme / Module Leaders for programmes / modules concerned under its purview.

To set up Boards of Examiners (BoE) to approve assessment results of the modules in the programmes concerned not supervised by separate Module Boards and the overall programme results and to endorse award lists and to scrutinise special cases. Where it is considered appropriate to have one BoE for more than one programme area, endorsement by the Discipline Academic Committee (DAC) should be sought.

To nominate external examiners / module examiners to the DAC for approval and appointment.

To oversee and review the implementation of quality assurance measures within the Programme Board, as required by the academic quality policies adopted by the VETAB.

To consider Programme Quality Analysis Reports (PQARs) from programme teams including proposed recommendations for submission to the Discipline Quality Assurance Committee (DQAC).

To formulate the programme plan, staff plan and staff development plan for new / existing programmes / modules which fall into the Programme Board's ambit, based on the discipline-level programme plan.

To advise on the provision of learning and teaching resources required for the delivery of the programmes / modules concerned.

To seek advice from the DAC / Discipline Advisory Board / Training Boards / General Committees on programme / module planning, curriculum development and quality assurance of the programmes / modules under its purview.

To liaise and collaborate with other Programme / Module Boards within the same discipline or in other disciplines / OUs on matters related to the curriculum design and development, delivery, quality and development of programmes / modules and the assessment / progression of students.

To maintain regular and effective contact with external bodies in the promotion, evaluation and development of programmes / modules, including professional accreditation.

To report the Board's activities to the DAC.

Composition

The membership of the Board, as approved by the Discipline Academic Committee, should be flexibly constituted to reflect specific needs, within the outline detailed below:

Chairperson

A HoD/PL¹ appointed by the Academic Director

Deputy Chairperson

An ex-officio member elected among Programme Leaders

Ex-officio Members

All relevant Programme Leaders

Members

Representative(s) of the Module Board(s) of Vocational Modules under its ambit (SL rank or above or equivalent)

Representative(s) of the Module Board(s) of General Education Modules (SL rank or above or equivalent)

Relevant DVE Programme Leader(s) where the DVE Programme(s) fall(s) within the area of the corresponding Discipline

Co-opted Member

Representative(s) of the Module Board(s) of Enrichment Modules offered by the Discipline and / or other Disciplines, invited at the discretion of the Board

Other teaching staff and external members invited at the discretion of the Board

Secretary

Appointed by the Chairperson

Note:

1. The term of office for elected members is two years.
2. The maximum number of terms of office for elected members is three.

¹ For the Childcare, Elderly and Community Services Discipline, relevant DED's approval has been sought to appoint an SL as the Chairperson.

APPENDIX 34

MODULE BOARD

Terms of Reference

To set academic standards and maintain the academic quality of the module(s) under its ambit, establish procedures for the effective management of the module(s) and oversee its / their implementation.

To maintain regular review and evaluation of the modules to ensure the continuous development, improvement and relevance of modules.

To approve minor changes to modules under its purview and propose major changes to modules for approval of the Programme Board / Discipline Academic Committee concerned.

To establish and oversee the work of Module Team(s) to formulate procedures with respect to the design, delivery, and development of curricula, including learning and teaching strategies and recommendations for benchmarking.

To liaise and collaborate with Programme Boards concerned on matters related to the delivery, quality and development of modules and the assessment of students

To set up Boards of Examiners to consider and endorse the assessment results of the module(s) concerned and, where necessary, to refer special cases to Discipline Academic Committee for advice and approval.

To consider Module Quality Analysis Reports (MQARs) from module teams including proposed recommendations for submission to the Discipline Quality Assurance Committee concerned.

To advise on the provision of learning and teaching resources required for the delivery of the module(s) concerned.

To report the Board's activities to Discipline Academic Committee and / or Programme Board concerned.

Composition

Chairperson

One PL or above appointed by the Academic Director

Deputy Chairperson

One SL or above appointed by the Academic Director

Members

Module Leader from each Module Team concerned

Module Coordinator for each Module in each offering campus

At least one external member / representative of SL rank or above or equivalent from another Discipline

Co-opted Member

Invited at the discretion of the Chairperson

Secretary

Appointed by the Chairperson

APPENDIX 35

PROGRAMME-LEVEL BOARD OF EXAMINERS

Terms of Reference

(With the implementation of Discipline Matrix, Board of Examiners will be formed by programme areas.)

To report to the Discipline Academic Committee / Foundation Studies Board on academic issues relating to programme provision and programme quality based on student performance in assessments.

Within the delegated authority and in accordance with the prevailing General Academic Regulations and Examination Regulations for approval by the Discipline Academic Committee, to consider and approve (except special cases) the assessment results of module(s) not under separate Module Board(s).

To receive assessment results of modules under separate relevant Module Boards (including those of other disciplines) by the Module Boards concerned.

To consider and approve the overall performance of the students in the programme(s) concerned and the list of students who have to withdraw in accordance with the prevailing General Academic Regulations and Examination Regulations and to endorse award lists of the programmes for approval by the Discipline Academic Committee.

To scrutinise cases which do not comply with the prevailing General Academic Regulations and Examination Regulations and recommend special cases to the Discipline Academic Committee for consideration and approval.

To submit the assessment statistics and other performance indicators to the Discipline Academic Committee for consideration and advice.

To examine the performance of students in programme and modules concerned and, where appropriate, refer the cases to respective departments for follow-up action.

Composition

Chairperson

A PL or above appointed by the Academic Director

Members

Programme Leaders of the programmes under the BOE's purview

Programme External Examiners of the programmes under the BOE's purview

Co-opted Members

Other teaching staff (including all Campus Coordinators of the Programmes if there are more than one operating campus and Module Leaders of Vocational Modules of the Programmes not managed by any Module Board) invited at the discretion of the BoE

One Representative from another discipline (SL rank or above or equivalent) as the Observer, invited at the discretion of the Discipline Academic Committee

Secretary

Appointed by the Chairperson

APPENDIX 36

MODULE-LEVEL BOARD OF EXAMINERS

Terms of Reference

To report to the Discipline Academic Committee / Foundation Studies Board on academic issues relating to module provision and module quality based on student performance in assessments.

Within the authority delegated by the VETAB, to consider and approve (except special cases) the assessment results in module(s) under its purview in accordance with the prevailing General Academic Regulations and Examination Regulations.

To inform the relevant Programme-level BoE(s) the approved assessment results of the modules concerned.

To scrutinise cases which do not comply with the prevailing General Academic Regulations and Examination Regulations for approval by the Discipline Academic Committee / Foundation Studies Board.

To submit the assessment statistics and other performance indicators to the Discipline Academic Committee / Foundation Studies Board concerned for consideration and advice.

To examine the performance of students in the module(s) concerned and, where appropriate, refer the cases to the Module Board / departments concerned for follow-up action.

Composition

Chairperson

Chairperson of the Module Board

(In case of a Joint Module-level Board of Examiners involving modules of more than one Module Board, he / she should be the Chairperson of one of the Module Boards and appointed by Academic Director concerned / Chairperson of the Foundation Studies Board)

Members

All other Module Board Chairpersons (for a Joint Module-level Board of Examiners)

Relevant Module Leader(s)

Campus Module Coordinator from every offering site of the module(s) concerned

Secretary

Appointed by the Chairperson

APPENDIX 37

FOUNDATION STUDIES BOARD

Terms of Reference

To formulate the strategic development of foundation studies programmes taking into account the advice from relevant VTC boards and committees and to submit annually a strategic plan to the Vocational Education and Training Academic Board (VETAB).

To oversee the provision and operation of foundation studies programmes and to assure the academic standards of these programmes in close liaison with campus management.

To consider the programme plans of the foundation studies programmes.

To collaborate with Discipline Academic Committees to assure effective operations and academic standards of relevant foundation studies programmes.

To formulate supplementary guidelines, where necessary, to implement approved policies.

To oversee and review the implementation of the quality assurance measures for foundation studies programmes, including examining Programme Quality Analysis Reports (PQARs) and endorsing actions proposed.

Within the authority delegated by the VETAB,

- to consider and approve special cases and award lists endorsed by the Programme Level Boards of Examiners;
- to receive and consider examination statistics and other performance indicators;
- to approve the appointment of external examiners;
- to receive the report on validation and re-validation of programmes and approve granting of validity period; and
- to receive minor changes and approve major changes to programmes between validations.

To report to the VETAB on an annual basis all special cases relating to examination / assessment results.

To monitor, evaluate and endorse the operation of the programme boards under the purview of the Foundation Studies Board.

To approve and monitor the activities subsidised by specific funds to ensure fulfillment of the requirements of respective sponsoring bodies.

To set up working groups and sub-committees as needed and oversee their operations.

To review the academic operations of the foundation studies programmes, recommend improvements and provide the VETAB with an annual report, progress report and the consolidated PQAR.

To consider matters referred to it by the VETAB.

Composition

Chairperson

DED Responsible for programmes at below sub-degree level

Deputy Chairperson

Chairperson of a programme board nominated by Chairperson of FSB

Ex-Officio Members

Chairpersons of all programme boards under the FSB

Principals of Youth College

Senior Assistant Executive Director, Headquarters (Academic Services) or his / her representative

Senior Assistant Executive Director, Headquarters (Academic Development) or his / her representative

Members

Stream Leaders of Diploma of Foundation Studies Programme Board

One elected Campus Coordinator of Diploma of Foundation Studies Programme Board

Three members from Discipline Academic Committees appointed by the Chairperson of FSB

Academic Secretary of the Diploma of Vocational Education (DVE) Programme Board

Chairpersons of the Study Area Committees of the DVE programmes

Three elected Programme Leaders of the DVE programmes (one each from Engineering, Business & Services, Design & Technology areas)

One Head of the DVE Collaborating Unit nominated by Chairperson of the DVE Programme Board

One elected Course Leader of the Applied Learning Course Board

One member nominated by Chairperson of the Diploma Yi Jin Programme Board

Representatives from Module Boards (two each from Languages, ITA & Mathematics, and Student Development)

Three student representatives from IVE / HKDI nominated by the IVE / HKDI Students' Union

One student representative from Youth College nominated by the Youth College Students' Union

External Members

Four External Members nominated by the Chairperson

Co-opted Members

Other staff members invited at the discretion of the Board

Secretary

Senior Manager from the Headquarters (Academic Services)

Assistant Secretary

Executive Officer / Senior Project Officer from the Headquarters (Academic Services)

Note:

1. The term of office of all elected staff is two years
2. The term of office of all student representatives is one year. (Student representatives will be required to withdraw from the meeting when assessment results and academic awards are discussed.)

APPENDIX 38

PEAK ACADEMIC COMMITTEE

Terms of Reference

To formulate the strategic development of PEAK with reference to the advice from the relevant VTC committees and to submit annually a PEAK strategic plan to the VET Academic Board (VETAB).

To formulate the supplementary guidelines for PEAK, where necessary, to implement approved policies.

To assure the academic standards of the award-bearing courses offered and awarded by PEAK, maintain consistency in academic standards of similar courses, and oversee the curriculum review, teaching and learning, as well as assessment processes.

Within the authority delegated by the VETAB regarding the academic management of the award-bearing courses offered and awarded by PEAK,

- to approve all examination / assessment results, special cases and award lists;
- to approve the appointment of external examiners;
- to set a timetable for validation / re-validation of new / existing courses, and to appoint the chairpersons and members of validation panels;
- to approve course schemes of new / existing courses on the basis of reports of course / validation / re-validation panels; and
- to approve major changes to courses between validations, and to receive minor changes to courses from the Programme Committees between validations.

To consider the course plans of PEAK with reference to input from industry.

To advise the PEAK Management Committee on the allocation and utilisation of major resources of PEAK.

To review the academic operations of PEAK, and to recommend improvements to and provide the VETAB with an annual report.

To consider matters referred to it by the VETAB.

Composition

Chairman

Principal of PEAK

Members

Vice Principal of PEAK

All Senior Training Consultants of PEAK

Senior Manager of PEAK

Two Training Consultant / Assistant Training Consultant representatives from PEAK elected among themselves

Secretary

A Senior Officer / Senior Project Officer of PEAK

Note:

The term of office of staff representatives is two years.

APPENDIX 39

HTI / CCI / ICI ACADEMIC COMMITTEE

Terms of Reference

To formulate strategic plan for programmes of HTI/CCI/ICI taking into account the advice from the relevant Training Boards, VTC boards / committees, and external stakeholders and submit annually a strategic plan to VETAB.

To oversee the provision and operations of the programmes / modules offered by HTI/CCI/ICI and assure the academic standards of those programmes / modules in close liaison with HTI/CCI/ICI Management Committee.

To consider the programme plan, staff plan and staff development plan of HTI/CCI/ICI.

To implement approved policies on academic regulations and quality, where necessary, to develop supplementary policies and guidelines for programme operations.

To oversee and review the implementation of the quality assurance measures within HTI/CCI/ICI, including examining Programme Quality Analysis Reports (PQARs) / Module Quality Analysis Reports (MQARs) and endorsing improvement actions proposed.

To review Assessment Reports of HTI/CCI/ICI and give recommendations on proposed actions related to academic matters or relevant to the development of HTI/CCI/ICI.

With the authority delegated by the VETAB,

- to consider and approve special cases of assessment results and award lists of programmes;
- to receive and consider statistics of programmes and other performance indicators;
- to approve and appoint External Examiners / Module External Examiners;
- to receive the report on validated and re-validated programmes / modules approved by HTI/CCI/ICI Quality Assurance Committee; and
- to receive changes to programmes / modules between validations.

To report to the VETAB on an annual basis all special cases relating to assessment results.

To monitor, evaluate and endorse the operation of the Programme / Module Boards under HTI/CCI/ICI.

To set up working groups and sub-committees as needed and oversee their operations.

To review the academic operation of HTI/CCI/ICI, recommend improvements and provide the VETAB with an annual report, progress reports and the consolidated PQAR / MQAR.

To undertake any tasks referred to it by the VETAB.

Composition

Chairperson

Principal / HTI/CCI/ICI

Deputy Chairperson

A Campus Principal or Campus Vice-Principal or Principal of SBI nominated by the relevant Deputy Executive Director

Ex-officio Members

Chairpersons of all Programme Boards and Generic Skills Module Board

Programme Directors (Senior Training Consultants) / HTI/CCI/ICI

Section Heads

Chairpersons of all working groups and sub-committees under the Committee's purview

Members

Representative from Curriculum Development Office (Chief Instructor rank or above)

Recruitment and Placement Officer

Two teaching / instructing / SDO grade staff representatives from HTI/CCI/ICI elected among themselves

Two student representatives nominated by Principal / HTI/CCI/ICI

Co-opted Members

Convener of Quality Coordinating Group / HTI/CCI/ICI

Representative from HoSTS Discipline (Senior Lecturer rank or above)

Representative from Faculty of Management and Hospitality, THEi (Assistant Professor rank or above)

Invited at the discretion of the Committee

Member / Secretary

Appointed by the Chairperson

Note:-

1. The term of office for elected members is two years.
2. The maximum number of term of office for elected members is three

APPENDIX 40

PRO-ACT CENTRES AND MSTI COURSE PLANNING COMMITTEE

Terms of Reference

To oversee academic and quality matters of courses operated by Pro-Act Centres and MSTI but not under the purview of a Discipline Academic Committee (DAC) or Foundation Studies Board (FSB).

To implement approved policies and academic regulations and, where necessary, develop supplementary policies and guidelines for operating the courses.

To formulate strategic plans for courses, facilities, staff resource and development, taking advice from relevant Training Boards, VTC boards / committees and external stakeholders.

To ensure the relevancy and quality standard of courses and, where appropriate, maintaining consistency of practice across Pro-Act Centres and MSTI.

To submit progress reports and annual strategic development plan to the VETAB.

To submit, where appropriate, course feedback questionnaire survey result to the VETPQC for consolidation and further submission to the VETAB.

To consider course plans and progress reports on student enrolment.

To review, consider and approve, where appropriate, assessment / examination results, award lists, statistics and special cases if any, presented by Course and Assessment Committees of Pro-Act Centres and MSTI.

To consider / approve nomination for External Examiner, where appropriate.

To undertake any tasks referred to it by the VETAB.

Composition

Chairman

Deputy Executive Director appointed by Executive Director

Deputy Chairman

SAED(HQAS) or his / her representative

Members

SAED(HQIP) or his / her representative

Managers-in-charge of Pro-Act Centres and Director of MSTI

A Principal of Youth College

Project Manager of the Apprenticeship Unit

Co-opted Members

On a need basis at the invitation of the Chairman

Secretary

Appointed by the Chairman

APPENDIX 41

GENERAL ACADEMIC REGULATIONS FOR NEW HIGHER DIPLOMA PROGRAMMES¹

Preamble

The purpose of this set of General Academic Regulations is to provide the academic framework for the operation of the new Higher Diploma (HD) Programmes under the New Academic Structure. They have been formulated to conform to good practice in, and gain accreditation from, both local and international institutions. The way in which the new HD programmes meet these regulations is detailed within the respective Definitive Programme Document.

The regulations have been designed to achieve a balance between the requirements of maintaining relevant academic standards and not placing unreasonable demands or conditions on the majority of students who take the programmes.

In general, each Board of Examiners (BoE) is empowered to make decisions according to this set of regulations under the delegated authority of the VETAB, or where appropriate, make recommendations on special cases, provided that academic standards are not jeopardized and students are not unfairly treated. All recommendations will require the ratification of the relevant Academic Committees² under the delegated authority of the VETAB.

Note: 1. The word “New” is added / used for easy differentiation during the transitional years when the HD programmes under the new academic structure (New HD) and the pre-334 HD programmes (Old HD) are both in operation.

Note: 2. There is an Academic Committee to assure the academic standards for all the programmes under its purview. This committee also has the authority to approve new programmes, special cases of programme/module assessment results, awards, and review programme quality on a more macro level. The name of this committee may vary depending on the related programme management structure. For example, it may be termed as the “Discipline Academic Committee”, “HTI/CCI/ICI Academic Committee”, etc.

As needs arise, the VETAB reserves the right to amend these regulations. Such changes will normally be implemented at the start of the Academic Year following the approval. In case the changes need to be implemented earlier, every effort will be made not to disadvantage students in their current year of study. All students must be informed in writing of the regulations that are in force for the Academic Year they are studying. It is the responsibility of the Academic Committees to ensure that the regulations detailed in the Definitive Programme Document for the new HD Programmes under their purview comply with this set of General Academic Regulations.

1. Definitions

1.1 A Programme is a set of inter-related studies, defined through a set of programme aims and objectives and learning outcomes to be achieved and by a curriculum structure, leading to a specific qualification.

1.2 A programme can be further divided into Streams. A stream reflects the field of specialism within the programme and consists of clusters of related modules on a (number of) theme(s). A programme can have more than one stream or no stream.

1.3 A Module is a block of learning defined by a syllabus, including aims, intended learning outcomes, learning and teaching strategies, assessment plans, and, if necessary, pre-requisites, co-requisites and/or anti-requisites. It is a constituent part of a programme contributing to the award. Each module is assigned with a QF Level and the number of credits that it carries (See Clauses 1.8 and 1.17).

1.4 The Notional Learning Hours (NLHs) of a module is the amount of time an average student would take to acquire the learning outcomes. Notional Learning Hours are a summation of Contact Hours, Self-study Hours and Assessment Hours. Contact Hours are the amount of time spent by a student in direct contact with the teaching staff of a programme, including attendance in class tutorials, conducting experiments in laboratories under supervision, etc. Self-study Hours are the amount of time spent by a student normally without direct contact with the teaching staff, including time spent on self-studying, preparation for tests and examinations, research, writing reports for projects and work placement, studying on-line materials, etc. Assessment Hours refer

to the amount of time spent by students in scheduled examinations, tests and other related assessment activities not yet included in contact hours and self-study hours (also see Clause 1.17).

1.5 An Academic Year is divided into three consecutive blocks of academic activities called Semesters.

1.6 Modules of a programme are normally grouped by semesters. Major teaching, learning and assessment activities of a module are normally completed within one single semester.

1.7 Maximum Registration Period is the maximum number of years a student is allowed to complete a programme. While the nominal period to complete a Higher Diploma programme is 2 years or 5 semesters of full-time study, the maximum registration periods for studying the programme through full-time and part-time routes are 5 years and 7 years respectively (see Clause 11.1).

1.8 QF Level refers to the level under the Hong Kong Qualifications Framework (QF). As a whole, the Higher Diploma programmes are pegged at QF Level 4. At least 60% of the total number of credits of a Higher Diploma programme should be at QF Level 4 or above.

1.9 Under the Higher Diploma programmes, modules can be categorised as General Education Modules and Vocational Modules. General Education modules refer to modules in the generic subject areas, e.g. Vocational English, Vocational Chinese, Information Technology and Whole Person Development. Vocational modules refer to trade-specific modules which, in general, are specific to individual programmes / streams while some may be common to a number of programmes.

1.10 Core Modules refer to those modules that are critical to the acquisition of knowledge, skills and attitude that are considered essential for the award of Higher Diploma in the programme / stream of studies concerned. They must be successfully completed to form part of the credit requirements. Elective Modules are modules that a student can elect to make up the remaining credit requirements for the Higher Diploma award in the programme / stream concerned.

1.11 There are two types of elective modules: Discipline or Programme or Stream Specific Elective modules which are available only to students of the Discipline / programme / stream concerned; and Enrichment modules which are open to all Higher Diploma students irrespective of the Discipline, programme or stream, upon meeting the pre-requisites / co-requisites / anti-requisites, if any.

1.12 To complement the modules relevant to the programme / stream of studies concerned, the Enrichment modules aim to enhance students' multi-disciplinary knowledge, augment their employability or to better prepare them for further study. They are a compulsory component of the Higher Diploma programmes. Successful completion of one Enrichment module is a graduation requirement.

1.13 The Pre-requisite of a module is the requirement that must be fulfilled before a student can register in this particular module. A student must pass the pre-requisite module before registering in the module concerned.

1.14 The Co-requisite of a module refers to other module(s) that must be taken concurrently with or prior to registration in this particular module.

1.15 Anti-requisite modules are modules where there is sufficient overlap in their contents to make it inappropriate for students to earn credits from more than one of these modules. Students will normally be restricted from registration in a module when they have already registered or earned credits from a corresponding anti-requisite module.

1.16 A Definitive Programme Document details the aims and objectives of the programme, the minimum entry requirements, programme content, module syllabuses, learning and teaching strategies, assessment plan, programme management and operation, resources, rules governing assessment and awards, and other relevant information.

1.17 Each module carries a number of QF Credits (Credits) which is an integer and is normally proportional to the number of Notional Learning Hours. One credit is equivalent to 10 Notional Learning Hours in studying of a module. The Higher Diploma programmes normally have a total of 280 credits or more, plus a minimum of 10 credits of Industrial Attachment (see Clauses 5.1 to 5.3).

1.18 In order to be eligible for an award, a student must have satisfactorily completed the Credit Requirements of the award in terms of the type, the number of credits and the QF Level and other requirements as stipulated in the Definitive Programme Document, within the maximum registration period from the date of first enrolment in the programme. The other requirements include, but not limit to, the successful completion of

- Industrial Attachment (see Clauses 5.1 and 5.3), and
- one Enrichment module (see Clauses 1.11 and 1.12)

1.19 The Module Mark (M) is a weighted average of the marks of all assessments of a student's achievement in the module expressed in percentage. The maximum mark and minimum mark for a module are 100% and 0 respectively (see Clause 7.1).

1.20 The Module Grade is a letter grade derived from the module mark or from the student's performance in the module directly. Each module grade, except for modules assessed on a Pass/Fail basis, is assigned with a Grade Point (G) for the purpose of measuring students' overall performance in the modules taken (see Clause 7.1).

1.21 The Grade Point Average (GPA) is a weighted average of the grade points received by a student over a specified period of time and is calculated via the following formula:

$$GPA = \frac{\left(\sum_i G_i C_i \right)_{\text{in the specific period}}}{\left(\sum_i C_i \right)_{\text{in the same period}}}$$

where

- G_i is the grade point of the i^{th} module scored by the student in the specific period and C_i is the number of credits carried by the i^{th} module.
- There are three types of Grade Point Average: the Semester Grade Point Average, the Cumulative Grade Point Average, and the Award Grade Point Average.
- For Semester Grade Point Average (SGPA), the specific period is a given semester and the summation is over all modules studied by the student during the semester, including passed and failed modules but excluding modules assessed on a Pass / Fail basis, exempted modules and modules completed through Credit Transfer (see Clause 3.1). For modules which have been failed and re-taken, only the grade points obtained in the last attempt are used in the calculation. The SGPA in general measures the performance of a student in the modules that he/she has studied in the semester.
- For Cumulative Grade Point Average (CGPA), the calculation includes all modules that the student has studied in the Higher Diploma programme up to the time of calculation, including failed modules. Modules assessed on Pass / Fail basis and exempted modules are excluded from the calculation whereas modules completed through Credit Transfer (see Clause 3.1) are included. For modules which have been failed and re-taken, only the Grade Points obtained in the last attempt are used in the calculation. The CGPA in general measures the performance of a student in the modules of the programme that he/she has studied up to the time of calculation.
- The Award Grade Point Average (AGPA) is the final Grade Point Average value based on which the award classification of a student is determined. It is calculated upon the student's successful completion of the credit requirements leading to the award and includes all modules that the student has completed successfully in the programme and modules completed through Credit Transfer (see Clause 3.1). On the other hand, modules assessed on a Pass / Fail basis and exempted modules are excluded from the calculation. If the student has successfully completed more Elective modules and/or Enrichment modules and earned more credits than that required for the award, the Elective modules and/or Enrichment modules shall be ranked according to their grade points and their credits. In addition to the core modules concerned, the summation shall include those Elective modules and the Enrichment module with higher grade points and are relevant to

the award. At least one Enrichment module should be included. The AGPA in general measures the performance of a student in the whole programme upon graduation.

- A Mark of 40% or a Grade D, hence a Grade Point of 1.0 (see Table in Clause 7.1), will be used for condoned modules in computing the Grade Point Average (see Clause 9.2).

1.22 When calculating the Grade Point Average, the result is rounded up to the nearest two decimal places.

2. Enrolment and Transfer between Programmes

2.1 The General Minimum Entry Requirement to Higher Diploma programmes is five HKDSE subjects at Level 2, including English and Chinese Languages, or equivalent. Individual programmes may have additional requirements as deemed appropriate by the relevant Academic Committee concerned.

2.2 To be enrolled on the programme, students must fulfil the entry requirements detailed in the Definitive Programme Document.

2.3 The regulations for admission of applicants with advanced standing must be defined in the Definitive Programme Document. The granting of advanced standing status is based on the applicant's overall academic qualifications, instead of on a module-for-module basis. An applicant with advanced standing normally is in possession of a formal qualification which is substantially higher than the minimum entry requirement for the programme.

2.4 A student may not be simultaneously enrolled in more than one full-time programme leading to a qualification in VTC without the prior approval of the Programme Board Chairperson(s) of the programmes concerned or his/her delegate(s).

2.5 Transfer from one programme to another must be approved by the Programme Board Chairperson of the receiving programme or his/her delegate. Enrolment on a programme after successful completion of another VTC programme is considered a new admission instead of transfer.

2.6 Upon transfer between programmes, the student's grades and the corresponding grade points of relevant completed modules are transferred to the corresponding modules of the receiving programme for the purpose of calculating the CGPA and AGPA (see Clause 1.21), subject to the condition laid down under Clause 3.1. Since these modules will not be studied by the student after the transfer, the marks will not be used for calculating the SGPA (see Clause 1.21). The time already devoted to the old programme is counted towards the maximum registration period allowed for the new programme.

3. Credit Transfer and Module Exemption

3.1 Credit Transfer is made on an individual module basis. Credit transfer is normally based on formal academic achievements obtained within and / or outside VTC, on the condition that the module concerned is identical in terms of the number of credits, intended learning outcomes, the QF Level and assessment standards. Upon approval, the student will earn credits of the corresponding modules thereby contributing towards the awards of the programme.

3.2 Individual Module Exemption is normally granted based on formal academic achievements and / or relevant experience with documented evidence of attainment of the required learning outcomes and must be defined in the Definitive Programme Document. Where required, assessments on the attainment may be conducted. A student may also be granted, on other justifiable grounds such as disabilities, Module Exemption from studying a module which forms a requirement of the award he / she aims for.

3.3 When permission of Module Exemption is granted, the student will not earn credits from the module concerned and the credit requirements for the award for the student concerned will also be adjusted accordingly. The exemption granted shall be reflected in the student's Transcript of Study.

3.4 A student may not normally be allowed Credit Transfer and / or Module Exemption for more than 50% of the total number of credits of the programme, while Module Exemption granted on other justifiable grounds (see Clause 3.2) should normally not constitute more than 25% of the total number of credits of the programme concerned (see Clause 3.2).

3.5 The guidelines for granting Credit Transfer and Module Exemption must be defined in the Definitive Programme Document, while Module Exemption granted on other justifiable grounds (see Clause 3.2) is considered on a case-by-case basis. Approval of Credit Transfer and Module Exemption as defined in the Definitive Programme Document rests with the respective Head of Department / Section Head.

4. Module Selection and Study Load

4.1 For modules which have pre-requisite / co-requisite / anti-requisite modules, a student must satisfy the pertinent requirements as stipulated in the relevant syllabus before taking the modules concerned.

4.2 Registration for modules is subject to availability of places and meeting the pre-requisite / co-requisite / anti-requisite requirements, if any.

4.3 In each semester, students studying the Higher Diploma programme through the full-time route are normally allowed to take a total credit of not more than 90 whereas those taking the part-time route are allowed a total credit of normally not more than 80. Within this limit, a student is allowed to choose the modules he / she wants to study for a semester subject to the condition stated in Clause 4.1 above. He / She may choose not to take any module in a semester if so wish.

4.4 Approval from the relevant Academic Director³ is required if the limit set out in Clause 4.3 is exceeded. In general, the limit may be exceeded if the student gets a Cumulative Grade Point Average of at least 3.3.

4.5 There is no limit on the number of attempts for a student to repeat a failed module within the maximum registration period.

4.6 If the failed module(s) is / are Elective module(s) (see Clause 1.11), the student can elect the failed module(s) or other Elective module(s) as required to make up the remaining credit requirements for the award.

4.7 A student is not allowed to re-study a module which he / she has already passed.

Note :3. Including the Principal of HTI/CCI/ICI if relevant programmes are involved.

5. Industrial Attachment

5.1 Subject to Clause 5.3 below, students are required to attend a minimum of 90-hour equivalent Industrial Attachment, which can be in one of the following forms (ranked in descending order of priority):

- attachment in field / industry relevant to the programme of study
- workplace experience through industry-based projects
- other structured experiential learning experience (e.g. attachment in a field / industry not directly related to the programme of study)
- general workplace experience

5.2 Industrial Attachment, plus related coaching activities, carries a minimum number of 10 credits and is a mandatory part of the curriculum. All students are required to successfully complete the Industrial Attachment for graduation subject to Clause 5.3 below. Notwithstanding the above, it is assessed on a Pass / Fail basis (see also Clause 7.3) and hence will not be included in the calculation of the Grade Point Average (see Clause 1.21).

5.3 In order to meet the registration / licensing / or other requirements of specific trades, Industrial Attachment may be replaced by field work, practicum, work-integrated learning, etc. subject to the approval of the relevant Academic Committee of the programme concerned. Under such circumstance, the replacement module may, where appropriate, carry credits and / or be assessed with mark or grade and be included in the calculation of Grade Point Average (see Clause 1.21).

6. Attendance

6.1 The minimum attendance requirement for an individual module is 70% of the maximum attendance for full-time study, where maximum possible attendance includes normal class attendance only. Individual modules may impose a higher percentage as appropriate subject to the approval of the relevant Academic Committee. For part-time study, the decision of having attendance requirements rests with the respective Academic Committee, which should take into account the nature of the specific programmes and other related requirements.

6.2 Students not satisfying the minimum attendance requirement of a module shall not be allowed to undergo the End-of-module Assessment nor

be awarded a module mark / grade, unless approval of the respective Campus Principal⁴ has been granted.

7. Marks and Grades

7.1 Except for modules which are assessed on a Pass / Fail basis, a student's performance in a module is expressed in grades with each grade assigned with a grade point for the purpose of measuring students' overall performance in the modules taken. The grade points will be used to compute the relevant Grade Point Average (see Clause 1.21). The different grades and the corresponding grade points and mark ranges for a module are given below:

Pass / Fail	Grade	Grade Point #	Mark Range (X)
Pass	A	4.0	$75 \leq X \leq 100$
	A-	3.7	$70 \leq X < 75$
	B+	3.3	$67 \leq X < 70$
	B	3.0	$63 \leq X < 67$
	B-	2.7	$60 \leq X < 63$
	C+	2.3	$57 \leq X < 60$
	C	2.0	$53 \leq X < 57$
	C-	1.7	$50 \leq X < 53$
	D+	1.3	$46 \leq X < 50$
Fail	D	1.0	$40 \leq X < 46$
	F	0	$0 \leq X < 40$

No grade point conversion for modules assessed on a Pass / Fail basis

The minimum passing mark and grade are 40% and D grade respectively.

7.2 The symbol I, which represents incompleteness, may be used by the Board of Examiners when a student has not satisfied the assessment requirements of a module but it is satisfied that the student had mitigating circumstances

Note : 4. Including the Principal of HTI/CCI/ICI if relevant programmes are involved.

beyond his / her control which prevented the completion of one or more forms of assessment. The Board will also decide on the additional work necessary for the student to reach a passing mark / grade and the date by which it must be completed.

7.3 For modules which are assessed on a Pass / Fail basis, a three-tier grading scheme, i.e. Fail (F), Pass (P) and Pass with Merit (M) might be used if necessary and shown on the Transcript of Study to reflect the student's performance in the modules. The grade "M" will be assigned to modules with module marks of 70% or above. Modules assessed on a Pass / Fail basis will not be included in the calculation of the Grade Point Average (see Clause 1.21).

7.4 When grade is being used for an individual assessment of a module, it should be converted to marks according to a pre-defined conversion system agreed by the Academic Committee concerned for calculation of the final module mark.

8. Assessments and Reassessment

8.1 The assessment for a module of Higher Diploma programmes includes Continuous Assessment (CA) and End-of-module Assessment (EA). Both categories can be in the form of report, assignments, tests, laboratory work, projects, examinations, etc.

8.2 The End-of-module Assessment is an integrated assessment for assessing the students' overall attainment / mastery of the major / majority of learning outcomes of the module concerned. Normally, the End-of-module Assessment should carry a weighting of no less than 50% and no more than 60% of the total marks. For modules that are practice-oriented or skills-oriented, the End-of-module Assessment should contribute a minimum of 40% and a maximum of 50% to the total marks. The contributions of Continuous Assessment and End-of-module Assessment to the module mark / grade must be specified in the Definitive Programme Document.

8.3 Where considered appropriate, an End-of-module Assessment may contain more than one assessment event. For such cases, all of the assessment

events concerned should be closely related and aligned with the intended learning outcomes being assessed. The assessment event(s) of the End-of-module Assessment should normally take place towards the end of the module but need not necessarily be in the last teaching week of the module or during the examination period.

8.4 Except for modules which are assessed on a Pass / Fail basis, the minimum pass mark and grade for a module are 40% and D grade respectively (see Clause 7.1). A mark of 40% is also the minimum pass requirement in each form of assessment as detailed in the Definitive Programme Document.

8.5 A student has to pass the End-of-module Assessment to pass the module concerned. Individual Academic Committees may set additional criteria for the Continuous Assessment component based on the nature of the modules concerned and the requirements of related professional bodies, if relevant.

8.6 There is no reassessment on a module basis (which refers to one reassessment to cover Continuous Assessment and End-of-module Assessment). Students who fail a module will be required to re-take the module concerned, or to take another elective module, if the failed module is not a core module of the programme of study the student is pursuing (see Clause 4.6).

8.7 Normally, there is no reassessment for individual assessments (which can be Continuous Assessment(s) and / or End-of-module Assessment(s)) within a module.

8.8 Under the rare circumstances such as mitigating factors beyond a student's control that reassessment of an assessment component (Continuous Assessment(s) and / or End-of-module Assessment(s)) is allowed, the actual mark obtained in the reassessment of the component concerned will be used in the calculation of the module mark / grade.

8.9 The approval for students to be reassessed for Continuous Assessment(s) and / or End-of-module Assessment(s) rests with the relevant Head of Department / Section Head in accordance with the prevailing principles and criteria laid down by the VETPQC.

8.10 Under any circumstances, there will not be a second reassessment for individual assessments.

8.11 The Chairperson of the Academic Committee concerned should seek approval from VETPQC for modules that are, due to their unique nature, unable to conform to the above assessment and reassessment arrangements.

9. Condonement

9.1 A student may be granted a pass in a failed module by condonement on very special grounds which affect the student's academic performance in the module. A student may have more than one module with condonement but should normally not have more than 20% of the credits earned through condonement in a semester. Condonement requires the recommendation of the Board of Examiners and the approval of the relevant Academic Committee. All condonement cases should be reported to the VETAB on annual basis.

9.2 A student who passes a module by condonement shall be awarded a grade P for Pass / Fail modules or receive a mark of 40% or a grade D for the module condoned. The changed module grade or mark shall be recorded in the Student Records System and shown on the student's Transcript of Study and will affect the calculation of Grade Point Average (see Clause 1.21).

10. Assessment Regulations

10.1 All assessments, including reassessment, shall follow the assessment regulations authorised by the VETAB. The Board may decide, from time to time, to revise existing and / or to introduce additional regulations governing invigilation, the conduct of examinations and the judgement of allegations of cheating as appropriate.

11. Transcript of Study

11.1 The Transcript of Study is issued at the end of a semester and is a record of the performance of a student expressed in the form of the QF Levels, credits and module grades achieved in the modules studied (including exempted and transferred modules). Also shown in the transcript are the corresponding SGPA and the CGPA, and, upon the student's graduation, the AGPA.

11.2 Upon graduation, only the credits earned, the QF Levels and module grades of the modules studied (including exempted or transferred modules), will be shown on the Award Transcript. It will not contain any information on failed modules.

12. Extension of Maximum Registration Period, Withdrawal and Dismissal

12.1 If a student cannot complete a programme within the maximum registration period (see Clause 1.7) due to special circumstances and on justifiable grounds, he / she may apply for extension of the maximum registration period. Applications for extension of maximum registration period will require the approval of the Campus Principal. The maximum extension period allowed will be normally 12 months.

12.2 A student whose CGPA is below 1.0 recorded by the end of an Academic Year will normally be required to withdraw from the programme. Notwithstanding this, special consideration should be made on individual merits if the student concerned joins the programme in the middle of an academic year or has not studied any modules in a / some semester(s) of the academic year concerned.

12.3 In order to be eligible for an award, a student must have satisfactorily completed the credit requirements and other requirements, as stated in the Definitive Programme Document, within the maximum registration period from the date of first enrolment on the programme (see Clauses 1.7 and 2.6). A student who fails to meet this time scale shall be required to withdraw from the programme, unless prior approval has been given to extend the maximum registration period (see Clause 12.1).

12.4 A student may officially withdraw from the programme by notifying the department / teaching section concerned in writing of his / her intention to do so.

12.5 A student shall be deemed to have unofficially withdrawn from the programme if, without prior notification to the department / teaching section concerned, he / she has not been present for scheduled programme activities for a period of four consecutive weeks.

12.6 The VTC may, at any time, require a student who is found to have committed serious violation of prevailing regulations to terminate his / her studies on disciplinary grounds. Normally this requires the approval of the Campus Principal concerned at the recommendation of the Campus-based Student Disciplinary Committee.

13. Awards

13.1 The Higher Diploma award shall normally be classified according to the recipient's AGPA upon successful completion of the programme as follows: -

<u>Classification</u>	<u>Range of AGPA</u>
Distinction	$3.50 \leq \text{AGPA}$
Credit	$3.00 \leq \text{AGPA} < 3.50$
Pass	$1.00 \leq \text{AGPA} < 3.00$

13.2 The Board of Examiners has the discretion to adjust the Distinction and / or Credit boundaries based on sound academic judgement by no more than 0.1 grade point without further approval from the relevant Academic Committee under the delegated authority of the VETAB.

13.3 A Higher Diploma programme may have an intermediate exit award if considered appropriate by the Academic Committee concerned. If so offered, the intermediate exit award will normally only be granted to a student who chooses to exit without completing the Higher Diploma programme, subject to his / her meeting the credit requirements for the intermediate exit award concerned as stated in the DPD.

If a student who has exited the programme with an intermediate exit award re-applies the same or another Higher Diploma programme, his / her application is treated as a new application and considered according to the prevailing admission requirements.

With the special approval from the respective Academic Committee, a programme may also have an intermediate award. Based on justifiable grounds and upon meeting the relevant credit requirements, students of a programme with an intermediate award may apply to be granted the intermediate award concerned without exiting the programme. Approval of these applications lies with the Academic Committee concerned. Students granted the intermediate award can still continue to study the Higher Diploma programme.

13.4 The classification for the intermediate exit awards should follow the same system as in Clause 13.1 above.

13.5 Where a student has failed to complete the requirements for the Higher Diploma award as stated in the Definitive Programme Document, the Board of Examiners may, as an exceptional case, consider the recommendation of an Aegrotat award on strong documented medical grounds or, in very exceptional cases, may consider the recommendation of an award for well documented reasons other than medical grounds. Such recommendations would require the formal approval of the Academic Committee.

14. External Examiners

14.1 Each programme shall have an External Examiner to oversee the overall academic standards / performance of students in the programme. He / She should be nominated by the Chairperson of the Programme Board and appointed by the Academic Committee to perform duties as specified in the Regulations for External Examiners approved by the VETAB.

14.2 Nominated by the Chairpersons of the Module Boards which own the modules and appointed by the respective governing Academic Committee, External Module Examiners will be appointed for individual Enrichment and General Education modules, or where appropriate, designated Vocational modules (see Clause 15.2), to oversee the academic standards / performance of students in the modules concerned. An External Module Examiner may be assigned to oversee a number of related modules.

15. Boards of Examiners

15.1 The performance of all students studying in a module / programme should be considered by a Board of Examiners (BoE) as specified in the Definitive Programme Document. There are two types of Board of Examiners, the Module-level Board of Examiners and the Programme-level Board of Examiners, as detailed below. All Boards of Examiners are delegated the authority by the VETAB to approve assessment results, except for special cases (see Clause 15.8).

15.2. Under the prevailing academic management structure, Module Board(s) should be set up in each Discipline / HTI/CCI/ICI to oversee the Enrichment modules offered by the Discipline / HTI/CCI/ICI. Similarly, the Information Technology, Languages and Student Development Disciplines and HTI/CCI/ICI should each set up Module Board(s) to provide academic management to its respective General Education modules. The Academic Committees may also set up, at their discretion, Module Board(s) for their own respective designated Vocational modules. For all modules with a Module Board, Module-level Board of Examiners should be set up to consider and approve (except special cases) the assessment results of the modules under its ambit and submit the approved student assessment results to Programme-level Boards of Examiners concerned. Special cases should be approved by the Academic Committee of the Discipline / HTI/CCI/ICI offering the modules at the recommendation of the Module-level Board of Examiners. Where appropriate, respective Academic Committees can decide on holding joint Module-level Boards of Examiners.

15.3 The Module-level Board of Examiners normally meets at the end of each semester with at least the following composition:

Chairperson: Chairperson of the Module Board (in case of a Joint Module-level Board of Examiners involving modules of more than one Module Board, he / she should be the Chairperson of one of the Module Boards and appointed by the Academic Director or Principal of HTI/CCI/ICI concerned)

Members: All other relevant Module Board Chairpersons (for a Joint Module-level Board of Examiners);
Relevant Module Leader(s); and
Campus Module Coordinator from every offering site of the module(s) concerned

A Secretary

On need basis, External Module Examiner(s) could be invited to attend the meeting at the discretion of the Chairperson.

15.4 The Programme-level Board of Examiners of a programme will consider and approve the overall performance of all students enrolled on the programme, and a list of students who will be required to withdraw from the programme. It will also endorse special cases, if any, and award lists including classification of the programme for approval by the respective Academic Committee. In addition, subject to Clause 15.2 above, the performance of the students in Vocational modules not managed by any Module Board should be considered and approved by the respective Programme-level Board of Examiners (except special cases) designated by the Academic Committee concerned.

15.5 The Programme-level Board of Examiners shall comprise at least of the following:

- | | |
|-------------------|--|
| Chairperson: | An academic staff member at the Principal Lecturer / Training Consultant / Principal Instructor rank or above appointed by the Academic Director or Principal of HTI/CCI/ICI |
| Members: | Programme External Examiners of the programmes under the Board of Examiners' purview; and
Programme Leaders of programmes under the Board of Examiners' purview |
| Co-opted Members: | Other teaching staff (including all Campus Coordinators of the programmes if there are more than one operating campus and Module Leaders of Vocational modules of the programmes not managed by any Module Board) invited at the discretion of the Board of Examiners; and
One representative from another Discipline at Senior Lecturer rank or above or equivalent as the Observer, invited at the discretion of the Academic Committee |

A Secretary

15.6 In the exceptional circumstance that an External Examiner is unable to attend a Programme-level Board of Examiners meeting which requires his / her attendance, he / she must submit a written report to the Chairperson of the Board commenting on the students' overall performances. If a Programme-level Board of Examiners is conducted without the presence of any External Examiner, the recommendations of the Board must be forwarded to the External Examiner(s) concerned for endorsement.

15.7 The Academic Committee has the authority to consider and approve all special cases submitted by the relevant Module / Programme Board of Examiners for the modules / programmes under its purview, and, where applicable, the award lists including classification, under the delegated authority of the VETAB.

15.8 Assessment is as much a matter of collective judgement as of calculation. It is impossible to predict all of the exceptional circumstances that are likely to affect a small minority of the students and it is unrealistic to legislate for such cases. Hence, in exceptional circumstances, each Board of Examiners is empowered to make recommendations on special cases, provided that academic standards are not jeopardized and students are not unfairly treated. All recommendations will require the ratification of the Academic Committee under the delegated authority of the VETAB.

16. Appeals

16.1 A student may appeal the decision of a Board of Examiners, and / or the rulings of a Disciplinary Board on an allegation of cheating in line with the Appeals Regulations approved by the VETAB. Appeals must be received within 7 working days from the day the assessment results are published, or within 3 working days from the day the student is informed of the decision of the Disciplinary Board.

APPENDIX 42

GENERAL ACADEMIC REGULATIONS FOR DIPLOMA OF FOUNDATION STUDIES PROGRAMME

Preamble

The purpose of this set of General Academic Regulations is to provide the academic framework for the operation of the Diploma of Foundation Studies (DFS) (Level 3) Programme. They have been formulated to conform to good practice in, and gain accreditation from, both local and international institutions. The way in which the DFS programme meets these regulations is detailed within the Definitive Programme Document.

The regulations have been designed to achieve a balance between the requirements of maintaining relevant academic standards and not placing unreasonable demands or conditions on the majority of students who take the programme.

In general, each Board of Examiners is empowered to make decisions according to this set of regulations under the delegated authority of the Vocational Education and Training Academic Board (VETAB), or where appropriate, make recommendations on special cases, provided that academic standards are not jeopardised and students are not unfairly treated. All recommendations will require the ratification of the Foundation Studies Board under the delegated authority of the VETAB.

As needs arise, the VETAB reserves the right to amend these regulations. Such changes will normally be implemented at the start of the Academic Year following the approval. In case the changes need to be implemented earlier, every effort will be made not to disadvantage students in their current year of study. All students must be informed in writing of the regulations that are in force for the Academic Year they are studying. It is the responsibility of the Foundation Studies Board (FSB) to ensure that the regulations detailed in the Definitive Programme Document for the DFS Programme under its purview comply with this set of General Academic Regulations.

1. Definitions

1.1 A Programme is a set of inter-related studies, defined through a set of programme objectives and learning outcomes to be achieved and by a curriculum structure, leading to a specific qualification.

1.2 A Programme can be further divided into Streams. A Stream reflects the field of specialism within the Programme and consists of clusters of related modules on a (number of) theme(s). A Programme can have more than one Stream or no Stream.

1.3 A Module is a block of learning defined by a syllabus, including aims, intended learning outcomes, learning and teaching strategies, assessment plans, and, if necessary, pre-requisites, co-requisites and / or anti-requisites. It is a constituent part of a programme contributing to the award. Each module is assigned with a Qualifications Framework (QF) Level and the number of Credits that it carries (see Clauses 1.8 and 1.15).

1.4 The Notional Learning Hours (NLHs) of a Module is the amount of time an average student would take to acquire the learning outcomes. Notional learning hours are a summation of contact hours, self-study hours and assessment hours. Contact Hours are the amount of time spent by a student in direct contact with the teaching staff of a programme, including attendance in class tutorials, conducting experiments in laboratories under supervision, etc. Self-study Hours are the amount of time spent by a student normally without direct contact with the teaching staff, including time spent on self-studying, preparation for tests and examinations, research, writing reports for projects and work placement, studying on-line materials, etc. Assessment Hours refer to the amount of time spent by students in scheduled examinations, tests and other related assessment activities not yet included in contact hours and self-study hours. (See Clause 1.15).

1.5 An Academic Year is divided into three consecutive blocks of academic activities called Semesters. Normally, the Programme is completed within three semesters and six semesters in full-time and part-time modes respectively.

1.6 Modules of a programme are normally grouped by Semesters. Major teaching, learning and assessment activities of a module are normally completed within one single Semester.

1.7 Maximum Registration Period is the maximum number of years in which a student is allowed to complete a programme. The Maximum Registration Periods for studying the DFS Programme through full-time and part-time routes are 2 years and 5 years respectively (see Clauses 2.6 and 11.1).

1.8 Qualifications Framework Level refers to the level under the Hong Kong Qualifications Framework (QF). As a whole, the DFS Programme is pegged at QF Level 3. At least 60% of the total number of Credits should be at QF Level 3.

1.9 Core Modules refer to those modules that are critical to the acquisition of knowledge, skills and attitude that are considered essential for the award of DFS in the programme / stream of studies concerned. They must be successfully completed to form part of the Credit Requirements. Elective Modules are modules that a student can elect to make up the remaining Credit Requirements for the DFS award in the programme / stream concerned. A Programme may have no Elective Module.

1.10 The Optional Module(s) are module(s) that a student can choose to study in addition to Core and Elective modules (see Clause 1.9) but does / do not form part of the Credit Requirements of the Programme and is / are not included in the calculation of Award Module Average (AMA) (see Clause 1.21). Optional module(s) cannot replace any module of the generic or vocational components of the Programme.

1.11 The Pre-requisite of a module is the requirement that must be fulfilled before a student can register in this particular module. A student must pass the Pre-requisite module before registering in the module concerned.

1.12 The Co-requisite of a module refers to other module(s) that must be taken concurrently with or prior to registration in this particular module.

1.13 The Anti-requisite modules are modules where there is sufficient overlap in their contents to make it inappropriate for students to earn Credits from more than one of these modules. Students will normally be restricted from registration in a Module when they have already registered or earned Credits from a corresponding anti-requisite module.

1.14 A Definitive Programme Document details the aims and objectives of the programme, the minimum entry requirements, programme content, module syllabuses, learning and teaching strategies, assessment plan, programme management and operation, resources, rules governing assessment and awards, and other relevant information.

1.15 Each Module carries a number of QF Credits (Credits) which is an integer and is normally proportional to the number of Notional Learning Hours. One QF Credit is equivalent to 10 Notional Learning Hours in studying for a Module. The Programme normally has a minimum of 173 QF Credits.

1.16 In order to be eligible for an award, a student must have satisfactorily completed the Credit Requirements of the award in terms of the type, the number of Credits and the QF Level and other requirements as stipulated in the Definitive Programme Document, within the Maximum Registration Period from the date of first enrolment in the Programme (period of not taking any module is counted).

1.17 The Module Mark (M) is the weighted average of the marks of all assessments of a student's achievement in a Module expressed in percentage. The maximum mark and minimum mark for a module are 100% and 0 respectively.

1.18 The Module Grade is a letter grade derived from the student's performance in the Module which is assessed on a Pass / Fail basis, for which a three-tier grading scheme, i.e. Fail (F), Pass (P) and Pass with Merit (M) may be used if necessary. A Grade "M" will be assigned to pass Modules with module marks of 70% or above. The grade / mark of these modules will not be included in the calculation of the Semester Module Average, Cumulative Module Average or Award Module Average (see Clause 6.4).

1.19 The Semester Module Average (SMA) is a weighted average of the Module Marks of the Modules studied by a student in the Semester. It reflects the student's performance in a Semester.

The SMA is defined as:

$$SMA = \frac{\sum (M_i C_i)}{\sum (C_i)}$$

where

- M_i is the Module Mark of the i^{th} module scored by the student in the semester concerned and C_i is the number of Credit carried by the i^{th} module.
- The summation is over all Modules studied by the student during the Semester, including passed and failed Modules but excluding modules assessed on a Pass / Fail basis, Modules completed through Credit Transfer (see Clause 3.1) and exempted Modules (see Clauses 3.2 & 3.3).
- All Module Marks used for the calculation of SMA are marks after reassessment and / or condonement, if any. (See Clauses 7.2, 7.3 and 8.2)
- If a student has passed all modules studied in the semester, including modules passed after condonement and / or reassessment, the minimum SMA that the student will get is 40%. (See Clauses 7.2 and 8.2)

1.20 The Cumulative Module Average (CMA) is the weighted average of the Marks of all Modules that the student has studied in the Programme up to the time of calculation. Modules assessed on Pass / Fail basis, exempted and Optional Modules are excluded whereas Modules completed through Credit Transfer (see Clause 3.1) are included in the calculation. For modules which have been failed and re-taken, only the Module Marks obtained in the last attempt are used in the calculation. The CMA in general reflects the performance of a student in the Programme up to the time of calculation. All Marks used in the calculation of the CMA are marks after re-assessment and / or condonement, if any.

1.21 The Award Module Average (AMA) of a student is a weighted average, calculated upon successful completion of the Credit Requirements leading to the award, of the Marks of all relevant Modules in the Programme the student has obtained. It reflects the student's overall performance in the Programme. The class of award a student obtains is mainly determined by the AMA (see Clause 12.1).

The AMA is defined as:

$$AMA = \frac{\sum(MC)}{\sum(C)}$$

where

- The summation includes Modules completed through credit transfer but excludes Modules assessed on a Pass / Fail basis, failed Modules, exempted Modules and optional Modules.
- For an internal transfer student, the summation covers also modules studied and passed by the student in other VTC courses / programmes provided that these modules can be mapped onto modules in the existing programme.
- All Module marks used for the calculation of AMA are marks after condonement, if any. (See Clause 8.2)
- For Module attempted more than once, the Module Mark obtained at a successful, hence the last, attempt (see Clause 4.7) will be used in the calculation of AMA.
- If a student has passed all modules of the Programme, including modules passed after condonement and / or reassessment, the minimum AMA that the student will get is 40%.

1.22 When calculating the Semester Module Average (SMA), Cumulative Module Average (CMA) and the Award Module Average (AMA), the results are rounded up to the nearest 0.1%.

2. Enrolment Transfer between Programmes / Streams

2.1 The General Minimum Entry Requirement to Diploma of Foundation Studies programme is Completion of Secondary 6, or equivalent.

2.2 To be enrolled on the Programme, students must fulfil the entry requirements detailed in the Definitive Programme Document.

2.3 The regulations for admission of applicants with advanced standing must be defined in the Definitive Programme Document. The granting of advanced standing status is based on the applicant's overall academic qualifications, instead of on a module-for-module basis. An applicant with advanced standing normally is in possession of a formal qualification which is substantially higher than the minimum entry requirement for the programme.

2.4 A student may not be simultaneously enrolled in more than one full-time Programme leading to a qualification in VTC without the prior approval of the Programme Board Chairperson(s) concerned or his / her delegates(s).

2.5 Transfer from one Programme / Stream to another must be approved by the Programme Board Chairperson of the receiving Programme / Stream or his / her delegate. Enrolment on a Programme / Stream after successful completion of another VTC Programme / Stream is considered a new admission instead of transfer.

2.6 Upon transfer, the student's Marks and Grades and corresponding Credits of relevant completed Modules are transferred to the corresponding Modules of the receiving programme, for the purpose of calculating the CMA and AMA (see Clauses 1.20 and 1.21), subject to the conditions laid down under Clause 3.1. Since these Modules will not be studied by the student after the transfer, the marks will not be used for calculating the SMA (see Clause 1.19). After transfer, the number of Credits of the respective Modules of the receiving Programme / Stream will apply. The time already devoted to the old Programme / Stream is counted towards the Maximum Registration Period for the new Programme.

3. Credit Transfer and Module Exemption

3.1 Credit Transfer is made on an individual module basis. Credit Transfer is normally based on formal academic achievements obtained within and / or outside VTC, on the condition that the module concerned is identical in terms of the number of Credits, intended learning outcomes, QF level and assessment standards. Upon approval, the student will earn Credits of the corresponding Modules thereby contributing towards the Programme / Stream he / she aims for.

3.2 Individual Module Exemption is normally granted based on formal academic achievements and / or relevant experience with documented evidence of attainment of the required learning outcomes and must be defined in the Definitive Programme Document. Where required, assessments on the attainment may be conducted. A student may also be granted, on other justifiable grounds such as disabilities, Module Exemption from studying a module which forms a requirement of the award he / she aims for.

3.3 When permission of Module Exemption is granted, the student will not earn credits from the module concerned. The credit requirements for the Programme / Stream for the student concerned will also be adjusted accordingly. The exemption granted shall be reflected in the student's Transcript of Study.

3.4 A student is not allowed to meet credit requirements of the Programme / Stream through 100% Credit Transfer. Also, a student is not allowed Module Exemption for more than 50% of the total remaining number of the Credits of the Programme / Stream after Credit Transfer, while Module Exemption granted on other justifiable grounds (see Clause 3.2) should normally not constitute more than 25% of the total remaining number of Credits of the Programme / Stream after Credit Transfer.

3.5 The guidelines for granting Credit Transfer and Module Exemption must be defined in the Definitive Programme Document, while Module Exemption granted on other justifiable grounds (see Clause 3.2) is considered on a case-by-case basis. Approval of Credit Transfer and Module Exemption as defined in the Definitive Programme Document rests with the respective Head of Department or Section Head.

4. Module Selection and Study Load

4.1 For Modules which have pre-requisite / co-requisite / anti-requisite modules, a student must satisfy the pertinent requirement as stipulated in the relevant syllabus before taking the module concerned.

4.2 Registration for modules is subject to availability of places and meeting the pre-requisite / co-requisite / anti-requisite requirements, if any.

4.3 Modules in the DFS Programme should be arranged in a way such that students can complete the Programme within the nominal programme duration.

4.4 Students studying the Programme through the full-time route are normally allowed to take a total Credit of between 50 and 100 for Semesters 1 and 2; and no more than a total Credit of 50 for Semester 3. For those students taking the part-time route, they are allowed to take a total Credit of normally no more than 60. Within this range, a student is allowed to choose the modules he / she wants to study for a semester subject to the condition stated in Clause 4.2 above.

4.5 Approval from Diploma of Foundation Studies Programme Board is required if the limit set out in Clause 4.4 is exceeded, with the exception of the following:

- a) The number of remaining credits that a student is required to complete the Programme is less than the lower limit;
- b) The registration of some modules is prohibited by Clause 4.1 or Clause 4.2

4.6 There is no limit on the number of attempts for a student to repeat a failed Module within the Maximum Registration Period.

4.7 A student is not allowed to re-study a Module which he / she has already passed.

5. Attendance

5.1 The minimum attendance requirement for an individual module is 80% and 70% of the maximum attendance for full-time and part-time students respectively, where maximum possible attendance includes normal class attendance only.

5.2 Students not satisfying the minimum attendance requirement of a module shall not be allowed to sit for the final examination nor be awarded a Module Mark / Grade, unless approval of the respective Campus Principal concerned has been granted.

6. Assessments, Marks and Grades

6.1 The minimum passing mark and Grade for a Module is 40% and Grade P respectively.

6.2 The forms of assessment for a Module may include Continuous Assessment (CA), such as assignments, tests, laboratory work and others, and Examination. The contributions of continuous assessment and examination to the Module Mark must be specified in the Definitive Programme Document.

6.3 Module Marks shall be expressed as a percentage, rounded up to the nearest integer value. When a student fails to obtain the minimum pass mark for a Module, the Module Mark (M) will be represented by the Module Grade F in the student's Transcript of Study (see Clause 10.2).

6.4 For Modules which are assessed on a Pass / Fail basis, a three-tier grading scheme, i.e. Fail (F), Pass (P) and Pass with Merit (M) may be used if necessary and shown on the Transcript of Study to reflect the student's performance in the Modules. A Grade "M" will be assigned to Modules with module marks of 70% or above. The grade / mark of these modules will not be included in the calculation of the Semester Module Average, Cumulative Module Average or Award Module Average (see Clauses 1.19, 1.20 and 1.21).

6.5 The symbol I, which represents incompleteness, may be used by the Board of Examiners when a student has not satisfied the assessment requirements of a Module but it is satisfied that the student had mitigating circumstances beyond his / her control which prevented the completion of one or more forms of assessment. The Board will also decide on the additional work necessary for the student to reach a passing mark and the date by which it must be completed.

7. Reassessment

7.1 There is no reassessment on a module basis (i.e. one reassessment to cover CA and Examination). Students who fail a module will be required to re-take the module concerned or to take another elective module, if the failed module is not a core module of the programme of study the student is pursuing.

7.2 Normally, there is no reassessment for individual assessments within a module (which can be Continuous Assessment and / or Examination). However, if reassessment for individual assessment(s) within a module is considered necessary, its provision and the criteria, if any, based on which a student is allowed to take the reassessment (e.g. meeting certain attendance and / or performance requirements), should be laid down and approved by the Diploma of Foundation Studies Programme Board in consultation with the relevant Discipline Academic Committees. The actual mark that a student gets in the reassessment, subject to a maximum of 40%, will be used for computing the student's overall result in the module.

7.3 For students who are granted reassessment for individual assessments within a module based on mitigating factors beyond the students' control, the actual mark obtained in the reassessment of the component concerned will be used in the calculation of the Module Mark / Grade. The approval for students to be reassessed for Continuous Assessment(s) / Examination rests with the relevant Head of Department / Section Head in accordance with the criteria laid down by the Diploma of Foundation Studies Programme Board.

7.4 Under any circumstances, there will not be a second reassessment for individual assessments.

7.5 The Chairperson of the Diploma of Foundation Studies Programme Board should seek approval from VETPQC for modules that are, due to their unique nature, unable to conform to the above assessment and reassessment arrangements.

8. Condonement

8.1 A student may be granted a pass in a failed Module by condonement on very special grounds which affect the student's academic performance in the module. A student may have more than one module with condonement but should normally not have more than 20% of the Credits earned through condonement in a Semester. Condonement requires the recommendation of the Board of Examiners and the approval of the relevant Discipline Academic Committee and / or the Foundation Studies Board. All condonement cases should be reported to the VETAB on annual basis.

8.2 A student who passes a Module by condonement shall be awarded a Grade P for Pass / Fail Modules or receive a Mark of 40% for the Module condoned. The changed Module Grade or Mark shall be recorded in the Student Records System and shown on the student's Transcript of Study. The change, however, will affect the calculation of the SMA, CMA and AMA (see Clauses 1.19, 1.20 and 1.21).

9. Assessment Regulations

9.1 All assessments, including reassessments, shall follow the assessment regulations authorized by the VETAB. The Board may decide, from time to time, to introduce additional regulations governing invigilation, the conduct of examinations and the judgement of allegations of cheating as appropriate.

10. Transcript of Study

10.1 The Transcript of Study is issued at the end of a Semester and is a record of the performance of a student expressed in the form of the QF Levels, Credits and Module Grades / Marks achieved in the Modules studied (including exempted, optional and transferred modules).

10.2 Upon graduation, only the Credits earned, the QF Levels and Module Grades / Marks of the Modules studied (including exempted, optional and transferred modules), will be shown on the Transcript. It will not contain any information on failed Modules.

11. Extension of Maximum Registration Period, Withdrawal and Dismissal

11.1 A student will normally be de-registered from the programme upon reaching the Maximum Registration Period (see Clause 1.7). Under very special circumstances, a student may apply with supporting and justifiable grounds for an extension of the Maximum Registration Period. Applications for extension of Maximum Registration Period will require the approval of the Campus Principal. The maximum extension period allowed will be normally 12 months.

11.2 A student whose Cumulative Module Average is below 40% by the end of an Academic Year will normally be required to withdraw from the Programme. Notwithstanding this, special consideration should be made on individual merits if the student concerned joins the Programme in the middle of an academic year or has not studied any modules in a / some semester(s) of the academic year concerned.

11.3 In order to be eligible for an award, a student must have satisfactorily completed the Credit Requirements, and other requirements as stated in the Definitive Programme Document, within the Maximum Registration Period from the date of first enrolment on the Programme (see Clauses 1.7 and 2.6). A student who fails to meet this time scale shall be required to withdraw from the Programme, unless prior approval has been given to extend the Maximum Registration Period (see Clause 11.1).

11.4 A student may officially withdraw from the Programme by notifying the Department in writing of his / her intention to do so.

11.5 A student shall be deemed to have unofficially withdrawn from the Programme if, without prior notification to the Department, he / she has not been present for scheduled programme activities for a period of four consecutive weeks.

11.6 The VTC may, at any time, require a student who is found to have committed serious violation of prevailing regulations to terminate his / her studies on disciplinary grounds. Normally, this requires the approval of the Campus Principal concerned at the recommendation of the Campus-based Student Disciplinary Committee.

12. Awards

12.1 The DFS award shall normally be classified according to the student's Award Module Average (AMA) as follows: -

<u>Classification</u>	<u>Range of AMA</u>
Distinction	$75\% \leq \text{AMA}$
Credit	$65\% \leq \text{AMA} < 75\%$
Pass	$40\% \leq \text{AMA} < 65\%$

12.2 It is expected that the percentage of Credit awards and above should normally not exceed 40% of the number of students passing the final assessment. The Board of Examiners has the discretion to lower the Distinction and / or Credit boundaries by no more than 2 percentage marks without further approval from the Foundation Studies Board under the delegated authority of the VETAB.

12.3 Any other adjustment of the grade boundaries must be based on sound academic judgement and will require the approval of the Foundation Studies Board under the delegated authority of the VETAB.

12.4 Where a student has failed to complete the requirements for the award as stated in the Definitive Programme Document, the Programme Board of Examiners may, as an exceptional case, consider the recommendation of an Aegrotat award on strong documented medical grounds or, in very exceptional cases, may consider the recommendation of an award for well-documented reasons other than medical grounds. Such recommendations would require the formal approval of the Foundation Studies Board under the delegated authority of the VETAB.

13. External Examiners

13.1 Each Programme / Stream will have an External Examiner to oversee the overall academic standards / performance of students in the Programme/ Stream. He / She should be nominated by the Chairperson of the Diploma of Foundation Studies Programme Board and appointed by the Foundation Studies Board to perform duties as specified in the Regulations for External Examiners approved by the VETAB.

13.2 Nominated by the Chairperson of the Module Boards which owns the modules and appointed by the respective governing Discipline Academic Committee, External Module Examiners will be appointed for individual common modules (e.g. Vocational English, Mathematics modules) to oversee the academic standards / performance of students in the modules concerned. An External Module Examiner may be assigned to oversee a number of related modules.

14. Boards of Examiners

14.1 The performance of all students studying in a Module / Programme should be considered by a Board of Examiners as specified in the Definitive Programme Document.

14.2 There are two types of Board of Examiners, the Module-level Board of Examiners and the Programme-level Board of Examiners. All Boards of Examiners are delegated the authority by the VETAB to approve assessment results, except for special cases (see Clause 14.9)

14.3 There will be Module Boards set up on individual common modules, (e.g. Vocational English, Mathematics modules) to provide academic management to its respective Modules. For modules with a Module Board, Module-level Board of Examiners (BoE) should be set up to consider and approve (except special cases) the assessment results of the Modules under its ambit and submit the approved student assessment results to Programme-level BoEs concerned. Special cases should be approved by the Discipline Academic Committee of the discipline offering the modules at the recommendation of the Module-level BoE. Where appropriate, joint Module-level BoEs may be conducted.

14.4 The Module-level Board of Examiners normally meets at the end of each Semester with at least the following composition:

Chairperson: Chairperson of the Module Board (In case of a Joint Module-level Board of Examiners involving modules of more than one Module Board, he / she should be the Chairperson of one of the Module Boards and appointed by the Academic Director concerned)

Members: All other relevant Module Board Chairpersons (for a Joint Module-level Board of Examiners);
Relevant Module Leader(s); and
Campus Module Coordinator from every offering site of the module(s) concerned.

A Secretary

On need basis, External Module Examiner(s) could be invited to attend the meeting at the discretion of the Chairperson.

14.5 The Programme-level Board of Examiners of a Programme will consider and approve the overall performance of all students enrolled on the Programme and a list of students who will be required to withdraw from the programme. It will also endorse special cases, if any, and award lists including award classification for approval by the Foundation Studies Board.

14.6 The Programme-level Board of Examiners shall comprise at least of the following:

Chairperson: Chairperson or Deputy Chairperson of the Diploma of Foundation Studies Programme Board

Members: Programme External Examiners of the programmes under the BoE's purview; and
All Stream Leaders of Streams under the Programme

Co-opted Members: Other teaching staff (including all Campus Coordinators of the DFS Programme if there are more than one operating campus and Module Leaders of Modules not managed by any Module Board) invited at the discretion of the BoE; and
One Representative from another discipline at Senior Lecturer rank or above or equivalent as the Observer, invited at the discretion of the Diploma of Foundation Studies Programme Board.

A Secretary

14.7 In the exceptional circumstance that an External Examiner is unable to attend a Programme-level Board of Examiners meeting which requires his / her attendance, he / she must submit a written report to the Chairperson of the Board commenting on the students' overall performances. If a Programme-level Board of Examiners is conducted without the presence of any External Examiner, the recommendations of the Board must be forwarded to the External Examiner(s) concerned for endorsement.

14.8 The Foundation Studies Board has the authority to consider and approve all special cases submitted by the relevant Programme Board of Examiners for the programmes under its purview, and, where applicable, the award lists including classification, under the delegated authority of the VETAB.

14.9 Assessment is as much a matter of collective judgement as of calculation. It is impossible to predict all of the exceptional circumstances that are likely to affect a small minority of the students and it is unrealistic to legislate for such cases. Hence, in exceptional circumstances, each Board of Examiners is empowered to make recommendations on special cases, provided that academic standards are not jeopardised and students are not unfairly treated. All recommendations will require the ratification of Foundation Studies Board under the delegated authority of the VETAB.

15. Appeals

15.1 A student may appeal against the decision of a Board of Examiners, and / or the rulings of a Disciplinary Board on an allegation of cheating in line with the Appeals Regulations approved by the VETAB. Appeals must be received within 7 working days from the day the assessment results are published, or within 3 working days from the day the student is informed of the decision of the Disciplinary Board.

APPENDIX 43

GENERAL ACADEMIC REGULATIONS FOR DIPLOMA OF VOCATIONAL EDUCATION PROGRAMMES

Preamble

The purpose of these General Academic Regulations is to provide a framework within which the Diploma of Vocational Education (DVE) Programmes can operate satisfactorily. The way in which the DVE Programmes meet these regulations is detailed within its Definitive Programme Document.

The regulations have been designed to achieve a balance between the requirements of maintaining relevant academic standards and not placing unreasonable demands or conditions on the majority of students who attend the DVE Programmes.

The DVE Programmes are designed for Secondary 3 to Secondary 6 school leavers under the new 3+3+4 academic structure who wish to pursue a vocational education and training route. Operated in the form of a Module Accumulation Programme, the DVE Programmes comprise Modules that are defined in terms of Credits. A student earns Credits after successfully completing a module. The Credits can be accumulated leading to one or several of the awards of the DVE Programmes, namely, the Certificate of Basic Craft Studies (BCC), the Certificate of Vocational Education (CVE), the Certificate of Technician Foundation Studies (TFC) and the Diploma of Vocational Education (DVE). Those students who choose to exit at different exit points of the DVE Programmes may make use of the Credits they have accumulated for further studies later or on a part-time basis whilst working.

As the need arises, the Vocational Education and Training Academic Board (VETAB) reserves the right to amend these regulations.

1. Definitions

1.1 A Programme refers to a structured academic programme defined through a set of programme objectives and learning outcomes to be achieved and by a curriculum structure that sets credits and module requirements. It consists of a suite of modules that a student can elect leading to the award in which the student is enrolled.

1.2 In a Module Accumulation Programme, a student is normally enrolled in a programme and chooses one of the awards he / she wishes to pursue. For some programmes, the student may further elect one stream of studies. The student can elect relevant modules to suit his / her needs. He / She earns Credits after successfully completing a module. Subject to the Maximum Registration Period (see Clause 1.11) and Credit Requirements (see Clause 3), the Credits can be accumulated leading to the award he / she aims for and, where applicable, can be used more than once for one or several of the awards under the programme(s).

1.3 A Semester is the period during which academic activities are conducted. Normally, an academic year is divided into three semesters: the Autumn Semester starts in September, the Spring Semester around January / February and the Summer Semester around May / June. There are normally 15 teaching weeks each in the Autumn and Spring Semesters and 10 teaching weeks in the Summer Semester.

1.4 The Notional Learning Hours of a Module is the amount of time an average student would take to acquire the learning outcomes. Notional learning hours are a summation of contact hours, self-study hours and assessment hours. Contact Hours are the amount of time spent by a student in direct contact with the teaching staff of a programme, including attendance in class tutorials, conducting experiments in laboratories under supervision, etc. Self-study Hours are the amount of time spent by a student normally without direct contact with the teaching staff, including time spent on self-studying, preparation for tests and examinations, research, writing reports for projects and work placement, studying on-line materials, etc. Assessment Hours refer to the amount of time spent by students in scheduled examinations, tests and other related assessment activities not yet included in contact hours and self-study hours.

1.5 A Module is a block of learning defined by a syllabus, including aims, intended learning outcomes, pre-requisites and co-requisites (if necessary), learning and teaching strategies and assessment plans. It is a constituent part of a programme contributing to the award(s) under the programme. Each module is assigned with a Qualifications Framework (QF) Level and a Credit Value.

1.6 The QF Level of a module is an indicator of the relative depth and complexity of learning, characterised by the Generic Level Descriptors (GLDs) of the Hong Kong Qualifications Framework, which set out the generic learning outcomes of the qualifications located at that level.

1.7 Each module is valued in QF Credits (Credits) at a specified QF Level. The value of the Credits in each module is normally proportional to the number of notional learning hours an average student would take to acquire the learning outcomes of the Module. One Credit is equivalent to 10 notional learning hours in the Module.

1.8 The Pre-requisite of a module is the requirement that must be fulfilled before a student can register in this particular module.

1.9 The Co-requisite of a module refers to other module(s) that must be taken concurrently with (or prior to registration in) this particular module.

1.10 A Definitive Programme Document (DPD) details the aims and objectives of the programme, the general entry requirements, programme contents, module syllabuses, learning and teaching strategies, assessment plans, programme management and operation, resources, rules governing assessment and the awards, and other relevant information.

1.11 The Maximum Registration Period is the maximum number of years a student is allowed to register in the programme to study for one or several of the awards. The Maximum Registration Period of the DVE Programme is ten years. Approval from the Foundation Studies Board is required for extension (normally not more than 12 months) of the Maximum Registration Period.

1.12 Credit Transfer refers to granting of Credits in recognition of students' prior learning within and / or outside VTC, upon meeting the condition(s) laid down in Clause 4.1. The Credits earned through Credit Transfer can be used to meet the Credit Requirements of the awards in a programme.

Module Exemption normally refers to the exemption of Credits in recognition of students' prior learning within and / or outside VTC, upon meeting the condition(s) laid down in Clause 4.2. The Credit Requirements of the awards in a programme for the students concerned will be adjusted accordingly when Credits are exempted through Module Exemption (see Clause 4.3).

1.13 Under the DVE Programmes, the modules can be categorised as Generic Skills Modules and Vocational Modules. Generic Skills Modules refer to modules in the generic subject areas, e.g. Vocational English, Vocational Chinese, Information Technology and Mathematics and Structured Whole Person Development (SWPD). Vocational Modules refer to trade-specific modules which, in general, are specific to individual programmes / streams while some of the vocational modules may be common to a number of programmes.

1.14 Generic Skills Credits refer to Credits earned from Generic Skills Modules. Vocational Credits refer to Credits earned from the Vocational Modules in individual programmes.

1.15 Core Modules refer to those modules that are critical to the acquisition of essential knowledge and skills for the individual awards in the programme / stream of studies concerned. Those modules must be successfully completed (with Credits earned) to form part of the Credit Requirements for the respective awards. Elective Modules refer to the modules that a student can elect to make up the remaining Credit Requirements for the respective award in the programme / stream of studies concerned.

1.16 The Module Mark (MM) is a weighted average of the marks of all assessments received by a student in a module and is defined as:

$$MM = \frac{\sum_i W_i A_i}{\sum_i W_i}$$

where A_i is the mark of the i^{th} Assessment scored by the student in the module, and W_i is the weighting of the i^{th} Assessment.

1.17 Expressed in a 5-tier grading system, Module Grades are used to report a student's performance in a module, with three pass grades and two fail grades as shown in Table 1 below. The minimum pass grade is Grade P.

Table 1: 5-Tier Grading System for Reporting Students' Performance in a Module or in an Assessment

Grade	Academic Performance	
EX	Pass	Excellent
M		Merit
P		Pass
MF	Fail	Marginal Fail
F		Fail

1.18 The Module Grade received by the student in a module is derived from the corresponding Module Mark received by the student in the module concerned in accordance with the conversion table as shown in Table 2 below:

Table 2: Module Mark-Module Grade Conversion Table

Module Mark (X)	Module Grade
≥ 75	EX
$65 \leq X < 75$	M
$40 \leq X < 65$	P
$30 \leq X < 40$	MF
< 30	F

1.19 The Award Module Average (AMA) of a student is a weighted average, calculated upon successful completion of the Credit Requirements leading to a specific award in the programme concerned, of the Marks of all relevant Modules the student has obtained. It reflects the student's overall performance in relation to the specific award. The AMA is mainly used to determine the classification of the award a student will obtain.

The AMA is defined as:

$$AMA = \frac{\sum_i MM_i C_i}{\sum_i C_i}$$

where

- MM_i is the Module Mark of Module i studied by the student for the specific award in the programme concerned, and C_i is the value of Credit of Module i .
- The summation includes those modules whose Credits are earned through Credit Transfer but excludes exempted modules, failed modules and modules assessed on a Pass / Fail basis.
- If a student has successfully completed more Electives Modules and earned more Credits than those required for the award, the Elective Modules shall be ranked according to their Module Marks. In addition to the Core Modules concerned, the summation shall include the Elective Modules with higher Module Marks.
- All Module Marks used for the calculation of AMA are marks before condonement, if any.
- If a student has passed all modules required for the award concerned, including modules passed after condonement, the minimum AMA that the student will get is 40.
- When calculating the AMA, the results are rounded to the nearest one decimal place.

2. Admission and Enrolment

2.1 Admission to individual DVE Programmes is subject to satisfying the stipulated Entry Requirements as prescribed in the DPD.

2.2 The regulations for admission of applicants with advanced standing must be defined in the Definitive Programme Document. The granting

of advanced standing status is based on the applicant's overall academic qualifications, instead of on a module-for-module basis. An applicant with advanced standing normally is in possession of a formal qualification which is substantially higher than the minimum entry requirement for the programme.

2.3 A student may not be simultaneously enrolled in more than one full-time Programme leading to a qualification in VTC without the prior approval of the Programme Board Chairperson concerned or his / her delegates.

2.4 A student enrolled to a DVE Programme chooses one of the awards he / she wishes to pursue. For some programmes, the student may further elect one stream of studies.

2.5 Transfer from one Programme / Stream to another must be approved by the Programme Board Chairperson of the receiving Programme / Stream or his/her delegates. Enrolment on a Programme / Stream after successful completion of another VTC Programme / Stream is considered a new admission instead of transfer.

2.6 If a student is transferred to a DVE Programme from another DVE Programme or from another VTC programme / course, the time already devoted to the old programme / course is counted towards the Maximum Registration Period for the DVE Programme. Enrolment in a DVE Programme after successful completion of another VTC programme / course is considered a new admission rather than a transfer.

3. Credit Requirements

3.1 In order to be eligible for any of the awards under the DVE Programmes, a student must have satisfactorily completed the Credit Requirements in terms of the type, the number and the QF Level and other requirements for the respective awards, as stipulated in the DPD, within the Maximum Registration Period from the date of first enrolment in the Programme (period of deferment is counted). The Credit Requirements include:

(a) Core Generic Skills Credit Requirements – The requirements for individual types of awards are common to all DVE programmes / streams of studies. A student must accumulate the required number of Generic Skills Credits at specified levels in the designated Core Generic Skills Modules;

(b) Core Vocational Credit Requirements – The requirements for individual awards are specific to each DVE programme / stream of studies. A student must accumulate the required number of Vocational Credits at specified levels in the designated Core Vocational Modules of the programme / stream he/she studies; and

(c) Elective Credit Requirements - The student may elect from a suite of designated Vocational and / or Generic Skills Modules to make up the remaining Credit Requirements in order to qualify for the award in the programme / stream he / she studies. The requirements for individual types of awards may vary from programme / stream to programme / stream.

3.2 The Minimum Credit Requirements¹ for various types of awards in the DVE Programmes are summarized as follows:

Types of Awards	Minimum Number of Credits Required	Credits Requirements at Specific QF Levels
Certificate of Basic Craft Studies	160	Minimum of 96 Credits at QF Level 2; Maximum of 16 Credits at Entry Level (pre-Level 1).
Certificate of Vocational Education	160	Minimum of 96 Credits at QF Level 2 or above; Minimum of 36 Credits but no greater than 72 Credits at QF Level 3; Maximum of 10 Credits at Entry level (pre-Level 1); Remaining Credits at QF Level 1.

Note: 1. The nominal study duration of students with different entry levels to qualify for individual awards under DVE is summarized as follows:

Awards Entry Level		Nominal Study Duration			
		Mode of Study	BCC Award	CVC Award	TFC Award
Completion of S3/S4	FT	1 ~ 2 Years	2 ~ 3 Years	2 Years	3 ~ 4 Years
	PT	2 ~ 3 Years	3 ~ 4 Years	3 ~ 4 Years	4 ~ 5 Years
Completion of BCC	FT	-	1 ~ 2 Years	1 ~ 2 Years	2 ~ 3 Years
	PT	-	2.5 ~ 3 Years	2 ~ 3 Years	3 ~ 4 Years
Completion of S5	FT	1 Year	1.5 Years	1 Year	2 Years
	PT	2 Years	2.5 Years	2 Years	3 Years
Completion of S6	FT	1 Year	1 Year	1 Year	1 Year
	PT	2 Years	2.5 Years	2 Years	2 Years

FT = Full Time PT= Part Time

Types of Awards	Minimum Number of Credits Required	Credits Requirements at Specific QF Levels
Certificate of Technician Foundation Studies	160	Minimum of 96 Credits at QF Level 2; Remaining Credits at QF Level 1 or above.
Diploma of Vocational Education	160	Minimum of 96 Credits at QF Level 3; Maximum of 16 Credits at QF Level 1; Remaining Credits at QF Level 2 or above.

3.3 Where applicable, Credits earned through successful completion of the modules of the DVE programmes (see Clause 1.2) or Credit Transfer (see Clause 4.1) can be used more than once to meet the Credit Requirements of the awards under the DVE Programmes.

4. Credit Transfer and Module Exemption

4.1 Credit Transfer is made on an individual module basis. Credit Transfer is normally based on formal academic achievements obtained within and / or outside VTC, on the condition that the module concerned is identical in terms of the number of Credits, intended learning outcomes, QF level and assessment standards. Upon approval, the student will earn Credits of the corresponding Modules thereby contributing towards the awards of the Programme.

4.2 Individual Module Exemption is normally granted based on formal academic achievements. A student with other relevant prior learning that is relevant and verifiable skills, knowledge and competencies that have been acquired before the time of application may also apply for Module Exemption. Where required, assessments on the attainment may be conducted. A student may also be granted, on other justifiable grounds such as disabilities, Module Exemption from studying a module which forms a requirement of the award he / she aims for.

4.3 When permission of Module Exemption is granted, the student will not earn credits from the module concerned and the credit requirements for the relevant award(s) for the student concerned will also be adjusted accordingly. The exemption granted shall be reflected in the student's Transcript of Study.

4.4 A student is not allowed to meet credit requirements of an award under the DVE Programme through 100% Credit Transfer. Also, a student is not allowed Module Exemption for more than 50% of the total remaining number of the Credits required for an award after Credit Transfer, while Module Exemption granted on other justifiable grounds (see Clause 4.2) should normally not constitute more than 25% of the total remaining number of Credits required for an award after Credit Transfer.

4.5 The guidelines for granting Credit Transfer and Module Exemption must be defined in the DPD, while Module Exemption granted on other justifiable grounds (see Clause 4.2) is considered on a case-by-case basis. Approval of Credit Transfer and Module Exemption rests with the DVE Programme Board.

5. Module Registration

5.1 In the beginning of each academic year, with the guidance provided by the College, a student shall elect and register for the relevant modules to study that year to meet his / her needs. The student registering for modules must follow the guidelines and procedures issued by the College.

5.2 Registration for modules is subject to availability of places and meeting the pre-requisite / co-requisite requirements. It is the responsibility of all students to complete module registrations by the prescribed dates. Subsequent modifications will normally be made for sound educational reasons only.

5.3 A student shall plan his / her pace of study in pursuing the award(s) he / she is aiming for within the Maximum Registration Period. The choice of the electives is at the discretion of the student, subject to the availability of places and the pre-requisite / co-requisite requirements. The College may decide not to offer one or more Elective Modules because of resource constraints, even though these electives are included in the Programmes.

5.4 A student is not allowed to re-study a Module which he / she has already passed.

5.5 There is no limit to the number of attempts for a student to repeat a failed module.

5.6 If the failed module(s) is / are Elective Module(s), the student can elect the failed Module(s) or other Elective Module(s) as required to make up the remaining Credit Requirements for the award subject to the offering of the Module(s) and availability of places.

6. Study Load

6.1 A full-time student shall normally take not less than 450 contact hours² in an academic year with the exception of the following; otherwise, he / she will be treated as a part-time student:

Note: 2. Equivalent to 80-100 Credits on average.

- (a) the student chooses to opt for exit after the completion of the award he / she studies, and the student needs less than 450 contact hours to complete the Award; and / or
- (b) the registration of some modules is prohibited by pre-requisite requirements. Under such circumstances, if the modules concerned are Core Modules or Elective Modules (which are essential for the student to elect in order to make up the remaining Credit Requirements for the award concerned as no other electives are offered), the student must elect the pre-requisite modules as necessary in order to meet the pre-requisite requirements. However, the student shall still elect other modules as far as possible subject to pre-requisite / co-requisite requirements in order to meet the contact hour requirements.

6.2 A student shall not take more than 85 Credits of modules in each of the Autumn and the Spring Semesters, and more than 55 Credits of modules in the Summer Semester. Approval from the College Principal concerned is required if the limit is exceeded.

7. Attendance

7.1 The minimum attendance requirement for an individual module is 80% and 70% of the maximum possible attendance for full-time and part-time students respectively, where the maximum possible attendance includes normal class attendance only. Students not satisfying the minimum attendance requirement of a module shall not be awarded a module mark / grade, unless approval of the College Principal concerned has been granted. (See also Clause 9.6.)

8. Assessments, Marks and Grades

Assessments

8.1 The assessment of a Module may take the form of any one or any combination of the following: class work, written work, assignments,

laboratory work, projects, presentations, portfolios, artefacts, oral examinations, tests, examinations and others. In general, the assessments are categorised into Topic Assessments and Integrated Assessments:

- A Topic Assessment (TA) is to be administered on completion of each or a group of topic area(s) in the module. It is to provide information / feedback on the effectiveness of learning and teaching of the topic area(s) and to inform on students' performance in the related part(s) of the module.
- An Integrated Assessment (IA) is to evaluate students' overall comprehension and application of the knowledge and skills learned in the module. A successful attempt of an Integrated Assessment will call for, on the part of the students, the ability to integrate what has been learned in individual topics.

8.2 The assessments shall be conducted in accordance with the Module Assessment Guidelines for the DVE Programmes.

8.3 A student's performance in individual assessments of a module can be expressed in marks or grades as appropriate. If marks are given, the maximum mark is 100 with 40 being the minimum pass mark. If grades are used, same as Module Grades, the evaluation shall also be expressed in a 5-tier grading system, with three pass grades and two fail grades as shown in Table 1 (see Clause 1.17). The minimum pass grade is Grade P.

8.4 If grades are used to express the results of some or all of the assessments in a module, for the purpose of calculating the Module Mark (see Clause 1.16), the grades have to be converted into marks based on Table 3 as shown below:

Table 3: Assessment Grade – Assessment Mark Conversion Table

Assessment Grade	Converted Assessment Mark
EX	81
M	70
P	52.5
MF	35
F	26

8.5 There is no reassessment on a module basis (i.e. one reassessment to cover Topic Assessment and Integrated Assessment). Students who fail a module will be required to re-take the module concerned, or to take another elective module, if the failed module is not a core module of the programme of study the student is pursuing.

8.6 For individual assessments (which can be Topic Assessment and / or Integrated Assessment), if a student fails to achieve the minimum pass grade or mark, i.e. Grade P or 40, where considered appropriate, the student may be allowed to conduct further works and / or be reassessed in order to make up the shortfall. Criteria for granting individual reassessments shall be given in the Assessment Plan. In general, the following should be observed:

- Only students who obtained Grade MF or not less than 30 marks can be given the chance to be reassessed. The actual marks that a student gets in the reassessment of the assessment component concerned, subject to a maximum of 40%, will be used for the computing the overall results in the module.
- For students who are granted reassessment for individual assessments within a module based on mitigating factors beyond the students' control, the actual mark / grade obtained in the reassessment of the assessment component concerned will be used in the calculation of the Module Mark.

8.7 The reassessment so granted can be conducted in a form that is comparable, though not necessarily identical, to the original assessment.

8.8 Under any circumstances, there will not be a second reassessment for individual assessments.

Module Marks and Module Grades

8.9 Module Marks are only used to calculate the overall average scores of a student studying for an award under the DVE Programmes, i.e. the Award Module Average (AMA) (see Clause 1.19).

8.10 The Module Mark will not be shown on a student's Transcript. Instead, Module Grades are used to report a student's performance in a module (see Clause 1.17) and only the Module Grades shall be shown on a student's Transcript of Study.

8.11 The Module Grade received by the student in a module is derived from the corresponding Module Mark received by the student in the module (see Clause 1.18).

Condonement

8.12 A student may be granted a pass in a failed module by condonement on very special grounds which affect the student's academic performance in the module. A student may have more than one module with condonement. The condonement requires the recommendation of the Programme Board of Examiners (BoE) (or Module BoE if the Module concerned is under a Module Board) and the approval of the Foundation Studies Board (FSB) (or the respective Discipline Academic Committee).

8.13 A student who passes a module by condonement shall be awarded a Grade P for Module Grade while his / her Module Mark will stay unchanged. The changed Module Grade shall be recorded in the Student Records System and shown on the student's Transcript of Study. The change will not affect the calculation of the AMA (See Clause 1.19).

Assessment Regulations

8.14 All assessments shall follow the assessment regulations approved by the VETAB. The Board may decide, from time to time, to introduce additional regulations governing invigilation, the conduct of assessments and the judgement of allegations of cheating as appropriate.

9. Deferment, Withdrawal and Dismissal

Deferment

9.1 Under special circumstances and on justifiable grounds, a student may be permitted to defer his / her studies for a period of up to 12 months. The period of deferment is counted in calculating the Maximum Registration Period (see Clause 1.11). Applications for deferment of studies will require the approval of the College Principal.

Withdrawal

9.2 A student who acquires less than 40% of the total Credits for the modules taken in each of 2 consecutive semesters (including Summer Semester) within the same academic year shall be required to withdraw from the DVE Programme.

9.3 At the expiry of the Maximum Registration Period (MRP), a student shall be required to withdraw from the DVE Programme, unless approval from the Foundation Studies Board is granted for an extension of the MRP which should normally be not more than 12 months (see Clause 1.11).

9.4 A student may officially withdraw from the DVE Programme by notifying the department in writing of his / her intention to do so.

9.5 A student shall be deemed to have unofficially withdrawn from the DVE Programme if, without prior approval of the department, he / she has not been present for the scheduled Programme activities for a period of four consecutive weeks.

9.6 A student will not be allowed to continue his / her study at any time during a semester if he / she fails to meet the minimum attendance requirement in 50% or more of the modules studied in that semester.

Dismissal

9.7 The College may, at any time, require a student who is found to have committed serious violation of the College's regulations to terminate his / her studies on disciplinary grounds.

10. Transcript of Study

10.1 The Transcript of Study is issued at the end of each Semester, and is a record of the performance of a student expressed in the form of the QF Levels, Credits and Module Grades achieved in the Modules studied.

10.2 Upon graduation, only the Credits earned, complete with the QF Levels and Module Grades in the Modules studied, will be shown on the Transcript.

11. Awards

11.1 Upon successful completion of the respective Credit Requirements and other requirements as stipulated in the DPD, students will be granted one or several of the following awards under the DVE Programmes:

- Certificate of Basic Craft Studies
- Certificate of Vocational Education
- Certificate of Technician Foundation Studies
- Diploma of Vocational Education

11.2 Each of the awards shall normally be classified according to the recipient's Award Module Average (AMA) for that particular award as follows:-

<u>Classification</u>	<u>Range of AMA</u>
Distinction	$75 \leq \text{AMA}$
Credit	$65 \leq \text{AMA} < 75$
Pass	$40 \leq \text{AMA} < 65$

11.3 Where a student has failed to complete the Credit Requirements for any of the awards of the DVE Programmes, the BoE may, as an exceptional case, consider the recommendation of an Aegrotat award on strong documented medical grounds or, in very exceptional cases, well documented reasons other than medical grounds. Such recommendations would require the formal approval of the FSB under the delegated authority of the VETAB.

11.4 Credits earned, including those earned through Credit Transfer (see Clauses 3.3 and 4.1), during the Maximum Registration Period are, unless otherwise specified, valid throughout the period for the purpose of claiming awards under the DVE Programmes.

12. External Examiners

12.1 Each programme shall have an External Examiner to oversee the overall academic standards / performance of students in the programme. He / She should be nominated by the Chairperson of the Programme Board and

appointed by the FSB to perform duties as specified in the Regulations for External Examiners approved by the VETAB.

12.2 Nominated by the Chairpersons of the Module Boards which own the modules and appointed by the respective governing Discipline Academic Committee, External Module Examiners will be appointed for individual Generic Skills Modules to oversee the academic standards / performance of students in the modules concerned. An External Module Examiner may be assigned to oversee a number of related modules.

13. Boards of Examiners

13.1 The performance of all students studying in the DVE Programmes in each Semester shall be considered by a Board of Examiners (BoE). The BoE normally meets at the end of each Semester.

13.2 There are two types of Board of Examiners, the Module-level Board of Examiners and the Programme-level Board of Examiners. All Boards of Examiners are delegated the authority by the VETAB to approve assessment results, except for special cases and award lists (see Clause 13.8).

13.3 Under the prevailing academic management structure, the Information Technology, Languages and Student Development Disciplines should each set up Modules Board(s) to provide academic management to its respective Modules. For modules with a Module Board, Module-level Board of Examiners (BoE) should be set up to consider and approve (except special cases) the assessment results of the Modules under its ambit and submit the approved student assessment results to Programme-level BoE concerned. Special cases should be approved by the Discipline Academic Committee of the discipline offering the modules at the recommendation of the Module-level BoE. Where appropriate, respective Discipline Academic Committee can decide on holding joint Module-level BoEs.

13.4 The Module-level BoE normally meets at the end of each Semester, and its minimum composition is: -

Chairperson: Chairperson of the Module Board (in case of a Joint Module-level BoE involving modules of more than one Module Board,

he / she should be the Chairperson of one of the Module Boards and appointed by the Academic Director concerned)

Members: All other relevant Module Board Chairpersons (for a Joint Module-level BoEs);
Relevant Module Leader(s); and
Campus Module Coordinator from every offering site of the module(s) concerned

A Secretary

On need basis, External Module Examiner(s) could be invited to attend the meeting at the discretion of the Chairperson.

13.5 The Programme-level BoE of DVE programmes will consider and approve the overall performance of all students enrolled on the DVE Programmes, and a list of students who will be required to withdraw from the Programmes. It will also endorse special cases, if any, and award lists including award classification for approval by the FSB. In addition, subject to Clause 13.3 above, the performance of the students in Modules not managed by any Module Board should be considered and approved by the Programme-level BoE (except special cases) designated by the FSB. Its minimum composition is: -

Chairperson: Chairperson of the Programme Board or his / her representative (who shall normally be an academic staff member at PL rank or above);

Members: External Examiner(s) of the DVE Programme(s) concerned; Academic Secretary of the Programme Board;
Programme Leader(s) of the DVE Programme(s) concerned (and Campus Coordinators if more than one campus / centre);

Co-opted Members: Other teaching staff invited at the discretion of the BoE; and

A Secretary

13.6 In the exceptional circumstance that an External Examiner is unable to attend the Programme-level BoE meeting which requires his / her attendance, he / she must submit a written report to the Chairperson of the Board commenting on the students' overall performance. When such a BoE is conducted without the presence of any External Examiner, the recommendations of the BoE must be forwarded to the External Examiner(s) concerned for endorsement.

13.7 The FSB has the authority to consider and approve all special cases submitted by the relevant Programme Board of Examiners for the programmes under its purview, and, where applicable, the award lists including classification, under the delegated authority of the VETAB.

13.8 Assessment is as much a matter of collective judgement as of calculation. It is impossible to predict all of the exceptional circumstances that are likely to affect a small minority of the students and it is unrealistic to legislate for such cases. Hence, in exceptional circumstances, each BoE is empowered to make recommendations on special cases, provided that academic standards are not jeopardized and students are not unfairly treated. All recommendations will require the ratification of the FSB under the delegated authority of the VETAB.

14. Appeals

14.1 A student may appeal against the decision of a BoE, and / or the rulings of a Disciplinary Board on an allegation of cheating in line with the Appeals Regulations approved by the VETAB. Appeals must be received within 7 working days from the day on which the assessment results are published, or within 3 working days from the day the student is informed of the decision of the Disciplinary Board.

APPENDIX 44

GENERAL ACADEMIC REGULATIONS FOR CERTIFICATE, DIPLOMA, PROFESSIONAL CERTIFICATE AND PROFESSIONAL DIPLOMA PROGRAMMES AT QF LEVELS 1-4

Preamble

The purpose of these General Academic Regulations is to provide a framework within which Programmes leading to a formal qualification at the Certificate (Cert), Diploma (Dip), Professional Certificate (PC) and Professional Diploma (PD) at QF Levels 1-4 from the VTC can operate satisfactorily. They have been formulated to conform to good practice in, and assist to gain accreditation from local, national and international institutions. The way in which a specific Programme meets these regulations is detailed within its Definitive Programme Document.

The regulations have been designed to achieve a balance between the requirements of maintaining relevant academic standards and not placing unreasonable demands or conditions on the majority of learners who attend the Cert, Dip, PC and PD Programmes.

Operated as a Module Accumulation Programme, the Cert, Dip, PC and PD Programmes comprise Modules that are defined in terms of Credits. A learner earns Credits after successfully completing a module. The Credits can be accumulated leading to the award(s) the learner is pursuing.

Assessment and progression are as much a matter of collective judgement as of calculation. It is impossible to predict all of the exceptional circumstances that are likely to affect a small minority of the learners and it is unrealistic to legislate for such cases. Hence, in exceptional circumstances, each Board of Examiners is empowered to make decisions on special cases according to this set of regulations, provided that academic standards are not jeopardized

and learners are not unfairly treated. All decisions for programmes at Cert, Dip, PC and PD levels will require the ratification of the relevant Academic Committee¹ (AC) under the delegated authority of the Vocational Education and Training Academic Board (VETAB). As the need arises, the VETAB reserves the right to amend these regulations.

It is the responsibility of the Academic Committee concerned to ensure that the regulations detailed in the Definitive Programme Document for Cert, Dip, PC and PD level programmes comply with these General Academic Regulations.

1. Definitions

1.1 A Programme refers to a structured academic programme defined through a set of programme objectives and learning outcomes to be achieved and by a curriculum structure that sets credits and module requirements. It may consist of a suite of modules leading to a specific qualification. A Certificate (Cert) programme may comprise one or more Modules.

1.2 Under a Module Accumulation Mechanism, a learner earns Credits after successfully completing a module. Subject to the Maximum Registration Period (see Clause 1.10) and Credit Requirements (see Clauses 3.1 and 3.2), the Credits can be accumulated leading to the award he/she aims for.

1.3 The Notional Learning Hours (NLHs) of a Module is the amount of time an average learner would take to complete all the learning and acquire the learning outcomes. The NLHs is a summation of contact hours, self-study hours and assessment hours of a programme/module. Contact hours are the amount of time (in terms of hours) spent by a learner in direct contact with the teaching/training/instructing staff of a programme. It includes attendance in class, tutorials, conducting experiment in laboratory under supervision, conducting practical training in workshop under supervision, etc. Self-study hours are the amount of time (in terms of hours) spent by a learner normally

Note: 1. In the context of this set of GARs, the term Academic Committee is used to refer to the Discipline Academic Committee, PEAK Academic Committee, HTI/CCI/ICI Academic Committee, and Pro-Act Centres and MSTI Course Planning Committee.

without direct contact with teaching/training/instructing staff. This includes time spent on self-studying, preparation for tests and examinations, research, writing reports for projects and work placement, studying on-line materials, etc. Assessment hours refer to the amount of time (in terms of hours) spent by learners in scheduled examinations, tests and other related assessment activities not yet included in contact hours and self-study hours.

1.4 A Module is a block of learning defined by a syllabus, including aims, intended learning outcomes, learning and teaching strategies and assessment plans and, if necessary, pre-requisites, and co-requisites. It is a constituent part of a programme. Each module is assigned with a Qualifications Framework (QF) Level and a number of Credits.

1.5 The QF Level of a module is an indicator of the relative depth and complexity of learning, characterised by the Generic Level Descriptors (GLDs) of the Hong Kong Qualifications Framework, which set out the generic learning outcomes of the qualifications located at that level.

1.6 Each module is valued in terms of QF Credits (Credits). The value of the Credits in each module is an integer and is normally proportional to the number of NLHs an average learner would take to acquire the learning outcomes of the Module. One Credit is equivalent to 10 NLHs in the Module.

1.7 The Pre-requisite of a module is the requirement that must be fulfilled before a learner can register in the particular module.

1.8 The Co-requisite of a module refers to other module(s) that must be taken concurrently with (or prior to registration in) the particular module.

1.9 A Definitive Programme Document (DPD) details the aims and objectives of the programme, general entry requirements, programme contents, module syllabuses, learning and teaching methods, assessment plans, programme management and operation, resources, rules governing assessment and the awards, and other relevant information.

1.10 The Maximum Registration Period is the duration a learner is allowed to register in the course of study. Credits earned, including those earned through Credit Transfer (see Clause 1.11), during the Maximum Registration Period are, unless otherwise specified, valid throughout the period for the purpose of claiming the award concerned. The Maximum Registration

Period is normally 4 years, or for a period of years normally equivalent to the programme duration² (N) plus 2 more years, as deemed appropriate by the respective Programme Board. For a programme with a programme duration shorter than 12 months, the Programme Board concerned should decide on the Maximum Registration Period with due reference to the above principle.

1.11 Credit Transfer refers to granting of Credits in recognition of learners' prior learning within and/or outside VTC, upon meeting the conditions laid down in Clause 4.1. The Credits earned through Credit Transfer can be used to meet the Credit Requirements of a programme, except for a programme that comprises one single module (see Clause 4.1).

1.12 Module Exemption normally refers to the exemption of Credits in recognition to learners' prior learning within and/or outside VTC, upon meeting the condition(s) laid down in Clause 4.2.

1.13 Core Modules refer to those modules that are critical to the acquisition of knowledge, skills and attitude that are considered essential for the award the programme of studies concerned leads to. They must be successfully completed to form part of the Credit Requirements. Elective Modules are modules that a learner can select to make up the remaining Credit Requirements for the respective award in the programme concerned. A programme may include Elective Modules where appropriate.

1.14 The Module Mark (M) is a weighted average of the marks of all assessments received by a learner in a module and will appear on the learners' Transcript of Study (see Clause 13.1) but not on the respective Programme Certificate (see Clause 13.2). Module Mark is defined as:

$$M = \frac{\sum_i W_i A_i}{\sum_i W_i}$$

Note: 2. The programme duration refers to the nominal study duration of the programme as defined by the DPD.

where A_i is the mark of the i^{th} Assessment scored by the learner in the module, and W_i is the weighting of the i^{th} Assessment.

Module Marks shall be expressed as a percentage rounded to the nearest integer value. The maximum mark of a module and individual assessment is 100 with 40 being the Pass Mark (see Clause 7.2).

1.15 The Cumulative Module Average (CMA) of a learner is a weighted average, calculated upon successful completion of the Credit Requirements leading to the award concerned, of the Marks of all relevant Modules the learner has obtained. It reflects the learners' overall performance in the programme/award concerned. The CMA is mainly used to determine the classification of the award a learner will obtain and will not appear on the learners' Programme Certificate and Award Transcript (see Clause 13.2). The CMA is defined as:-

$$CMA = \frac{\sum_i M_i C_i}{\sum_i C_i}$$

where

- M_i is the Module Mark of Module i studied by the learner, and C_i is the value of Credit of Module i .
- The summation includes Modules whose Credits are earned through Credit Transfer but excludes failed Modules, exempted Modules and Modules assessed on a Pass/Fail basis.
- If a learner has successfully completed more Elective Modules and earned more Credits than those required for the award, the Elective Modules shall be ranked according to their Module Marks. In addition to the Core Modules concerned, the summation shall include the Elective Modules with higher Module Marks.
- If a learner has attempted the same module more than once, the Module Marks of the best attempt will be used for the calculation of CMA.
- If a learner has passed all modules required for the award concerned, including modules passed after condonement, the minimum CMA that the learner will get is 40.

1.16 For a programme which comprises one single module, the CMA is the Module Mark.

1.17 When calculating the CMA, the results are rounded to the nearest one decimal place.

2. Enrolment

2.1 To enrol on a Programme, learners must fulfil the entry requirements detailed in the DPD. The minimum entry requirement of a programme is the minimum academic qualification (and/or, where appropriate, other relevant attributes) that an applicant should normally attain to reasonably assure that he/she will be able to complete the programme of study, within the Maximum Registration Period.

2.2 Specifically, the General Minimum Entry Requirements are listed as follows:

Programme	General Minimum Entry Requirements
PC and PD Programmes	<ul style="list-style-type: none"> - Five HKDSE subjects at Level 2 or above, including English and Chinese Languages, or equivalent; or - Five HKCEE subjects at Grade E/Level 2 or above, including English and Chinese Languages, or equivalent ; or - Completion of a QF Level 3 programme that is deemed acceptable to the respective Programme Board³; or - Relevant RPL qualification(s) at QF Level 3 or above <u>AND</u> a pass in an entrance assessment, which can be either oral or written; or - Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Board <u>AND</u> a pass in an entrance assessment, which can be either oral or written.

Note : 3. Programme Board is a board to oversee the day-to-day operation of the programme and monitor its quality. The name of Programme Board may vary depending on the related programme management structure.

Programmes at QF Level 3	<ul style="list-style-type: none"> - Completion of S6 under the new academic structure/ S5 under the old academic structure, or equivalent; or - Completion of a QF Level 2 programme that is deemed acceptable to the respective Programme Board; or - Relevant RPL qualification(s) at QF Level 2 or above <u>AND</u> a pass in an entrance assessment, which can be either oral or written; or - Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Board <u>AND</u> a pass in an entrance assessment, which can be either oral or written.
Programmes at QF Level 2	<ul style="list-style-type: none"> - Completion of S3; or - Completion of a QF Level 1 programme that is deemed acceptable to the respective Programme Board; or - Relevant RPL qualification(s) at QF Level 1 or above <u>AND</u> a pass in an entrance assessment, which can be either oral or written; or - Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Board <u>AND</u> a pass in an entrance assessment, which can be either oral or written.

Where appropriate, requirements on work experience / employment status of an applicant may also be included.⁴ Individual programmes may have additional requirements as deemed appropriate by the Programme Board concerned. Details of additional entry requirements must be stipulated in respective DPDs.

Note : 4. Irrespective of mode of delivery, programmes can be classified as pre-employment programmes which are in general for school leavers and in-service programmes which are in general for working adults. There are normally requirements on work experience or employment status of the applicants for entry to in-service programmes.

Mature applicants, i.e. those aged 21⁵ or above with at least two years' relevant work experience, may also be accepted. For programmes with a different age requirement for consideration of admission of mature applicants, VETAB approval must be sought. Where appropriate, the applicant may be required to pass an entrance assessment, which can be in an oral and/or written form.

3. Credit Requirements

3.1 In order to be eligible for the award that the programme leads to, a learner must have satisfactorily completed the Credit Requirements in terms of the type, number, QF Level and other requirements for the award, as stipulated in the DPD, and within the Maximum Registration Period from the date of first enrolment in the Programme.

3.2 The minimum Credit Requirements for programmes leading to a Certificate, Diploma, Professional Certificate or Professional Diploma award are depicted in the table below:

QF Level	Award Title	Minimum Credit Requirements
1 - 4	Certificate	3 Credits
3	Diploma	60 Credits
4	Professional Certificate	45 Credits
4	Professional Diploma	120 Credits

3.3 If a learner fails an Elective Module, the learner can elect the failed module or another Elective Module as required to make up the remaining Credit Requirements for the award subject to the offering of the module and availability of places.

Note : 5 Effective date: AY2016/17 onwards. The age requirements of mature applicants of programmes offered by PEAK will remain at age 23 (approved by VETAB vide Paper VETAB 13/15).

3.4 Credits earned through Credit Transfer on meeting the condition laid down in Clause 4.1 are counted in the calculation of a learner's CMA of the award concerned (see Clause 1.15).

4. Credit Transfer and Module Exemption

4.1 Credit Transfer is made on an individual module basis. Credit Transfer is normally based on formal academic achievements obtained within and/or outside VTC, on the condition that the module concerned is identical in respective programmes in terms of the number of Credits, intended learning outcomes, QF level and assessment standards. Upon approval, the learner will earn Credits of the corresponding Modules thereby contributing towards the awards of the Programme he/she aims for. A learner is not allowed to meet credit requirements of a programme through 100% Credit Transfer. Under this principle, Programme Boards should set the maximum percentage of Credit Transfer allowed for their programmes.

4.2 Individual Module Exemption is normally granted based on formal academic achievements, RPL qualifications and/or relevant experience with documented evidence of attainment of the required learning outcomes and must be defined in the DPD. Where required, assessments on the attainment may be conducted. A learner may also be granted, on other justifiable grounds such as disabilities, Module Exemption from studying a module which forms a requirement of the award he/she aims for.

4.3 When permission of Module Exemption is granted, the learner will not earn credits from the module concerned and, accordingly the credit requirements for the awards of the Programme for the learner concerned will also be adjusted accordingly. The exemption granted shall be reflected in the learner's Transcript of Study.

4.4 A learner is not allowed to meet credit requirements of the awards of the Programme through 100% Credit Transfer. Also, a learner is not allowed Module Exemption for more than 50% of the total remaining number of the Credits of the awards of the Programme after Credit Transfer, while Module Exemption granted on other justifiable grounds (see Clause 4.2) should normally not constitute more than 25% of the total remaining number of the Credits required for an award after Credit Transfer.

4.5 The guidelines for granting Credit Transfer and Module Exemption must be defined in the DPD, while Module Exemption granted on other justifiable grounds (see Clause 4.2) is considered on a case-by-case basis. Approval of Credit Transfer and Module Exemption rests with the respective Programme Board.

5. Multiple Attempts of a Module

5.1 The decision of allowing a learner multiple attempts to study a module that he/she already passed rests with the respective Academic Committee, which will take into account nature of the programme and related requirements. In such cases, within the Maximum Registration Period, there is no limit to the number of attempts for a learner to study a passed module.

5.2 There is no limit on the number of attempts for a learner to repeat a failed module within the Maximum Registration Period.

5.3 If a learner attempts the same module more than once, the highest of the module marks of the same module will be used for the calculation of CMA.

6. Attendance

6.1 The decision of having attendance requirements for a Programme rests with the respective Academic Committee, which will take into account nature of the Programme and related requirements. For pre-employment Programmes⁶, the minimum attendance requirement for an individual Programme/Module is normally 70% of the maximum possible attendance, where maximum possible attendance includes normal class attendance only. Individual Programmes/Modules may impose a higher percentage as appropriate subject to the approval of the relevant Programme Board.

6.2 Where attendance requirements are applicable, a learner's attendance is calculated based on the maximum possible attendance for the Programme/Module. Information regarding attendance policy and its implementation arrangements must be detailed in the DPD of the Programme concerned.

Note: 6. Pre-employment programmes in general are for school leavers, irrespective of mode of delivery. There are normally no requirements on work experience or employment status of the applicants for entry to these programmes.

6.3 Where attendance requirements are applicable, learners not satisfying the minimum attendance requirement of a Programme or a specific Module of a Programme will not be awarded the qualification concerned, unless approval of the Director/Principal of the VTC member institute concerned has been granted.

7. Assessments, Marks and Grades

7.1 The assessments for a Module may include End-of-Module Assessment (EA) or Continuous Assessment (CA) or both. Both EA and CA can be in the form of laboratory work, assignments, tests, projects, case studies, practical assessments, and performance appraisal, etc. The contribution of EA and/or CA to the Module Mark must be specified in the DPD.

7.2 The minimum pass mark for a module is 40%, which is the minimum requirement in each assessment as detailed in the DPD. Learners need not pass all individual assessments / components to pass a module. Where appropriate, individual Programme/Module Board may set additional criteria on passing a Module, based on the nature of the module concerned and/or requirements of relevant industry, professional bodies and/or financial funding scheme.

7.3 The EA, if any, of a module normally takes place towards the end of a module. Assessment components under CA are normally completed before the start of EA.

7.4 Module Marks shall be expressed as a percentage, rounded to the nearest integer value. When a learner fails to obtain the minimum pass mark for a Module, the Module Mark will be represented by the Module Grade 'F' in the Learner's Transcript of Study.

7.5 For Modules which are assessed on a simple Pass/Fail basis, a three-tier grading scheme, i.e. Fail (F), Pass (P) and Pass with Merit (M), might be used if necessary. Modules assessed on a Pass/Fail basis will not be included in the calculation of the CMA (see Clause 1.15).

8. Reassessment Mechanism

8.1 There is no reassessment on a module basis (which refers to one reassessment to cover Continuous Assessment and End-of-module Assessment). Learners who fail a module will be required to re-take the module concerned, or to take another elective module, if the failed module is not a core module of the programme of study the learner is pursuing.

8.2 If a learner fails an individual assessment of a module, he/she may be allowed to conduct further works and/or be reassessed in order to make up for the shortfall. Learners passing the reassessment shall be awarded a mark of 40%, or the minimum pass mark as stipulated in respective DPD (see Clause 7.2), for the assessment component concerned in the calculation of the Module Mark. For learners who are granted reassessment for individual assessments within a module based on mitigating factors beyond the learners' control, the actual mark obtained in the reassessment will be used in the calculation of the Module Mark.

8.3 Reassessment can be administered at a time deemed appropriate by the Programme Team concerned, and should normally be conducted in a form that is comparable, though not necessarily identical, to the original assessment.

8.4 Under any circumstances, there will not be a second reassessment for individual assessments.

8.5 Notwithstanding Clauses 8.1-8.4, where deemed necessary, Programme Board may instead adopt Module Assessment (Repeat) for a Programme, to allow learners of the Programme concerned to improve on their overall module marks of a Module. If so adopted, details of the justifications and related criteria for allowing Module Assessment (Repeat) must be included in the respective DPD. In general, if learners who have already passed a Module are allowed to take Module Assessment (Repeat), the approval is normally given to cater for external circumstances such as meeting requirements of professional bodies or financial funding scheme. Personal reasons on the part of the learners (e.g. for self-challenge) should not be considered.

8.6 The adoption of Module Assessment (Repeat) for a Programme, once decided, applies to all Modules within the Programme concerned, and is implemented in accordance with the conditions laid down in Clauses 8.7 – 8.9.

8.7 In general, the application for Module Assessment (Repeat) should be made by a learner and the Module Assessment (Repeat) should be taken, within the Maximum Registration Period allowed for the programme concerned.

8.8 The Module Assessment (Repeat) should be similar to the original module assessment in terms of the number and type of individual assessments and their level of difficulty. Learners taking the Module Assessment (Repeat) of a module must take all of its individual assessments.

8.9 The actual marks obtained in each individual assessment of the Module Assessment (Repeat) shall be used for the calculation of the module mark after the Module Assessment (Repeat) and the learner concerned will be issued another Transcript of Study which records his/her performance in the Module Assessment (Repeat). The highest of the module marks obtained in all attempts of the same module shall be used in the calculation of the CMA for the award (See Clause 1.15).

9. Condonement

9.1 Condonement shall only be granted under special circumstances with the support and endorsement of the Board of Examiners and subsequent approval of the Academic Committee concerned.

10. Assessment Regulations

10.1 All assessments shall follow the assessment regulations approved by the VETAB. The Board may decide, from time to time, to introduce additional regulations governing invigilation, conduct of assessments and judgement of allegations of cheating as appropriate.

11. Withdrawal

11.1 In order to be eligible for the award of the Programme a learner is enrolled on, he/she must have satisfactorily completed the requirements, as stated in the DPD, within the Maximum Registration Period from the date of

the first enrolment on that Programme. A learner who fails to meet this time scale shall be required to withdraw from the Programme, unless approval of extension of Maximum Registration Period is granted (See Clause 12.1).

11.2 A learner may officially withdraw from a Programme by notifying the Programme Leader in writing of his/her intention to do so.

11.3 A VTC member institute may, at any time, require a learner who is found to have committed serious violation of prevailing regulations to terminate his/her studies on disciplinary grounds. Normally, this requires the approval of the Director/Principal of the VTC member institute at the recommendation of the Programme Leaders.

12. Extension of Maximum Registration Period

12.1 A learner who wishes to extend his/her Maximum Registration Period may apply to the Programme Leader in writing. Extension, if given, should normally not exceed 12 months.

13. Transcript and Certification for Module and Programme

13.1 A Transcript of Study may be issued at a time specified by the Programme/Module Board concerned as a record of the performance of a learner during the period, including failed modules and exempted modules and modules for which the credits are gained through Credit Transfer.

13.2 Upon successful completion of the respective Credit Requirements and other requirements as stipulated in the DPD for the Programme concerned, learners will be granted the relevant award and issued the Programme Certificate (see Clause 13.3) together with the Award Transcript. The Award Transcript normally includes a list of the modules passed (including those after Credit Transfer) and/or exempted in the programme upon graduation but not the failed modules. For modules with multiple attempts, only the best result is shown. The learner's performance in each Module is expressed in the form of a Module Mark or Grade as defined in Clauses 1.14, 7.4 and 7.5. A designated symbol is also used to denote a Module which was exempted (see Clause 4.2).

13.3 A Programme Certificate contains information on the title and the QF level of the respective award, and the classification of the award and date of conferment for the learner concerned. A certification for individual modules may also be issued if considered necessary.

14. Award

14.1 Cert, Dip, PC & PD programmes shall normally be classified according to the recipient's Cumulative Module Average (CMA) as follows.

<u>Classification</u>	<u>Range of CMA</u>
Distinction	$75 \leq \text{CMA}$
Credit	$65 \leq \text{CMA} < 75$
Pass	$40 \leq \text{CMA} < 65$

14.2 The CMA is not shown on the Programme Certificate and Award Transcript.

15. External Examiners

15.1 The Cert, Dip, PC and PD programmes shall each have a Programme External Examiner to oversee the overall academic standards/performance of learners in the programme concerned. A Programme External Examiner is nominated by the respective Programme Board and appointed by the Academic Committee concerned to perform duties as specified in the Regulations for External Examiners approved by the VETAB. Where appropriate, Module External Examiners may also be appointed to oversee the academic standard/performance of learners of individual modules.

16. Boards of Examiners

16.1 The performance of the learners in a Cert, Dip, PC or PD Programme shall be considered and approved (except special cases) by a Board of Examiners (BoE), which may look after a number of programmes.

16.2 The minimum composition of the BoE is: -

- the Chairman: an academic staff member at the Senior Lecturer/Training Consultant/Principal Instructor (or equivalent) rank or above nominated by the Chairman of the Academic Committee;
- the Programme External Examiner;
- the Programme Leaders; and
- a secretary.

16.3 In the exceptional circumstance that the Programme External Examiner is unable to attend the BoE meeting which requires his/her attendance, he/she must submit a written report to the Chairman of the Board commenting on the learners' overall performances. When such a BoE is conducted without the presence of any External Examiner, the recommendations of the BoE must be forwarded to the External Examiner(s) concerned for endorsement.

16.4 The BoE shall be responsible for the decisions it makes on the qualification and classification to be awarded to each learner as well as its decisions concerning the assessment of individual modules.

16.5 The Academic Committee has the authority to consider and approve special cases recommended by the BoE and award lists and classification of award for Programmes under its purview, under the delegated authority of the VETAB.

17. Appeals

17.1 A learner may appeal against the decision of a BoE, and/or the rulings of a Disciplinary Board on an allegation of cheating in line with the Appeals Regulations approved by the VETAB. Appeals must be received within 7 working days from the day on which the assessment results are published, or within 3 working days from the day the learner is informed of the decision of the Disciplinary Board.

APPENDIX 45

GENERAL ACADEMIC REGULATIONS FOR IVE / HKDI / SBI / YC COURSES UNDER OLD ACADEMIC STRUCTURE

(Except 2-Year 5-Semester Higher Diploma, Diploma In Vocational Education, Certificate In Vocational Studies And Diploma In Vocational Studies Courses)

Preamble

The purpose of these General Academic Regulations is to provide a framework within which Courses leading to a formal qualification at Higher Diploma, Diploma, Higher Certificate, Certificate, Foundation Diploma, Foundation Certificate, Vocational Certificate and Craft Certificate Level from the Hong Kong Institute of Vocational Education (IVE), the Hong Kong Design Institute (HKDI), the School of Business and Information Systems (SBI) and the Youth College (YC) can operate satisfactorily. They have been formulated to conform to good practice in, and gain accreditation from, both local and international institutions. The way in which a specific Course meets these regulations is detailed within its Validated Course Scheme.

The regulations have been designed to achieve a balance between the requirements of maintaining relevant academic standards and not placing unreasonable demands or conditions on the majority of students who attend the Institute.

Assessment and progression are as much a matter of collective judgement as of calculation. It is impossible to predict all of the exceptional circumstances that are likely to affect a small minority of the students and it is unrealistic to legislate for such cases. Hence, in exceptional circumstances, each Board of Examiners is empowered to make decisions on special cases, provided that academic standards are not jeopardized and students are not unfairly treated. All decisions for Higher Diploma, Diploma, Higher Certificate, Certificate, Vocational Certificate and Craft Certificate Level courses will require the ratification of the Discipline Academic Committee under the delegated authority of the VETAB. All decisions for Foundation Diploma / Foundation Certificate courses will require the ratification of the Foundation Studies Board under the delegated authority of the VETAB.

As the need arises, the VETAB reserves the right to amend these regulations. Such changes will normally be implemented at the start of the academic year following the approval. In case the changes need to be implemented earlier, every effort will be made not to disadvantage students in their current year of study. All students must be informed in writing of the regulations that are in force for the Academic Year they are studying.

It is the responsibility of the Discipline Academic Committee to ensure that the Course regulations detailed in the respective Validated Course Schemes for Higher Diploma, Diploma, Higher Certificate, Certificate, Vocational Certificate and Craft Certificate Level courses comply with these General Academic Regulations. The Foundation Studies Board is responsible for the Foundation Diploma / Foundation Certificate courses.

1. Definitions

1.1 A Course is a set of studies leading to a specific qualification.

1.2 A Subject Group is a grouping of a number of full-time Diploma (D) and Higher Diploma (HD) Courses in related academic fields which share a common first year curriculum; or Higher Diploma courses having the same award and are managed by the same Programme Board.

1.3 A Module is a set of studies defined by a syllabus, including aims, pre-requisites (if necessary) and teaching and assessment methods. The topics studied in a Module support the Module aims and are normally related to a single theme. The curriculum hours of a Module should be multiples of 15.

1.4 The Notional Study Hours of a Module is the amount of time an average student would take to acquire the learning outcomes. It consists of both timetable and non-teaching hours. The non-teaching hours may cover self-learning, resource gathering, internet work, field work, and other relevant ingredients.

1.5 An academic year is divided into three periods of academic activities called Semesters: the Autumn Semester starts in September, the Spring Semester around January/February and the Summer Semester in July.

1.6 A Semester and Modular Course is one in which Modules are grouped by Semesters and students are normally assessed in each Module at the end of the Semester. It is mandatory for the major teaching, learning and assessment activities of every module to be done within one single Semester.

1.7 The term Level is used for different stages of study of a Higher Diploma course with multiple entry and exit points. For full-time mode of study, the nominal duration to complete a Level is one year.

1.8 The Maximum Registration Period for a Course is the maximum number of years a student is allowed in completing the Course.

- a) For various Courses adopting the Semester and Modular System (except the PTE Multi-Entry-Multi-Exit (MEME) HD courses), the respective Maximum Registration Periods are calculated according to the formulas below:

Nominal Duration (N Years)	Maximum Registration Period (Years)	
	Full-time Courses	Part-time Courses
$N \geq 2$	$N + 2$	$N + 3$
$N = 1$	2	3

- b) For the part-time MEME HD courses, the Nominal Duration and Maximum Registration Period for each Entry Level are listed below:

Entry Level	Normal Study Duration (Years)	Maximum Registration Period (Years)
Level 4	2	5
Level 3	3	6
Level 2	4.5	8
Level 1	No new intake at Level 1 entry	

1.9 A Validated Course Scheme (VCS) is the definitive document for a Course(s), or suite of Courses forming a Subject Group. The VCS details the aims and objectives of the Course, the entry requirements, Course content, module syllabuses, teaching and learning methods, assessment, Course management and operation, resources, rules governing assessment and awards, and other relevant information.

1.10 Irrespective of the mode of study, the curriculum, the Minimum Curriculum Hours (MCH) and the exit level for a given award must be the same. There is no difference between awards obtained through part-time or full-time study.

1.11 The minimum numbers of curriculum hours of and entry requirements for various courses, including mandatory practical training and industrial placement components, for normal progression are as follows:

Types of Courses	Min. Number of Curriculum Hours	General Minimum Entry Requirement
4-year Higher Diploma	1900	Completion of Secondary 5 (for Entry to Level 1)
3-year Higher Diploma	1400	5 subjects at Grade E or Level 2 in HKCEE, including English Language ¹ and Chinese Language
2-year Higher Diploma	900	1 A-Level subject / 2 AS-Level subjects at Grade E or above in HKALE and 5 subjects at Grade E / Level 2 or above including English Language and Chinese Language in HKCEE
1-year Higher Diploma	450	A relevant IVE Diploma or Higher Certificate

Note 1: Applicants taking HKCEE English Language in 2006 or before should attain Grade E or above (Syllabus B) / Grade C or above (Syllabus A)

Types of Courses	Min. Number of Curriculum Hours	General Minimum Entry Requirement
Diploma	1000	5 subjects at Grade E or Level 2 in HKCEE, including English Language and Chinese Language
Foundation Diploma	500	Completion of Secondary 5
Part-time Vocational Certificate	360	Completion of Secondary 5
Part-time Higher Certificate	360	A relevant IVE Certificate
Part-time Certificate	360	5 subjects at Grade E or Level 2 in HKCEE, including English Language and Chinese Language
Part-time Foundation Certificate	360	Completion of Secondary 5

1.12 The minimum number of curriculum hours of a MEME Higher Diploma course is 1900 and the general requirements for entry to its different levels are as follows:

General Minimum Entry Requirement of MEME Higher Diploma course	
Level 1:	Completion of Secondary 5
Level 2:	5 subjects at Grade E or Level 2 in HKCEE, including English Language and Chinese Language
Level 3:	1 A-Level subject / 2 AS-Level subjects at Grade E or above in HKALE and 5 subjects at Grade E / Level 2 or above in HKCEE including English Language and Chinese Language
Level 4:	A relevant IVE Diploma or Higher Certificate

1.13 The award of a Craft Certificate can be attached to a range of craft studies, which may have different modes and duration. The mode and course duration (in years, and if appropriate, curriculum hours) must be specified on the award document.

1.14 Each Module of a Course carries a Module Value (N) with one Module Value normally equivalent to 15 curriculum hours. It is expected that a substantial proportion of modules in a course would have 45 curriculum hours, hence a Module Value of three.

1.15 The Module Contribution (C) is a weighting which reflects the value the Module contributes to the Course as defined in the Validated Course Scheme.

1.16 Each Module carries a Credit Value (V) which is normally proportional to the number of notional study hours an average student would take to acquire the learning outcomes of the Module. A Credit Value of one is equivalent to 10 notional study hours in the Module.

1.17 The Module Mark (M) is the overall assessment of a student's achievement in a Module and is based on a variety of forms of assessments, as described in the Validated Course Scheme and prescribed by the Module Lecturer(s).

1.18 The Module Grade is a letter grade derived from the student's performance in the Module when a passing Module Mark is not available. (See Clauses 5.3 and 5.5)

1.19 The Semester Module Average (SMA) is a weighted average of the Module Marks received by a student, excluding modules assessed on Module Grade basis, and exempted Modules, calculated at the end of each Semester. It reflects the student's performance in a Semester.

The SMA is defined as: -

$$SMA = \frac{\sum MNC}{\sum NC}$$

where

- The summation is over all Modules studied by the student during the Semester, including passed and failed Modules, if any.

- All Module Marks used for the calculation of SMA are marks before re-assessment and/or condonement, if any.
- If a student has passed all modules studied in the semester, including modules passed after condonement and / or reassessment, the minimum SMA that the student will get is 40.

1.20 The Course Module Average (CMA) of a student is a weighted average, calculated upon successful completion of the Course, of the Marks of all Modules in the Course the student has obtained. It reflects the student's overall performance in the Course. The class of award a student obtains is mainly determined by the CMA (see Clause 7.1).

The CMA is defined as: -

$$CMA = \frac{\sum MNC}{\sum NC}$$

where

- The summation does not include Modules assessed on Module Grade basis.
- The summation does not include exempted Modules.
- For an internal transfer student, the summation covers also modules studied and passed by the student in other VTC course(s) provided that (a) these modules can be mapped onto modules in the existing course, and (b) these module marks have not been previously used for claiming an VTC award.
- All Module Marks used for the calculation of CMA are marks before re-assessment and/or condonement, if any.
- For repeating Module, the Module Mark obtained at a successful, hence the last attempt (see Clause 3.5(i)) will be used in the calculation of CMA.
- If a student has passed all modules of a course, including modules passed after condonement and / or reassessment, the minimum CMA that the student will get is 40.

1.21 When calculating the Semester Module Average (SMA) and the Course Module Average (CMA), the results are rounded up to the nearest 0.1%.

2. Enrolment, Transfer and Module Exemption

2.1 To be enrolled in a Course, students must fulfil the entry requirements detailed in the Validated Course Scheme.

2.2 The regulations for admission of applicants with advanced standing must be defined in the Validated Course Scheme. The granting of advanced standing status is based on the applicant's overall academic qualifications, instead of on a module-for-module basis. An applicant with advanced standing normally is in possession of a formal qualification which is substantially higher than the minimum entry requirement for the course. Diploma and Higher Certificate graduates applying for entry to a related full-time HD course are classified as applicants with advanced standing.

2.3 A student may not be simultaneously enrolled on more than one Course leading to a qualification in VTC without the prior approval of the Principal(s) concerned.

2.4 Transfer from one Course to another within the same campus must be approved by the Principal. Transfer to a Course in a different campus must be approved by the receiving Principal. Enrolment on an VTC course after successful completion of another VTC course is considered a new admission instead of transfer.

2.5 Upon transfer, the student's marks of relevant completed Modules are transferred to the corresponding Modules of the receiving Course, for the purpose of calculating the CMA (see Clause 1.20). Since these Modules will not be studied by the student after the transfer, the marks will not be used for calculating the SMA (see Clause 1.19). The Module Value and the Module Contribution of the receiving Course will apply. The time already devoted to the old Course is counted towards the Maximum Registration Period for the new Course.

2.6 Students admitted to common year-1 of 3-year Higher Diploma and 2-year Diploma Courses in a Subject Group will normally proceed to the second year of the respective Courses after successful completion of the first two Semester Module Sets (see Clause 3.2). However, they may apply for progression to the second year of another Course in the same Subject Group subject to availability of places. The priority for a transfer-cum-progression is based on the applicants' academic results in the year-1 studies. Progression to year-2 studies of a Course within the Subject Group is not a Course transfer.

2.7 Individual Module exemption is normally granted based on formal academic achievements and / or relevant experience with documented evidence of attainment of the required learning outcomes and must be defined in the Validated Course Scheme. A student may not normally be exempted from more than fifty percent of the total Module Value of the Course. For a MEME Higher Diploma, the "50% rule" applies to the remaining Levels a student has to study. When the module exemption is more than 50% of the total module value of a Level, the student will not be eligible for the exit award of the Level concerned. Transfer of Module marks following a course transfer, as mentioned in Clause 2.5, is not classified as Module exemption.

3. Module Selection for Full-time and Part-time Day-Release Courses

3.1 A student enrolled on a full-time or part-time day-release Course and has never failed in any Module is a Mainstream Student. A new student is a mainstream student until he/she has failed in one or more Modules, but subsequently he/she can be reverted to the status of a mainstream student (see Clause 3.6).

3.2 Modules in a full-time or part-time day-release Course are divided into a number of Semester Module Sets. A 3-year Course has 6 Semester Module Sets, for 3 Autumn and 3 Spring Semesters, plus possibly one or two Semester Module Sets for the Summer Semesters which may cover practical training, industrial placement and others. The department has the authority to swap up to one-third of the module values between Semester Module Sets to maximize resource utilization and for other reasons.

3.3 A Semester Module Set may include compulsory and elective Modules.

3.4 In any Semester, a mainstream student must take all compulsory Modules in the Semester Module Set, plus the exact number of electives as detailed in the Validated Course Scheme, if any, less any exempted modules. The choice of the electives is at the discretion of the student, subject to availability of vacancies and minimum class size requirement. The department may decide not to offer one or more electives because of resource constraints, even though these electives are in the Semester Module Set.

3.5 A full-time or part-time day-release student who has failed in at least one Module is given flexibility in Module selection, subject to the following rules:

- a) A Module can only be selected provided that he/she has passed the pre-requisite Modules, if any, in earlier Semesters.
- b) He/She must select all re-study Module(s) which are offered in the Semester as the first priority, before attempting new modules. It is permissible to take both types of modes in the same Semester.
- c) He/She should plan the pace of study so that it is possible to complete the Course within the Maximum Registration Period.
- d) Normally a full-time student (with the exception in Clauses 3.5 e & f) is allowed to take in each Semester a total Module Value of between 12 and 24, excluding practical training and industrial placement Modules. Approval from the Academic Director is required if either limit is exceeded. The lower limit is relaxed if
 - there are not enough Module Values for the student to select from, because the student needs less than 12 Module Values to complete the course, and/or
 - the modules he/she needs are not all offered in the semester, and/or
 - the selection of some modules are prohibited by Clause 3.5(a).Under such circumstances, the student must select as many modules as possible subject to Clause 3.5(a).
- e) Notwithstanding 3.5(d) above, if a full-time or part-time day-release student has failed more than 40% of the total studied Module Values for an academic year, he/she will not be allowed to progress to the next level of study.
- f) Notwithstanding 3.5(d) above, for students who have to re-study failed modules, the Department should register them with a suitable number of modules so that the total Module Values are equal or comparable to that of the semester concerned (i.e. at the most 4 MVs more than his/her peers), except with the approval of the Academic Director.
- g) There is no limit on the number of attempts for a student to repeat a failed Module.
- h) A student is allowed to repeat a failed Module in any appropriate course, campus and mode of study.
- i) A student is not allowed to re-study a module which he/she has already passed.

3.6 A full-time or part-time day-release student who has failed in one or more Modules will be reverted to the status of a mainstream student if, at the end of the Semester, he/she has passed exactly all Modules in the Semester Module Sets up to that Semester. Starting from the following Semester he/she shall abide by Clause 3.4.

4. Module Selection for Part-time Evening Courses

4.1 There are no Semester Module Sets for a part-time evening Course.

4.2 A student of a part-time evening Course is allowed some flexibility in planning the pace of study and in module selection, subject to the following rules:

- a) A Module can only be selected provided that he/she has passed the pre-requisite Modules, if any, in earlier Semesters.
- b) A vacancy exists on the Module.
- c) There is no limit on the number of attempts for a student to repeat a failed Module.
- d) A student is allowed to repeat a failed Module in any appropriate course, campus and mode of study.
- e) A student is not allowed to re-study a module which he/she has already passed.
- f) He/She should plan the pace of study so that it is possible to complete the Course within the Maximum Registration Period

4.3 The Programme Board may allow the student to decide only on the number of modules to be taken in a semester, and then offer a number of module combinations for the student to pick one.

4.4 A Part-time Evening student is allowed to take in each Semester a total Module Value of not more than 12, excluding practical training and industrial placement Modules. Approval from the Academic Director is required if this limit is exceeded.

5. Assessments, Marks, Grades and Transcript of Study

5.1 The minimum pass mark for a Module is 40%, with 40% as the minimum requirement in each form of assessment as detailed in the Validated Course Scheme.

5.2 The forms of assessment for a Module may include examination and continuous assessment such as assignments, tests, laboratory work and others. The contributions of examination and continuous assessment to the Module Mark must be specified in the Validated Course Scheme.

5.3 Module Marks shall be expressed as a percentage, rounded up to the nearest integer value. When a student fails to obtain the minimum pass mark in any form of assessment for a Module, the Module Mark (M) will be represented by the Module Grade F in the student's Transcript of Study. (See Clause 5.16).

5.4 The symbol I (incomplete, including deferral) may be used by the Board of Examiners when a student has not satisfied the assessment requirements of a Module but it is satisfied that the student had mitigating circumstances beyond his/her control which prevented the completion of one or more forms of assessment. The Board will also decide on the additional work necessary for the student to reach a passing mark and the date by which it must be completed.

5.5 a) For Modules which are assessed on a simple pass/fail basis, a Grade P shall be assigned to passed Modules and a Grade F to failed Modules.

b) For Structured Whole Person Development (SWPD) Modules

i) a three-tier grading scheme, i.e. Fail (F), Pass (P), or Pass with Merit (M), will be used and shown on the Transcript of Study to reflect the student's performance in the Modules. A Grade "M" above. The grade / mark of SWPD Modules will not be included in the calculation of the Semester Module Average or Course Module Average.

ii) student is required to pass the SWPD modules included in his / her course of study before graduation.

5.6 There is a Main Round (Round-1) examination near the end of each Semester for all modules with examination as one of the forms of assessment. Other forms of assessment, such as Continuous Assessment, are normally completed before the start of Round 1 examination.

5.7 A student who fails to present himself/herself for examination at the time and place published in the Examination Schedule is deemed not to have fulfilled the requirements of the Module(s) concerned, and will be failed in the Module(s), unless permission to the contrary has been given by the Head of the Department concerned.

5.8 There is no attendance requirement for Higher Diploma (except Level 1 of 4-year Higher Diploma), Diploma, Higher Certificate and Certificate courses.

5.9 For students enrolled on Level 1 of 4-year Higher Diploma, Foundation Diploma, Foundation Certificate, Vocational Certificate and Craft Certificate courses, the minimum attendance requirement for individual module would be :-

- a) Full time and Part-time Day-release courses: 80% of the maximum possible attendance; and
- b) Part-time Evening courses: 70% of the maximum possible attendance

where the maximum possible attendance includes only normal class attendance and not the scheduled end-of-module examination. Students not satisfying the minimum attendance requirement per module should not be allowed to sit for the final examination nor be awarded module mark / grade if the module is assessed with 100% continuous assessment, unless approval of the Campus Principal has been granted.

5.10 The Board of Examiners may allow a student who has failed in one or more forms of assessment for a Module to be reassessed. If re-assessment is granted, the Board will decide on the form(s) of re-assessment, which may or may not be related to the form(s) of assessment that the student has failed. Furthermore, re-assessment may take the form of a viva, or others, which are not amongst the original forms of assessment for the Module.

5.11 The Board of Examiners may allow a student who has failed any number of Modules in a Semester to be re-assessed in the failed Modules.

5.12 There is a Round-2 Examination in each Semester for:

- a) students who have failed in some modules and are required by the Board of Examiners to take a supplementary examination as a form of re-assessment. Calculation of results of these students obtained at the Round 2 examination is governed by Clause 5.14.
- b) absentees from the Round-1 examination without valid reasons. These students are considered to have failed the Round-1 examination and for them the Round-2 Examination is the re-assessment. Calculation of results of these students obtained at the Round 2 examination is governed by Clause 5.14.
- c) absentees from the Round 1 Examination with valid reasons. Their marks obtained at the Round 2 examination are treated as if they were obtained at the Round 1 examination.

5.13 There will be no Round-3 Examination.

5.14 A student who passes a Module by reassessment or by condonement shall: -

- a) be awarded a pass grade P for pass / fail Modules covered by Clause 5.5, or
- b) receive a pass mark of 40% for the form of assessment that has been reassessed or condoned, and
- c) have his/her Module Mark raised to 40% if it was originally less than 40%, or
- d) have his/her Module Mark remained unchanged if it was originally greater than or equal to 40%.

The changed marks shall be recorded in the Student Records System and the student's Transcript of Study. These changes in marks will not, however, affect the calculations of the SMA and CMA. (See Clauses 1.19 and 1.20).

5.15 All examinations shall follow the Examination Regulations authorized by the VETAB. The Board may decide, from time to time, additional regulations governing invigilation, the conduct of examinations and the judgement of allegations of cheating, which shall be promulgated amongst students not later than the date when examination schedules are published.

5.16 The Transcript of Study is issued at the end of each Semester after any reassessment or additional work, and is a record of the performance of a student from the time of first enrolment on the Course till the end of the Semester. The Transcript of Study includes two parts: (a) A cumulative list of the Modules passed, failed and/or exempted up to the last Semester, and (b) the Modules passed, failed and/or exempted in the current Semester. When a student re-attempts and passes a previously failed Module, the record of the failure will be removed from the cumulative list [Part (a)]. Thus upon graduation, a Transcript of Study will not have any record of failed Modules. The student's performance in each Module is expressed in the form of a Module Mark or Grade. The marks and symbols which may appear on a Transcript of Study are:

- the Module Mark M, an integer in the range 40 to 100;
- the Module Grade F as defined in Clauses 5.3 and 5.5(a) & (b);
- the symbol I denoting an incomplete Module as defined in Clause 5.4;
- the Grades P (Pass), F (Fail) or M (Pass with Merit) as defined in Clauses 5.5(a) & (b);
- the symbol Z denoting exemption from a Module.

The Semester Module Average or Course Module Average are not shown on the Transcript of Study.

6. Withdrawal from the Course

6.1 A student whose SMA (Semester Module Average) in both the Autumn and Spring Semesters of the same Academic Year are below 40% will normally be required to withdraw from the Course.

6.2 In order to be eligible for an award, a student must have satisfactorily completed the requirements, as stated in the Validated Course Scheme, within the Maximum Registration Period from the date of first enrolment on that Course (period of deferment is counted). A student who fails to meet this time scale shall be required to withdraw from the Course.

6.3 A student may officially withdraw from a Course by notifying the department in writing of his/her intention to do so.

6.4 A student shall be deemed to have unofficially withdrawn from a Course if, without prior approval of the department, he/she has not been present for scheduled Course activities for a period of four consecutive weeks.

7. Awards

7.1 Higher Diplomas, Higher Certificates, Diplomas, Certificates, Foundation Diplomas, Foundation Certificates, Vocational Certificates and Craft Certificates shall normally be classified according to the recipient's Course Module Average (CMA) as follows: -

<u>Classification</u>	<u>Range of CMA</u>
Distinction	$75 \leq \text{CMA}$
Credit	$65 \leq \text{CMA} < 75$
Pass	$40 \leq \text{CMA} < 65$

7.2 It is expected that the percentage of Credit awards and above should normally not exceed 40% of the number of students passing the final assessment. The Board of Examiners has the discretion to lower the Distinction and/or Credit boundaries by no more than 2 percentage marks without further approval from the Discipline Academic Committee / Foundation Studies Board (for Foundation Studies courses) under the delegated authority of the VETAB.

7.3 Any other adjustment of the grade boundaries must be based on sound academic judgement and will require the approval of the Discipline Academic Committee / Foundation Studies Board (for Foundation Studies courses) under the delegated authority of the VETAB.

7.4 A student who has failed to complete a course within the Maximum Registration Period but during the enrolment has passed all or the vast majority of modules of a lower level course, may be granted a fall-back award. The recommendation to grant a fall-back award or otherwise, shall rest with the Board of Examiners. Such recommendations would require the formal approval of the Discipline Academic Committee / Foundation Studies Board (for Foundation Studies courses) under the delegated authority of the VETAB.

7.5 Where a student has failed to complete all the required Modules of a Course, the Board of Examiners may, as an exceptional case, consider the recommendation of an Aegrotat award on strong documented medical grounds or, in very exceptional cases, may consider the recommendation of an award for well documented reasons other than medical grounds. Such recommendations would require the formal approval of the Discipline Academic Committee / Foundation Studies Board (for Foundation Studies courses) under the delegated authority of the VETAB.

7.6 The award on successful completion of each level of study of a MEME Higher Diploma is as follows:

Level	Award on Successful Completion of the Level of study
Level 1	Foundation Diploma
Level 2	Certificate
Level 3	Diploma
Level 4	Higher Diploma

8. External Examiners

8.1 Each Course in IVE / SBI / HKDI / YC shall have an External Examiner nominated by the Chairman of the Programme Board and appointed by the Discipline Academic Committee / Foundation Studies Board (for Foundation Studies courses) to perform duties as specified in the Regulations for External Examiners approved by the VETAB.

9. Boards of Examiners

9.1 The performance of all students studying in a Course in each Semester should be considered by a Board of Examiners (BoE) as specified in the Validated Course Scheme. There are two types of BoE, the Module level BoE and the Course level BoE, as detailed in Clauses 9.2 and 9.3 below.

9.2 The Module level BoE of a Course will consider the performance of all students enrolled on the Course in individual Modules, in particular, the pass list of each module. The minimum composition of the BoE is: -

- the Chairman: an academic staff member at SL rank or above nominated by the Academic Director or Chairman of a Programme Board under FSB (for Foundation Studies courses);
- the Course Leader (and Course Coordinators if more than one campus);
- all Module Examiners; and
- a secretary.

9.3 The Course level BoE of a Course will consider the overall performance of all students enrolled on the Course, in particular, the awards list including classification, and a list of students who will be required to withdraw from the course. The minimum composition of the BoE is: -

- the Chairman: an academic staff member at PL rank or above nominated by the Academic Director or Chairman of FSB (for Foundation Studies courses);
- the Course Leader (and Course Coordinators if more than one campus);
- the External Examiner(s);
- the Module Examiners; and
- a secretary.

9.4 In the event that the studies defined by the same Validated Course Scheme are offered at more than one campus and they lead to the same named Award, these studies are construed to constitute a single Course in accordance with Clause 1.1. In this event, the Course will have a common Module level BoE and a common Course level BoE.

9.5 In the exceptional circumstance that an External Examiner is unable to attend a BoE meeting, he / she must submit a written report to the Chairman of the Board commenting on the students' overall performances. If a Course level BoE is conducted without the presence of any External Examiner, the recommendations of the BoE must be forwarded to the External Examiner(s) of the Course for endorsement before confirmation of the BoE minutes.

9.6 In the exceptional circumstance that a Module Examiner is unable to attend a meeting of Board of Examiners, he / she must submit a written report to the Chairman of the Board commenting on the students' overall performances, in particular, on students who have failed or whose performance has been marginal, and, where appropriate, also nominate a representative who is familiar with the students' performances to attend the Board, with the authority to make binding decisions on that Module.

9.7 The Board of Examiners shall be responsible for decisions it makes on the qualification and classification to be awarded to each student completing the Course as well as its decisions concerning the assessment of individual Modules.

9.8 The Discipline Academic Committee / Foundation Studies Board (for Foundation Studies courses) has the authority to receive, review and approve the results from each Board of Examiners, under the delegated authority of the VETAB.

10. Appeals

10.1 A student may appeal the decision of a Board of Examiners, and/or the rulings of a Disciplinary Board on an allegation of cheating in line with the Appeals Regulations approved by the VETAB. Appeals must be received within 7 working days from the day the assessment results are published, or within 3 working days from the day the student is informed of the decision of the Disciplinary Board.

APPENDIX 46

GENERAL ACADEMIC REGULATIONS FOR APPLIED LEARNING COURSES

Preamble

The purpose of this set of General Academic Regulations is to provide the academic framework for the operation of the Applied Learning (ApL) courses under the New Senior Secondary (NSS) Curriculum to be offered and/or delivered by the VTC starting from the Academic Year (AY) 2010/11. The way in which the ApL courses meet these regulations is detailed within its Validated Course Scheme (VCS).

Under the NSS curriculum, students have to take 4 core subjects and 2 to 3 elective subjects. In addition to the 24 NSS subjects, a wide spectrum of ApL courses are made available for students' choice to suit their different orientations and abilities. ApL complements senior secondary subjects by offering studies with stronger elements of practical learning linked to broad professional and vocational fields. With equal emphasis on the development of knowledge, skills and attitudes, ApL aims at enabling students to understand fundamental theories and concepts through application and practice, and to develop their generic skills using authentic contexts. Starting from the AY 2010/11, students can take ApL courses as elective subjects in their S5 and S6 studies.

ApL courses, being an integral part of the senior secondary curriculum, follow the curriculum design and assessment framework with reference to the Applied Learning Curriculum and Assessment Guide (Senior Secondary Level) jointly prepared by the Curriculum Development Council (CDC) and the Hong Kong Examinations and Assessment Authority (HKEAA). In the document *New Senior Secondary Applied Learning Courses (2010-12 Cohort): Handbook for Course Providers*, prepared by the Education Bureau (EDB), a number of requirements, including study duration, entry requirements and student attendance have been prescribed. It also stipulates that all assessment results are to be submitted to the HKEAA for moderation to ensure consistency of assessment standards. This set of regulations, developed under the broad

framework as set by the EDB and with due reference to the GARs of the other VTC mainstream courses, is formulated with a view to ensuring the academic standards of the ApL courses offered and/or delivered by the VTC.

In exceptional circumstances, each Board of Examiners (BoE) is empowered to make decisions on special cases, provided that academic standards are not jeopardized and students are not unfairly treated. All decisions will require the ratification of the Foundation Studies Board (FSB) under the delegated authority of the Vocational Education and Training Academic Board (VETAB).

The VETAB reserves the right to amend these regulations in accordance with new / revised requirements of the EDB and the HKEAA for ApL courses. All students must be informed in writing of the regulations that are in force for the AY in which they are studying. It is the responsibility of the Applied Learning Course Board (ApLCB) to ensure that the regulations detailed in the VCS for the ApL courses under its purview comply with these General Academic Regulations.

1. Definitions

1.1 A Course is a set of inter-related studies, defined through a set of course objectives and learning outcomes to be achieved and by a curriculum structure, leading to a specific qualification.

1.2 A Module is a block of learning defined by a syllabus, including aims, intended learning outcomes, learning and teaching strategies, assessment plans, and, if necessary, pre-requisites and co-requisites. It is a constituent part of a course contributing to the award.

1.3 Normally the Course is completed within two academic years in part-time day mode or part-time day mode with Summer Block. A Summer Block is a block of intensive lessons normally conducted in July / August of the first academic year.

1.4 Maximum Registration Period is the maximum number of years a student is allowed to complete a course. The Maximum Registration Period for studying the Course is 3 years.

1.5 A Validated Course Scheme (VCS) is the definitive document for a Course. The VCS details the aims and objectives of the course, the minimum entry requirements, course content, module syllabuses, teaching and learning methods, assessment, course management and operation, resources, rules governing assessment and awards, and other relevant information.

1.6 The Module Contribution (C) is a weighting which reflects the value the Module contributing to a course as defined in the VCS.

1.7 The Module Mark (M) is the overall assessment of a student's achievement in a Module expressed in percentage and is based on a variety of assessment components, as described in the VCS. It is used for the calculation of Course Module Average (CMA) (see Clause 1.8).

1.8 The Course Module Average (CMA) of a student is a weighted average of the Marks of all Modules the student has obtained in the Course. The result is rounded up to the nearest 0.1%; and reflects the student's overall performance upon course completion.

The CMA is defined as:

$$CMA = \frac{\sum(MC)}{\sum(C)}$$

where the summation does not include the module(s) for which the student has been exempted from all of its/their assessments (see Clause 4.5).

The CMA will be considered and endorsed by the Board of Examiners (BoE) for submission to the HKEAA for moderation and determination of the level of attainment.

2. Entry Requirements and Enrolment

2.1 To be enrolled on the Course, students must fulfil the entry requirements and meet the selection criteria, if any, as detailed in the Validated Course Scheme.

3. Attendance

3.1 The minimum attendance requirement for a Course is 80% of the maximum attendance, on a course basis, where maximum possible attendance includes normal class attendance only. Students not satisfying the minimum attendance requirement will not be awarded the Course Module Average, unless approval of the Chairperson of the ApLCB has been granted.

4. Assessments, Marks, Grades and Exemption from Assessment

4.1 There are three levels of performance in ApL courses as promulgated by the HKEAA:

- a) Attained with Distinction;
- b) Attained; and
- c) Unattained

A cut score will be proposed to the HKEAA for the minimum level of "Attained" for the respective ApL course.

4.2 The forms of assessment for a Module may include assignments, tests, practical work and others. The contributions of each form of assessment to the Module Mark must be specified in the VCS.

4.3 Normally there is no reassessment for individual assessments of a

module. However, a student absent from an assessment with valid reasons may apply, in written form and substantiated with documented proof, for reassessment. Upon the granting of the approval, the actual marks obtained in the reassessment will be used in the calculation of the Module Mark. The reassessment can be conducted in a form that is comparable, though not necessarily identical, to the original assessment.

4.4 Module Mark shall be expressed as a percentage rounded up to the nearest integer value.

4.5 Students with special needs (e.g. SEN) may apply for exemption from an assessment or part of an assessment. Such applications must be based on valid grounds such as hearing impairment, substantiated with documented proof and are subject to the approval of the Chairperson of the ApLCB with due regard to the VTC's general guidelines for exemption. In general, the part(s) being exempted should contribute to no more than 20% of the maximum possible marks of the Course.

4.6 If a student is exempted from all the assessments of a module, the module will not be included when calculating the CMA of the student (see Clause 1.8).

4.7 If the exempted assessment(s) / part(s) of an assessment constitute(s) only a portion of all the assessments of a module, the exempted assessment(s) / part(s) of an assessment will not be included in the calculation of the Module Marks of the Module concerned. The mark(s) obtained in the remaining assessment(s)/part(s) of the assessment(s) will be used on a pro-rata basis for the calculation of the Module Mark.

4.8 Where applicable, details of exemption on assessment should be shown on the Transcript of Study for the student concerned (see Clause 6.1).

4.9 A student who is exempted from an assessment or part of an assessment is still required to attend all scheduled classes of the Module concerned; the attendance of which will be counted in calculating the student's overall attendance in the course.

5. Assessment Regulations

5.1 All assessments shall follow the Examination Regulations authorized by the VETAB. The Board may decide, from time to time, additional regulations governing invigilation, the conduct of examinations and the judgement of allegations of cheating, which shall be promulgated amongst students not later than the date when examination schedules are published.

6. Transcript of Study

6.1 The Transcript of Study is issued on completion of the Course after any reassessment or additional work, showing all the modules and the student's overall performance in the Course after moderation by the HKEAA and, where applicable, details of exemption on assessments (see Clauses 4.5-4.7).

7. Deferment, Withdrawal and Dismissal

7.1 Under special circumstances and on justifiable grounds, a student may be permitted to defer his / her studies for a period of up to 12 months. The period of deferment is counted in calculating the Maximum Registration Period (see Clause 1.4). Applications for deferment of studies will require the approval of the Chairperson of the ApLCB.

7.2 In order to be eligible for an award, a student must have satisfactorily completed the requirements, as stated in the Validated Course Scheme, within the Maximum Registration Period from the date of the first enrolment on the course on which period of deferment is counted. A student who fails to meet this time scale shall be required to withdraw from the Course.

7.3 A student may officially withdraw from the Course by notifying the department / centre in writing of his / her intention to do so.

7.4 The VTC may, at any time, require a student who is found to have committed serious violation of prevailing regulations to terminate his / her studies on disciplinary grounds.

8. Award

8.1 The award to be granted to the recipients will be based on the final results announced by the HKEAA, with two levels of reporting as stated below:-

- a) Attained, or
- b) Attained with Distinction

The classification of awards lies with the HKEAA. Students whose level of performance is classified as "Unattained" are not eligible for the award.

9. External Examiners

9.1 The Course shall have an External Examiner nominated by the Chairman of the ApLCB and appointed by the FSB to perform duties as specified in the Regulations for External Examiners approved by the VETAB.

10. Boards of Examiners

10.1 The performance of all students studying in the Course in each academic year should be considered by the Board of Examiners (BoE) as specified in the Validated Course Scheme.

10.2 The BoE of the Course will consider the performance of all students enrolled on the Course and, in particular, endorse the Course Module Average to be submitted to the HKEAA for moderation; and a list of students who will be required to withdraw from the Course.

10.3 The composition of the BoE comprises at least the following: -

- the Chairman: Chairman of the ApLCB or his / her representative (who shall normally be an academic staff member at PL rank or above);
- the External Examiner(s);
- the Course Leader; and
- a secretary.

10.4 In the exceptional circumstance that an External Examiner is unable to attend a BoE meeting, he / she must submit a written report to the Chairman of the Board commenting on the students' overall performances. If a BoE is conducted without the presence of any External Examiner, the recommendations of the BoE must be forwarded to the External Examiner(s) of the Course for endorsement before confirmation of the BoE minutes.

10.5 The Board of Examiners shall be responsible for decisions it makes regarding students' results in individual Modules.

10.6 The FSB has the authority to receive, review and approve the results from each Board of Examiners under its purview, under the delegated authority of the VETAB.

11. Appeals

11.1 A student may appeal the rulings of a Disciplinary Board on an allegation of cheating and / or the decision of a BoE on his / her assessment results in individual Modules in each academic year. Procedures for handling appeals will be in accordance with EDB / HKEAA guidelines / instructions.

11.2 Appeals against the classification of attainment as announced by the HKEAA will be processed in accordance with the regulations / procedures as set by the HKEAA.

APPENDIX 47

GENERAL ACADEMIC REGULATIONS FOR OPERATING VOCATIONAL ENGLISH PROGRAMME – MODULE CERTIFICATE, CERTIFICATE, ADVANCED CERTIFICATE, AND PROFESSIONAL CERTIFICATE AWARDS

Preamble

The purpose of these General Academic Regulations (GARs) is to provide a framework within which the Vocational English Programme of the VTC can operate satisfactorily under a Credit Accumulation Mechanism with courses leading to Module Certificate award as the building block.

Operated under a Credit Accumulation Mechanism, each course carries a defined number of Credits. A student earns Credits after successfully completing the course. The Credits can be accumulated leading to an overarching award of Certificate, Advanced Certificate or Professional Certificate subject to students' meeting stipulated requirements. The framework of the VTC general award titles and their related credit requirements is given in the Appendix.

Assessment is as much a matter of collective judgement as of calculation. It is impossible to predict all of the exceptional circumstances that are likely to affect a small minority of the students and it is unrealistic to legislate for such cases. Hence, in exceptional circumstances, each Board of Examiners is empowered to make decisions on special cases, provided that academic standards are not jeopardized and students are not unfairly treated. All decisions leading to the awards of Module Certificate, Certificate, Advanced Certificate or Professional Certificate will require the ratification of the Languages Discipline Academic Committee under the delegated authority of the Vocational Education and Training Academic Board (VETAB). As the need arises, the VETAB reserves the right to amend these regulations.

It is the responsibility of the Languages Discipline Academic Committee to ensure that the regulations detailed in the Validated Vocational English Programme Document comply with these GARs.

1. Definitions

1.1 A Course refers to a set of studies defined through a syllabus, including aims, learning outcomes, learning and teaching strategies and assessment plans, and if necessary, pre-requisites and co-requisites, leading to the qualification of Module Certificate. Each course is assigned with a Qualifications Framework (QF) Level and a Credit Value.

1.2 Under a Credit Accumulation Mechanism, a student earns Credits after successfully completing a course. Subject to the Credit Requirements (see Clauses 3.1 & 3.2), the Credits can be accumulated leading to a specified award.

1.3 The Notional Study Hours of a Course is the amount of time an average student would take to acquire the defined learning outcomes. The Notional Study Hours consists of both curriculum hours and non-taught hours. The curriculum hours cover class contact hours, such as lectures, tutorials, seminars, laboratories and workshops. The non-taught hours cover supervised or unsupervised feedback sessions, independent study, and any other forms of learning activities required for the attainment of the learning outcomes.

1.4 The QF Level of a Course is an indicator of the relative depth and complexity of learning, characterised by the Generic Level Descriptors (GLDs) of the Hong Kong Qualifications Framework, which set out the generic learning outcomes of the qualifications located at that level.

1.5 Each Course is valued in terms of Credits (C) at a specified QF Level. The value of the Credits in each Course indicates the volume of learning and is determined by the number of notional study hours an average student would take to acquire the intended learning outcomes of the Course. One Credit is equivalent to 10 notional study hours.

1.6 The Pre-requisite of a Course is the requirement that must be fulfilled before a student can register in the particular Course.

1.7 The Co-requisite of a Course refers to other Course(s) that must be taken concurrently with (or prior to registration in) the particular Course.

1.8 A Validated Programme Document (VPD) is the definitive document for a programme. In this case, the Programme is the Vocational English Programme which is made up of a variety of courses at different QF levels, ranging from Levels 1 to 4.

1.9 Credit Transfer refers to granting of Credits in recognition of students' prior learning. The Credits earned through Credit Transfer can be used to meet the Credit Requirements leading to an award.

1.10 The Course Mark (M) is a weighted average of the marks of all assessments received by a student in a Course and will appear on the student's Course Transcript but not on the Course Certificate (Clause 10.1). It is defined as:

$$M = \frac{\sum_i W_i A_i}{\sum_i W_i}$$

where A_i is the mark of the i^{th} Assessment scored by the student in the course, and W_i is the weighting of the i^{th} Assessment.

The M is used to determine the classification of the Module Certificate award a student will obtain.

1.11 The Cumulative Average (CA) of a student is a weighted average, calculated upon meeting the Credit Requirements (see Clause 3.1) leading to a relevant award (Certificate, Advanced Certificate and Professional Certificate), of the Marks of all relevant Courses the student has completed. It reflects the student's overall performance in the award concerned. The CA is defined as:-

$$CA = \frac{\sum_i M_i C_i}{\sum_i C_i}$$

where

- M_i is the Course Mark of Course i studied by the student, and C_i is the value of Credit of Course i .
- The summation does not include those courses whose Credits are earned through Credit Transfer.

The CA is used to determine the classification of the Certificate, Advanced Certificate or Professional Certificate award a student will obtain.

1.12 When calculating the Course Mark and Cumulative Average, the results are rounded to the nearest one decimal place.

2. Enrolment

2.1 To enrol on a Course, students must fulfil the entry requirements detailed in the VPD.

3. Credit Requirements

3.1 In order to be eligible for the award of Certificate, Advanced Certificate, or Professional Certificate, a student must have satisfactorily completed the Credit Requirements in terms of the type, number, QF Level and other

requirements for the award, as stipulated in the VPD. Module Certificate courses of each award should cover four language skills, namely reading, writing, speaking and listening.

3.2 To obtain Certificate in Vocational English (Level 1), Certificate in Vocational English (Level 2), Advanced Certificate in Vocational English (Level 3) or Professional Certificate in Vocational English (Level 4), student must satisfy the Credit Requirements depicted in the following table:

QF Level	Qualification	Module Certificates Completed	Minimum Credit Requirement
1	Certificate in Vocational English	QF Level 1 or above	36 credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 1)
2	Certificate in Vocational English	QF Level 1 or above	36 credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 2)
3	Advanced Certificate in Vocational English	QF Level 2 or above	36 credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 3).
4	Professional Certificate in Vocational English	QF Level 3 and Level 4	45 credits in total, with at least 60% of the accumulated credits at the exit level (QF Level 4).

4. Multiple Attempts of a Course

4.1 There is no limit to the number of attempts for a student to study a Course.

5. Attendance

5.1 The minimum attendance requirement for a Course is 70% of the maximum possible attendance, where the maximum possible attendance includes normal class attendance only. Students not satisfying the minimum attendance requirement of a Course shall not be allowed to sit in the Final Assessment unless approval from the Academic Director (Languages) has been granted.

6. Assessments, Marks and Grades

6.1 Each Course must have a Course Assessment Scheme. The assessment for a Course includes Assignment and Final Assessment. A student must pass the Final Assessment to pass the course concerned.

6.2 The minimum pass mark of a Course and a Final Assessment is 40.

6.3 Normally, there is no reassessment for individual assessments of a course. A student absent from the Final Assessment with valid reasons may apply in writing with documented proof for reassessment. Upon the approval of the application by the Board of Examiners, the actual marks obtained in the reassessment will be used in the calculation of the Course Mark (M). The reassessment can be conducted in a form that is comparable, though not necessarily identical, to the original assessment.

7. Condonement

7.1 Condonement shall only be granted under special circumstances with the support and endorsement of the Board of Examiners and subsequent approval of the Languages Discipline Academic Committee.

8. Assessment Regulations

8.1 All assessments shall follow the assessment regulations approved by the VETAB. The Board may decide, from time to time, to introduce additional regulations governing invigilation, conduct of assessments and judgement of allegations of cheating as appropriate.

9. Withdrawal

9.1 A student may officially withdraw from a Course by notifying the Course Leader in writing of his/her intention to do so.

10. Module Certificate and Certificate / Advanced Certificate / Professional Certificate

10.1 A Module Certificate showing the Course studied, the Credit Value and the QF level is issued to a student upon his/her successful completion of the Course. It is issued together with the Course Transcript, which is a record of the performance of the student in the course. The Course Mark and attendance are shown in the Course Transcript.

10.2 Upon successful completion of Courses meeting the related Credit Requirements and other requirements, if any, as stipulated in the VPD, students may apply for the granting of a relevant award (Certificate, Advanced Certificate or Professional Certificate). The approving authority is the Languages Discipline Academic Committee. The student will be issued with the relevant award certificate together with the Transcript. The Transcript includes a list of the Courses passed and the related Course Marks.

11. Classification of Award

11.1 The award to be issued shall normally be classified according to the recipient's Course Mark (M) and Cumulative Average (CA) as follows:

<u>Classification</u>	<u>Range of M/CA</u>
Distinction	$75 \leq M/CA$
Credit	$65 \leq M/CA < 75$
Pass	$40 \leq M/CA < 65$

12. External Examiners

12.1 An External Examiner will be appointed by the Languages Discipline Academic Committee to oversee the overall academic standards/performance of students in the Module Certificate Courses at each QF level.

13. Boards of Examiners

13.1 The performance of the students shall be considered by a Board of Examiners (BoE) which looks after a cluster of Module Certificate courses.

13.2 The composition of the BoE should at least comprise the following: -

- the Chairperson: an academic staff member at Senior Lecturer rank or above nominated by the Academic Director (Languages)
- the Course Leaders
- the External Examiner(s)
- a Secretary

13.3 In the exceptional circumstance that the External Examiner is unable to attend the BoE meeting which requires his/her attendance, the Academic Director (Languages) must appoint an academic staff member at SL (or equivalent) rank or above to substitute him/her. When such a BoE is conducted without the presence of any External Examiner, the recommendations of the BoE must be forwarded to the External Examiner(s) concerned for endorsement.

13.4 The BoE shall be responsible for the decisions it makes on the qualification and classification to be awarded to each student as well as its decisions concerning the assessment of the students.

13.5 The Languages Discipline Academic Committee has the authority to review and approve the results from each BoE, under the delegated authority of the VETAB.

14. Appeals

14.1 A student may appeal against the decision of a BoE, and/or the rulings of a Disciplinary Board on an allegation of cheating in line with the Appeals Regulations approved by the VETAB. Appeals must be received within 7 working days from the day on which the assessment results are published, or within 3 working days from the day the student is informed of the decision of the Disciplinary Board.

Appendix to GARs for Vocational English Programmes

Framework of General Award Titles and Credit Requirements in VTC

QF Level	Module Level	Programme / Course Level			
		Qualifiers		Qualifiers	
5	Module Certificate (<36 credits*)	Graduate	Certificate (≥45 credits*)	Graduate	Diploma (≥120 credits*)
4		Professional	Certificate (≥45 credits*)	Higher	Diploma (≥300 credits*)
				Professional	Diploma (≥120 credits*)
3		(Optional) Advanced OR Vocational OR Proficiency	Certificate (≥36 credits*)	(Optional) Vocational OR Proficiency	Diploma (≥120 credits*)
2		(Optional) Basic OR Foundation	Certificate (≥36 credits*)	Foundation	Diploma# (≥120 credits*)
1		--	Certificate (≥36 credits*)	--	--

Notes:

* One Credit is equivalent to 10 notional learning hours.

Foundation Diploma award at QF Level 2 will not be given out starting 2012/13 with the launch of the New Foundation Diploma (the award name of which has yet to be determined).

APPENDIX 48

EXAMINATION REGULATIONS

Introduction

Students will be informed of the examination schedule at least one month before the commencement of the examination. They are responsible for presenting themselves for examination at the time and place published in the examination schedule.

The following rules must be studied carefully by all students taking examinations of Hong Kong Institute of Vocational Education. Students who fail to observe any of these rules may be disqualified from the examination, or suspended from their programme of studies.

1. Before Commencement of the Examination

1.1 Candidates shall not enter the examination room until so allowed.

1.2 Candidates are strongly advised not to bring mobile phones to the examination room. If they have mobile phones with them, the phones must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. If an electronic / communication device (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank and smart watches, hands-free headsets, tablets, etc.) is found in the pocket / on the body of a candidate, the candidate will be disqualified for the paper being examined. If the electronic / communication device placed under the chair is found switched on or sounded during the examination, the candidate may receive mark penalties. Candidates must put all their personal belongings in small bags that can be properly closed with a zip / buckle and the bags must be placed under their chairs. Furthermore, they should ensure that they do not have in their possession any unauthorised materials relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.

1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.

1.4 Candidates must bring their Hong Kong identity cards and student cards to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination room if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.

1.5 Candidates shall provide themselves with the necessary writing and drawing instruments. They shall only use the mathematical or other tables provided where appropriate.

1.6 Electronic calculators may be used in an examination. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic / word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.

1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.

1.8 Eating, drinking and smoking are not allowed in the examination room.

1.9 No candidate shall start the examination until instructed to do so by the invigilator.

2. During the Examination

2.1 No candidate shall normally be admitted to an examination room 30 minutes or more after the start of the examination.

2.2 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room with the approval of the invigilator. However, candidates may not be permitted to leave the examination room in the final 15 minutes of the examination.

2.3 During the course of the examination, candidates who have a need to leave the examination room for a short while should be accompanied by an invigilator.

2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to the Department.

2.5 If candidates are suspected of cheating, the front cover of their answer book will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorised materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.

2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. At the End of the Examination

3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.

3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room. They shall not take away any items issued by the invigilator out of the examination room, except for the examination papers. However, some examination papers, such as multiple-choice papers, may not be taken away.

3.3 Any complaint about the conduct of the examination shall be made in writing to the Department within 2 working days after the examination.

4. Arrangements during Bad Weather Conditions / in an Emergency

4.1 If a *pre-no. 8 special announcement / a typhoon signal no. 8 or above or red / black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed. Typhoons also refer to Tropical Cyclones.

4.2 No public announcements over radio and television regarding arrangements for scheduled examinations due to bad weather conditions will be made by Vocational Training Council. Students should follow the above arrangement when typhoon or rainstorm signal is hoisted. Students should also note that announcements made by the Education Bureau are not applicable to Hong Kong Institute of Vocational Education / Hong Kong Design Institute. If circumstances permit, relevant announcements on resumption and change of examination schedules due to bad weather conditions will be posted on VTC Homepage as soon as possible.

4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.

4.4 If a red / black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.

4.5 If a *pre-no. 8 special announcement / a typhoon signal no. 8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

Note:

* Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No.8 Special Announcement") within two hours of the hoisting of the No.8 Typhoon Warning Signal.

APPENDIX 49

APPEALS REGULATIONS

Students may appeal against his/her assessment results arising from the decision of a Board of Examiners (BoE), and/or the rulings of a Disciplinary Committee on an allegation of cheating or on behavioural problems. Section A describes the rules and procedure for handling appeals against the decision of a BoE. The rules and procedure for handling appeals against the rulings of a Disciplinary Committee are described in Section B. Section C gives the procedure for handling appeals against rulings of the VTC Student Disciplinary Committee.

A. Student Appeals on Assessment Results

Appeals at Departmental Level

1. The student (appellant) may lodge an appeal in written form against his / her assessment results to his / her own Department or through the Campus Secretariat (CS) within seven working days after the announcement of the results. The appellant is not required to pay the appeal fee at this stage. When the appeal is received by CS, CS should direct the case to the Head of Department concerned as soon as possible.
2. During the interim period when the appeal result is not yet known, the appellant concerned will still have to attend / take the supplementary examination or other supplementary assessment when required. (The student's supplementary examination paper will only be marked, if necessary, after the appeal result is known.)
3. The Department should process the appeal case and inform the appellant in writing the decision of the investigation panel within three working days.
4. The exact number of staff in the investigation panel responsible for handling appeal cases at departmental level should be decided by the department concerned based on the nature and seriousness of the case.

Appeals at Campus Level

5. Under the following circumstances, the case will be referred to the Academic Appeals Committee (AAC) of the Campus concerned for deliberation:

- a) The case cannot be settled locally at the departmental level, or
- b) The appellant is not satisfied with the decision of the investigation panel at the departmental level.

6. The appellant should submit a formal appeal to the Campus-based AAC (CAAC) via the CS within three working days after he / she has been informed of the decision of the departmental investigation panel. He / she will have to pay the appeal fee which is refundable upon successful appeal. The prevailing appeal fee is \$500 per module.

7. The CAAC will call a meeting within seven working days upon receipt of a formal appeal. It shall have the following composition:

- a) Chairman: Campus Principal or Vice Principal;
- b) Members: Head of Department concerned;
Academic / Programme Leader concerned or his / her representative;
Two teaching staff of another disciplines / departments / units;
- c) Secretary: Executive Officer appointed by the Chairman

On a need basis, the Chairman may seek advice from the relevant Academic Directors (ADs). The CAAC can co-opt other relevant persons as members at its discretion.

8. Any appeal on servicing modules should be considered by both the host department and the servicing department in co-operation.

9. The appellant, who may be accompanied by one fellow student, will be invited to present the case before the Committee if he / she wishes. The Chairman of the Board of Examiners and / or other relevant persons may also be invited to assist the investigation.

10. For cases with no inter-campus implications, the decision of the CAAC is final. The CS should inform the appellant in writing, with a copy to the relevant Discipline Academic Committee (DAC), of the decision of the CAAC within seven working days of the hearing.

11. If there are cases which have inter-campus implications, the CAAC may refer the cases to the Discipline AAC (DAAC) for further action depending on the involvement of other campuses. The DAAC should then call a meeting within seven working days upon receipt of the cases with composition as follows:

- a) Chairman: Academic Director who oversees the course concerned or Chairman of Foundation Studies Board (FSB) for Foundation Studies courses or their representative who should be at Directorate rank;
- b) Members: A Head of Department from each of the campuses concerned; Academic / Programme Leader concerned or his / her representative; Two teaching staff of other Disciplines;
- c) Secretary: Executive Officer appointed by the Chairman.

The DAAC can co-opt other relevant persons as members at its discretion.

12. The DAAC will consider all relevant cases from the CAACs and make a final decision. After the hearing, the DAAC should inform the originating CS of the results of the appeal cases concerned within three working days.

13. The originating CS on behalf of the relevant DAC should inform the appellant in writing the results of his / her appeal within seven working days after the DAAC hearing. (If there is any delay because of the need of DAAC to consider all relevant appeals together, the appellant should be informed verbally at the first instance followed by a letter from the originating CS within seven working days of the DAAC hearing.) The decision of the DAAC for cases with inter-campus implications is final.

14. The appeal fee will be refunded to the student concerned in case of successful appeal.

15. The originating CS should compile reports of appeal cases of the campus, on a Discipline basis, and pass the reports to the relevant DACs or FSB.

16. The DAC / FSB will present an annual report of all appeal cases of its Discipline, without identifying individual students, to VETAB in November each year for information.

Supplementary Examination Results

17. Appeals against the results of supplementary examinations will be processed in the same manner.

B. Student Appeals on the Ruling of a Student Disciplinary Committee

Appeals which are relating to Allegation of Cheating

18. An appeal from a student against a ruling made by a Campus-based Student Disciplinary Committee (CSDC) which is on allegation of cheating should be made to the DAAC via the CS within three working days after he / she has been informed of the ruling of the CSDC. He / she will have to pay the appeal fee which is refundable upon successful appeal. The prevailing appeal fee is \$500 per module. Such appeals should be referred to the DAAC by the CS of the campus concerned. The spirit of the procedures as detailed in paragraphs 11 to 13 in Section A above should be followed. The decision of the DAAC is final.

Appeals which are not Academic in Nature (e.g. students' behavioural problems)

19. An appeal from a student against a ruling made by a Disciplinary Committee which is not academic in nature should be made to the Student Appeal Committee (SAC) via the CS within three working days after he / she has been informed of the ruling of the Disciplinary Committee. Within seven working days of the receipt of a formal appeal, the SAC meeting shall be convened.

20. The SAC shall be chaired by a Campus Principal / Vice Principal appointed by a Deputy Executive Director with two other members at PL rank or above and one member at SSDO rank or above. They should not be members of the original Disciplinary Committee handling the case.

21. The student will have to pay the appeal fee which is refundable upon successful appeal. The prevailing appeal fee is \$500 per module. After the hearing, the SAC should inform the originating CS of the results of the appeal cases concerned. The originating CS on behalf of the SAC should inform the appellant in writing the results of his / her appeal within seven working days after the SAC hearing.
22. The decision of the SAC is final.

Refund of Appeal Fee

23. The appeal fee will be refunded to the student concerned in case of successful appeals.

Report of Appeal Cases

24. The originating CS should compile reports of all appeal cases which are academic in nature and pass it to the relevant DACs or FSB.
25. The DAC / FSB will present an annual report of all appeal cases which are academic in nature of its Discipline, without identifying individual students, to VETAB in November each year, for information.

C. Student Appeals Against Rulings of the VTC Student Disciplinary Committee (VTCSDC) on the Penalties of Established Cheating Cases

26. The appeals on the rulings of the VTCSDC on the penalties of established cheating cases must be received via the CS three working days after the student has been informed of the ruling. An appeal fee will be charged which is refundable upon successful appeal. The prevailing appeal fee is \$500 per module.
27. Within seven working days of the receipt of a formal appeal, the Student Disciplinary Appeals Committee (SDAC) meeting shall be convened. With

a Deputy Executive Director as the Chairperson, its membership comprises the Chairman of IVESDC, a representative of VETAB, a PSDO/SSDO and SAED(HQAS) or his / her representative.

28. The appellant shall have the right to appear in person before the SDAC to present the case if he / she wishes. He / she may also be accompanied by a fellow student. Other relevant persons (e.g. the invigilator concerned) may also be invited to appear and speak before the SDAC. After the hearing, the SDAC should inform within three working days the originating CS and VTCSDC of the result of the appeal case concerned.

29. The appellant shall be informed in writing of the result by the originating CS on behalf of the SDAC within four working days after the CS has received the decision made by the SDAC. In case of successful appeals, the appeal fee will be refunded.

30. The decision of the SDAC is final.

Terms of Reference of VTCSDC

To advise the VET Academic Board on policies and procedures relating to the handling of cheating cases in examination / in-course assessment.

To set up guidelines on the levels of penalty to be imposed for a range of cheating cases in terms of severity for reference by the Campus-based Student Disciplinary Committees (CSDC).

To receive established cheating cases submitted by individual campuses and to approve or moderate where appropriate the recommendations of the corresponding CSDC on the penalties to be imposed with due consideration to consistency of practice in IVE, HKDI, SBI, YC, HTI, CCI, ICI, MSTI and Pro-Act.

To devise and review the policies, guidelines and procedures for handling cheating cases.

To perform any other related tasks as required by the VET Academic Board.

Composition of VTCSDC

Chairperson

A Principal appointed by a Deputy Executive Director

Members

One teaching staff member at Senior Lecturer rank or above from each of the Discipline Academic Committees and Foundation Studies Board nominated by their respective Chairmen

A Principal Student Development Officer / Senior Student Development Officer elected among themselves

Senior Assistant Executive Director, Headquarters (Academic Services) or his / her representative

Co-opted Members

Invited at the discretion of the Chairperson

Secretary

Officer, Headquarters (Academic Services)

APPENDIX 50

REGULATIONS FOR EXTERNAL EXAMINERS / EXTERNAL MODULE EXAMINERS OF AWARD-BEARING PROGRAMMES AT QF LEVELS 1-4 OF IVE, HKDI, SBI, YC, HTI, CCI, ICI, MSTI, PA CENTRES AND PEAK

Preamble

The appointment of External Examiners/External Module Examiners aims to provide an external and impartial review on the general and academic standards of programmes/modules in the Hong Kong Institute of Vocational Education (IVE), the Hong Kong Design Institute (HKDI), the School of Business and Information Systems (SBI), the Youth College (YC), the Hotel and Tourism Institute (HTI), the Chinese Culinary Institute (CCI), the International Culinary Institute (ICI), the Maritime Services Training Institute (MSTI), the Pro-Act (PA) Centres and the Institute of Professional Education And Knowledge (PEAK). It also serves the function of allowing staff in Departments / Centres to benefit from the professional and academic experience of their peers from other academic institutions or industry. External Examiners/External Module Examiners are normally appointed from within the local community unless specific approval from respective DED concerned is obtained for doing otherwise.

The purpose of these regulations is to provide a framework for the engagement of External Examiners/External Module Examiners to ensure uniformity across Programme/Module Boards in accordance with a minimum set of criteria.

Following the VTC's "fitness for purpose" approach to quality assurance, Academic Committees (AC)¹ may make slight modification and further develop their own regulations and guidelines for specific duties of External

Note: 1. Academic committees are committees under VETAB to oversee implementation of academic policies and procedures, and ensure the programme/module quality and standards. The name of an academic committee may vary depending on the related programme management structure. For example, academic committees are termed as "Discipline Academic Committee" in IVE/HKDI, "Foundation Studies Board" in YC etc.

Examiners/External Module Examiners, within the framework as stipulated in this document.

1. General Regulations

1.1 Every programme shall have an External Examiner (EE) to oversee the overall academic standards / performance of students in the programme. (In this regard, a subvented programme and a self-financed programme of the same name and curriculum are considered to be one programme.) For a multi-disciplinary programme, an External Examiner may be appointed to represent each respective discipline in the programme. If there is a need to appoint more than one External Examiner for a non-multi-disciplinary programme, approval from respective DED concerned is required. External Module Examiners (EME) are to be appointed to oversee the academic standards / performance of students for modules under a Module Board. Where appropriate, EME may also be appointed for other modules.

1.2 Approval Authority – An External Examiner/External Module Examiner is normally nominated by the Programme/Module Board in charge of the programme / module and appointed by the relevant Academic Committee (AC). For multi-disciplinary programmes, the nominations must be agreed by the relevant ACs concerned and appointed by the AC of the Host Discipline.

1.3 Nomination Period - Nomination for a new EE/EME or the re-appointment of a serving EE/EME should reach the approving party in good time to enable appointment to be made in the early part of an academic year.

1.4 Period of Appointment - Appointments will normally be made for a period of not more than four academic years.

1.5 An EE shall be appointed in the first year of operation of a new programme. An EME shall be appointed in the year when the module is taught.

1.6 An EE / EME shall be paid an honorarium.

1.7 Each EE should normally look after not more than 5 Type A programmes² at one time. Although there is no specific number of other types of programmes/modules that an EE/EME can at most oversee, the governing AC should exercise due judgement on deciding the number of programmes/modules to be assigned to an EE/EME by making reference to the work load, the expertise of the EE/EME, and operation efficiency.

2. Criteria for Appointment

2.1 A candidate proposed for appointment should normally have the following qualifications and experience:

- (a) a relevant academic qualification or equivalent;
- (b) substantial relevant post-qualification experience in education or training or in the field concerned; and
- (c) preferably, knowledge of Hong Kong Qualifications Framework (QF) and associated quality assurance mechanism.

(Remark: With the endorsement from AC, individual Programme/Module Board may have additional criteria for appointment.)

2.2 Candidates for EE/EME would normally exclude all past full-time or part-time staff members of the Vocational Training Council who have been involved in the delivery or management of the programme/module concerned within the preceding three years.

Note: 2. Extracted from the Procedures for Programme Development, Revision and Review for VTC Award-bearing Programmes at QF Levels 1-4)

Type	QF Level	Programme Title
A	4	Higher Diploma
	3	Diploma of Vocational Education, Diploma of Foundation Studies
B	4	Professional Diploma, Professional Certificate
	3	Diploma
	1 - 4	Certificate of 36 credits or more
C	1 - 4	Certificate of less than 36 credits *

* This refers to standalone Certificate.

3. Information to be Provided to External Examiners / External Module Examiners Upon Appointment

3.1 Upon appointment, the respective EE(s)/EME(s) will be provided with a copy of the following reference documents:

- (a) the Definitive Programme Document (DPD), including module syllabuses, where appropriate;
- (b) all documented changes made to the Definitive Programme Document;
- (c) the roles and duties of an EE/EME;
- (d) the latest Programme/Module Quality Analysis Report, where appropriate;
- (e) the guidelines for assessment, if any, and the Module Assessment Schemes of the modules under his/her purview, and for EEs, a summary of Module Assessment Schemes for each programme concerned (See Appendices 1 & 2); and
- (f) relevant information on Qualifications Framework (QF), including the Generic Level Descriptors (GLD) and Specification of Competency Standards (SCS) of pertinent industry sectors.

3.2 In addition to the information detailed in Regulation 3.1 above, an EE/EME may request copies of:

- (a) the General Academic Regulations;
- (b) any other institutional or departmental policy papers related to the operation and assessment for the programme/module; and
- (c) any other relevant information such as overall performance statistics which would allow an EE/EME to form a better view of the delivery and assessment processes involved in a programme/module.

4. Roles of an External Examiner and External Module Examiner

4.1 An EE/EME should be familiar with the aims, overall content, assessment methods, mode of operation and the key academic regulations of the programme/module, for which he/she is responsible.

4.2 An EE must satisfy himself/herself that the standards set by the Board of Examiners (BoE) are consistent with the programme aims, and the level of the programmes is comparable with similar programmes offered at other local or overseas institutions. He/She must also satisfy himself/herself that the assessments are duly administered to reflect the learning outcomes achieved at the intended QF level of the programme.

4.3 An EME must satisfy himself/herself that assessment requirements of modules meet the learning aims and outcomes of the modules and reflect the intended QF level of the modules, and that the Module Intended Learning Outcomes are aligned with the Programme Intended Learning Outcomes.

4.4 An EE/EME may make suitable recommendations for improvement in the programme curriculum, module syllabuses, delivery and operation, assessment methods or the design of assessments.

5. Duties of an External Examiner and External Module Examiner

5.1 The duties of an EE/EME are to:

- (a) visit the operating campus(es) / site(s) to
- verify that the programme/module design/delivery is in accordance with the specifications in the programme document;
 - discuss with staff and students the operation of the programme/module;
 - provide comments for improving the operation of the programme/module; and
 - inspect sample project briefs, portfolios, artefacts, test papers, answers scripts, laboratory sheets and reports, and projects/assignments with corresponding marking schemes / assessment criteria / assessment plans;

- (b) vet the examination papers and marking schemes for the modules of the award bearing years of the full-time programmes and all modules of the part-time programmes or those using module accumulation structure under his/her responsibility to ensure that the overall paper design complies with the objectives and evidence thus collected from the assessment would reflect the learning outcomes at the intended QF levels of the modules. In particular, the EE/EME should take into account the standard of the questions, syllabus coverage, and presentation;
- (c) check the marking of a representative sample of examination scripts, student projects, and other assessment works etc., for the modules of the award-bearing years of the full-time programmes and the modules of the part-time programmes or those using module accumulation structure, to ensure that the marking is consistent with the marking schemes;
- (d) examine the module assessment schemes to ensure that the assessment method, assessment criteria and assessment tasks are generally in order; and
- (e) complete an EE/EME report(s) covering, where appropriate, the following issues:
- the overall performance of students in the programme/module, their strengths and weaknesses and the quality of knowledge and skills demonstrated;
 - the appropriateness of the study load of the programme/module;
 - the standard, syllabus coverage and quality of the assessment tasks / examination papers and continuous assessments, with reference to the objectives / intended learning outcomes and QF levels of the modules, where appropriate;
 - the quality of marking schemes and marking;
 - the appropriateness of the assessments in relation to the QF level of the modules, where applicable;
 - the functioning and conduct of the BoE; and
 - recommendations or suggestions for programme improvement in curriculum, syllabuses, and teaching and assessment methods.

5.2 In addition to the duties as specified in Regulation 5.1 above, the duties of an EE include the followings related to BoE meetings.

- (a) attend Programme-level BoE meetings when the assessment results of the programmes/modules with which he/she is concerned are discussed. In

the unlikely event that he/she is unable to fulfill this commitment, he/she must submit a written report to the Chairperson of the Programme-level BoE commenting on the students' overall performance to the programme/module prior to the meeting and consider recommendations of the Board for endorsement;

- (b) advise the BoE Chairperson on the procedures and decision making process in the Programme-Level BoE for consistency with good educational practice; and
- (c) make recommendations on special cases, pass/fail status and the award of qualifications for students.

5.3 Normally, an EME is not required to attend a Module-level BoE meeting. However, the EME can be invited to attend the Module-level BoE meeting on need basis, for example, if there are special cases to be considered, where his/her duties are similar to those listed above.

5.4 An EE/EME should observe the confidentiality in handling all assessment papers and related documents on the operation of the programmes concerned. He/She should let the Chairperson of the relevant Programme/Module Board know as soon as possible if there is any conflict of interest in his/her performing the duty as EE/EME. He/She should also respect copyrights and other intellectual property rights and do his/her best to comply with the applicable copyright laws and regulations.

5.5 The Programme/Module Board should provide the EE/EME with the relevant documents and information in good time to facilitate their discharge of the duties. The documents include, but are not limited to:

- (a) a set of the proposed examination papers and marking schemes of the modules for which they are responsible, at least four weeks in advance of the printing date of the examination papers;
- (b) agenda, relevant papers and minutes of the BoE meeting for the EE/EME; and
- (c) sample teaching and learning packages (TLP) and works of assessment tasks / examination scripts and continuous assessment work of the students, covering the higher, medium and low ranges of marks.

5.6 Where there is disagreement between the EE/EME and the majority of the internal staff at a Programme-level/Module-level BoE meeting, the EE/EME may request the Chairperson of the Programme-level/Module-level BoE to refer the issue to the approving authority for further deliberation/decision.

APPENDIX 51

LIBRARY REGULATIONS

The VTC Libraries are established to support teaching and learning activities in the VTC. These regulations are set to enable staff and students to share the Libraries' resources effectively.

1. Library Opening Hours

The opening hours are determined from time to time by the Principals and Librarians-in-charge in the light of demand for use and staff availability. Details of opening hours are posted at the entrance of the Libraries.

2. Admission to the Library

2.1 Admission to the Libraries is granted upon the presentation of a valid VTC Student Identity Card, a Staff Identity Card, a Borrower's Ticket or a VTC Affinity Credit Card; validity of which is determined by the library system. These cards are not transferable. In addition, the Librarians-in-charge or his/her designated representative shall have the authority to request a user to produce his/her valid student card or staff card for identification.

2.2 VTC graduates who have completed VTC programmes of at least one-year duration may apply for a Borrower's Ticket by paying a non-refundable annual fee of \$300.

2.3 Library privileges are personal and individual. They may not be transferred to, or used on behalf of another person.

2.4 Visitors are admitted only with the permission of the Principals and Librarian-in-charge or the library senior staff on duty.

2.5 The Librarian-in-charge may from time to time make special regulations regarding admission to and use of particular areas of the Libraries.

3. Conduct of Library Users

3.1 All library users should follow the instructions on the proper use of the Libraries as displayed in the Libraries or given verbally by the library staff. All library users should conduct themselves in a manner that does not interfere with the comfort or use of the Libraries by others.

3.2 All library users must enter and leave the Libraries through the normal entrance and exit unless directed otherwise by library staff or authorised person.

3.3 At the request of library staff or authorised person, all library materials and personal belongings must be shown for inspection at the library entrance and exit. Library users may also be asked to show the contents of their bags.

3.4 Anything that is likely to soil library property or in the opinion of the library staff may interfere with the proper use and management of the Libraries is not permitted inside the Libraries. Examples such as food, drink, ink, scissors, razor blades, cutters, and trolleys/folding carts etc. are not allowed in the Libraries without the permission of Librarian-in-charge.

3.5 Silence must be observed in the Libraries.

3.6 Use of mobile phones and pagers in the Libraries are prohibited. Library users should switch off them before entering the Libraries. Any infringement of this Regulation will result in the following penalties:

Table 1

1st offence within 12 months	Offence recorded.
2nd offence within 12 months	Offence recorded. The offender will be interviewed by the Librarian-in-charge.
3rd offence within 12 months	Offence recorded. The offender will be interviewed by the Librarian-in-charge and the Library will issue a warning letter to the offender with a copy to the relevant Head of Department.

3.7 Eating, drinking, smoking, videos / photographs shooting and playing games are not permitted in the Libraries.

3.8 All library furniture, equipment and library materials must be kept clean.

3.9 Library users are requested to sit in the places provided. Tables and chairs may not be relocated.

3.10 Books and personal property left unattended on carrels or tables will be considered as an illegal reservation of a reading place. Library staff have the right to remove the unattended personal belongings without prior notice and other users may take up any such reading places. Neither the library staff nor other users will be held responsible for the loss of these unattended personal belongings.

3.11 In the use of photocopiers in the Libraries, the law regarding copyright must be observed. Reproduction or duplication of audio-visual materials, computer software and copyrighted Internet resources are strictly prohibited. Users are fully responsible for any legal consequences concerning infringement of copyright that may arise.

3.12 Computers located in the public areas of the Libraries are provided for educational purposes. They should not be used for non-educational purposes, such as gambling, viewing and downloading obscene pictures, playing computer games and unauthorised downloading and installing of software and any illegal activities over the network etc. Materials that may be considered offensive to others must not be displayed at any PC workstations. Infringement of these may result in prosecution and disciplinary action by the campus administration.

3.13 The Librarians-in-charge or the authorised person on duty may exclude any person who infringes the Library Regulations or who acts in any way which may interfere with the convenience of other library users or with the normal operations of the Libraries.

4. Borrowing Regulations

Eligible VTC staff and students with a valid Student/Staff Identify Card or Borrower's Ticket may borrow library items from any of the VTC Libraries in person or through Inter-Campus Library Loan. Validity of the Card/Ticket is determined by the library system. VTC Affinity Credit Card holders are allowed access to the Libraries but without borrowing privileges.

4.1 Identification: Valid Student/Staff Identity Cards or Borrowers' Tickets must be presented when borrowing library materials. The cards and tickets are not transferable.

4.2 Loss of library cards or tickets: Loss of Student/Staff Identity Cards or Borrowers' Tickets must be reported to the Library Circulation Counter immediately. In the loss of Library Borrower's Ticket (Graduate, Retiree, Professional Diploma/Certificate Course and any LRC-issued Library Tickets), the LRC will charge for a replacement ticket. The replacement charge of \$50 will be payable to the LRC. The card or ticket holders shall be held responsible for the damage, loss and return of all loaned items.

4.3 Suspension of borrowing privileges: Breach of any Library Regulations may result in the suspension of borrowing privileges.

4.4 Change of personal information: Any change of personal information should be reported to the library staff at the Circulation Counter immediately.

4.5 Borrowing procedure: All library materials must be properly checked out at the Circulation Counters before they can be removed from the Libraries. Any infringement of this Regulation may lead to disciplinary action.

4.6 Loan quotas and loan periods: The maximum number of items in any period that a borrower may have on loan is as follows:

Table 2 Borrowing Quota of Library Materials, Portable Computers and accessories

Category of Borrower	Books & Non-print Materials			Reserve Items		Back Issues or Bound Volume of Periodicals		# Portable Computers and accessories	
	Loan Quota	Loan & Renewal Period		Loan Quota	Loan & Renewal Period	Loan Quota	Loan & Renewal Period	Loan Quota	Loan & Renewal Period
		Books & Audio-Cassettes	**Other Non-print Materials						
Students of IVE / HKDI / SBI / YC and *Equivalent Status	10 vols	4 weeks (Renewal limit : once)	1 week (Renewal limit : once)	3 vols	2 hours (Renewal limit : once)	3 vols	4 days (Renewal limit : once)	1 set	1 day # (Renewal N/A)
Students of Degree Programmes	20 vols	4 weeks (Renewal limit : once)	1 week (Renewal limit : once)	3 vols	2 hours (Renewal limit : once)	3 vols	4 days (Renewal limit : once)	1 set	1 day # (Renewal N/A)
Staff	23 vols	8 weeks (Renewal limit : once)	1 week (Renewal limit : once)	5 vols	2 hours (Renewal limit : twice)	5 vols	4 days (Renewal limit : twice)	1 set	1 day # (Renewal N/A)
Alumni / PC/PD / External Members	5 vols	4 weeks (Renewal limit : once)	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Students who are attending VTC programmes of more than 12 weeks with a valid student card issued by the relevant departments.

** Availability of non-print materials for loan is subject to copyright terms offered by the suppliers.

All loaned portable computers and accessories should not be taken out of the campus and should be returned to the circulation counter by the borrower in person on the same day (30 minutes before the library closes or any time specified by the library).

4.7 Non-circulating materials: Only library circulating materials are normally allowed to be borrowed out of the Libraries. Under exceptional circumstances, staff may obtain special permission from the Librarians-in-charge or the library senior staff on duty to borrow non-circulating materials for a short period.

4.8 Return: All loans must be returned to the circulation counter or book drop on or before the due dates. All loans must not be returned by mail.

4.9 Claim return: The borrower is responsible for the loaned items that are claimed to have been returned if the items are not found in the Libraries or are not charged out to another patron. The overdue fine, if any, will continue to accumulate until the items are found or confirmed lost by the borrower. The borrower will have to pay for a replacement cost when the accumulated overdue fine has reached the maximum fine (Table 3). The cost of replacement is stipulated in the Regulation 4.16.

4.10 Renewal: No loan may be renewed if another borrower reserves the item or the limit on the maximum number of renewals has been reached (Table 2). All library fines must be settled before any renewal is allowed.

4.11 Book reservation: A reservation service for items on loan is provided for library users.

4.12 Overdue/Pre-Overdue notices: Although overdue/pre-overdue notices are sent to individual borrowers, it is the responsibility of borrowers to return their loans on time. Non-receipt of such notices will not be accepted as a valid reason for waiving or reducing the overdue fines.

4.13 Overdue fines: Borrowers are responsible for returning their loans on or before the due date. An overdue fine calculable immediately from the day following the due date (excluding days when the Libraries are closed) will be charged at the following rates for all categories of borrowers:

Table 3

Class of Loan	Fine	Maximum Fine
Normal Loans	\$1 per item per day	\$30
Reserve Loans	\$1 per item per hour	\$30
Portable Computers, Digital Camera and Digital Camcorder	\$40 per set on the 1st day \$100 per set on the 2nd day \$300 per set on the 3rd day	\$300

4.14 Payment of fines: All fines should be paid to the Libraries when overdue loans are returned. Non-payment of fines or non-return of overdue items will lead to suspension of further borrowing. Non-payment of outstanding fine or fee will also lead to the withholding of students' study transcripts, award certificates and related certification by the institutes of VTC.

4.15 Long overdue loan: Any loan that has reached the maximum overdue fine (Table 3) will be assumed lost. The borrower will have to pay for a replacement cost, which is stipulated in the Regulation 4.16. All of these library materials will remain the property of the Libraries even if they have been found later.

4.16 Loss and damage of library materials: Any defect, loss or damage to a library item must be reported immediately to the library staff on duty. Borrowers shall be held responsible for any loss, damage or disfigurement by writing or other marks while the materials are in their charge, and shall be required to pay the full cost of replacing or repairing such materials. The cost of replacement, which is non-refundable, will be either the actual cost of the item or \$350 for cost-untraceable items, plus \$50 processing cost and any overdue fines accrued. All damaged or lost library materials if found will remain the property of the Library even after replacement costs have been paid. If the payment is not settled within one month, the borrower will be referred to the relevant Department for appropriate action.

4.17 Departure from the Council: Staff members are responsible for returning all loans before cessation of employment with the Council. Students must return all loans on withdrawal or on graduation.

4.18 Special restrictions and rules: The Librarian-in-charge may restrict or preclude the loan or use of any library materials. Notwithstanding the above Borrowing Regulations, the Librarian-in-charge shall have the discretion to make special rules on library use and borrowing as deemed appropriate for the proper management of library facilities.

5. Mutilation and Theft of Library Materials

Books and library items including AV equipment and computers are the property of the Libraries and must not be mutilated or defaced. Any deliberate, unauthorized removal of library property from the Libraries or the mutilation of library materials, are serious offences.

5.1 The infringement of leaving the Library with uncharged library materials will result in the following series of penalties:

Table 4

1st offence within 12 months	Offence recorded and verbal warning issued to the offender by Library staff.
2nd offence within 12 months	Offence recorded. The offender will be suspended from borrowing library materials for one week and will be interviewed by the Librarians-in-charge.
3rd offence within 12 months	Offence recorded. The offender will be suspended from borrowing for one month and the case will be reported to the Campus Principal and the relevant Head of Department.

5.2 It is considered to be a very serious offence when a library user deliberately removes library materials from the Library without proper discharge. The Library will record the offence and the offender will be suspended from borrowing for one month and the case will be reported to the Principal and the relevant Head of Department.

5.3 Mutilating library materials is also considered to be a very serious offence. The Library will record the offence and the offender will be required to pay for the cost of the mutilated materials according to Library Regulation 4.16. The offender will be suspended from borrowing for one month and the case will be reported to the Principal and the relevant Head of Department.

APPENDIX 52

STAFF LIST

The Staff List of the Vocational Training Council is available at:

<http://www.vtc.edu.hk/~vtccal/calendar/stafflist.pdf>

You may also visit the websites of individual campuses/departments/offices/units for staff information.

APPENDIX 53

LIST OF EXTERNAL EXAMINERS

The following are external examiners / external module examiners serving in various Programme / Course Boards of Vocational Training Council in 2015/2016.

APPLIED SCIENCE DISCIPLINE

Applied Science Programme Board for Health Programmes

Ms. Frances Chiu Siu-ling 趙小玲女士
Chairman, Federation of Beauty's Industry (HK)

Prof. Albert Chow Hee-lum 周喜林教授
Professor, School of Pharmacy, The Chinese University of Hong Kong

Ms. Bella Luk Po-chu 陸寶珠女士
Executive Director, Helping Hand

Prof. Raymond Ng Kwan-ying 吳昆英先生
Vice President, Dr. Kong Footcare Limited

Dr. Wong Chi-mei 黃智美博士
Deputy General Secretary, HKFTU Occupational Retraining Centre

Mr. Duncan Yik Hoi-kuen 易海權先生
Chief Pharmacist, Dr. Vio & Partners Limited

Prof. Ken Yung Kin-lam 翁建霖教授
Professor, Department of Biology, Hong Kong Baptist University

Dr. KONG WONG Kit-fong, Sarah 江黃潔芳博士
Assistant Professor, School of Nursing, The Hong Kong Polytechnic University

Applied Science Programme Board for Science Programmes

Dr. Chan Wing-tat 陳榮達博士

Associate Professor, Department of Chemistry, The University of Hong Kong

Dr. Cheung Siu-gin 張肇堅博士

Associate Professor, Department of Biology and Chemistry, City University of Hong Kong

Prof. Chu Lee-man 朱利民教授

Associate Professor, School of Life Sciences, The Chinese University of Hong Kong

Dr. Eric Lau Sui-lun 劉瑞麟博士

Occupational Safety Officer, Labour Department, The Government of Hong Kong SAR

Dr. Kelvin Leung Sze-yin 梁士賢博士

Associate Professor, Department of Chemistry, Hong Kong Baptist University

Dr. Daniel Mok Kam-wah 莫錦華博士

Associate Professor, Department of Applied Biology and Chemical Technology, The Hong Kong Polytechnic University

Dr. Ng Chung-fai 伍仲輝博士

Director, C.F. Ng & Associates Limited (Vibration and Noise Consultancy)

Mr. Jack Yeung Chak-lam 楊澤霖先生

Project Manager, Evergreen Nurseries Limited

Prof. Ken Yung Kin-lam 翁建霖教授

Professor, Department of Biology, Hong Kong Baptist University

Applied Science Enrichment Module Board

Ms. Sandra Ho Wai-ngan 何慧顏小姐

HOKLAS Lead Assessor and Assessor, Hong Kong Accreditation Service

BUSINESS ADMINISTRATION DISCIPLINE

Accountancy Programme Board

Mr. William Chan Wai-hei 陳維曦先生
Partner of Li, Tang, Chen & Company

Mr. Roy Lo Wa-kei 盧華基先生
Managing Partner, SHINEWING (HK) CPA Limited

Business Management Programme Board

Dr. Andrew Chan W. K. 陳永傑博士
Assistant Professor, School of Hotel & Tourism Management, The Hong Kong Polytechnic University

Mrs. Karen Cheung Dyer 戴張潔冰女士
Director, Brainpower (Asia) Limited

Mr. Charles Chiu Chan-ha 趙贊夏先生
Business Centre Head, Corporate Banking II, ICBC (Asia) Limited

Mr. Victor Chow Chiu-hung 周超雄先生
General Manager (Project), China Overseas Property Services Limited

Mr. Howard Ling Ho-wan 凌浩云先生
Founder, Harvester, Happy Veggies, Bijas, Happy Ours, Goodnuts
Chief Consultant, HKCSS – HSBC Social Enterprise Business Centre

Mr. Daniel Lau Shun C. 劉信翔先生
Principal Consultant, Pathways Leadership & Development Workshop

Mr. Paul Ng Kwong-ming 吳光銘先生
Senior Manager-Property Management Services, Kerry Property Management Services Limited

Ms. Florence Tsang Suk-ying 曾淑英女士
Head of Resource Development, S.K.H. St. Christopher's Home Limited

Mr. Francis Wong Wai-wah 黃偉華先生
Managing Consultant, Value Delivery Consulting

Financial Services Programme Board

Mr. Patrick Lam Kwok-yan 林國仁先生
Executive Vice President & Head of Hong Kong West Area, Hang Seng Bank Limited

Mr. Leung Kin-cheong 梁建昌先生
Part-time Senior Lecturer, United International College, Zhuhai, PRC

Global Business Programme Board

Mr. Ho Shung-chi 何崇智先生
Chief Executive Officer, Go Global Company Limited

Mr. Peter Mok Wah-fun 莫華勳先生
Director, New Lantao Bus Company (1973) Limited (up to 31 Oct 2016)
Director, Tai O Heritage Foundation Limited. (w.e.f. 1 Nov 2016)

Mr. Peter Ng Yee-chun 吳儒俊先生
Council Member, The Chartered Institute of Logistics and Transport in HK
Regular Member, APEC Port Service Network

Mr. Poon Kwok-kiu, C.P.S.M., C.P.M., M.C.I.P.S., MBA 潘國翹先生
Director, Corporate Management Limited
Member, HKMA Logistics Management Committee

Law and Corporate Administration Programme Board

Dr. Alexander Chan Hing-sang 陳慶生博士
Rong Shang CPA & Co, Senior Partner

Mr. Seaman Kwok Siu-man 郭兆文先生
Head of Corporate Services Department and Director, BoardRoom Corporate Services (HK) Limited
Director of Boardroom Share Registrars (HK) Limited
Director of Lam Kin Chung Morning Sun Charity Fund

Mr. Wong Hang-shing 黃恆成先生
Solicitor and Partner, S. T. Poon and Wong, Solicitors

Ms. Kelly Wong Yuen-hang 黃苑桁女士
Head of Claims, Solicitor, AIG Insurance Hong Kong Limited

Mr. Felix Yau Ka-yee 邱嘉怡先生
Solicitor, Chan and Yau Solicitors

Marketing and Public Relations Programme Board

Prof. Paula Kwan Yu-kwong 關譽綱教授
Associate Professor, Department of Educational Administration & Policy,
The Chinese University of Hong Kong

Ms. Miranda Lai Siu-sim 黎小嬋女士
Senior Manager (Human Resources), Café de Coral Holdings Limited

Mr. Leung Han-kwan 梁幸焜先生
Sourcing Manager, Lafuma Group – Lafprom HK Limited

Ms. Irene Leung Lai-sim 梁麗嬋女士

Mr. Justin Lui Wing-keung 雷永強先生
Senior Strategic Planner, CLP Power Hong Kong Limited

Prof. Alan Tse C.B. 謝清標教授
Professor, Department of Marketing, The Chinese University of Hong Kong

Mr. Roy Ying Fai 殷暉先生
Senior Manager (Corporate Communications), MTR Corporation

Module Board (Enrichment Modules)

Mr Alvin Lam Chong-hang 林昶恆先生
Board Member, Institute of Financial Planners of Hong Kong

Ms. Christine Tsin Ngo-ching 冼傲青女士
Senior Programme Manager, Postgraduate Studies, School of Design, The Hong Kong Polytechnic University

Mr. Leo Yuen Chung-on 袁仲安先生
Business Consultant, Data Insight Group

CHILDCARE, ELDERLY AND COMMUNITY AND COMMUNITY SERVICES DISCIPLINE**Child Education Programme Board**

Ms. Lau Yin-king 劉燕琮女士
Service Director (Early Childhood Education), Evangelical Lutheran Church Social Service – Hong Kong

Ms. Wendy Leung Lai-fun 梁麗芬女士
Chief Supervisor, Infant Stimulation and Parent Effectiveness Training Service, Hong Kong Christian Service

Community Services Programme Board

Dr. Noel Chan Po-tai 陳抱弟博士
Assistant Professor, School of Nursing, The University of Hong Kong

Ms. Sindy Wong Man-lai 黃民麗女士
Acting General Secretary, Wan Chai Methodist Centre for the Seniors

Social Work Programme Board

Dr. Chu Chi-keung 朱志強博士
Dean, School of Social Sciences, Caritas Institute of Higher Education

Enrichment Module Board

Dr. Paul Cheung Kin-wah 張建華博士
Programme Director, Education Centre for Positive Psychology

DESIGN DISCIPLINE

Communication Design and Digital Media Programme Board

Mr. Fong Mo-kit 方武傑先生
Senior Art Director, Mccann Worldgroup Hong Kong

Mr. Lennon Ho Siu-lun 何兆麟先生
Group Creative Director, PacificLink iMedia Limited, part of Accenture Interactive

Ms. Teresa Kwong Pui-see 鄭珮詩女士
Programme Director, Hong Kong Arts Centre

Mr. Lam Kwun-fai 林鈞暉先生
Creative Director, InterMusic Production, Hong Kong

Mr. Peter Lau Man-pong 劉文邦先生
Founder, Asia One Communication Group

Mr. Chris Leung Lai-tak 梁禮德先生
Marketing Director, DTSL Group

Dr. Lo Hau-man 盧厚敏博士
Senior Lecturer, The Chinese University of Music

Mr. Tony Ngai Tin-ming 魏天明先生
General Manager, Production & Technical Service, Salon Films (H.K.) Limited

Mr. Phil Shek Ming-fai 石明輝先生
Instructor, School of Creative Media, City University of Hong Kong

Mr. Sze Chianly B.Sc.
Trainer and Proctor, Apple Pro Apps. Final Cut Pro

Mr. Stanley Wong Ping-pui 黃炳培先生
Founder/Creative Director, 84000 Communications Limited

Fashion and Image Design Programme Board

Mr. Nelson Cheung Hok-yum 張學潤先生
Image Consultant

Mr. William Cheung Kwok-wai 張國威先生
Design Director, Koyo Group Ltd

Dr. Ho Chu-po 何柱溥博士
Assistant Professor, The Institute of Textiles & Clothing, The Hong Kong Polytechnic University

Mr. Arthur Lam Shu-pan 林樹彬先生
Fashion Director, Matador Couture
Fashion Director, C.O.S Custom of Style

Mr. Iceman Leung Hoi-yung 梁海勇先生
Design Specialist (Assessment and Quality Management in Design)

Mr. Alan Pang Ying-yeung 彭鷹揚先生
Managing Director, Pivot Point College...Hong Kong

Dr. Chester To Kin-man 杜堅民博士
Associate Professor, The Institute of Textiles & Clothing, The Hong Kong Polytechnic University

Product and Interior Design Programme Board

Mr. Christopher Chan Hoi-wa 陳凱樺先生
Art & Creative Manager, Arte Madrid

Ms. Gillian A. Choa
Dean of School of Theatre & Entertainment Arts, The Hong Kong Academy for Performing Arts

Mr. Fan Tak-lai 范德禮先生
Director, One Plus Studio

Mr. Leo Heung Shu-hing 向樹興先生
Director, Agog Limited

Mr. Dan Lee Yuen-kay 李遠基先生
Co-Founder, OVO Group

Mr. Alistair Leung Kam-kui 梁錦駒先生
Director, Ronald Lu & Partners (Hong Kong) Limited

Mr. Winston T. Shu 徐騰先生
Founding Principal, Integrated Design Associates Limited

Mr. Dennis Wong Yuk-pui 王玉沛先生
Founder & Creative Director, Oval Design Limited

Visual Arts Programme Board

Prof. Kurt Chan Yuk-keung 陳育強教授
Professor, Department of Fine Arts, The Chinese University of Hong Kong

Design Foundation Studies Module Board

Ms. Christine Tsin Ngo-ching 冼傲青女士
Senior Programme Manager (Postgraduate Studies), School of Design, The Hong Kong Polytechnic University

Enrichment Module Board

Mr. Tenniel Tsang Chi-yuen 曾智源先生
Founder & Design Director, What Cheer Studio

Mr. Tsang Wai-yin 曾偉賢先生
Founder & Director, AGC Design Ltd

ENGINEERING DISCIPLINE**Construction Programme Board**

Sr Au Choi-kai 區載佳測量師

Former Director of Buildings, Buildings Department, The Government of the HKSAR

Mr. Ricky Chan Dut-yin 陳德賢先生

Director, Rick's Management Consultancy Limited

Mr. Ronnie Chan Kar-tung 陳家棟先生

Chief Land Surveyor – Urban Survey Division (Survey and Mapping Office), Lands Department, The Government of the HKSAR

Ir Prof. Choy Kin-kuen 蔡健權教授工程師

Past President, The Hong Kong Institution of Engineers

Director – Structural, Meinhardt (C&S) Limited

Mr. Andrew Keung Chun-cheong 姜鎮昌先生

General Manager, Head of Civil, Paul Y Construction Co. Ltd

Ir Philip Kwok Chi-tak 郭志德工程師

Head of Property, Caritas – Hong Kong

Dr. Stan Lai Tung-yiu 黎東耀博士

Associate Professor, Department of Architecture, Faculty of Science & Engineering, Chu Hai College of Higher Education

Ms. Lam Yen Ling 林燕玲女士

Director, Rider Levett Bucknall Limited

Ir Ma Lee-tak 馬利德工程師

Ex-Director of Water Supplies, Water Supplies Department, The Government of the HKSAR

Mr. Lawrence Mak Chun-chuen 麥振銓先生
Managing Director, Hong Kong Construction (General Builders) Limited

Ir Berny Ng K. L. 吳家倫工程師
Director, Ove Arup & Partners Hong Kong Limited

Mr. Pang Chan-fai 彭贊輝先生
Retired Structural Engineer (formerly Senior Accreditation Officer,
Innovation & Technology Commission and Senior Structural Engineer,
Housing Department, The Government of the HKSAR)

Mr. Kyran Sze 施家殷先生
Chairman, KYSS Properties Limited

Dr. Philco Wong Nai Keung 黃唯銘博士
Projects Director, MTR Corporation Limited

Ir Dr. Albert Yeung Tak-chung 楊德忠博士工程師
Associate Professor, Department of Civil Engineering, The University of
Hong Kong

Electrical Engineering Programme Board

Prof. Chung Tak-shing 鍾德成教授
Adjunct Professor, Department of Electrical Engineering, The Hong Kong
Polytechnic University

Dr. Canny Kwan Yuk Ha 關玉霞博士
Engineer I, Support Solid State Lighting and Material Analysis Laboratory,
Hong Kong Science and Technology Parks Corporation

Ir Prof. Lock Fat-shing 樂法成教授工程師
Visiting Professor, Department of Automation, Beijing University of Science
and Technology
Adjunct Professor, Department of Mechanical and Biomedical Engineering,
City University of Hong Kong

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President, Hong Kong Jewellery & Jade Manufacturers Association

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LANGUAGES DISCIPLINE

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Languages Module Board (Diploma of Vocational Education and Diploma of Foundation Studies)

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STUDENT DEVELOPMENT DISCIPLINE

Student Development Module Board (Higher Diploma and Diploma of Foundation Studies)

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Student Development Module Board (Diploma of Vocational Education)

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General Manager, Holiday Inn Express Hong Kong SoHo, InterContinental Hotels Group

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Operations Manager, Hotel Indigo Hong Kong Island

APPENDIX 54

LOCATIONS AND CONTACTS OF VTC'S MEMBER INSTITUTIONS

Technological and Higher Education Institute of Hong Kong (THEi) 香港高等教育科技學院

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Tel 電話 : 2176 1456

Fax 傳真 : 2176 1550

Email 電郵 : thei@vtc.edu.hk

URL 網址 : www.thei.edu.hk

Institute of Professional Education And Knowledge (PEAK) 高峰進修學院

9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong

香港灣仔活道27號職業訓練局大樓9樓

Tel 電話 : 2836 1922

Fax 傳真 : 2891 5707

Email 電郵 : peak@vtc.edu.hk

URL 網址 : www.peak.edu.hk

School for Higher and Professional Education (SHAPE) 才晉高等教育學院

Rm 008, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong

香港柴灣盛泰道30號教學樓008室

Tel 電話 : 2595 2771

Fax 傳真 : 3192 4136

Email 電郵 : shape@vtc.edu.hk

URL 網址 : www.shape.edu.hk

Hong Kong Institute of Vocational Education (Chai Wan) 香港專業教育學院 (柴灣分校)

30 Shing Tai Road, Chai Wan, Hong Kong

香港柴灣盛泰道30號

Tel 電話 : 2595 8333

Fax 傳真 : 2505 4200

Email 電郵 : cw-cs@vtc.edu.hk

URL 網址 : www.ive.edu.hk/chaiwan

Hong Kong Institute of Vocational Education (Haking Wong)**香港專業教育學院（黃克競分校）**

702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon

九龍長沙灣荔枝角道702號

Tel 電話：2361 5161

Fax 傳真：2725 2342

Email 電郵：hwcs@vtc.edu.hk

URL 網址：www.ive.edu.hk/hakingwong

Hong Kong Institute of Vocational Education (Lee Wai Lee)**香港專業教育學院（李惠利分校）**

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Hong Kong Institute of Vocational Education (Tsing Yi)**香港專業教育學院（青衣分校）**

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Tel 電話：2436 8333

Fax 傳真：2434 5652

Email 電郵：ty-cs@vtc.edu.hk

URL 網址：www.ive.edu.hk/tsingyi

Hong Kong Institute of Vocational Education (Morrison Hill)**香港專業教育學院（摩理臣山分校）**

6 Oi Kwan Road, Wan Chai, Hong Kong

香港灣仔愛群道6號

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Fax 傳真：2572 9847

Email 電郵：csivemh@vtc.edu.hk

URL 網址：www.ive.edu.hk/morrisonhill

Hong Kong Institute of Vocational Education (Tuen Mun)**香港專業教育學院（屯門分校）**

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Fax 傳真：2454 5654

Email 電郵：tm-cs@vtc.edu.hk

URL 網址：www.ive.edu.hk/tuenmun

Hong Kong Institute of Vocational Education (Sha Tin)**香港專業教育學院（沙田分校）**

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Fax 傳真：2694 7029

Email 電郵：stcampus@vtc.edu.hk

URL 網址：www.ive.edu.hk/shatin

Hong Kong Institute of Vocational Education (Kwai Chung)**香港專業教育學院（葵涌分校）**

20 Hing Shing Road, Kwai Chung, New Territories

新界葵涌興盛路20號

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Fax 傳真：2410 1278

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URL 網址：www.ive.edu.hk/kwaichung

Hong Kong Institute of Vocational Education (Kwun Tong)**香港專業教育學院（觀塘分校）**

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Fax 傳真：2346 6012

Email 電郵：ivekt@vtc.edu.hk

URL 網址：www.ive.edu.hk/kwuntong

Hong Kong Design Institute (HKDI)**香港知專設計學院**

3 King Ling Road, Tseung Kwan O, New Territories

新界將軍澳景嶺路3號

Tel 電話：3928 2222

Fax 傳真：3928 2024

Email 電郵：hkdi@vtc.edu.hk

URL 網址：www.hkdi.edu.hk

International Culinary Institute (ICI)**國際廚藝學院**

1/F, 145 Pokfulam Road, Hong Kong

香港薄扶林道145號1樓

Tel 電話：2538 2200

Fax 傳真：2538 2765

Email 電郵：ici@vtc.edu.hk

URL 網址：www.ici.edu.hk

VTC Kowloon Bay Complex**職業訓練局九龍灣大樓****Pro-Act Training and Development Centre (Electronics)****卓越培訓發展中心（電子業）**

Level 6, 46 Tai Yip Street, Kowloon Bay, Kowloon

九龍九龍灣大業街46號6樓

Tel 電話：2751 5864

Fax 傳真：2756 8804

Email 電郵：paen@vtc.edu.hk

URL 網址：www.proact.edu.hk/electronics

Pro-Act Training and Development Centre (Mechanical)**卓越培訓發展中心（機械業）**

Levels 4 & 5, 46 Tai Yip Street, Kowloon Bay, Kowloon

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Fax 傳真：2758 4035

Email 電郵：pame@vtc.edu.hk

URL 網址：www.proact.edu.hk/mechanical

Pro-Act Training and Development Centre (Precision Engineering)
卓越培訓發展中心 (精密工程業)

Levels G, 2 & 6, 46 Tai Yip Street, Kowloon Bay, Kowloon

九龍九龍灣大業街46號G, 2及6樓

Tel 電話: 2751 5829

Fax 傳真: 3585 2273

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Pro-Act Training and Development Centre (Printing)
卓越培訓發展中心 (印刷業)

Level 3, 46 Tai Yip Street, Kowloon Bay, Kowloon

九龍九龍灣大業街46號3樓

Tel 電話: 2751 5839

Fax 傳真: 2756 0434

Email 電郵: papr@vtc.edu.hk

URL 網址: www.proact.edu.hk/printing

VTC Kwai Chung Complex
職業訓練局葵涌大樓**Pro-Act Training and Development Centre (Automobile)**
卓越培訓發展中心 (汽車業)

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新界葵涌新葵街13-19號2樓

Tel 電話: 2449 1310

Fax 傳真: 2487 0737

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Pro-Act Training and Development Centre (Electrical)
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Pro-Act Training and Development Centre (Fashion Textiles)**卓越培訓發展中心 (時裝紡織業)**

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Pro-Act Training and Development Centre (Gas)**卓越培訓發展中心 (氣體燃料業)**

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新界葵涌新葵街13-19號9樓

Tel 電話: 2449 1334

Fax 傳真: 2485 1899

Email 電郵: gatc@vtc.edu.hk

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Pro-Act Training and Development Centre (Welding)**卓越培訓發展中心 (焊接業)**

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Fax 傳真: 2481 2771

Email 電郵: pawe@vtc.edu.hk

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VTC Pokfulam Complex**職業訓練局薄扶林大樓****Pro-Act Training and Development Centre (Electrical)****卓越培訓發展中心 (電機業)**

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URL 網址 : www.proact.edu.hk/mechanical

Pro-Act Training and Development Centre (Jewellery)**卓越培訓發展中心 (珠寶業)**

IVE (Lee Wai Lee), 3 King Ling Road, Tseung Kwan O, New Territories

新界將軍澳景嶺路三號香港專業教育學院(李惠利)

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Hotel and Tourism Institute (Kowloon Bay)**酒店及旅遊學院 (九龍灣)**

Level 7, 46 Tai Yip Street, Kowloon Bay, Kowloon

九龍九龍灣大業街46號7樓

Tel 電話 : 2751 5808

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URL 網址 : www.hti.edu.hk

Hotel and Tourism Institute (Pokfulam)**酒店及旅遊學院 (薄扶林)**

Levels 1, 6, 7 & 8, 145 Pokfulam Road, Hong Kong

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Hotel and Tourism Institute (Tin Shui Wai)**酒店及旅遊學院 (天水圍)**

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Chinese Culinary Institute (CCI)**中華廚藝學院**

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香港薄扶林道145號職業訓練局薄扶林大樓7樓

Tel 電話: 2538 2200

Fax 傳真: 2538 2538

Email 電郵: cci@vtc.edu.hk

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Maritime Services Training Institute (MSTI)**海事訓練學院**

23 Castle Peak Road, Tai Lam Chung, Tuen Mun, New Territories

新界屯門大欖涌青山公路23號

Tel 電話: 2458 3833

Fax 傳真: 2440 0308

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Youth College (Kowloon Bay)**青年學院 (九龍灣)**

46 Tai Yip Street, Kowloon Bay, Kowloon

九龍九龍灣大業街46號

Tel 電話: 3552 9733

Fax 傳真: 2148 6305

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URL 網址: www.yc.edu.hk

Youth College (Kwai Chung)**青年學院 (葵涌)**

13-19 San Kwai Street, Kwai Chung, New Territories

新界葵涌新葵街13-19號

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Youth College (Kwai Fong)**青年學院 (葵芳)**

85 Hing Shing Road, Kwai Chung, New Territories

新界葵涌興盛路85號

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Fax 傳真 : 2748 8499

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URL 網址 : www.yc.edu.hk

Youth College (Pokfulam)**青年學院 (薄扶林)**

145 Pokfulam Road, Hong Kong

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URL 網址 : www.yc.edu.hk

Youth College (Tseung Kwan O)**青年學院 (將軍澳)**

Tsui Lam Estate, Tseung Kwan O, New Territories

新界將軍澳翠林邨

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Fax 傳真 : 2280 1700

Email 電郵 : ycto-cs@vtc.edu.hk

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18 Tsing Wun Road, Tuen Mun, New Territories

新界屯門青雲路18號

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Youth College (Tin Shui Wai)
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11 Tin Ho Road, Tin Shui Wai, New Territories

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Tel 電話 : 3713 4400

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URL 網址 : www.yc.edu.hk

Youth College (Yeo Chei Man)
青年學院 (邱子文)

11 To Lok Road, Tseung Kwan O, New Territories

新界將軍澳陶樂路11號

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Fax 傳真 : 2174 9322

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IVDC (Fanling)**匯縱專業發展中心（粉嶺）**

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IVDC (Ma On Shan)**匯縱專業發展中心（馬鞍山）**

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Shine Skills Centre (Kwun Tong)**展亮技能發展中心 (觀塘)**

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Shine Skills Centre (Tuen Mun)**展亮技能發展中心 (屯門)**

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Shine Vocational Assessment Service**展亮職業評估服務**

Room 250, 487 Kwun Tong Road, Kwun Tong, Kowloon

九龍觀塘道487號250室

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Shine Technical Aids & Resource Centre**展亮輔助器材及資源中心**

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新界屯門豐安街1號025室

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LIST OF ABBREVIATIONS

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ABBREVIATIONS	FULL TITLE
AATCE	Apple Authorised Training Centre for Education
AB	Academic Board
ACA	Adobe Certified Associate
ApL	Applied Learning
BIM	Building Information Modelling
BoE	Boards of Examiners
BOG	Board of Governors
CCC	Council Consultative Committee
CCI	Chinese Culinary Institute
CCNA	Cisco Certified Network Associate
CCNP	Cisco Certified Network Professional
CEC	Campus Executive Committee
CECTL	Child Education Centre for Teaching and Learning
CEF	Continuing Education Fund
CILL	Centre for Independent Language Learning
CIMT	Centre of Innovative Material and Technology
CMA	Chinese Manufacturers' Association of Hong Kong
CPD	Continuous Professional Development
CPE	Continuing and Professional Education
CPSM	Centre for Purchasing and Supply Management
CSMC	Corporate Services Management Committee
DAB	Discipline Advisory Boards
DAC	Discipline Academic Committee
DFS	Diploma of Foundation Studies
DQAC	Discipline Quality Assurance Committee
DVE	Diploma of Vocational Education
EDB	Education Bureau
EGTS	Engineering Graduate Training Scheme
FSB	Foundation Studies Board
GD-OSTA	Guangdong Occupational Skill Testing Authority
GHMCYSC	Guangzhou / Hong Kong / Macao / Chengdu Youth Skills Competition
GMP	Good Manufacturing Practice

HaPE	Higher and Professional Education Office
HD	Higher Diploma
HEAC	Higher Education Advisory Committee
HKCAAVQ	Hong Kong Council for Accreditation of Academic and Vocational Qualifications
HKDI	Hong Kong Design Institute
HKDSE	Hong Kong Diploma of Secondary Education
HKIE	Hong Kong Institution of Engineers
HKVEP	Hong Kong Vocational English Programme
HQ(AS)	Headquarters (Academic Services)
HQ(IP)	Headquarters (Industry Partnership)
HTI	Hotel and Tourism Institute
IC	Institute Council
ICI	International Culinary Institute
IPv6	Internet Protocol Version 6
ITSC	Information Technology Steering Committee
IVDC	Integrated Vocational Development Centre
IVE	Hong Kong Institute of Vocational Education
JIS	Job Information System
JUPAS	Joint University Programmes Admission System
LCCIIQ	London Chamber of Commerce and Industry International Qualifications
LRC	Learning Resources Centre
LTSC	Learning and Teaching Steering Committee
MB	Module Boards
MSTI	Maritime Services Training Institute
NTTS	New Technology Training Scheme
OEMC	One Examination, Multiple Certification
OUs	Operating Units
PAC	PEAK Academic Committee
PB	Programme Boards
PEAK	Institute of Professional Education And Knowledge
PEEC	Professional Education and Engagement Centre
PMC	PEAK Management Committee
QASC	Quality Assurance Steering Committee
QF	Qualifications Framework
RPL	Recognition of Prior Learning

RSC	Research Steering Committee
SBI	School of Business and Information Systems
SDC	Staff Development Committee
SEMS	Smart Energy Management Systems
SHAPE	School for Higher and Professional Education
SHECC	Safety, Health and Environment Central Committee
SME	Small and Medium Enterprises
SPISG	Strategic Plan Implementation Steering Group
SSSDP	Study Subsidy Scheme for Designated Professions/ Sectors
STARC	Shine Technical Aids and Resource Centre
SVAS	Shine Vocational Assessment Service
SWPD	Structured Whole Person Development
THEi	Technological and Higher Education Institute of Hong Kong
TTR	Trade Test Registry
VA	Vocational Assessment
VEP	Vocational English Programme
VETAB	Vocational Education and Training Academic Board
VETAC	Vocational Education and Training Advisory Committee
VETMC	Vocational Education and Training Management Committee
VETPQC	Vocational Education and Training Policy and Quality Committee
VMSS	Vocational Modules in Secondary School
VPET	Vocational and Professional Education and Training
VTC	Vocational Training Council
VTPDO	Vocational Training for People with Disabilities Office
WFSFAA	Working Family and Student Financial Assistance Agency
WHKC	WorldSkills Hong Kong Competition
WSC	WorldSkills Competition
YC	Youth College
YCEC	Youth College Executive Committee