



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

Annual Report 年報
2012/13



Refining the QA Model
Towards an Enabling Approach



Vision Statement

HKCAAVQ is locally, nationally, regionally and globally recognised as an efficient, effective, innovative and accessible quality assurance agency providing academic and vocational accreditation and assessment services.

願景

香港學術及職業資歷評審局為本地、全國、亞太區及全球公認的高效、創新及具透明度的質素保證機構，致力提供學術和職業評審及評估服務。

Mission Statement

To safeguard the quality of the academic and vocational qualifications available to learners within the Qualifications Framework in Hong Kong and to strengthen providers' quality assurance capability; and to provide professional advice through assessment and consulting services and to develop, promote and disseminate good practices on quality assurance.

使命

確保在香港資歷架構內的學術及職業資歷保持在優質水平，並致力提升營辦者的質素保證能力，及透過評估及顧問工作，提供專業意見，並積極發展、推廣及傳播質素保證的良好作業模式。



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Highlights of the Year

年度剪影



4/2012

National Forum in Shanghai

The Executive Director of the HKCAAVQ participated in the National Forum on the Development of Quality Assurance Agencies held in Shanghai on 13 April 2012. At the Forum he shared with participants Hong Kong's post-secondary education policies as well as the HKCAAVQ's collaboration with the Education Bureau and the Joint Quality Review Committee in promoting a quality culture.

上海全國教育評估機構發展論壇

評審局總幹事於2012年4月13日出席在上海舉行的「全國教育評估機構發展論壇」，向與會者介紹香港的專上教育政策，以及評審局與教育局及聯校素質檢討委員會合作推廣質素保證的工作。

5/2012

Staff Attachment to AEI-NOOSR

The HKCAAVQ participated in the International Education Policy Exchange Programme and had one staff member attached to the National Office of Overseas Skills Recognition of Australian Education International (AEI-NOOSR) for a work replacement from 9 to 19 May 2012. The visit enhanced mutual understanding of qualifications assessment between the two agencies.

參與國際教育政策交流

評審局參與國際教育政策交流計劃，並派員於2012年5月9日至19日到澳洲全國海外技能認可處進行為期10天的實習。是次交流加強了雙方對兩地學歷評估服務的認識。

5/2012

Seminars on Qualifications Assessment

The HKCAAVQ was invited by the Education Bureau and the Selective Placement Division of the Labour Department to deliver talks about qualifications assessment at their seminars for local secondary schools and disabled job seekers.

學歷評估講座

評審局應教育局及勞工處展能就業科邀請，出席為本地中學及殘疾人士求職者舉行的研討會，介紹評審局的學歷評估服務。



6/2012

QR Operators Briefing

The HKCAAVQ in collaboration with the Education Bureau organised a briefing for operators on 22 June 2012 on the latest developments in the Qualifications Framework (QF) and Qualifications Register (QR). The event was well attended by over 170 representatives of operators from both the self-accrediting and non-self-accrediting sectors.

資歷名冊營辦者簡報會

評審局聯同教育局於2012年6月22日合作舉辦簡報會，向超過170名來自自行評審及非自行評審界別的營辦者介紹資歷架構和資歷名冊的最新資訊。



7/2012

Consultation on ATS and Use of QF Credit

The HKCAAVQ delivered a presentation at the Consultation on Award Titles Scheme (ATS) and Use of Credit under QF organised by the Education Bureau on 10 July 2012. The Deputy Executive Director of the HKCAAVQ also participated in the panel discussion on the operational guidelines on assignment of QF credit.

資歷名銜計劃及採用資歷學分諮詢會

評審局副總幹事於2012年7月10日出席由教育局舉辦的資歷名銜計劃採用資歷學分諮詢會，於小組討論環節向與會者講解採用資歷架構學分的詳情及執行指引。



7/2012

Launch of New Website

The HKCAAVQ launched its revamped website on 25 July 2012. The website has been completely redesigned in terms of structure and content, making it easier to navigate and to find specific information.

評審局推出全新網頁

評審局於2012年7月25日推出全新網頁。網頁的結構和內容經過重新編排，方便用戶瀏覽和搜尋所需資訊。



8/2012

Gauging Feedback on Accreditation Tools

The HKCAAVQ conducted a series of focus group meetings in August 2012 to collect stakeholders' feedback on its accreditation tools. Three meetings were held to gather views on various submission guides for accreditation exercises for QF Levels 1-3; another two meetings were held to collect feedback on the newly developed Higher Diploma/Associate Degree Programme Revalidation Submission Guide. Through these meetings participants shared their views and provided valuable input to help us review the effectiveness of our accreditation tools.

聚焦小組會議

評審局於2012年8月舉辦了一系列聚焦小組會議，以收集持份者對評審局評審工具的意見。當中三場會議針對專為資歷架構第一至三級課程而設的《初步評估文件指引》和《課程甄審文件指引》的修訂版，另外兩場會議則收集持份者對評審局新推出的《高級文憑/副學士課程覆審文件指引》的意見。與會者就指引的成效和改善方案向評審局提出寶貴的建議。



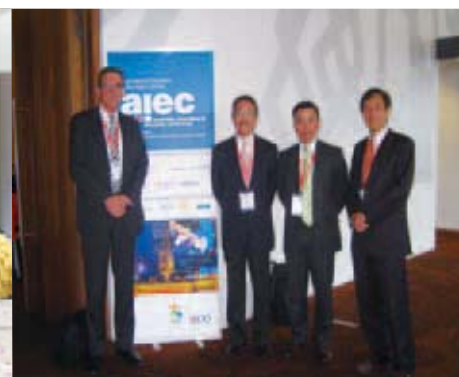
9/2012

New Office Opening

The HKCAAVQ celebrated the official opening of its new office in Siu Sai Wan on 26 September 2012. The ceremony was officiated by the Secretary for Education, Mr. Eddie Ng, joined by over a hundred of staff members and guests from the Government and the education and training sectors. The new office provides a more spacious and functional environment for the HKCAAVQ to meet increasing demand for accreditation and assessment services.

評審局新辦事處開幕

評審局於2012年9月26日舉行新辦事處開幕典禮，慶祝位於小西灣的新辦事處落成啟用。典禮邀得教育局局長吳克儉先生主持開幕儀式。逾百名員工和來自政府及教育與培訓界別的嘉賓出席。新辦事處為評審局提供更大的工作空間，以應付日益增加的評審與評核服務需求。



10/2012

Australian International Education Conference 2012

The Deputy Executive Director of the HKCAAVQ was part of a delegation from Hong Kong that attended the Australian International Education Conference 2012 (AIEC) in Melbourne, Australia, in October 2012. Together with other delegates, he presented at the Pre-conference Workshop on Transnational Education (TNE) Models and New Approach in International Perspective and spoke in another Plenary Session titled "TNE: New Opportunities in Hong Kong".

澳洲國際教育會議 2012

評審局副總幹事於2012年10月赴澳洲墨爾本出席「2012年澳洲國際教育會議」，聯同其他講者在會議開始前主持一場以「跨國教育模式和國際新形式」為題的工作坊及主持另一個以「跨國教育：香港新機遇」為主題的會議。



10/2012

Implementation of ATS and Use of QF Credit

The Education Bureau announced the implementation of the Award Titles Scheme (ATS) and Use of QF Credit under the QF on 24 October 2012. The ATS aims to standardise the use of award titles that reflects the QF levels and areas of study; the introduction of QF Credit will provide clear and transparent information on the size or volume of learning of programmes and the time expected from learners to complete the programmes.

資歷名銜計劃及採用資歷架構學分正式推行

教育局於2012年10月24日宣佈推行資歷名銜計劃及採用資歷架構學分。資歷名銜計劃旨在統一在資歷架構下的資歷名銜，以適當地反映學科的程度和範疇；採用資歷架構學分則能夠提供清晰而具透明度的資料，讓學員得知課程的學習量，以及預計完成課程所需付出的學習時間。



11/2012

UK NARIC Annual Conference 2012

The HKCAAVQ attended the UK NARIC Annual Conference 2012 on 13- 14 November 2012 and delivered a presentation on "Accreditation of overseas qualifications in Hong Kong". The conference brought together over 350 representatives from higher education institutions in the UK and overseas for discussion, knowledge exchange and debate on the latest developments in education internationally.

英國國家學歷認可資訊中心2012年周年研討會

評審局代表於2012年11月13至14日出席英國國家學歷認可資訊中心2011年周年研討會，並以「香港非本地學歷評審」為題進行演講。會議聚集了逾350名來自英國及海外高等教育院校代表，就國際高等教育事宜作廣泛討論，交流知識和經驗。



11/2012

Briefing Sessions on ATS and Use of QF Credit

In support of the implementation of the ATS and Use of Credit under the QF, the HKCAAVQ took part in two briefing sessions conducted by the Education Bureau in November and December 2012. During these sessions, the HKCAAVQ shared the requirements of the QR in response to the two new initiatives and the HKCAAVQ's arrangements for early compliance with both schemes on the QR.

資歷名銜計劃及採用資歷架構學分簡介會

為了配合資歷名銜計劃及採用資歷架構學分的推行，評審局參與由教育局於2012年11月及12月舉辦的兩場資歷名銜計劃及資歷學分簡介會。會上評審局代表分享了在新措施下上載資歷資料到資歷名冊的新要求，以及其他為配合課程營辦者提前採納新措施而設的安排。



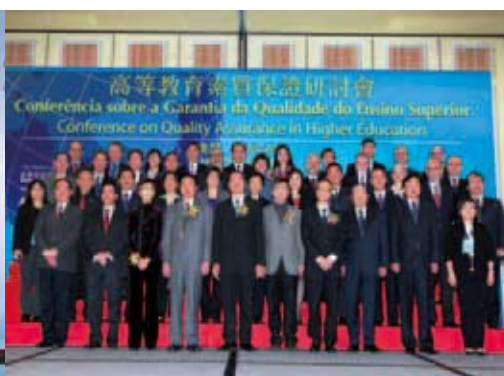
12/2012

Global Education Dialogue

The HKCAAVQ participated in the Global Education Dialogue organised by the British Council in Beijing on 10 December 2012. Themed “Quality Assurance of Degrees Awarded in a 3rd Country”, the event brought together policy makers, national assurance agencies and universities engaged in the delivery of joint and other forms of transnational education programmes to discuss concerns, share practices and proposed ways forward.

「全球教育對話」國際教育論壇

評審局代表於2012年12月10日出席在北京舉行的「全球教育對話：亞洲系列」，探討關於第三國授予學位的質量保證問題。是次論壇聚集了跨國教育的教育政策決策者、國家質量保證機構和大學代表，就國際高等教育面對的挑戰和機遇作廣泛討論，並為國際高等教育的發展訂立方向。



12/2012

Macao Conference on QA in Higher Education

The HKCAAVQ delivered two speeches at the Conference on Quality Assurance (QA) in Higher Education in Macao from 16 to 17 December 2012. Organised by the Tertiary Education Services Office of the Macao SAR Government, the Conference provided an opportunity for QA practitioners to exchange ideas and experiences on the development of higher education around the world.

澳門高等教育素質保證研討會

評審局代表於2012年12月16至17日在澳門舉行的「高等教育素質保證研討會」上發表兩則演說。是次研討會由澳門特別行政區政府高等教育輔助辦公室主辦，旨在促進質量保證從業員就各地高等教育評鑑的經驗和發展趨勢作分享與交流。



1/2013

Consultation on the Publication of Accreditation Reports

For the purpose of increased transparency in the quality assurance process, the HKCAAVQ has decided to publish accreditation reports by phases. Three consultation sessions were held in December 2012 and January 2013 to collect feedback from both academic and vocational training operators on the publication of the summary reports. Representatives from more than 50 operators participated and provided valuable input on the arrangement.

公開評審報告諮詢會

為提高質量保證過程之透明度，評審局決定公開評審報告摘要。評審局於2012年12月至2013年1月期間舉行了三場諮詢會，聽取學術及職業資歷課程營辦者對公開摘要報告的意見。逾50名課程營辦者的代表出席並就有關安排給予評審局寶貴的意見。



1/2013

Specialists Appointment Ceremony

The Specialists Appointment Ceremony was held on 11 January 2013. Over 30 academics, professionals and experts from various industries and areas of study and training attended the ceremony to celebrate their appointment to serve the HKCAAVQ on accreditation panels.

專家委任典禮

評審局於2013年1月11日舉行「專家委任典禮」。超過30名學者及行業專家出席，承諾擔任評審小組成員。



1/2013

Renewal of MoU with NIAD-UE, Japan

The HKCAAVQ renewed the Memorandum of Understanding (MoU) with the National Institution for Academic Degrees and University Evaluation (NIAD-UE), Japan, on 31 January 2013. The signing ceremony was followed by a Joint Workshop on the changing higher education landscapes. The workshop facilitated both parties' understanding of each other's business, and marked a milestone of collaboration between the HKCAAVQ and NIAD-UE in the advancement of quality assurance in both jurisdictions.

評審局與日本獨立行政法人大學評價・學位授與機構簽署諒解備忘錄

評審局與日本獨立行政法人大學評價・學位授與機構於2013年1月31日再度簽署諒解備忘錄。簽署儀式翌日，雙方合作舉辦了一場工作坊，探討日本與香港高等教育環境的轉變。是次活動有助增進雙方對彼此業務的了解，亦為雙方質素保證的更緊密合作揭開新里程。



3/2013

Review of Substantial Change to Accreditation Status

The HKCAAVQ organised a focus group meeting on 1 March 2013 to engage operators in the review of substantial change to accreditation status. Operators shared their internal policies and practices in handling changes to accreditation status and were informed about proposed revisions to our guidelines and the associated tools.

檢討評審資格的重大修改

評審局於2013年3月1日舉辦聚焦小組會議，邀請營辦者參與檢討評審資格的重大修改之定義。營辦者分享其內部政策及如何處理評審資格的修改，評審局藉此和營辦者分享本局擬定相關指引和工具之修訂。



3/2013

Staff Attachment Programme

An assessor of Council of Private Education, Singapore, visited the HKCAAVQ for an attachment programme from 5-11 March 2013. The programme included participation in an accreditation exercise as observer, and briefings to understand the HKCAAVQ's role and functions in quality assurance as well as its accreditation services and process that underpin the QF.

工作交流計劃

評審局於2013年3月5日至11日接待一位來自新加坡私立教育理事會的評估人員進行短期工作交流，藉參與會議和觀察評審局的評審工作，了解本局作為評審當局的角色和職能，以及本局在香港資歷架構下的評審工作。

3/2013

QF Conference

The HKCAAVQ supported the Education Bureau and Scottish Credit and Qualifications Framework Partnership as a partner organisation for the QF Conference on "Global Mobility – Making it Happen" held on 18-19 March 2013. The Conference invited over 400 representatives from education institutions, training providers, trade associations, labour unions and Government departments, as well as overseas experts and employers and employees to share their views on vocational training, continuing education and lifelong learning.

資歷架構會議

評審局以夥伴機構身份參與由教育局及蘇格蘭資歷架構當局於2013年3月18及19日舉行的資歷架構會議。逾400名來自教育院校、培訓機構、商會、工會和政府部門的代表、外國專家，以及行業僱主和僱員代表獲邀出席，就職業培訓、持續教育和終身學習分享意見。

3/2013

HKCAAVQ Annual Dinner

Over one hundred guests and staff attended the Annual Dinner of the HKCAAVQ on 21 March 2013. At the Dinner, the Secretary for Education recognised the contribution and commitment of all participants in safeguarding the quality of higher education and vocational education and training in Hong Kong, particularly at the critical juncture of the Education Reform.

評審局周年晚宴

逾一百名嘉賓和員工出席評審局於2013年3月21日舉行之周年晚宴。教育局局長致詞時，讚揚業界人士在教育改革的關鍵時刻，仍然努力不懈維護香港高等教育及職業培訓的質素。

Chairman's Message

主席序言



The Honourable Martin LIAO 廖長江議員, JP
Chairman 主席

The past year has been as challenging as it has been fulfilling. As we enter the new era of higher education that commenced in 2012 under Hong Kong's New Academic Structure, the HKCAAVQ remains committed to promoting quality enhancement, developing good practices, building capacity and strengthening communications with our stakeholders.

I am delighted that the HKCAAVQ has made significant progress toward achieving many of its goals in 2012/13. Of particular note is the review of the Four-stage Quality Assurance (QA) Process initiated in 2011. The review aimed to evaluate the effectiveness of our accreditation model that underpins the Qualifications Framework (QF). The Council formed a Steering Committee to undertake this review and has during the year carried out extensive public consultation to gather views from over 200 stakeholders on the refined model.

In March 2013 the Council approved the refinements to the Four-stage QA Process and its progressive implementation from June 2013. While the base structure of the current accreditation model will remain intact, the refined model will introduce a more learner-centred philosophy, and will formalise the facilitating phase to reinforce our "gate-keeping" and "gate-opening" roles in quality assurance.

2012/13年是既充滿挑戰又豐盛的一年。隨著新高中學制實施，高等教育界正式邁進一個新紀元。為了貫徹目標，履行使命，評審局積極推動質素提升、訂定良好作業、不斷充實自己，並致力加強與各界的溝通。

我很高興看到評審局於過去一年在多項工作上均取得重大進展，其中包括「四階段質素保證程序」檢討。這項檢討於2011年開展，目的為評估現行評審模式的成效。評審局就是次檢討成立了一個督導委員會，並在年內進行廣泛諮詢，向超過二百位持份者收集意見。

「四階段質素保證程序」的修訂建議於2013年3月獲評審局大會正式通過，於2013年6月起逐步推行。現行評審模式的基本結構將維持不變，而執行方向則依循「學生為本」的理念；此外，新修訂的評審模式亦會把「輔助期」訂為常規程序，進一步加強評審局「扶助」及「把關」的角色。

The review has taken into account local quality requirements, the current situation in the education and training sectors in Hong Kong, as well as international developments in quality assurance. We are confident that a broad cross-section of our community will benefit from this refined model which allows the sectors to perform, to grow and contribute to Hong Kong's education development.

The HKCAAVQ is mindful of its statutory role in safeguarding the quality of qualifications for local learners. In this regard, we work in concert with the Government to ensure that our work and processes align with the latest policies and developments in QF.

Following the launch of the Award Titles Scheme (ATS) and Use of Credit under QF by the Education Bureau in October 2012, the HKCAAVQ has worked to incorporate these new initiatives into our accreditation process and to upgrade our systems for early compliance with both schemes on the Qualifications Register (QR). We also participated in briefing sessions and training workshops to introduce the key concepts of these schemes to our stakeholders.

To increase transparency in our quality assurance process and to assist the public in making better informed choices, we have made the decision of publishing summary accreditation reports online. During the year, we also made substantial progress in streamlining the work processes of our accreditation and assessment services, and made available improved guidelines and assessment tools on our website.

Openness and transparency are key elements for building accountability and trust in a quality assurance system. With an ultimate goal of protecting the rights and interests of learners, the HKCAAVQ will continue an open dialogue with its stakeholders and maintain our presence in the international arena to keep ourselves abreast of current trends and developments in education and quality assurance.

Since our inception in 1990, the HKCAAVQ has moved with the times to meet the changing requirements of our community and to help our academic and vocational sectors to pursue continuous quality enhancement for global competitiveness. As we take stock of our work this year, we are glad to see positive results of our endeavours in external quality assurance. In support of the Government's initiatives at developing a more integrated approach to quality assurance for Hong Kong's higher education sector, we have made great efforts at developing our capacity for conducting external quality audits.

「四階段質素保證程序」檢討參考本港教育及培訓界的現況及質素要求，以及國際間質素保證工作的發展而進行。我們相信新評審模式將會惠及社會上不同界別的人士，發揮推動本地教育發展的作用。

維護本地課程和資歷質素乃評審局的首要職責，因此，我們十分重視與政府當局的合作，以確保評審局的工作和程序能夠與資歷架構的最新政策和發展接軌。

為了配合教育局於2012年10月推行的資歷名銜計劃及採用資歷架構學分，我們對評審程序作出相應調整，並為資歷名冊進行系統提升，以便營辦者提前採用資歷名銜及資歷學分。此外，我們又積極參與簡介會和培訓工作坊，向持份者講解新措施及其執行細節。

為了提高質素保證過程的透明度，讓公眾掌握充分信息以選擇適合自己的進修途徑，評審局決定於本局網頁公開評審報告摘要。另一方面，我們竭力簡化評審與評核程序，將相關指引和評核工具上載到本局網站讓公眾查閱。

公眾對質素保證的信心建基於一個公開和透明的制度。為保障學員的權益，評審局會繼續秉持開放的態度和持份者溝通，並會積極參與國際活動，掌握世界各地教育和質素保證工作的最新發展。

評審局自1990年成立以來，一直與時並進，滿足社會大眾的需要，協助本地學術及職業界別追求卓越，提升國際競爭力。回顧過去一年，我們從事外部質素保證工作的成果有目共睹。評審局支持政府為本地高等教育界別建立一個統一的質素保證體系，我們會和各方通力合作，為未來承擔質素核證的工作做好準備。

Over the past year, we maintained close contact with the Education Bureau, the Quality Assurance Council of UGC and the Joint Quality Review Committee through the Liaison Committee on Quality Assurance to share good practices and enhance consistency and transparency in quality assurance. We also invited local and overseas experts to conduct workshops for our staff and prepare them for taking up the task of quality audit if and when called upon to do so. The HKCAAVQ will continue to work closely with stakeholders at building consensus on the scope and levels of quality audit to achieve harmonisation of standards.

2012/13 was a fruitful year for the HKCAAVQ, during which we have garnered recognition as a respected quality assurance body by virtue of our robust quality assurance systems and high service standards. The HKCAAVQ's success hinges on the commitment and concerted effort of our Council Members, staff, Specialists as well as our institutional and industry partners. We are also thankful for the unfailing support of the Government and the valuable feedback from our stakeholders.

I should also like to express my gratitude to our former Executive Director, Professor Yiu-Kwan Fan, who retired at the end of July this year for his service and contributions to the HKCAAVQ over the past five years. The Council and I wish him a happy and fulfilling retirement. At the same time, I should like extend a very warm welcome to our new Executive Director, Professor William Lee, who assumed office in August 2013. Professor Lee has substantial experience in tertiary education and was actively involved in quality assurance of higher education. I am confident that the HKCAAVQ, under his leadership, will meet the challenges ahead and continue to play a pivotal role in safeguarding the quality of education and training in Hong Kong.

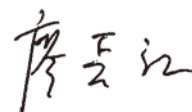


The Honourable Martin LIAO, JP
Chairman

評審局一直透過質素保證聯絡委員會與教育局、質素保證局和聯校素質檢討委員會保持緊密聯繫，互相分享良好作業，提高質素保證工作的一致性和透明度。去年評審局亦舉辦了多個工作坊，邀請本地和海外專家蒞臨演講，裝備我們的職員以迎接質素核證的工作。評審局會繼續與持份者攜手合作，期望與各界在質素核證的範疇和標準上取得共識。

2012/13年對評審局而言是成果豐碩的一年。我們憑著穩健的質素保證制度和優質的服務，成為享譽國際的質素保證機構。評審局的成功，有賴評審局成員、秘書處員工、評審局專家，以及各院校和業界夥伴的支持和努力。我亦要感謝政府當局對評審局一直以來的支持，以及各界人士給予我們的寶貴意見。

最後，我衷心感謝於今年7月退休的前總幹事范耀鈞教授。范教授在任五年期間對評審局的發展作出了重大貢獻。評審局大會和我祝願范教授的退休生活愉快。與此同時，我歡迎於2013年8月履新的總幹事李經文教授。李教授在高等教育界擁有豐富的經驗，並積極從事高等教育質素保證工作。我相信李教授定能帶領評審局迎接面前的挑戰，繼續發揮評審局維護香港教育及培訓質素的關鍵作用。



主席
廖長江議員, JP

Executive Director's Report

總幹事報告



Prof Yiu-Kwan FAN 范耀鈞教授, BBS, JP
Executive Director 總幹事

2012/13 presented both challenges and opportunities for the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

This year, we witnessed the first Hong Kong Diploma of Secondary Education Examination (HKDSE) under the new 334 structure. We experienced a surge in demand for our services driven by the increased number of matriculants in the double cohort. This year, we also took part in the development of the Award Title Scheme (ATS) and Use of Credits, which marks an important milestone in the development of the Qualifications Framework (QF) to support vertical articulation.

In the face of all these changes and challenges, the HKCAAVQ continued to focus on achieving our mission and making progress and improvements across our wide range of services. In the year under review, the HKCAAVQ accredited 180 local and non-local programmes ranging from academic to vocational and in-house training programmes across QF levels 1 to 6, and assessed over 3,300 overseas qualifications, 1,800 Continuing Education Fund reimbursable courses and nearly 600 Continuing Professional Development programmes.

2012/13年對香港學術及職業資歷評審局(評審局)來說是充滿挑戰和機遇的一年。

過去一年，評審局見證了新學制下首屆香港中學文憑試順利推行。由於「雙軌年」畢業生人數倍增，令評審局處理的評審與評核個案顯著增加。同年，我們亦應教育局邀請參與籌備資歷名銜及資歷架構學分兩項計劃，藉建立縱向的學分累積及轉移制度，推動資歷架構的垂直銜接。

儘管面對各種轉變和挑戰，評審局仍堅守使命，繼續提供多元化的質素保證服務，並致力提升工作效率和服務水平。在報告期內，經評審局評審的本地及非本地課程達180個，其中包括學術、職業訓練及內部培訓課程，涵蓋資歷架構第一至六級。此外，我們亦處理超過3,300宗學歷評估、1,800宗持續進修基金課程及接近600宗持續專業進修課程的評核申請。

Driving Changes, Delivering Values

As part of our ongoing efforts to improve our efficiency we moved to a new office in Siu Sai Wan, Chai Wan, in July 2012. Thanks to the teamwork of our dedicated staff we overcame the challenges of moving and had a smooth relocation under a very tight schedule. Not only does the new office accommodate our future growth and facilitate closer communication within the Secretariat, it also allows us greater flexibility in organising workshops, seminars and different types of capacity building activities.

On the same day we moved into the new premises we implemented a new organisation structure of the Secretariat. The change to this new functional structure was the result of an extensive review of how we could better implement the Council's statutory functions, drive efficiencies and deliver a higher quality of service. We believe the restructuring will enable us to take a more integrated approach to the delivery of our services, create synergy, and address changes and challenges holistically and effectively.

Refining the QA Model

In 2012/13, the HKCAAVQ carried out a number of initiatives to improve our quality assurance work. One of the major thrusts was the review of our Four-stage Quality Assurance (QA) Process, the accreditation model developed to underpin the QF since its launch in 2008. Following a rigorous and comprehensive review and an extensive consultation on the refined model under the leadership of a Steering Committee, the Council approved the refinements to the Four-stage QA Process in March 2013.

The refined model incorporates, among other things, the formalisation of the enabling approach via the establishment of a Facilitating Phase in the accreditation process, which aims to enhance new operators' awareness of the accreditation requirements and streamline the process for operators with successful accreditation experience. In the second half of 2013, we will carry out a pilot programme to test the new model and your participation is important in helping us to finalise and implement these refinements.

創新求變 實踐理念

2012年7月，評審局位於小西灣的新辦事處正式落成啟用。全賴秘書處所有同僚齊心協力，我們才可以在極短時間內順利完成搬遷。新辦事處的設計既配合評審局的未來發展需要，亦可增進秘書處內部的溝通。它更為我們提供寬敞和靈活的空間，以舉辦各類型工作坊、研討會和其他能力提升活動。

評審局進駐新辦事處當日，秘書處亦正式以新組織架構運作。我們經過深入檢討後，決定將架構重新以職能劃分，讓評審局能更好地履行其法定職能、提高工作效率和服務水平。我們相信新組織架構能更有效地整合評審局不同範疇的服務，加強團隊合作精神，發揮協同效應，使我們能夠更迅速和周全地應付未來各種轉變和挑戰。

優化評審模式

在2012/13年，評審局推行了一系列提升質素保證工作的措施，當中一項重點工作是檢討自2008年資歷架構推行以來沿用至今的評審模式——「四階段質素保證程序」。評審局就是次檢討成立了一個督導委員會，領導我們進行廣泛的諮詢和全面的檢討工作。有關「四階段質素保證程序」的修訂建議已於2013年3月獲評審局大會通過。

新修訂模式把評審過程中的「輔助期」訂為常規程序。「輔助期」一方面有助提高新營辦者對評審要求的認知，另一方面亦可為具成功評審經驗的營辦者提供一個較簡易的評審程序。評審局會於2013年下半年度為新修訂的評審模式進行先導研究。我們期望各界參與，助我們確立和實踐修訂方案。

Building Capacity

The HKCAAVQ initiated an IT Infrastructure Development Project in 2012. The plan is to develop a new and secured IT environment, incorporating an integrated database and central repository to enhance work efficiency, as well as facilitating communication and exchange of information among our staff and stakeholders.

In addition to strengthening existing work processes and services, we have also been paying special attention to the promotion and dissemination of good practices in quality assurance. Last year, we organised over 50 capacity building activities such as training workshops, seminars and briefings to strengthen providers and specialists' quality assurance capability. We also arranged a series of consultation sessions on the publication of summary accreditation reports. As the education environment becomes more diversified and internationalised, greater transparency will help build public confidence in our quality assurance process and allow the public to make better informed choices.

Strengthening Partnership

While the HKCAAVQ continued to maintain close contacts with the local community, we also took part in different regional and international activities to build global networks and promote collaboration and partnership with quality assurance agencies worldwide. In early 2013, we renewed the Memorandum of Understanding with the National Institution for Academic Degrees and University Evaluation (NIAD-UE), Japan; together we organised a joint workshop in Tokyo to discuss the current trends and challenges in higher education in Hong Kong and Japan.

Apart from this joint endeavour, we continued to engage proactively in exchanging knowledge and experience with QA practitioners all over the world through participation in international conferences, visiting and receiving delegations from peer agencies overseas. To allow more in-depth sharing on different QA systems and work processes, we sent one of our staff for a short-term attachment to the National Office of Overseas Skills Recognition (NOOSR) of Australian Education International, and received an assessor from the Council of Private Education (CPE), Singapore. These activities help keep us abreast of world trends in quality assurance, and our effort in enhancing our international focus was recognised by the Asia-Pacific Quality Network (APQN) in its inaugural APQN Quality Awards Presentation at the 2013 Conference in Taipei.

提升質保能力

評審局在2012年展開了一項資訊系統基建發展計劃，目的為建設一個既安全又與時並進的資訊科技環境，以支援評審局多元化的服務。計劃包括建立統一的數據庫和中央資料儲存庫，以提高工作效率，加強評審局內部訊息交流，促進我們與持份者的溝通。

除致力提升服務質素外，我們亦積極推廣及傳播質素保證的良好作業模式。去年，我們一共舉辦了五十多項能力提升活動，包括培訓工作坊、研討會和簡介會，以提高營辦者和評審局專家的質素保證能力。此外，我們亦舉辦了多場諮詢會，聽取營辦者對公開評審報告摘要的意見。隨著教育環境趨向多元化和國際化，我們相信一個公開透明的制度有助建立公眾對質素保證工作的信心，亦能讓市民在作出選擇前掌握充分的資料。

加強夥伴關係

過去一年，評審局繼續與本地持份者保持緊密聯繫，並積極參與地區及國際性活動，拓展國際網絡，與海外質素保證機構建立夥伴合作關係。2013年初，評審局與日本獨立行政法人大學評價・學位授與機構再度簽署諒解備忘錄，雙方並首度合作舉辦了一個工作坊，探討兩地高等教育的發展趨勢和挑戰。

我們又透過參與多個國際會議、安排員工到海外機構交流以及接待訪問團體，與來自世界各地的質素保證從業員交流知識和經驗。為進一步了解各地的學歷評估制度，評審局派員到澳洲全國海外技能認可處進行短期實習；我們亦接待了一位來自新加坡私立教育理事會的評估人員進行短期工作交流。評審局透過形形色色的交流活動，了解國際質素保證的趨勢和發展，確保我們的工作模式與世界接軌。2013年在台北舉行的亞太地區質素網絡研討會暨周年會員大會上，評審局獲大會頒發「亞太地區質素網絡大獎」，肯定我們推動國際交流和合作的努力。

A Fond Farewell

This is my last report as the Executive Director of the HKCAAVQ. It is my honour and privilege to have had the opportunity to serve the HKCAAVQ during its critical phase of transformation. Over the past five years, I have been blessed with the advice and guidance from the Council, and the tremendous support and strong commitment of colleagues at all levels of the Secretariat. I am also thankful for the participation and partnership of our various stakeholders.

In their different roles but sharing a common objective, our Council Members, colleagues, our partners especially the Education Bureau, and all other stakeholders including the Specialists and education/training providers have together made the HKCAAVQ a successful external quality assurance agency recognised by our counterparts around the world. Over the years, the HKCAAVQ has lived up to its dual role as the gate-keeper and gate-opener for education and training provision in Hong Kong, and has gained recognition for its rigorous approach to quality assurance in both the local and international arena. I am confident that under the leadership of Prof William Lee the HKCAAVQ will continue to uphold its mission and core values as it moves into the next phase of development.



Prof Yiu-Kwan FAN, BBS, JP
Executive Director

惜別與道謝

這是我擔任評審局總幹事期內最後一份年度報告。能夠在評審局轉型和新發展的關鍵時刻略盡綿薄之力，我感到十分榮幸。我感激過去五年評審局大會成員給予我的寶貴意見和指導，以及秘書處上下所有同僚的支持和付出。我亦要感謝各持份者對評審局工作的支持，與我們建立真誠可貴的夥伴關係。

評審局大會成員、秘書處同僚、我們的合作夥伴，特別是教育局，以及各持份者，包括評審局專家和教育及培訓課程營辦者，大家雖然崗位有別，但目標一致，彼此都為建立一套健全的外部質素保證機制而努力，使評審局成為享譽國際的質保機構。過去，評審局充分發揮維護和促進本地教育和培訓質素的角色，以嚴謹的質素保證程序贏得海內外廣泛認同。我深信評審局在新任總幹事李經文教授的領導下，將繼續秉持其使命和核心價值，開拓另一階段的發展里程。



總幹事
范耀鈞教授 BBS, JP

The Council

評審局

Chairman 主席

- ① The Honourable Martin LIAO Cheung-kong, JP
廖長江議員, JP

Vice-Chairman 副主席

- ② Ir Dr Alex CHAN Siu-kun
陳兆根博士

Non-Local Members 非本地成員

- ③ Ms Ann DOOLETTE
④ Dr Achim HOPBACH
⑤ Professor Mala SINGH
⑥ Ms Aileen PONTON
⑦ Professor Andrew WALDER
⑧ Professor ZHONG Bing-lin
鐘秉林教授

Ex-officio Members 當然成員

- ⑨ Ms Michelle LI Mei-sheung, JP
李美嫦女士, JP
⑩ Professor FAN Yiu-kwan, BBS, JP
范耀鈞教授, BBS, JP



Local Members 本地成員

- ⑪ Ms Christina CHENG Sau-yu
鄭秀如女士
- ⑫ Professor Frank FU Hoo-kin, MH, JP
傅浩堅教授, MH, JP
- ⑬ Mr Charles LO Chi-hong, MH
羅志雄先生, MH
- ⑭ Mr Albert CHOW Hing-pong
周慶邦先生
- ⑮ Ir Dr David HO Chi-shing
何志盛博士工程師
- ⑯ Ms Carrie LEUNG Ka-lai
梁嘉麗女士
- ⑰ Professor Richard HO Yan-ki
何焯基教授
- ⑱ Professor Arthur MAK Fuk-tat
麥福達教授
- ⑲ Professor Edmond KO, BBS, JP (until 22 April 2012)
高彥鳴教授, BBS, JP (至2012年4月22日)
- ⑳ Ms Winnie CHEUNG Chi-woon
張智媛女士



The Council

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) was formed under the HKCAAVQ Ordinance (Cap 1150). As the Accreditation Authority and Qualifications Register Authority under the Hong Kong Qualifications Framework, the HKCAAVQ provides quality assurance and assessment services to education and training institutions, course providers and the general public. In addition to its statutory roles, the HKCAAVQ also provides advisory and consultancy services in education qualifications and standards to government bureaux and professional organisations in Hong Kong.

The Council is composed of members appointed by the Chief Executive of the Hong Kong Special Administrative Region. As of March 2013, the Council membership is composed of six non-local members and 13 local members. Its composition reflects expertise and experience in quality assurance, education and training as well as links with industry and the Education Bureau. The Council maintains its international perspective by including non-local members who come primarily from countries with well-established external quality assurance systems. They enlighten us with valuable advice and global views, allowing us to benchmark the HKCAAVQ's approaches with the latest international standards and good practices.

The Council meets formally twice a year with meetings of local members held between full Council meetings.

The work of the Council is supported by three committees: the Qualifications and Accreditation Committee, the Personnel and Administration Committee and the Finance Committee. Each Committee has its own terms of reference, which are detailed in the Appendix.

The Secretariat

The daily operation of the HKCAAVQ is undertaken by the Secretariat under the leadership of the Executive Director who is an ex-officio member of the Council.

As of end of March 2013, the HKCAAVQ Secretariat had 86 full-time staff, most of whom are quality assurance practitioners, seasoned trainers or education professionals. There are also two part-time staff including one consultant who provides legal advice.

評審局

香港學術及職業資歷評審局乃根據《香港學術及職業資歷評審局條例》(第1150章)成立。作為資歷架構的評審當局及資歷名冊當局，評審局為教育及培訓機構、課程營辦者及市民大眾提供與質素保證有關的評審及評核服務；我們亦為香港政府部門和專業團體就學歷及教育標準事宜提供顧問服務。

評審局大會成員由香港特別行政區行政長官委任。截至2013年3月，評審局共有六位非本地成員及13位本地成員。大會成員的組成有助評審局匯聚質素保證、教育、培訓等界別的專業知識和經驗，同時反映評審局與工商各界及教育局緊密的聯繫。非本地成員主要來自具有完善外部質素保證制度的國家，為我們提供寶貴的意見和國際視野，確保評審局的程序及慣例與時並進與國際接軌。

評審局每年召開兩次會員大會會議，本地成員亦會於大會之間舉行本地成員會議。

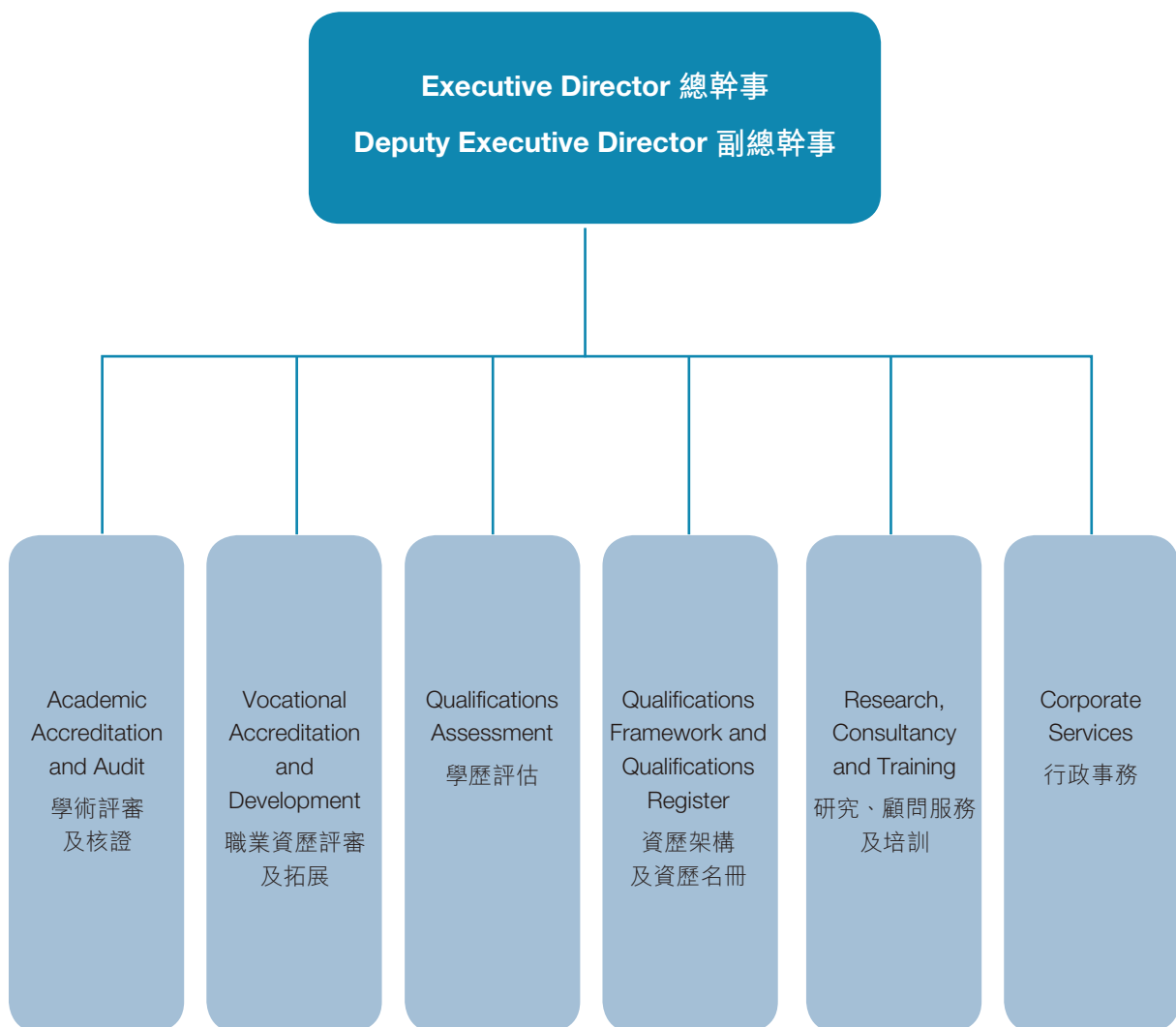
評審局下設三個委員會，分別為資歷及評審委員會、人事及行政委員會和財務委員會，各按其職權範圍執行工作，詳情可見於附錄。

秘書處

評審局的日常運作由總幹事領導秘書處負責，而總幹事亦為評審局的當然成員。

於2013年3月底，評審局秘書處共有86名全職僱員，大部分為從事質素保證的人士、資深培訓導師或教育專才。評審局另聘兩名兼職僱員，當中包括一位法律顧問。

Organisation Chart of the Secretariat 秘書處行政架構



Academic Accreditation and Audit

學術評審及核證

The HKCAAVQ offers an extensive range of academic accreditation services. The academic accreditation service covers programmes offered by post-secondary institutions at postgraduate, degree and sub-degree levels. Accreditation service is also provided for non-local programmes (NLP) that are registered or exempted from registration under the Non-local Higher and Professional Courses (Regulation) Ordinance (Cap 493) and Institutional Review (IR) exercises are conducted for institutions seeking registration under the Post Secondary Colleges Ordinance (Cap 320) for degree-awarding status.

Following the implementation of the Secretariat's new organisation structure from July 2012, the assessment of the Continuing Education Fund (CEF) reimbursable courses and non-local courses for registration under Cap 493 has been brought together in the new Academic Accreditation and Audit functional area with an aim to capture the synergy between the academic accreditation and assessment services.

Local Programme Accreditation

In 2012/13, the demand for academic accreditation remained high. During the reporting period, the HKCAAVQ conducted two IR exercises for institutions seeking registration under Cap 320 for degree-awarding status. Apart from the IR exercises, we also conducted Programme Validation for a total of 22 programmes



評審局提供廣泛的學術評審服務，涵蓋專上教育機構提供的研究生課程、學位課程及副學位課程。我們同時為已根據《非本地高等及專業教育（規管）條例》（第493章）註冊或獲豁免註冊的非本地課程提供評審服務，以及為欲根據《專上學院條例》（第320章）註冊的院校進行院校評審。

隨著評審局秘書處於2012年7月推行新組織架構，持續進修基金課程和非本地課程的評核服務獲納入學術評審及核證的職能範疇，以發揮學術評審和評核服務的協同效應。

本地課程評審

在2012/13年，市場對學術評審的服務需求殷切。評審局在報告期內進行了兩項院校評審；亦為10個課程營辦者完成了22項課程甄審和四項課程覆審。此



and Revalidation for four programmes, with the participation of 10 operators. Requests from eight operators were processed for substantial changes to 25 programmes.

While the traditional programmes like Business Administration, Languages, Tourism, Hospitality, Health Care and Engineering remained popular, we also conducted accreditations for emerging programme areas such as Landscape Architecture and Chinese Catering at Qualifications Framework (QF) Level 5.

外，我們亦處理了八個課程營辦者就25個課程作出重大修改的申請。

除主流學科如商業管理、語文、旅遊、款待、護理和工程外，我們亦為一些達到資歷架構第五級的新興課程如園境建築和中式飲食進行評審。



NLP Accreditation

The HKCAAVQ provides accreditation service for NLPs registered or exempted under Cap 493 leading to non-local awards offered in Hong Kong. An NLP accredited by the HKCAAVQ enjoys similar status to locally-accredited programmes, and its qualification can be recognised under the QF and placed on the Qualifications Register (QR).

Over the past year, the HKCAAVQ accredited 27 NLPs in diverse disciplines such as Business, Tourism, Hospitality, Accountancy and Finance, Visual Communication and Fine Arts, involving the participation of nine local operators and 11 overseas partners from Australia and the United Kingdom.

非本地課程評審

評審局為已根據《非本地高等及專業教育(規管)條例》(第493章)在香港註冊或獲豁免註冊的非本地課程進行評審。跟已評審的本地課程一樣，通過評審的非本地課程的資歷可以獲得資歷架構認可及載列於資歷名冊之上。

過去一年，評審局評審了27個非本地課程，涵蓋的學科包括商業、旅遊、款待、會計及金融、視覺傳達和藝術。它們分別由九個本地營辦者和11個來自澳洲和英國的海外營辦者合辦。

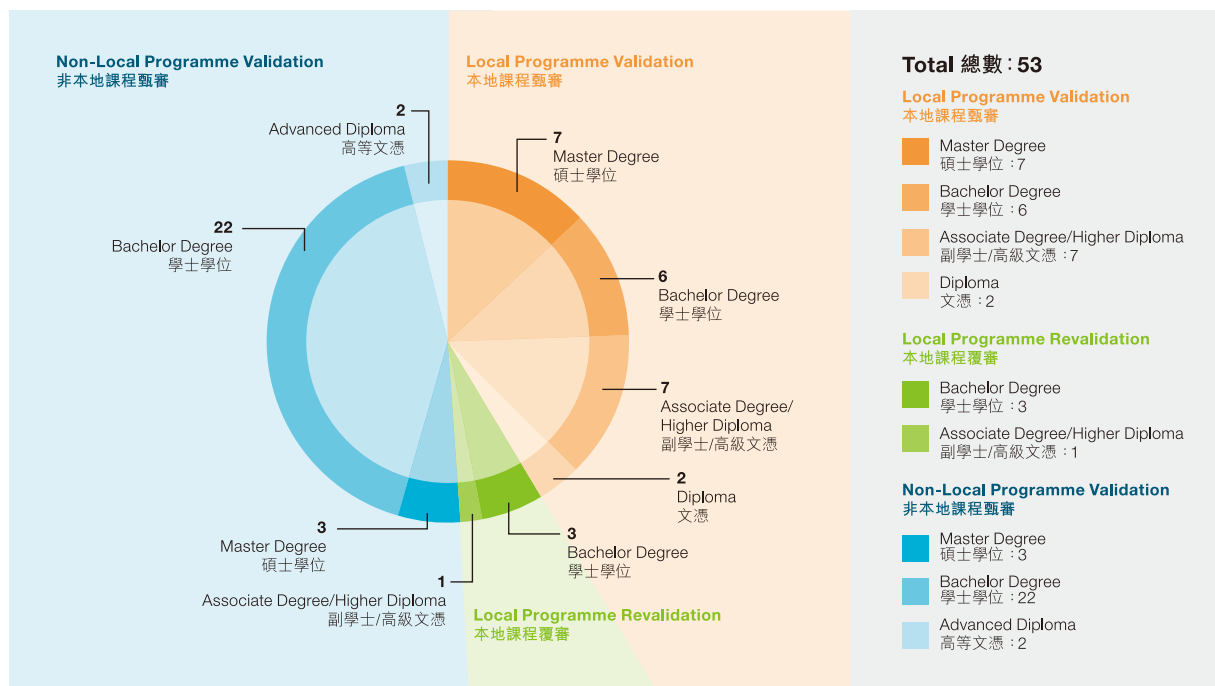
To evaluate the effectiveness and identify aspects for improvement in our NLP accreditation model, the HKCAAVQ engaged an overseas specialist to conduct a comprehensive review of NLP accreditation. Two focus group meetings were organised in December 2012 to share with operators the issues identified in the review and the proposed actions. Following the feedback received in the focus group meetings, the NLP guidelines were revised and associated tools were developed to streamline the NLP accreditation process.

為改善現行非本地課程評審的模式及提高評審效率，評審局委託了一位海外專家為非本地課程評審進行全面檢討。我們於2012年12月舉辦了兩次聚焦小組會議，與營辦者分享檢討結果和改善建議。我們歸納從聚焦小組取得的意見，修訂了非本地課程評審指引，並設計相關評審工具，以簡化評審程序。



Breakdown of Academic Programmes Validated or Revalidated (1 April 2012 – 31 March 2013)

完成課程甄審或覆審的學術課程數目(2012年4月1日至2013年3月31日)



Refinement of Accreditation Service

Apart from the NLP accreditation review, the HKCAAVQ also embarked on a number of initiatives in the year under review with an aim to enhance its accreditation service.

For the purpose of increased transparency in the quality assurance process, the HKCAAVQ has decided to publish accreditation reports by phases. In the first year, the HKCAAVQ will publish on its website the summary reports, which are direct extracts from the full accreditation reports. Consultation sessions were organised to explain to operators the related arrangements and gather valuable input from them.

Following requests from operators for greater clarity, the HKCAAVQ conducted a review of both local and international practices on what constitutes a substantial change to accreditation status. The review was conducted through telephone interviews and a focus group meeting held in March 2013, in which operators shared their internal policies and practices in handling changes to accreditation status. Operators were informed about proposed revisions to the guidelines and the associated tools for the purpose of better defining the scope of substantial change and enhancing the efficiency of assessing substantial changes.

Last year, we participated in two briefing sessions on the Award Titles Scheme (ATS) and Use of Credit under QF introduced by the Education Bureau to help operators better understand the implementation timetable of the two new initiatives and arrangements during the transitional period. We also spoke at two associated training workshops to introduce the key concepts and processes for assessing QF credits at institutional and programme levels.



提升評審服務質素

除了檢討非本地課程評審外，評審局於報告期內推行一系列措施，以提升評審服務質素。

為提高質素保證過程的透明度，評審局決定分階段公開評審報告。來年評審局將會從評審報告中直接擷取部分內容作為評審報告摘要，並於本局網站公布。我們透過舉辦諮詢會，向營辦者講解有關安排，聽取他們對公開摘要報告的意見。

為回應營辦者提出更清楚界定評審資格重大修改的要求，評審局檢視了本地及國際質素保證機構的處理方法，並透過電話訪問及於2013年3月舉辦的聚焦小組會議，邀請營辦者分享他們處理評審資格改動的政策和措施。評審局已通知營辦者擬修訂的指引和相關工具，務求更清楚界定重大改修的範圍，提高處理評審資格重大修改的效率。

去年，我們參與了兩場由教育局舉辦的資歷名銜計劃及資歷學分簡介會，向營辦者講解兩項新措施的推行時間表和過渡安排。評審局代表於兩個相關的培訓工作坊向課程營辦者介紹資歷學分的概念，以及從院校及課程層面評核課程資歷學分的程序。



Assessment of Non-local Courses

The HKCAAVQ is appointed by the Registrar of Non-local Higher and Professional Education Courses to provide professional advice as to whether a particular course delivered in Hong Kong leading to a non-local higher and professional qualification meets the registration criteria stipulated in the Non-local Higher and Professional Education (Regulation) Ordinance (Cap 493). The HKCAAVQ also advises the Registrar whether a registered non-local course continues to meet the registration criteria through annual reassessments.

In the reporting year, the HKCAAVQ streamlined the non-local course assessment process. Through close collaboration with the Non-local Courses Registry, the application form and the associated guidance notes were revised. As a result, the processing time needed for the assessment was shortened. Positive comments were also received from operators about the streamlining.

The demand for assessment of non-local courses remained high in the reporting period. This year, 715 non-local courses assessment cases (86 new applications, 442 annual returns and 187 changes of applications) were processed, representing a 25% increase compared to the last reporting period. In particular, the number of change applications increased by 33%, whereas the numbers of new applications and annual returns increased by 23% and 22% respectively.

非本地課程評核

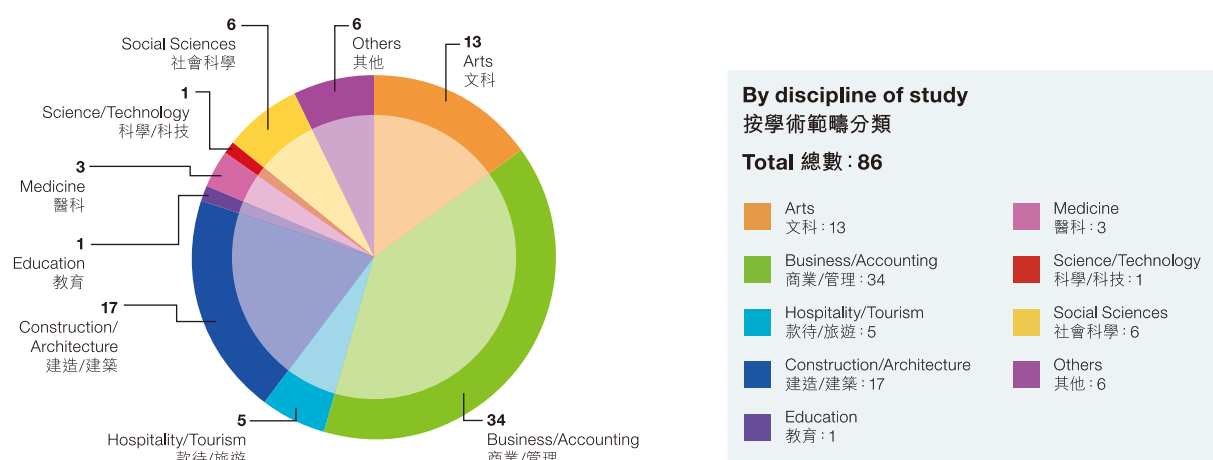
評審局受非本地課程註冊處處長委任，就課程能否符合《非本地高等及專業教育（規管）條例》（第493章）所訂定的註冊準則提供專業意見。評審局亦會評核課程的周年申報表，向非本地課程註冊處處長建議該課程是否繼續符合註冊準則。

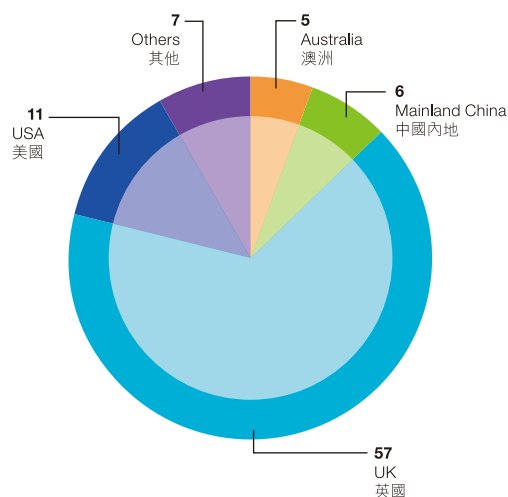
去年，評審局簡化了非本地課程評核的程序。評審局與非本地課程註冊處合作，修訂了課程註冊的申請表格和相關指引。處理評核申請的時間因此而縮短，營辦者對此表示歡迎。

在報告期內，市場對非本地課程評核服務的需求殷切。本年度經評審局評核的非本地課程達715個（包括86項新註冊申請、442項周年申報及187項改動申請），整體數字較去年同期上升了25%；其中改動申請比去年上升了33%，新課程註冊申請及周年申報分別上升了23%和22%。

Breakdown of new applications for non-local course assessment (1 April 2012 – 31 March 2013)

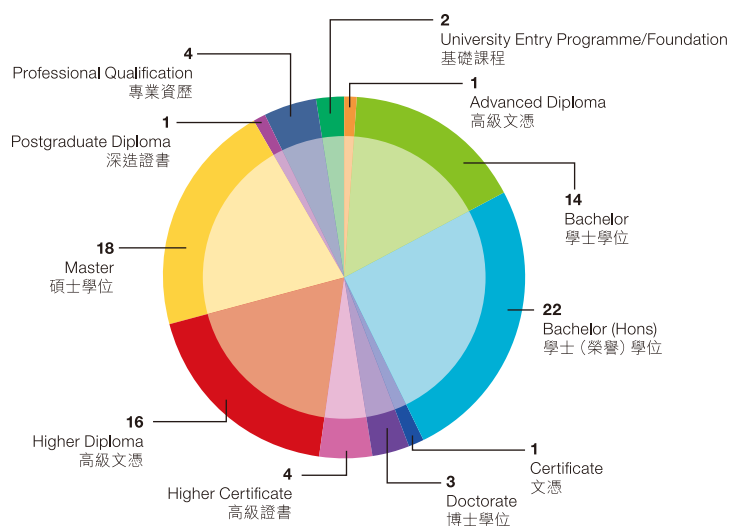
非本地課程新註冊申請數字(2012年4月1日至2013年3月31日)





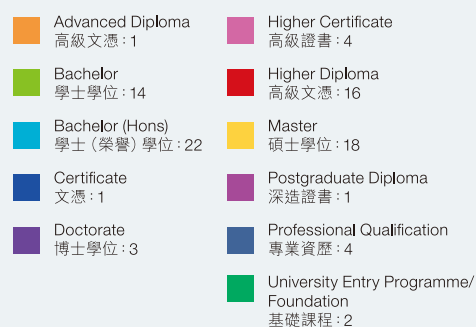
By geographic origin
按頒授資歷地區分類

Total 總數: 86



By level of study
按資歷水平分類

Total 總數: 86



Assessment of CEF Courses

The HKCAAVQ is commissioned by the Labour and Welfare Bureau (LWB) to assess the Continuing Education Fund (CEF) reimbursable courses to ensure that these courses meet the CEF's requirements in areas such as course contents, learning activities and teaching premises. The HKCAAVQ also conducts surprise audit visits to ascertain whether the CEF courses are operated in compliance with the approved conditions determined by the LWB.

持續進修基金課程評核

評審局獲勞工及福利局(勞福局)委託為持續進修基金可獲發還款項課程進行評核,以確保有關課程在課程內容、學習模式及教學設施等方面均符合持續進修基金的要求。評審局亦應勞福局的要求,對課程營辦者進行突擊審核巡查,以確定營辦者遵從已獲審批的規格開辦持續進修基金可獲發還款項課程。

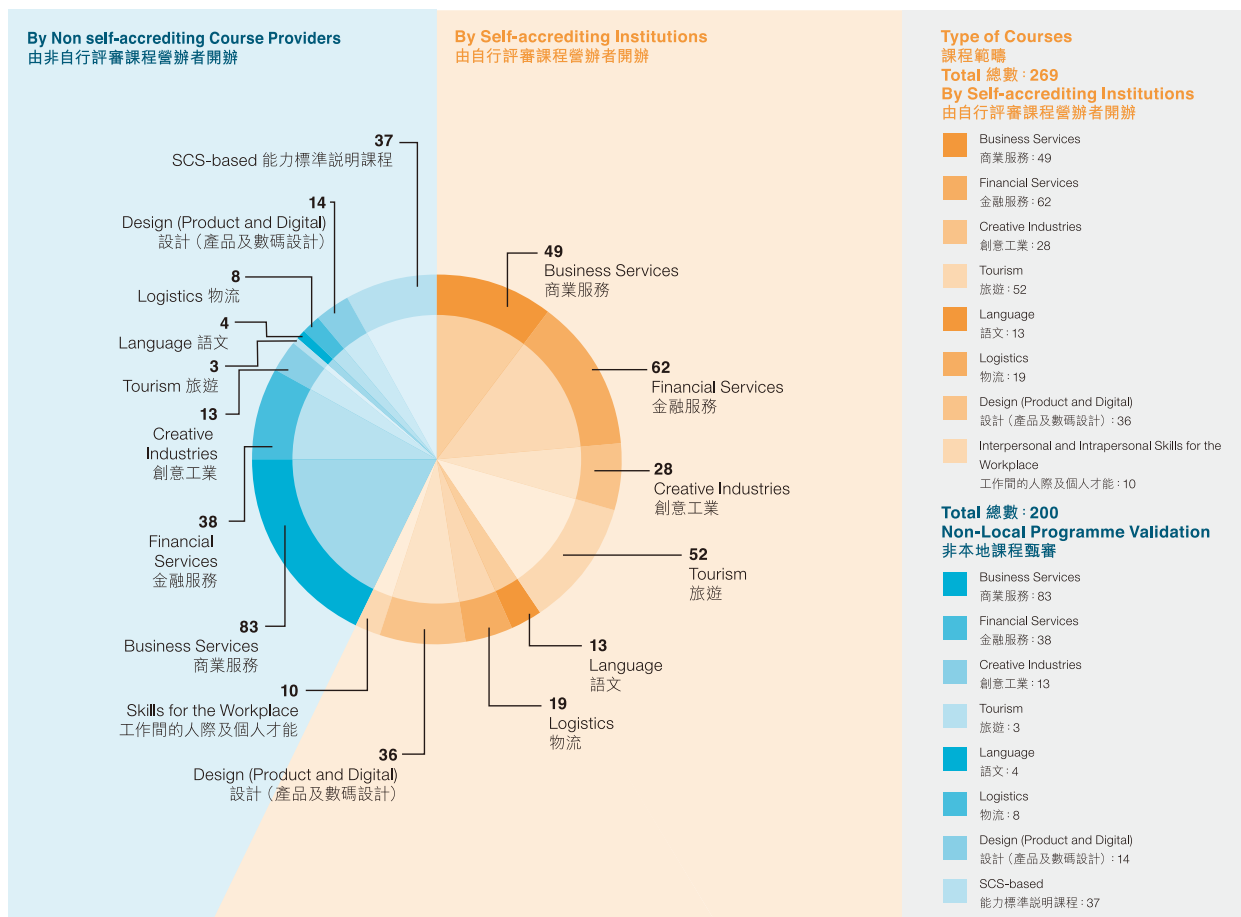
This year, the HKCAAVQ refined the assessment procedures. The HKCAAVQ worked closely with the LWB and the Office of the Continuing Education Fund to streamline the assessment process and developed a simplified application form, thereby minimising the amount of information required to be submitted by the CEF course providers while maintaining the quality of the service. The CEF course providers expressed positive feedback on our efforts in streamlining the assessment process.

In the reporting period, the HKCAAVQ conducted 80 surprise audit visits and assessed 1,846 applications, of which 469 were new applications and 1,377 were applications for amendments to registered CEF reimbursable courses. The numbers of new applications and amendments increased by 30% and 23% respectively.

去年，評審局與勞福局和持續進修基金辦事處通力合作，簡化了評核程序和申請表格，減少持續進修基金課程營辦者需要遞交的資料，同時又維持了評核質素。持續進修基金課程營辦者對此普遍表示歡迎。

在報告期內評審局進行了80次突擊審核巡查，處理了1,846項持續進修基金可獲發還款項課程的評核申請，當中469項為新評核申請，1,377項為現有註冊課程的改動評核申請。與去年同期比較，新評核申請和改動評核申請的數字分別上升了30%和23%。

Breakdown of the new applications for assessment of CEF reimbursable courses (1 April 2012 – 31 March 2013) 持續進修基金課程的新評核申請數字(2012年4月1日至2013年3月31日)



Staff Capacity Building Initiatives

The HKCAAVQ strives to enhance the professional knowledge of staff to cope with the rapid changes in the education sector. In the reporting year, overseas specialists were invited to deliver talks on the developments in quality assurance in different parts of the world so as to keep our staff informed about international good practices. Thematic sharing sessions were also conducted to enable our staff to share their knowledge and experience in a particular field. For the purpose of preparing for taking up the task of quality audit in the future, the similarities and differences between accreditation and audit were also covered in a series of staff capacity building initiatives. These activities not only helped to enhance the professional knowledge of our staff but also enabled us to reflect on our existing services for continuous improvement.



Looking Forward

Given the incorporation of academic accreditation and assessment of non-local courses and CEF courses in the same functional area, it is anticipated that the synergy created will further refine our work, in particular due to the close correlation between the NLP accreditation and assessment of non-local courses. To cope with the rising demands for academic accreditation and assessment services, the HKCAAVQ will keep on exploring different ways to enhance the effectiveness and efficiency of our work.

提升員工能力



評審局致力提升員工的專業知識，以應付瞬息萬變的教育環境。過去一年，我們邀請了海外專家擔任講者，與員工分享世界各地質素保證工作的最新發展，加強員工了解國際良好作業的模式。我們亦會就不同議題舉辦專題分享會，讓員工互相分享知識和經驗。在一系列建立員工能力的活動中，亦涵蓋認識評審和核證的異同，為將來進行質素核證作準備。這些活動不但能增加員工的專業知識，亦讓我們不斷改善現有的服務。

未來展望

隨著學術評審、非本地課程評核和持續進修基金課程評核納入同一個職能範疇，其所產生的協同效應，特別是非本地課程評審與非本地課程評核的緊密關係，將有助我們進一步完善服務。評審局會不斷探索各種方法，提升工作效率，以應付學術評審和評核服務的龐大需求。

Vocational Accreditation and Development 職業資歷評審及拓展

The HKCAAVQ supports the development of the Qualifications Framework (QF) to expand the scope of accreditation and assessment service to the vocational education and training (VET) sector, and facilitate the participation of operators, professional bodies, as well as employers in the quality assurance process.

Accreditation Service for the VET sector

In the reporting year, the HKCAAVQ completed 28 Initial Evaluation (IE) and 127 Programme Validations (PV) for VET operators from various sectors including public organisations, education/training institutes, professional bodies, non-governmental organisations, trade associations, and commercial corporations of different scales. In the same year, 653 programmes were also operated by the Vocational Training Council (VTC) under their Programme Area Accreditation (PAA) status.

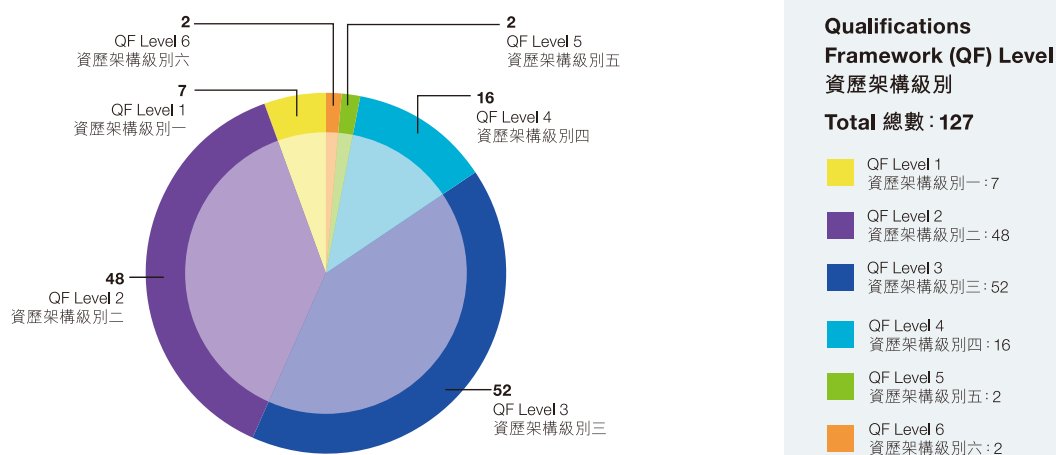
為支持資歷架構的發展，評審局的評審和評核服務擴展至職業教育及培訓界別，協助課程營辦者、專業團體和僱主參與質素保證工作。

職業資歷評審

在報告期內，評審局為職業教育及培訓課程營辦者完成了28項初步評估和127項課程甄審，這些營辦者來自公營機構、教育/培訓機構、專業團體、非政府組織、商會及各大小商業機構，當中涉及廣泛的職業界別。去年，職業訓練局亦按其所取得之學科範圍評審資格，開辦了653個指定學科範圍的課程。

Breakdown of vocational programmes validated (1 April 2012 – 31 March 2013)

完成課程甄審的職業資歷課程數目(2012年4月1日至2013年3月31日)



Using the fitness for purpose approach, the HKCAAVQ accredited a wide spectrum of programmes including pre-employment training, in-house training, in-service training and professional development programmes, ranging from QF Levels 1-6, catering for the manpower development and advancement of major industries in Hong Kong.

Since the launch of the QF in 2008, the HKCAAVQ has witnessed an unprecedented growth of the vocational education and training sector. This year the HKCAAVQ accredited five programmes for Professional Banking Qualifications of The Hong Kong Institute of Bankers. These learning programmes are the very first non-academic programmes at QF Levels 4-6 accredited by the HKCAAVQ. The recognition of these learning programmes represents a major development for the QF and the banking industry.

In 2012/13, there has also been active participation from industry in accreditation. During the reporting year, the Council accredited 18 in-house training programmes operated in seven commercial corporations belonging to various industry sectors, such as property management, automobile services and retail.

Another new initiative is the collaboration of industry and schools in developing training programmes for secondary school students. The first of this kind was the programme offered by the Hong Kong Jewellery & Jade Manufacturers Association for students in the six participating schools.



評審局以切合目標的原則為不同類型的課程進行評審，當中包括職前訓練、內部培訓、在職培訓和專業進修計劃等，涵蓋資歷架構第一至第六級別，以滿足本港各個主要行業的人力資源發展和提升的需要。

自資歷架構於2008年推出以來，評審局見證著職業教育及培訓界別空前的發展。去年我們為香港銀行學會轄下五個課程進行評審，這是評審局首次為資歷架構第四至第六級別的非學術課程進行評審；這些課程的資歷獲得認可，標誌著資歷架構和銀行業的重大發展。

在2012/13年，本港多個行業均積極參與評審工作。年內，評審局為七個商業機構提供的18個內部培訓課程進行評審，這些課程涵蓋多個行業，例如物業管理業、汽車業和零售業。

此外，我們亦見證了業界與學校攜手合作，為中學生提供培訓課程。首個此類課程由香港珠寶玉石廠商會開辦，於六所協作學校內推行。



Quality Assurance Services

Since the implementation of the QF in 2008, the Education Bureau has formed 19 Industry Training Advisory Committees (ITAC) for various industries with a view to developing industry-based Specification of Competency Standards (SCS). In the development of the SCSs, the HKCAAVQ acts as the moderator. During the year, the HKCAAVQ moderated the draft SCSs for the Logistics, Banking, and Import and Export industries.

Operators are encouraged to develop SCS-based programmes by adopting the relevant Units of Competencies specified in the SCS. During the year, HKCAAVQ validated 29 SCS-based programmes for the Beauty Care, Hairdressing, Automotive, Jewellery and Property Management industries.

As at March 2013, there are 178 SCS-based programmes (QF Levels 1 – 4) covering 12 industries on the Qualifications Register (QR).

Breakdown of SCS-based programmes (QF Levels 1 – 4) on the QR 上載於資歷名冊的能力為本課程(資歷架構第一至第四級)數目

Industry 行業類別	QF Level 資歷架構級別			
	1	2	3	4
Automotive 汽車業	–	1	–	1
Banking 銀行業	–	–	1	–
Beauty 美容業	–	14	22	2
Chinese Catering 中式飲食業	3	2	11	–
Electrical & Mechanical Service 機電業	–	2	1	2
Hairdressing 美髮業	6	31	19	–
Information & Communication Technology 資訊科技及通訊業	–	–	–	3
Jewellery 珠寶業	–	4	–	3
Logistics 物流業	–	–	–	4
Printing & Publishing 印刷及出版業	1	6	6	–
Property Management 物業管理業	1	15	10	4
Watch & Clock 鐘錶業	–	1	2	–
Total 總和	11	76	72	19

質素保證服務

自2008年資歷架構推出以來，教育局至今已為19個行業成立了行業培訓諮詢委員會(諮委會)，並為這些行業制訂《能力標準說明》，而評審局則負責協助調適有關標準。在報告期內，我們為物流業、銀行業和進出口業草擬的《能力標準說明》作出調適。

評審局鼓勵營辦者根據《能力標準說明》中的「能力單元」設計能力為本課程。過去一年，評審局分別為美容業、美髮業、汽車業、珠寶業和物業管理業共29個能力為本課程進行課程甄審。

截至2013年3月，共有178個能力為本課程(資歷架構第一至第四級)上載於資歷名冊，涵蓋12個不同的行業。

Apart from accrediting programmes of a specific nature, the HKCAAVQ also plays an important role in the quality assurance of Recognition of Prior Learning (RPL) under the QF. The RPL mechanism enables employees of various industries to receive formal recognition of the knowledge, skills and experience they have acquired over time. To date, there are seven industries, namely Printing & Publishing, Hairdressing, Watch & Clock, Property Management, Automotive, Jewellery and Logistics, with the RPL mechanism already set up. In the reporting period, the Council has accredited the Assessment Agency under the RPL scheme for two more industries, namely the Beauty and the Chinese Catering industries.

除了為特定課程進行評審外，評審局亦擔任資歷架構下「過往資歷認可」的質素保證工作。各行業的從業員可透過「過往資歷認可」機制，讓其所具備的知識、技能和經驗獲得資歷架構正式確認。至今已有七個行業正式推行「過往資歷認可」機制，包括印刷及出版業、美髮業、鐘錶業、物業管理業、汽車業、珠寶業及物流業。在報告期內，評審局已為美容業和中式飲食業之「過往資歷認可」評估機構進行評審。



In the school sector, the HKCAAVQ continues to be commissioned by the Education Bureau to conduct the quality assurance study to ensure the quality of the Applied Learning (ApL) courses. During the reporting period, quality assurance visits were conducted to 12 ApL courses which were delivered by eight different course providers in the tertiary education sector. In addition, a total of 15 panel meetings were convened to review the self evaluation reports submitted by the course providers on the 30 ApL courses offered for the 2010-2012 cohort.

在學界方面，評審局繼續受教育局委託為應用學習課程進行質素保證工作。年內我們為12個應用學習課程進行了實地考察，當中涉及八個專上教育界別的課程營辦者。此外，我們亦召開了15次小組會議，審視營辦者為2010至2012學年提供的30個應用學習課程的自我評核報告。

Assessment of CPD Programmes

To further enhance the assessment service of the Continuing Professional Development (CPD) programmes for the insurance industry and Estate Agents Authority (EAA), improvement measures were introduced to minimise the average processing time without compromising quality of the assessment service. The improvement measures were well received by the operators and the average processing time for the CPD applications for the Insurance Authority (IA) was shortened significantly.

During the reporting period, 89 new applications, 246 annual re-assessment and 188 change of course applications were processed under the Insurance Intermediaries Scheme. Compared to the previous reporting period, there was a growth of 12% for the annual re-assessment applications but a fall of 17% and 9% in new applications and change of course applications respectively. In the Estate Agents Authority CPD Scheme, nine new applications, 58 annual re-assessments and two changes of applications were assessed, which represented an annual increase of 2% for the annual re-assessment applications but a decline of 18% and 60% in other two areas respectively as compared to figures in previous reporting period.

持續專業進修課程評核

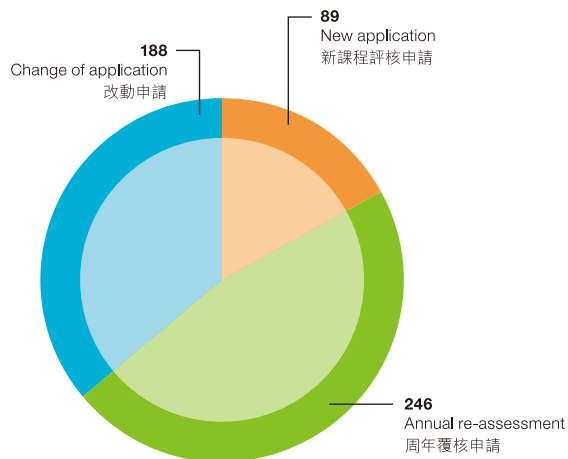
去年評審局推出了改善措施，簡化有關保險業和地產代理監管局提供的持續專業進修的課程評核程序，提高評核服務的效率，當中以保險中介人持續專業培訓課程的平均評核時間減幅尤為顯著，有關措施深受營辦者歡迎。

本年度評審局為保險中介人質素保證計劃完成了89項新課程評核申請、246項周年覆核申請及188項改動申請。與去年同期比較，周年覆核申請上升了12%，而新課程評核申請及改動申請則分別下降了17%及9%。此外，評審局亦為地產代理監管局的持續專業進修課程完成了九項新課程評核申請、58項周年覆核申請及兩項改動申請；其中周年覆核申請數字較去年同期增加了2%，而新課程評核申請及改動申請則分別下降了18%和60%。

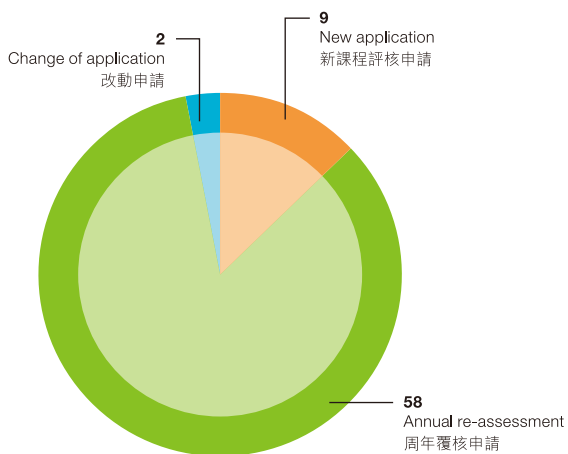


Breakdown of assessed CPD programmes for IA and EAA (1 April 2012 – 31 March 2013)

經評核的保險中介人及地產代理持續專業進修課程數目 (2012年4月1日至2013年3月31日)

**CPD programme for IA**
地產代理持續專業進修課程**Total no. of cases**
總數：523

- New application
新課程評核申請：89
- Annual re-assessment
周年覆核申請：246
- Change of application
改動申請：188

**CPD programme for EAA**
保險中介人持續專業培訓課程**Total no. of cases**
總數：69

- New application
新課程評核申請：9
- Annual re-assessment
周年覆核申請：58
- Change of application
改動申請：2

Enhancement of Services

For the purposes of increased transparency and alignment with the practice of other quality assurance agencies, the HKCAAVQ has decided to adopt a step-by-step approach to publishing accreditation outcomes for public access.

During December 2012 and January 2013, the Council conducted three consultation sessions to collect feedback from operators on the publication of accreditation reports. Seventy-four representatives from 53 operators attended the consultation sessions. There was general consensus that the publication of summary reports can increase the transparency of the accreditation process.

提升服務質素

為提高質素保證過程的透明度，評審局參考其他質素保證業界的慣常做法，決定分階段公開評審報告。

評審局於2012年12月至2013年1月分別舉辦了三場諮詢會，聽取營辦者對公開評審報告的意見。諮詢會一共請來74名來自53個營辦者的代表出席，與會者普遍認同公開評審報告摘要能提高質素保證程序的透明度。

For Initial Evaluation (IE) and Programme Validation (PV) of local programmes (except for purely in-house training programmes) with contracts signed on or after 1 March 2013, summary accreditation reports will be published for public access on the HKCAAVQ website. Feedback will be collected from public users through an online survey, and a review will be conducted after one year.

Looking Forward

The Chief Executive in his 2013 Policy Address has pledged to foster more collaboration between ITACs and operators with a view to linking education, training and employment through new QF-related initiatives. The HKCAAVQ welcomes such initiatives, in particular the development of the SCS-based training packages and supporting materials.

The HKCAAVQ will continue to reach out to its stakeholders to facilitate exchange and promote quality assurance in the VET sector. In addition to the development of accreditation service for industries, the HKCAAVQ will continue its support to the school sector.

Facing the increasing diversity and demand for accreditation services in the VET sector, the HKCAAVQ endeavours to uphold its dual roles as “gate-opener” and “gate-keeper” in the advocacy of vocational education and lifelong learning in Hong Kong.

凡於2013年3月1日或以後簽訂服務協議書的評審項目，包括本地課程的「初步評估」及「課程甄審」（內部培訓課程不包括在內），其相關評審報告摘要將於本局網頁公布。我們會以網上問卷形式向查閱評審報告摘要的公眾人士收集意見，並於措施實行一年後進行檢討，以制訂未來路向。

未來展望

行政長官於2013年施政報告中承諾更積極促進行業培訓諮詢委員會與教育及培訓機構之間的合作，透過推行各項與資歷架構相關的措施，務使教育、培訓與創業、就業接軌。評審局歡迎有關建議，特別是根據《能力標準說明》設計切合行業需要的教材套。

評審局會繼續與持份者接保持聯繫，向職業教育及培訓界別推廣質素保證的重要性。在致力拓展職業資歷評審服務的同時，我們亦會繼續加強對學界的支援。

面對日益增加的評審服務需求和越趨多元化職業教育及培訓課程，評審局會繼續緊守崗位，維護和促進職業教育及培訓的質素，支持香港推動終身學習。

Qualifications Assessment

學歷評估

The HKCAAVQ offers assessment services for the general public, organisations, and government bureaux/departments on qualifications awarded by granting bodies outside Hong Kong. The assessment is conducted on an individual basis to assess a person's educational attainments in totality by comparing the learning outcomes achieved through their learning path against a particular level of qualification in Hong Kong. We are also engaged by the Education Bureau to provide qualifications assessment services for prospective teachers with overseas qualifications who wish to apply for teacher registration in Hong Kong.

Rising Demand for Assessment Service

In 2012/13, the HKCAAVQ processed 3,320 qualifications assessment cases, a 10% rise when compared to the figure in the previous reporting year. This year, more qualifications pitched at the Bachelor Degree or above level have been assessed. While the United Kingdom and Mainland China remained the two major sources of demand for assessment services, we also witnessed significant increase in applications for assessment of qualifications originating from Taiwan and India.

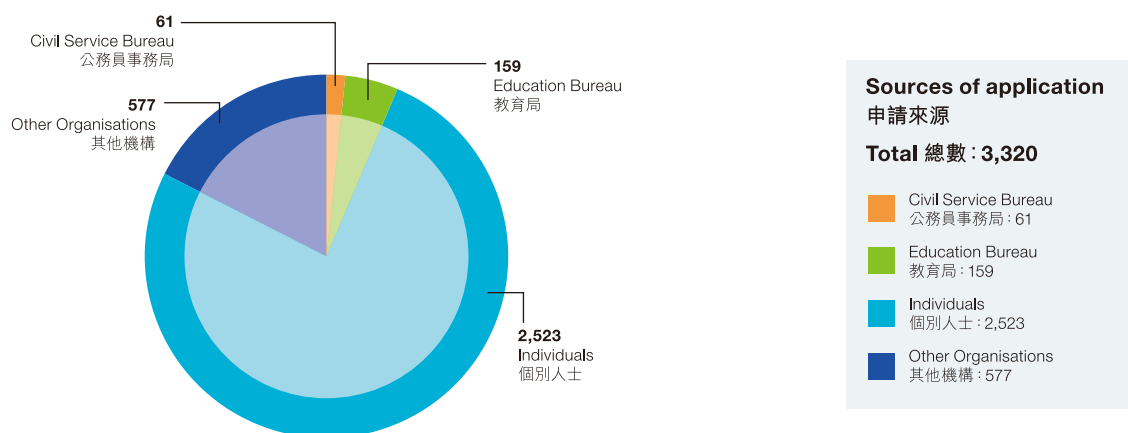
評審局為公眾人士、不同機構和政府部門提供非本地資歷頒授機構頒授的學歷評估服務。學歷評估服務以個別人士的總體學歷為基礎，並將其學習歷程中獲取的學習成效與在香港取得某特定資歷級別的標準作比對。我們亦受教育局委託，為持有非本地學歷而有意申請成為註冊教師的準教師提供學歷評估服務。

服務需求上升

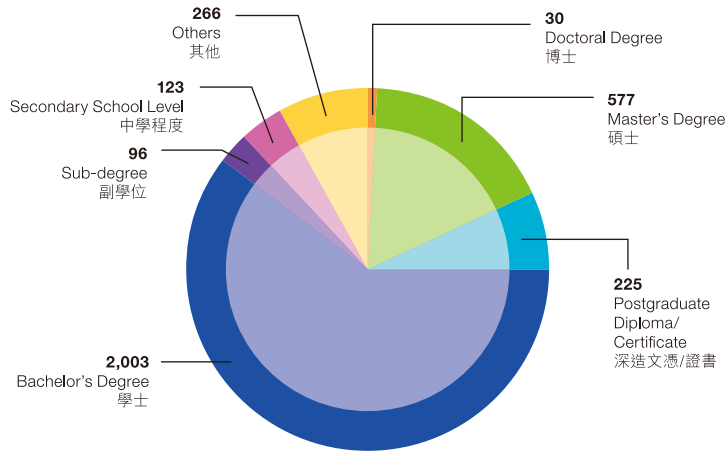
在本年度評審局共處理3,320宗學歷評估個案，較上一個年度增加10%；當中以學士或以上程度學歷的個案佔大多數。在評審局處理的個案中，兩大主要學歷頒授地區分別是英國和中國內地，而台灣和印度學歷持有人提出的學歷評估申請亦有顯著增加的趨勢。

Qualifications Assessment cases processed (1 April 2012 – 31 March 2013)

學歷評估個案(2012年4月1日至2013年3月31日)



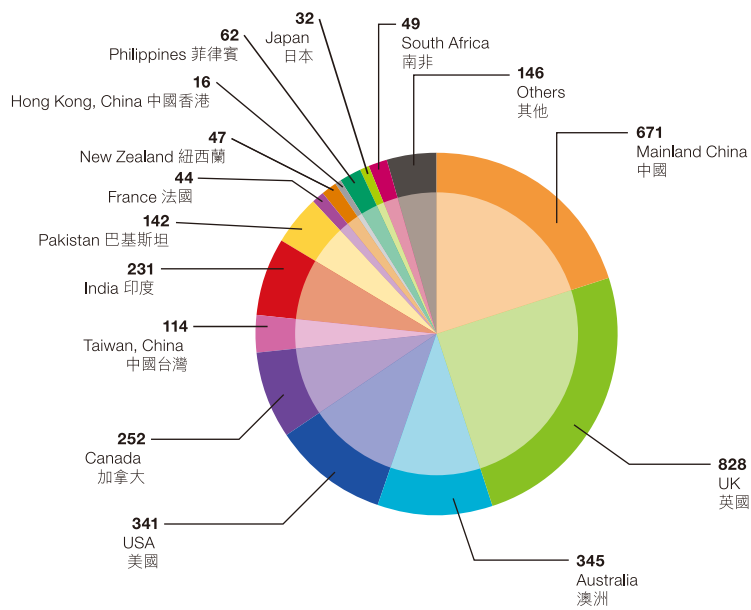
Operational Review 工作報告



Qualifications 學歷程度

Total 總數: 3,320

- Doctoral Degree 博士: 30
- Master's Degree 碩士: 577
- Postgraduate Diploma/Certificate 深造文憑/證書: 225
- Bachelor's Degree 學士: 2,003
- Sub-degree 副學位: 96
- Secondary School Level 中學程度: 123
- Others 其他: 266



Places of award of major qualifications 主要學歷頒授地區

Total 總數: 3,320

- Mainland China 中國: 671
- UK 英國: 828
- Australia 澳洲: 345
- USA 美國: 341
- Canada 加拿大: 252
- Taiwan, China 中國台灣: 114
- India 印度: 231
- Pakistan 巴基斯坦: 142
- France 法國: 44
- New Zealand 紐西蘭: 47
- Hong Kong, China 中國香港: 16
- Philippines 菲律賓: 62
- Japan 日本: 32
- South Africa 南非: 49
- Others 其他: 146

Benchmarking against International Best Practice

To gain a better understanding of international practices of qualifications assessment, staff of the qualifications assessment team visited two national credential evaluation agencies, the National Office of Overseas Skills Recognition of Australian Education International (AEI-NOOSR) and the National Institution for Academic Degrees and University Evaluation, Japan (NIAD-UE), during the reporting year. We also attended the UK NARIC Annual Conference held in London in November 2012 to learn about the latest developments in qualifications assessment in the international arena.

The exchange of knowledge and experience helped the HKCAAVQ benchmark its assessment models, policy and guiding principles in qualifications assessment with international standards and good practices. It also helped build a stronger network and partnership between the HKCAAVQ and the overseas qualifications assessment agencies to enhance mutual collaboration and support.

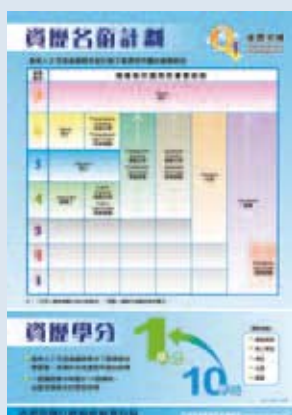


與國際良好作業模式接軌



去年評審局負責學歷評估的職員分別訪問了兩個海外學歷評估機構，包括澳洲高等教育質量與標準署和日本獨立行政法人大學評價·學位授與機構，了解這些機構從事學歷評估的工作模式。此外，我們又派員出席於2012年11月在倫敦舉行的英國國家學歷認可資訊中心周年會議，藉此了解學歷評估的國際發展趨勢。

這些知識與經驗的交流有助評審局將其學歷評估模式、政策和指導原則與國際水平和良好作業模式接軌，同時亦深化了評審局與海外學歷評估機構的連繫和伙伴關係，促進相互合作和支援。



Internal Review

The HKCAAVQ commenced an internal review in October 2012 with the aim to better align the qualifications assessment service with international best practice and to incorporate recent developments in the local educational system into the QA service, such as the Award Title Scheme (ATS) and the Use of Credits under the Qualifications Framework. Through this review the HKCAAVQ is also revisiting the current qualifications assessment model to make it more efficient and transparent.

內部檢討

評審局於2012年10月展開內部檢討，以確保其學歷評估服務與國際良好作業模式接軌，並能配合本地教育體制的最新發展，例如資歷架構下的資歷名銜計劃及資歷學分。我們亦藉此重新審視現行的學歷評估模式，以提高工作效率和透明度。

Looking Forward

To facilitate the determination of assessment outcomes, the HKCAAVQ will develop country profiles as the central components of the new qualifications assessment model. These country profiles will include background information of the education system, qualifications and articulation pathways in the home country. Reference will also be made to the NLP accreditation criteria in developing the new qualifications assessment model.

Initially eight profiles will be developed progressively from August 2013, which will cover 80% of all qualifications assessment cases. The new model will be tested and stakeholders consulted for continuous improvement of our assessment tools.

未來展望

為了更有效評估申請人的學歷，評審局將會按學歷頒授地區逐一建立資料庫，並以此作為新的學歷評估模式的重要參考。這個資料庫將會涵蓋學歷頒授地區的背景資料，包括當地的教育體制、不同程度的資歷以及進修路徑。我們亦會參考非本地課程評審的準則以制訂新的學歷評估模式。

評審局將於2013年8月起逐步建立八個按學歷頒授地區分類的資料庫，預計將可涵蓋八成學歷評估個案。我們又會為新學歷評估模式進行測試和諮詢工作，務求持續改善我們的評估工具。

Qualifications Register

資歷名冊

The Qualifications Register (QR) is a centralised online database of quality assured qualifications recognised under the Hong Kong Qualifications Framework (QF). As the public face of the QF, the QR is an information source for students, employers, professionals, education and training institutions and the public. The HKCAAVQ, in its statutory role as the QR Authority, is responsible for developing and administering the QR.

Increased Population of the QR

The QR publishes a wide spectrum of qualifications covering academic, vocational and continuing education, and including those from the self-accrediting sector. As of March 2013, the QR has accumulated over 7,600 qualifications with an increase of around 8% when compared with the previous year. The HKCAAVQ will continue to provide guidance and on-going support to operators and qualifications granting bodies for the timely listing of QR entries and marketing relating to qualifications being recognised under the QF.

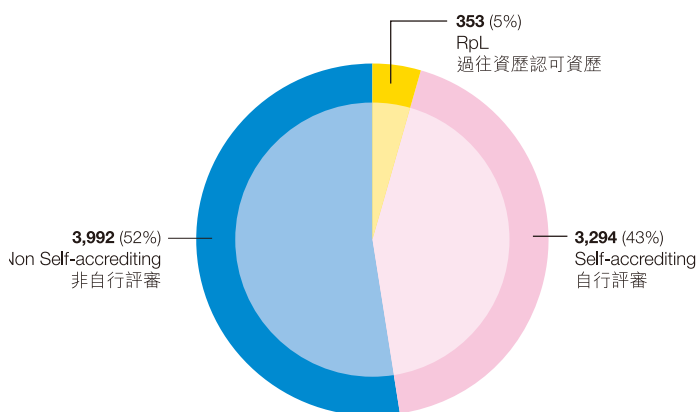
資歷名冊是一個公開的網上資料庫，載列獲資歷架構認可的資歷，供學生、僱主、各行業專業人士、教育及培訓機構和廣大市民查閱。評審局作為資歷名冊的管理當局，負責管理資歷名冊內的資料。

資歷名冊資歷數目增加

資歷名冊載列一系列有關學術、職業訓練和持續進修課程的資料，當中亦包括由具備自行評審資格的院校所頒授的資歷。截至2013年3月，載列於資歷名冊的資歷數目超過7,600，較去年增加約8%。評審局會繼續向營辦者和資歷頒授機構就有關資歷架構認可資歷的上載和廣告提供指引和支援，確保獲認可的資歷能適時上載於資歷名冊。

Number of Current Qualifications on QR by Accreditation Body/Qualification Type (March 2013)

資歷名冊現有的資歷數目(按評審機構或資歷的類別劃分)(2013年3月)

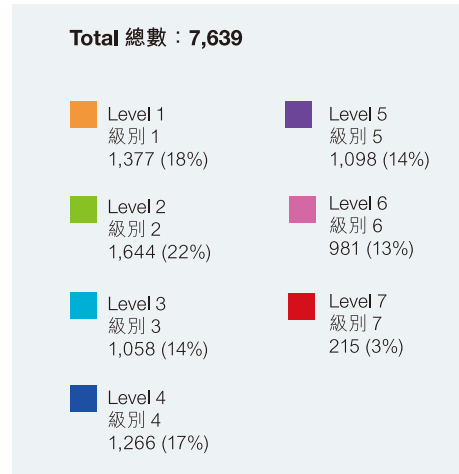
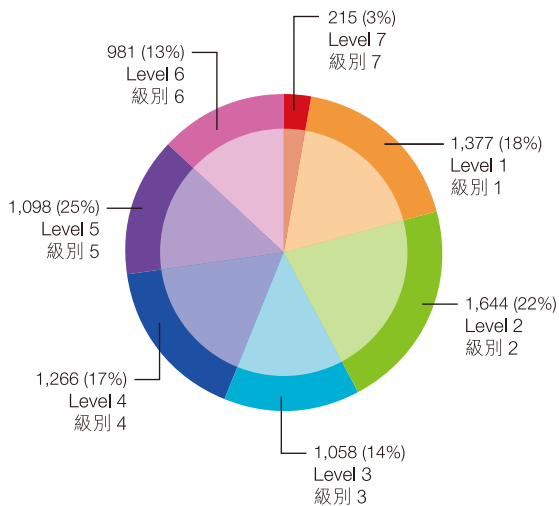


Total 總數：7,639

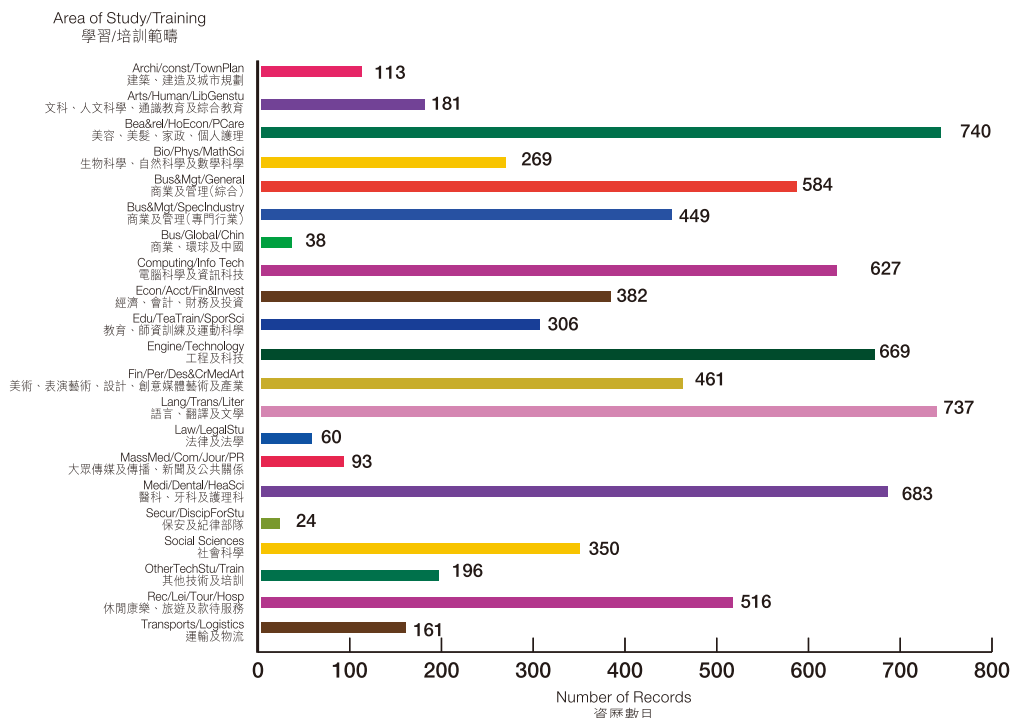
- Self-accrediting (UGC-funded sector includes CityU, CUHK, HKBU, HKIEd, HKU, HKUST, LU & PolyU); JQRC; and OUHK 自行評審 (受教資會資助的院校，包括城大、中大、浸大、教院、港大、科大、嶺大、理大)、聯校素質檢討委員會；以及公開大學 3,294 (43%)
- Non Self-accrediting 非自行評審 3,992 (52%)
- Recognition of Prior Learning (RpL) from Appointed Assessment Agencies 透過受委評估機構的過往資歷認可資歷 353 (5%)

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Number of Current Qualifications on QR by Level (March 2013)
 資歷名冊現有的資歷數目 (按資歷級別劃分) (2013 年 3 月)



Number of Current Qualifications on QR by Area of Study/Training (March 2013)
 資歷名冊現有的資歷數目 (按學習/培訓範疇劃分) (2013 年 3 月)



Enhancement of the QR System

Billing and Refunds arising from QFSS

Subsequent to the implementation of the enhanced subsidy for QR registration fees under the new Qualifications Framework Support Schemes (QFSS) by the Education Bureau (EDB), the HKCAAVQ incorporated the necessary change of arrangements for multiple billing schemes (where the registration validity period of a qualification record spans across the different subsidy periods) in QR fee billing in December 2012.

Enhancement related to ATS and Use of Credit

In October 2012, EDB introduced the Award Titles Scheme (ATS) and Use of Credit under the QF to enhance the transparency of qualifications and enable learners to know clearly the level of a qualification and the learning time required to complete a programme.

In response to the EDB's new initiatives, the HKCAAVQ revised the format of the QR registration number for all new QR records and put in place several additional features including a "Credit" field on the QR. As of March 2013, there are over 80 records with QF credit values published on the QR and the number is anticipated to increase in the second quarter of 2013 from operators in the Vocational Education and Training (VET) sector.

Shortly after the launch of the ATS and Use of Credit, 15 operators of existing Specification of Competency Standards (SCS)-based programmes agreed to early compliance with the two schemes. These programmes with their QF credit values indicated were published on the QR as a one-off special arrangement.



資歷名冊系統提升

資歷架構支援計劃下的收費及退款安排因應教育局推出資歷架構支援計劃的改善措施，評審局於2012年12月為受惠的營辦者（其資歷有效期橫跨不同資助期）提供有關繳付註冊費用和退款的新安排。

有關資歷名銜計劃及資歷學分的安排

教育局於2012年10月宣布在資歷架構下推行「資歷名銜計劃」及「資歷學分」，旨在提供清晰而具透明度的資料，讓學員得知課程的學習量，以及預計完成課程所需付出的學習時數。

為配合教育局的新計劃，評審局更新了資歷名冊登記號碼的編排格式，所有新上載到資歷名冊的資歷，其登記號碼均會加入學分資料。截至2013年3月，超過80個登記資歷已加入學分，預料2013年第二季將會有更多職業教育及培訓課程營辦者會在資歷名冊上提供學分資料。

隨著資歷名銜計劃及資歷學分的推行，15個以能力標準說明為本課程的營辦者已答應提前採納新措施。評審局已為這些課程作一次性安排，把相關的資歷學分上載於資歷名冊。

QR Website Upgrade

Following the Usability Analysis of the QR website conducted in 2011, the HKCAAVQ has developed a plan to engage a professional company specialising in information technology services with expertise in professional web design to upgrade the interface of the QR website. The aim of the project is to re-design the existing QR website so as to improve user experience and the overall usability of the website. The whole project is targeted for completion by the end of 2013.

QR Operators Briefing

To foster communication with operators and keep them informed of the latest developments of the QF and QR, the HKCAAVQ organised a QR Operators Briefing in collaboration with the EDB in June 2012. The Briefing was attended by over 170 representatives of operators from both the self-accrediting and non-self-accrediting sectors and provided a platform to exchange views between the HKCAAVQ, EDB and operators.



提升資歷名冊網站

評審局於2011年展開了一項資歷名冊網站效能體驗分析，我們已按照分析結果制定網站提升方案，並會聘請專業和具有豐富網頁設計經驗的資訊科技服務公司，重新設計資歷名冊網站的界面，以改善用戶體驗，提升網站的可用性。是項計劃預期於2013年底完成。



資歷名冊營辦者簡報會

評審局聯同教育局於2012年6月合作舉辦簡報會，向超過170名來自自行評審界別和非自行評審界別的營辦者提供有關資歷架構和資歷名冊的最新資訊。是次簡報會為評審局、教育局和營辦者提供了一個分享和交流的平台，促進彼此的溝通。

Advertising Monitoring

The HKCAAVQ vets all qualifications from operators and qualification granting bodies before their entries can be publicly accessible on the QR. We also monitor the advertisements and promotional materials relating to the QF to ensure all information on the QR is accurate and up-to-date.

In the reporting period, we continued to provide briefings to operators on a needs basis and maintained effective communication with them to ensure that they understand the prevailing guidelines for advertisements relating to the QF. These meetings not only familiarised operators with the QR system, but also served as a platform for exchange of views and suggestions about the QR.

廣告監察

評審局會檢視所有營辦者和資歷頒授機構擬上載到資歷名冊的資歷，以確保這些資歷均已通過質素保證。此外，我們亦會不時監察資歷架構認可資歷的廣告和宣傳材料，確保載列於資歷名冊上的所有資料準確無誤。

年內，我們繼續與營辦者保持良好的溝通，並因應需要向個別營辦者講解有關資歷架構的宣傳指引。這些活動不但讓營辦者更了解資歷名冊系統的應用，亦可促進評審局和營辦者交流對資歷名冊的意見和建議。

Looking Forward

In the year 2012/13, the QR hit rates have recorded an annual growth of 36%, with the highest increase of over 7,600 hits in the last week of July 2012 following the release of the Hong Kong Diploma of Secondary Education (HKDSE) examination results.

QR has become an important source of information for local learners to look for quality assured qualifications and map out their own progression pathways. The HKCAAVQ will continue to provide effective and efficient service for timely update of the QR and ensure the integrity and reliability of the information in it. Following the QR system and website upgrade, the public will experience a more effective and user-friendly interface.

未來展望

在2012/13年，資歷名冊網站錄得的「點擊率」較去年增加36%；而在2012年7月的最後一個星期，即香港中學文憑考試發放成績後，網站更錄得超過7,600次「點擊率」的新高。

資歷名冊已成為本地學員搜尋有質素保證的資歷和建立進修途徑的重要訊息來源。評審局會繼續適時更新資歷名冊，為市民大眾提供準確和可靠的資料。當資歷名冊系統和網站提升工程完成後，市民將可享受更方便易用的瀏覽體驗。

Research, Consultancy and Training

研究、顧問服務及培訓

The HKCAAVQ conducts research to inform practice and to support policy development. It also runs training events to build up the capacity of programme providers, specialists/panel members and staff in preparation for accreditation processes. As a leading quality assurance agency in the region, it maintains best practice in quality enhancement through internal review and monitoring of its services, provides consultancy services as well as disseminates research findings and practices locally and overseas. With the help of an independent Standing Review Committee for Qualifications Assessment (SRCQA), the HKCAAVQ conducts reviews for organisations or individuals of qualifications assessment decisions.

Four-stage QA Process Review

The Review of the Four-stage Quality Assurance (QA) Process initiated by the Council in March 2011 and conducted under the leadership of a Steering Committee culminated in a refined Model, after completion of the fact-finding phase and data analysis phase in the second quarter of 2012. The Steering Committee comprised local and non-local HKCAAVQ Council Members, expert members as well as representatives from the Education Bureau (EDB) and the QF Secretariat.



評審局致力於研發工作，以推動局內事務和政策發展。我們亦不時為課程營辦者、評審局專家和職員舉辦各式培訓活動，以助他們參與評審工作。評審局乃亞太區具領導地位的質素保證機構，我們透過內部檢討、顧問服務、及於海內外發表研究報告和交流經驗，樹立質素提升的楷模。此外，評審局亦會透過獨立的學歷評估覆檢委員會，為機構和個別人士的學歷評估申請進行覆檢。

四階段質素保證程序檢討

評審局於2011年3月，在督導委員會的領導下，開展了「四階段質素保證程序」的檢討工作。督導委員會由本地與非本地評審局大會成員、專家，以及教育局和資歷架構秘書處的代表組成。有關檢討的資料搜集和數據分析，於2012年第二季完成，修訂模式亦隨後公佈，以作諮詢。

評審局在2012年第四季透過不同渠道，收集有關人士對修訂模式的意見。我們先後舉行了六場諮詢會，共112位評審局專家/評審小組成員，以及148位來自61個營辦者的代表出席。此外，我們並透過電郵及本局網頁，收到70份書面回覆（當中10份來自課程營辦者）。結果顯示，修訂模式獲多數支持。諮詢期內所收集的意見，將作制訂相關執行指引之用。

The refined Model was the subject of consultation with stakeholders in the last quarter of 2012. Consultation was conducted through face-to-face meetings and online dissemination via email and the HKCAAVQ website for public access. Altogether 112 specialists/panel members and 148 representatives of 61 operators attended six face-to-face consultation sessions. Another 70 (10 from providers) provided written responses. Findings from the consultation indicate that the refined model is largely supported by the respondents. The HKCAAVQ will make reference to comments received from the consultation in the development of the operational guidelines.

With the endorsement of the Council, the refined Model will be implemented progressively from June 2013. A pilot study will be commenced in the second half of 2013 on the newly formalised Facilitating Phase of Stage 1 Initial Evaluation (IE) and Stage 2 Learning Programme Accreditation (LPA) under the refined Model. The Facilitating Phase will be fine-tuned after the pilot study.

Gauging Feedback for Continuous Enhancement of Services

The HKCAAVQ collects feedback from operators, panel members and financial experts engaged in accreditation exercises, as well as from individuals and institutions using other HKCAAVQ services. The surveys, conducted primarily through an online platform, form part of our internal quality assurance process for continuous enhancement. Surveys of panel members and financial experts are conducted in-house. In the reporting period, we continued the engagement of a professional agency to undertake the annual Operators' Survey.

Data collected from the surveys are kept in strictest confidence and are used for improvement purposes only. Reports of the surveys are reviewed by the Council; findings and follow-up actions are shared with respondents during activities such as training workshops or through written reports circulated to respondents. The findings have also been considered by the Steering Committee when reviewing the Four-stage QA Process.



在評審局大會通過「四階段質素保證程序」的修訂建議後，修訂模式將分階段逐步推行，並於2013年下半年就首、二階段，即「初步評估」和「課程評審」中被訂為常規程序的「輔助期」展開先導研究，以便日後作出適當調整。

收集意見、提升服務

為了提升服務質素，評審局設有內部質素保證機制，包括向曾經參與評審工作的課程營辦者、評審小組成員、財務專家及其他服務使用者進行意見調查。為確保回應者身分保密，我們委託獨立的專業機構，進行營辦者年度意見調查；而評審小組成員和財務專家的意見，則由評審局透過網上問卷收集。

評審局所收集的全部資料，只用作改善本局服務，絕對保密。秘書處亦會定期向評審局大會匯報調查結果和跟進工作，並透過各式活動，如培訓工作坊和簡介會，與相關人士分享結果。而與「四階段質素保證程序」有關的意見，亦已呈交督導委員會作檢討之用。

Consultancy Services

The HKCAAVQ has been commissioned by the Agriculture, Fisheries and Conservation Department (AFCD) to conduct a three-year Comparative Study of Veterinary Qualifications. In the reporting period, the HKCAAVQ visited National Taiwan University and National Chung Hsing University in Taiwan in May 2012; University of Copenhagen in Denmark and University of Helsinki in Finland in December 2012; and South China Agricultural University in Guangdong in February 2013. The HKCAAVQ also completed the study of the Royal College of Veterinary Surgeons of England and the Royal Veterinary College, the recognition authority of veterinary medicine education in the United Kingdom, as well as the University of Tennessee and its accreditation authority the American Veterinary Medical Association in the United States of America primarily through a paper-based exercise.



顧問服務

評審局受漁農自然護理署委託，進行一項為期三年的「獸醫資歷比較研究」。我們於2012年5月、12月及2013年2月，分別到訪位於台灣的國立台灣大學和國立中興大學、位於丹麥的哥本哈根大學、位於芬蘭的赫爾辛基大學及位於廣東的華南農業大學。此外，我們亦透過文件審視形式，完成英國獸醫註冊當局(英國皇家獸醫學院 Royal College of Veterinary Surgeons)和提供獸醫培訓課程的皇家獸醫學院 (Royal Veterinary College)、及美國田納西大學及其評審當局——美國獸醫協會進行的研究。

The HKCAAVQ has also been commissioned by the Government of the Macao Special Administrative Region to develop the scope and content of the quality assurance mechanism for its higher education sector. The consultancy project is expected to be completed by the end of 2013.

Training and Capacity Building

As of 31 March 2013, there were 999 Education and Training Specialists providing their services to the HKCAAVQ. About a quarter of the Specialists are from overseas; they provide views and advice from an international perspective and mainly support academic accreditation.

The HKCAAVQ offers various types of capacity building activities to prepare operators, specialists and staff for accreditation exercises. These include training workshops, briefings, seminars and other events. The HKCAAVQ also runs tailor-made in-house training programmes at cost upon request by interested operators/

評審局亦受澳門特別行政區政府委託，協助澳門制訂高等教育質素保證範圍和內容清單，預期研究將於2013年底完成。

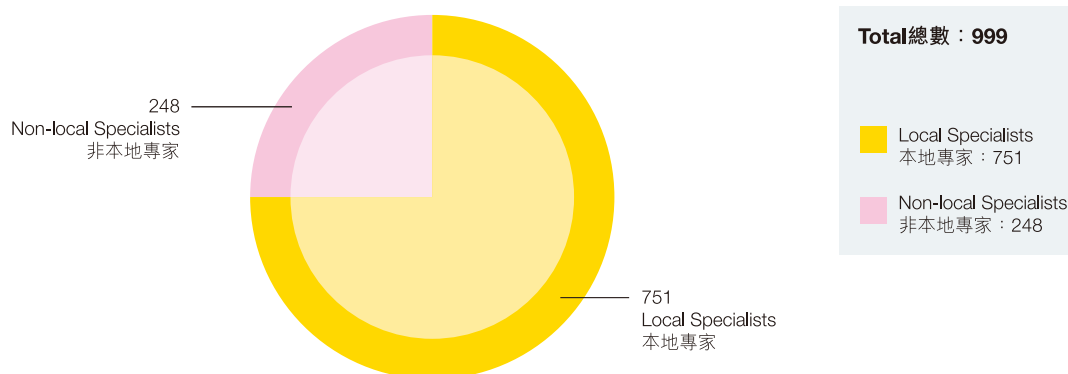
培訓活動

以2013年3月31日計算，評審局專家為999人。當中，非本地專家約佔四分之一，他們具國際視野，主要參與學術評審工作。評審局網頁載有專家名冊，供公眾查閱。

評審局不時為課程營辦者、評審局專家和職員舉辦各類型培訓活動和提供資訊，如工作坊、簡介會、研討會等。此外，我們亦會按個別營辦者或機構的需要設計內部培訓工作坊。在報告期內，

Number of Local and Non-local Specialists

本地專家及非本地專家人數



organisations. In the reporting period, the HKCAAVQ conducted one two-day workshop for the higher education sector in Macao by invitation of the Government of the Macao Special Administrative Region.

To provide further training support to the Specialists and Panel Members, the HKCAAVQ launched an Online Specialists Resource Centre in March 2013. The Resource Centre is a one-stop portal housing the training manual, a training package with video-taped materials on questioning techniques and other references to build up the Specialists' capacity in quality assurance that underpins the Qualifications Framework.

In the reporting year, the HKCAAVQ organised 23 capacity building events attended by 689 participants.

我們曾應澳門特別行政區政府的邀請，為澳門高等教育界舉辦了一個為期兩天的工作坊。

為進一步加強對評審局專家和評審小組成員的支援，評審局於2013年3月推出一站式的專家網上資源中心，提供培訓手冊、包涵發問技巧錄像的教材套和其他參考資料，以提升他們在資歷架構下執行質素保證工作之能力。

此外，在報告期內，評審局共舉辦了23場培訓活動，參與人次達689人。



Breakdown of Capacity Building Events (1 April 2012 – 31 March 2013)

評審局舉辦培訓活動數目 (2012年4月1日至2013年3月31日)

Targets 對象	Types of activities 活動類型	Number of Sessions 舉辦節數	Number of Participants 參與人數	Number of Programme Providers 參與的課程 營辦者數目
Programme Providers 課程營辦者	Briefing/seminar 簡介會/研討會	7	210	48
	Workshop 工作坊	6	183	114
	Tailor-made In-house Training Workshop/Seminar 營辦者內部培訓 工作坊/研討會	3	156	58
Specialists 專家	Appointment Ceremony 委任典禮	1	30	NA
	Workshops 工作坊	5	64	NA
	On-line Training 網上培訓	NA	12	NA
Staff 職員	Workshop 工作坊	1	34	NA

In addition to the above training activities, the HKCAAVQ also held another 22 specific workshops and briefings on the criteria, standards and processes for accreditation, involving a total number of 259 participants from 46 operators in the vocational education and training sector.

Looking Forward

The HKCAAVQ will continue to explore ways to better meet the needs and expectations of the education sector, and to work closely with our stakeholders to enhance their quality assurance capacities. The HKCAAVQ will commence the pilot study of the Four-stage QA Process Refined Model in the second half of 2013.

除了上述培訓活動，評審局亦舉辦了22場專題講座和簡介會，向來自46個職業教育及培訓界別的營辦者共259名代表介紹評審的準則和程序。

未來展望

評審局會繼續與各界人士緊密合作，提升其質素保證能力，以滿足教育界的需要和期望。我們將於2013年下半年度展開「四階段質素保證程序」修訂模式的先導研究。

External Liaison & Engagement

對外聯繫



The HKCAAVQ recognises the importance of effective communication with our many stakeholders; these include operators, professional bodies and authorities, other quality assurance agencies worldwide and the general public. We maintain close contact with our stakeholders through various activities to enhance their understanding of and support for the role and work of the HKCAAVQ. We are also committed to strengthening links with quality assurance practitioners in different parts of the world for exchange of knowledge and creating opportunities for collaboration.

Engaging Local Community

Promote Good Practices on QA

The HKCAAVQ organises different activities to inform the local community about the latest developments in our services and to promote and disseminate good practices in quality assurance. We also take the initiatives to provide trainings, workshops and briefings all year round to build capacity of our key stakeholders. In 2012/13, around 50 activities of these kinds were held, involving over 900 specialists, Panel members and operators from the academic and vocational sectors.

評審局十分重視與持份者的溝通，他們包括課程營辦者、專業團體、政府部門、海外質素保證機構以及市民大眾。我們透過舉辦不同的活動，讓公眾了解評審局的職能和工作，爭取持份者的支持。我們亦致力拓展國際網絡，與世界各地的質素保證從業員分享知識和經驗，尋求合作的機會。

連繫社區

推廣質素保證的良好作業模式

評審局不時舉辦各類型活動，為公眾提供評審局服務的最新資訊，推廣和傳播質素保證的良好作業模式。我們亦會定期舉辦培訓活動、工作坊和簡報會，協助持份者參與評審工作。在2012/13年，我們舉辦了近50個培訓工作坊和簡報會，出席者超過900人，他們包括評審局專家、評審小組成員和來自學術及職業界別的課程營辦者。



To enhance public understanding of our services, we join hands with the Government bureaux and other education and training bodies to address issues relating to our work and processes as well as the latest policies on the Qualifications Framework (QF). During the reporting period, we took part in seven local conferences and briefings, such as the two Briefing Sessions on Award Titles Scheme and Use of QF Credit in November and December 2012, the QF Conference on “Global Mobility – Making it Happen” in March 2013 and another two seminars on qualifications assessment organised by the Education Bureau and the Labour Department in May and June 2012.

Facilitate Exchange and Dialogues

As the HKCAAVQ continues to expand its portfolio of quality assurance work, we seek to improve our services by engaging stakeholders to gather their views and insights. Apart from the online survey that we conduct annually for gauging feedback on our wide range of services, we also organise consultations and focus group meetings to gather views on topical issues.

During the reporting period, six face-to-face consultation sessions were conducted to collect views on the refined model of the Four-stage Quality Assurance Process; three consultation sessions were held to gauge feedback from operators on the publication of the summary accreditation reports; five focus groups were arranged for operators in the vocational sector to discuss the effectiveness of our accreditation tools and another two sessions for the Non-local Programme (NLP) operators to share views on the NLP Accreditation. These meetings provided a good platform for exchange of views and the valuable inputs enabled us to enhance our work process and procedures.

我們亦會與政府部門及其他教育和培訓機構合作，向公眾介紹評審局工作及資歷架構的最新資訊。過去一年，評審局應邀參與了七個本地會議和簡報會，其中包括於2012年11月和12月舉行的資歷名銜計劃及採用資歷架構學分簡介會、於2013年3月舉行的資歷架構會議，以及兩場由教育局及勞工處合辦有關學歷評估的研討會。



促進溝通和交流

評審局致力拓展質素保證的工作，並積極與持份者保持良好溝通，務求廣納意見以提升服務質素。除了年度網上問卷調查外，我們還會就不同議題收集大眾對評審局服務的意見。

在報告期內，我們舉辦了六場諮詢會以收集營辦者對「四階段質素保證程序」修訂建議的意見；三場諮詢會以聽取營辦者對公開評審報告摘要的意見；五場聚焦小組會議以收集職業資歷課程營辦者對評審工具的意見；以及兩場聚焦小組會議，讓非本地課程營辦者分享他們對非本地課程評審服務的意見。這些活動不僅增進我們與持份者的交流，更讓我們收集寶貴的意見，進一步改善評審服務和程序。

Launch of the New Website

Our official website (www.hkcaavq.edu.hk) enables the general public to stay tuned with the latest development and policies of the HKCAAVQ. It provides the public with details of our work and diversified activities. In July 2012, the HKCAAVQ launched a revamped website. This website has been completely redesigned in terms of structure and content, making it easier to navigate and to find specific information. Since its launch last summer, the website has received 62,374 visits, an average of around 8,900 visits per month. The HKCAAVQ will continue to make use of this online platform to build a closer tie with visitors from all over the world and keep them abreast of our quality assurance efforts, achievements and latest developments.

Building Global Networks

The HKCAAVQ has developed an extensive network with quality assurance agencies worldwide. We endeavour to promote collaboration and partnership with agencies which have similar missions and objectives in the enhancement of quality assurance in education and training. Last year, we continued to achieve this objective through organising and participating in regional and international events and activities.

Strengthen Partnership

For continuous improvement of our work and services, we benchmark our approaches against international good practices through joint endeavours with agencies across the world. In January 2013, the HKCAAVQ renewed the Memorandum of Understanding with The National Institution for Academic Degrees and University Evaluation (NIAD-UE), Japan, to establish a strategic alliance to enhance the operation of external quality assurance. The signing ceremony was followed by a Joint Workshop entitled “Changing Higher Education Landscapes of Japan and Hong Kong from the Viewpoints of Quality Assurance” held at the NIAD-UE’s office in Tokyo.



推出全新網頁

評審局的官方網頁 (www.hkcaavq.edu.hk) 載列了評審局服務和各類活動的詳情，讓公眾緊貼我們的最新動向和政策發展。評審局於2012年7月推出全新網頁，網頁的結構和內容經過重新編排，方便用戶更快捷地瀏覽和搜尋所需資訊。新網頁自去年夏季推出以來，共錄得瀏覽次數達62,374，平均每月瀏覽次數接近8,900。我們會繼續善用網上平台，與世界各地的人士保持緊密聯繫，發放評審局質素保證工作的最新發展，分享我們的工作成果。

建立國際網絡

評審局致力建立龐大的國際網絡，與有志提升教育和培訓的質素保證能力的機構建立夥伴關係。去年，我們繼續放眼世界，積極舉辦和參與多個海內外活動。

加強協作

為了不斷提升評審局的服務水平，我們與世界各地質素保證機構攜手合作，務求令評審局的工作模式與國際間的良好作業模式和標準接軌。2013年1月，評審局與日本獨立行政法人大學評價・學位授與機構再度簽署諒解備忘錄，延續夥伴關係，共同促進香港和日本質素保證的工作。雙方更於簽署儀式後於東京合作舉辦了一個工作坊，題為「從質素保證看日本與香港高等教育環境的轉變」。

Enhance Global Connections

In the reporting year, the HKCAAVQ received 11 delegations from quality assurance agencies and education authorities worldwide, such as the National Assessment and Accreditation Council (NAAC) of India, Singapore Workforce Development Agency, Shenzhen Polytechnic and Zurich University of the Arts, Switzerland. In September 2012, we visited the Beijing Open University and delivered a speech on the accreditation/quality assurance frameworks and guiding principals in different parts of the world. Through these events we introduced our counterparts the standards, criteria and process of accreditation undertaken by the HKCAAVQ, and explored areas of mutual interest for future collaboration.

Share Knowledge and Experience

In 2012/13, the HKCAAVQ participated in 10 international conferences, and delivered papers and presentations in six of them, including the Global Policy Dialogue organised by the British Council in March 2012, the Institutional Management in Higher Education (IMHE) General Conference in September 2012, the Australian International Education Conference (AIEC) and the ASEAN Plus Three Forum on Quality Assurance in Higher Education in October 2012, the UK NARIC Annual Conference in November 2012 and the Macao Conference on Quality Assurance in Higher Education in December 2012.

In the year under review, the HKCAAVQ also participated in the International Education Policy Exchange Programme funded by the Australian Government and had one of our staff members attached to the National Office of Overseas Skills Recognition of Australian Education International (AEI-NOOSR) for a work placement in May 2012. In March 2013, we received an assessor from the Assessment and Certification Division of the Council of Private Education (CPE), Singapore, for a short-term attachment and introduced to her our work that underpins the QF.

連繫世界

本年度評審局接待了11個來自世界各地的質素保證機構和教育團體的訪問團體，其中包括印度國家評審認證委員會、新加坡勞動力發展局、深圳職業技術學院和瑞士蘇黎世藝術大學等。2012年9月，評審局代表到訪北京開放大學，向與會者介紹不同地區從事評審和質素保證工作的模式和指導原則。藉著這些交流活動我們得以向同業介紹評審局的評審標準、準則及步驟，為未來合作奠定基礎。

交流知識和經驗

在報告期內，評審局參與了10個國際會議，並在其中六個會議上發表報告，包括2012年3月由英國文化協會舉辦的國際會議、2012年9月的「2012高等教育管理中心年會」、2012年10月的澳洲國際教育會議及東南亞國家聯盟會議、2012年11月的英國國家學歷認可資訊中心周年會議，以及2012年12月的澳門高等教育素質保證研討會。

同年，評審局亦參加了澳洲政府贊助的國際教育政策交流計劃，派員於2012年5月到澳洲全國海外技能認可處進行實習。此外，我們於2013年3月接待了一位來自新加坡私立教育理事會的評估人員作短期工作交流，讓對方了解評審局在香港資歷架構下的職能和工作。



International Recognition

The HKCAAVQ was selected by the Asia-Pacific Quality Network (APQN) as the winner of its inaugural APQN Quality Awards in the category of International Focus. The Award recognised the HKCAAVQ's continuous and exceptional work in aligning itself to international trends and good practices in quality assurance over the years, as well as its innovative work in the development and provision of accreditation for non-local programmes in Hong Kong.



國際殊榮

評審局榮獲亞太地區質素網絡頒發第一屆「亞太地區質素網絡質素獎」，以表揚評審局多年來致力提倡質素保證的良好作業模式，確保質素保證工作與國際趨勢接軌，並對評審局建立和提供非本地課程評審服務的工作予以肯定。

Looking Forward

The HKCAAVQ embraces every opportunity to work in partnership with our stakeholders in delivering our mission and goals. We will continue to strengthen our communications with the local community to ensure that they are well-informed on our operations, initiatives and accomplishments. We will also seek to consolidate and extend our international reach to keep ourselves abreast of the world trends and best practices on quality assurance.

未來展望

評審局把握每一個機會和持份者衷誠合作，以實現我們的使命和願景。我們會繼續與本地業界保持緊密聯繫，讓大眾了解評審局的工作、發展和成果。我們亦會鞏固和拓展國際網絡，使我們能時刻緊貼質素保證的國際趨勢和良好作業模式。

Financial Report

財務報告

Independent Auditor's Report 獨立核數師報告書

Independent auditor's report to the Council members of Hong Kong Council for Accreditation of Academic and Vocational Qualifications

(Established under the Hong Kong Council for Accreditation of Academic and Vocational Qualifications Ordinance)

We have audited the financial statements of Hong Kong Council for Accreditation of Academic and Vocational Qualifications (the "Council") set out on pages 56 to 94, which comprise the balance sheet as at 31 March 2013, statement of comprehensive income, statement of changes in reserves and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information.

The council members' responsibility for the financial statements

The council members are responsible for the preparation of financial statements that give a true and fair view in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants and for such internal control as the council members determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. This report is made solely to you, as a body, in accordance with section 15 of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications Ordinance (Cap.1150), and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report.

獨立核數師報告書 致香港學術及職業資歷評審局 成員

*(按照《香港學術及職業資歷評審局條例》
成立)*

本核數師(以下簡稱「我們」)已審計列載於第56至94頁香港學術及職業資歷評審局(以下簡稱「貴局」)的財務報表，此財務報表包括於二零一三年三月三十一日的資產負債表，截至該日止年度的全面收益表、儲備變動表和現金流量表以及主要會計政策概要及其他附註解釋資料。

貴局成員就財務報表須承擔的 責任

貴局成員須負責根據香港會計師公會頒佈的《香港財務報告準則》編製財務報表，以令財務報表作出真實而公平的反映及落實其認為編製財務報表所必要的內部控制，以使財務報表不存在由於欺詐或錯誤而導致的重大錯誤陳述。

核數師的責任

我們的責任是根據我們的審計對該等財務報表作出意見。我們是按照《香港學術及職業資歷評審局條例》(第1150章)第15條的規定，僅向貴局報告。除此以外，我們的報告不可用作其他用途。我們概不就本報告的內容，對任何其他人士負責或承擔法律責任。

Independent Auditor's Report 獨立核數師報告書

We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the council members, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs of the Council as at 31 March 2013 and of its surplus and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards.

KPMG

Certified Public Accountants

8th Floor, Prince's Building
10 Chater Road
Central, Hong Kong

27 September 2013

我們已根據香港會計師公會頒佈的《香港審計準則》進行審計。該等準則要求我們遵守道德規範，並規劃及執行審計，以合理確定財務報表是否不存在任何重大錯誤陳述。

審計涉及執程序以獲取有關財務報表所載金額及披露資料的審計憑證。所選定的程序取決於核數師的判斷，包括評估由於欺詐或錯誤而導致財務報表存在重大錯誤陳述的風險。在評估該等風險時，核數師考慮與貴局編製財務報表以作出真實而公平的反映相關的內部控制，以設計適當的審計程序，但目的並非對貴局內部控制的有效性發表意見。審計亦包括評價貴局成員所採用會計政策的合適性及作出會計估計的合理性，以及評價財務報表的整體列報方式。

我們相信，我們所獲得的審計憑證能充足和適當地為我們的審計意見提供基礎。

意見

我們認為，該等財務報表已根據《香港財務報告準則》真實而公平地反映貴局於二零一三年三月三十一日的事務狀況及截至該日止年度的盈餘及現金流量。

畢馬威會計師事務所

執業會計師

香港中環
遮打道10號
太子大廈8樓

二零一三年九月二十七日

Statement of comprehensive income 全面收益表

for the year ended 31 March 2013 (Expressed in Hong Kong dollars) 截至二零一三年三月三十一日止年度 (以港幣列示)

	Note 附註	2013 \$	2012 \$
Income 收入			
Accreditation fees 評審費		28,223,452	40,142,924
Advisory and consultancy fees 諮詢和顧問費		22,227,844	21,467,083
Qualifications assessment fees 資歷評估費		7,380,216	6,642,736
Qualifications registry fees 資歷註冊費		2,280,739	3,850,603
Government grants 政府補助	11	4,524,936	559,854
Investment income 投資收入	3	975,386	1,239,761
Other income 其他收入	4	609,209	19,101
		66,221,782	73,922,062
Expenditures 支出			
Staff costs 員工成本	5(a)	44,660,953	40,608,199
Administrative expenses 行政費用		12,881,321	10,645,397
Direct accreditation/consultancy costs 直接評審/顧問成本		7,261,846	7,041,106
Council meeting and committee expenses 本局會議及委員會支出		887,929	1,072,657
Impairment loss on available-for-sale equity securities 可供出售股本證券減值虧損		-	763,582
		65,692,049	60,130,941
Surplus for the year 本年度盈餘	5	529,733	13,791,121
Other comprehensive income 其他全面收益			
Available-for-sale equity securities: 可供出售股本證券：			
- Changes in fair value recognised during the year 本年度已確認公允價值的變動		751,916	(1,452,066)
- Reclassification adjustment for impairment losses transferred to surplus or deficit 已轉入盈餘或赤字的減值虧損重新分類調整		-	763,582
Other comprehensive income for the year 本年度其他全面收益		751,916	(688,484)
Total comprehensive income for the year 本年度全面收益		1,281,649	13,102,637

The notes on pages 62 to 92 form part of these financial statements.
列載於第62至第92頁的附註為本財務報表的一部分。

Balance sheet 資產負債表

as at 31 March 2013 (Expressed in Hong Kong dollars) 二零一三年三月三十一日 (以港幣列示)

	Note 附註	2013 \$	2012 \$
Non-current assets 非流動資產			
Fixed assets 固定資產	7	26,701,599	6,768,812
Investments 投資	8	14,312,886	15,434,343
		41,014,485	22,203,155
Current assets 流動資產			
Investments 投資	8	4,000,000	3,903,246
Accounts and other receivables 應收賬款和其他應收款	9	7,954,332	16,389,295
Bank deposits and cash 銀行存款及現金	10	37,772,547	54,420,557
		49,726,879	74,713,098
Current liabilities 流動負債			
Deferred government grants 遞延政府補助	11	8,812,830	13,241,433
Deferred revenue 遞延收入	12	8,444,065	7,283,771
Other payables and accruals 其他應付賬款及應計費用		2,062,860	4,611,272
Provision for staff gratuities 員工約滿酬金準備	13	2,316,481	2,474,605
Provision for office reinstatement cost 辦公室重修成本準備		–	2,077,558
		21,636,236	29,688,639
Net current assets 流動資產淨值		28,090,643	45,024,459
Total assets less current liabilities 資產總值減流動負債		69,105,128	67,227,614
Non-current liabilities 非流動負債			
Provision for staff gratuities 員工約滿酬金準備	13	1,936,706	1,340,841
NET ASSETS 資產淨值		67,168,422	65,886,773

Balance sheet (continued) 資產負債表 (續)

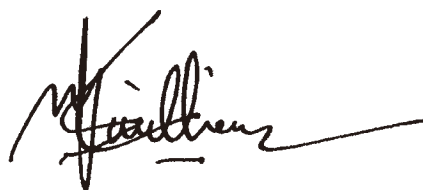
as at 31 March 2013 (Expressed in Hong Kong dollars) 二零一三年三月三十一日 (以港幣列示)

	Note 附註	2013 \$	2012 \$
RESERVES 儲備	14		
Accumulated surpluses 累計盈餘		64,315,909	63,786,176
Investment revaluation reserve 投資重估儲備		2,852,513	2,100,597
		67,168,422	65,886,773

Approved and authorised for issue by the Council on 27 September 2013
本局於二零一三年九月二十七日批准及授權發表此財務報表



Chairman 主席



Executive Director 總幹事

The notes on pages 62 to 92 form part of these financial statements.
列載於第62至第92頁的附註為本財務報表的一部分。

Statement of changes in reserves 儲備變動表

for the year ended 31 March 2013 (Expressed in Hong Kong dollars) 截至二零一三年三月三十一日止年度 (以港幣列示)

	Accumulated surpluses 累計盈餘 \$	Investment revaluation reserve 投資重估儲備 \$	Total 合計 \$
Balance at 1 April 2011 於2011年4月1日的結餘	49,995,055	2,789,081	52,784,136
Changes in equity for 2011/2012: 2011年/2012年儲備變動：			
Surplus for the year 本年度盈餘	13,791,121	–	13,791,121
Other comprehensive income for the year 本年度其他全面收益	–	(688,484)	(688,484)
Total comprehensive income 全面收益合計	13,791,121	(688,484)	13,102,637
Balance at 31 March 2012 and 1 April 2012 於2012年3月31日和2012年4月1日的結餘			
	63,786,176	2,100,597	65,886,773
Changes in equity for 2012/2013: 2012年/2013年儲備變動：			
Surplus for the year 本年度盈餘	529,733	–	529,733
Other comprehensive income for the year 本年度其他全面收益	–	751,916	751,916
Total comprehensive income 全面收益合計	529,733	751,916	1,281,649
Balance at 31 March 2013 於2013年3月31日的結餘	64,315,909	2,852,513	67,168,422

The notes on pages 62 to 92 form part of these financial statements.

列載於第62至第92頁的附註為本財務報表的一部分。

Cash flow statement 現金流量表

for the year ended 31 March 2013 (Expressed in Hong Kong dollars) 截至二零一三年三月三十一日止年度 (以港幣列示)

	2013 \$	2012 \$
Surplus for the year 本年度盈餘	529,733	13,791,121
Adjustments for: 調整項目:		
Depreciation 折舊	4,194,585	912,236
Dividend income 股息收入	(450,345)	(348,632)
Interest income 利息收入	(525,041)	(891,128)
Loss on disposal of fixed assets 處置固定資產虧損	189,907	-
Impairment loss on available-for-sale equity securities 可供出售股本證券減值虧損	-	763,582
Operating surplus before changes in working capital 營運資金變動前經營盈餘	3,938,839	14,227,179
Decrease/(increase) in accounts and other receivables 應收賬款和其他應收款減少/(增加)	8,374,558	(7,761,074)
(Decrease)/increase in deferred government grants 遞延政府補助(減少)/增加	(4,428,603)	9,492,743
Increase/(decrease) in deferred revenue 遞延收入增加/(減少)	1,160,294	(2,493,825)
(Decrease)/increase in other payables and accruals 其他應付賬款及應計費用(減少)/增加	(2,548,412)	3,449,605
Increase/(decrease) in provision for staff gratuities 員工約滿酬金準備增加/(減少)	437,741	(321,251)
Decrease in provision for office reinstatement cost 辦公室重修成本準備減少	(2,077,558)	-
Cash generated from operating activities 經營活動所產生的現金流量淨額	4,856,859	16,593,377
Investing activities 投資活動		
Payment for purchase of fixed assets 購入固定資產付款	(24,319,279)	(6,436,493)
Proceeds from disposal of fixed assets 處置固定資產所得款項	2,000	-
Proceeds from maturity of held-to-maturity debt securities 持有至到期債務證券到期所得款項	3,884,700	2,000,000
Payment for purchase of available-for-sale securities 購入可供出售證券付款	(1,000,500)	(999,751)
Payment for purchase of held-to-maturity debt securities 購入持有至到期債務證券付款	(1,108,400)	-
Decrease/(increase) in bank deposits with maturity of more than three months at acquisition 在購入後三個月以上到期的銀行存款減少/(增加)	2,873,473	(2,873,473)
Interest received 已收利息	586,265	891,751
Dividends received 已收股息	450,345	348,632
Net cash used in investing activities 投資活動所用的現金流量淨額	(18,631,396)	(7,069,334)

Cash flow statement (continued)

現金流量表 (續)

for the year ended 31 March 2013 (Expressed in Hong Kong dollars) 截至二零一三年三月三十一日止年度 (以港幣列示)

	Note 附註	2013 \$	2012 \$
Net (decrease)/increase in cash and cash equivalents			
現金及現金等價物(減少)/增加淨額		(13,774,537)	9,524,043
Cash and cash equivalents at the beginning of the year			
年初現金及現金等價物		51,547,084	42,023,041
Cash and cash equivalents at the end of the year			
年末現金及現金等價物	10	37,772,547	51,547,084

The notes on pages 62 to 92 form part of these financial statements.

列載於第62至第92頁的附註為本財務報表的一部分。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

1 Status of the Council

Hong Kong Council for Accreditation of Academic and Vocational Qualifications (the “Council”) is a body corporate established under the Hong Kong Council for Accreditation of Academic and Vocational Qualifications Ordinance. Under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592) (the “Ordinance”) the Council assumes its statutory role as the Accreditation Authority and QR Authority under the Qualifications Framework (“QF”). As the Accreditation Authority, the Council is responsible for developing and implementing the standards and mechanisms for accreditation of academic and vocational qualifications to underpin the QF and for organising the accreditation exercises for the purposes as specified in the Ordinance. The Council also provides advice to the Government of the Hong Kong Special Administrative Region (the “HKSAR Government”) on the registration of non-local academic and professional courses, the assessment on non-local qualifications and also on educational standards and qualifications generally. The Chairman, Vice Chairman, all other Members and Executive Director of the Council are appointed by the Chief Executive of the HKSAR Government. Also, the determination of accreditation fees, the financial budget and other operating policies of the Council are approved by the HKSAR Government. Therefore the Council considered itself to be a government-related entity.

Since the Council is not profit-oriented and is not subject to any externally imposed capital requirements, its primary financial and capital management objectives are to maintain a balance between annual income and expenditure, so that it has the ability to operate as a going concern and perform its statutory roles and functions.

The Council is primarily financed through the charging of fees for academic and vocational accreditation services rendered which include validations, revalidations, institutional reviews, qualifications assessments and advisory/consultancy services. Any operating surplus shall be carried forward to the following financial year to meet future expenditure required for the operations of the Council.

1 香港學術及職業資歷評審局的背景

香港學術及職業資歷評審局(「本局」)是按照《香港學術及職業資歷評審局條例》成立的法人團體。在《學術及職業資歷評審條例》(第592章)下，本局被指定為法定的評審當局及資歷名冊當局。作為評審當局，本局就《學術及職業資歷評審條例》發展及實施學術或職業資歷評審的標準及機制，以作為資歷架構的基礎及進行評審考核。此外，本局亦負責就香港非本地學術及專業課程的註冊，以及整體教育水平和資歷，向香港特別行政區政府(「政府」)提供具權威性的意見。本局主席、副主席、所有成員和總幹事均由政府行政長官委任。另外，本局所制訂的評審收費、財政預算和其他營運政策均須由政府核准。因此，本局認為本局屬於政府相關實體。

由於本局是非牟利及無受制於任何外來的資本要求，因此本局財務及資本管理的主要目標是維持每年收支平衡，以確保能夠持續經營並務求能夠滿足其法定角色與對公眾履行法定職能。

本局的資金主要來自就提供的學術及職業資歷評審服務收取的費用，有關服務包括甄審、重新甄審、院校檢討、資歷評估以及諮詢/顧問服務。任何營運盈餘須結轉至隨後的財政年度，以應付未來本局營運所需的開支。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (a) Statement of compliance

These financial statements have been prepared in accordance with all applicable Hong Kong Financial Reporting Standards (“HKFRSs”), which collective term includes all applicable individual Hong Kong Financial Reporting Standards, Hong Kong Accounting Standards (“HKASs”) and Interpretations issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”) and accounting principles generally accepted in Hong Kong. A summary of the significant accounting policies adopted by the Council is set out below.

The HKICPA has issued certain new and revised HKFRSs that are first effective or available for early adoption for the current accounting year of the Council. The adoption of these new and revised HKFRSs has no material impact on the Council’s result of operations and financial position.

The Council has not applied any new standard or interpretation that is not yet effective for the current accounting period (note 19).

2 主要會計政策 (a) 合規聲明

本財務報表已經按照香港會計師公會頒佈的所有適用的《香港財務報告準則》，此統稱包含香港會計師公會頒佈的所有適用的個別《香港財務報告準則》、《香港會計準則》和詮釋以及香港普遍採納的會計原則而編製。以下是本局採用的主要會計政策概要。

香港會計師公會頒佈了多項新的及經修訂的《香港財務報告準則》。這些新的及經修訂的準則在本局的當前會計期間首次生效或可供提早採用。採用這些新的或經修訂的準則對本局的經營成果及財務狀況並無重大影響。

本局沒有提早採用任何於本年度已發表但仍未生效的新會計準則或詮釋(參閱附註19)。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(b) Basis of preparation of the financial statements

The measurement basis used in the preparation of the financial statements is the historical cost basis except that the investments in available-for-sale equity securities are stated at fair value as explained in the accounting policies set out below.

The preparation of financial statements in conformity with HKFRSs requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Judgement made by the council members in the application of HKFRSs that have significant effect on the financial statements is discussed in note 18.

2 主要會計政策(續)

(b) 財務報表編製基準

如下文所載的會計政策所解釋，可供出售股本證券投資是以公允價值列賬。除此以外，編製本財務報表時是以歷史成本作為計量基準。

本局需在編製符合《香港財務報告準則》的財務報表時作出對會計政策應用，以及資產、負債、收入和支出的報告數額構成影響的判斷、估計和假設。這些估計和相關假設是根據以往經驗和本局因應當時情況認為合理的多項其他因素作出的，其結果構成了本局在無法依循其他途徑即時得知資產與負債的賬面值時所作出判斷的基礎。實際結果可能有別於估計數額。

本局會不斷審閱各項估計和相關假設。如果會計估計的修訂只是影響某一期間，其影響便會在該期間內確認；如果修訂對當前和未來期間均有影響，則在作出修訂的期間和未來期間確認。

本局成員於附註18詳述對於應用《香港財務報告準則》所作出判斷而導致財務報告的重大影響。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(c) Investments in debt and equity securities

Investments are recognised/derecognised on the date the Council commits to purchase/sell the investments or they expire. Investments in debt and equity securities are initially stated at fair value, which is their transaction price unless fair value can be more reliably estimated using other valuation techniques whose variables include only data from observable market. Cost includes attributable transaction costs. These investments are subsequently accounted for as follows, depending on their classification:

(i) Held-to-maturity debt securities

Dated debt securities that the Council has the positive ability and intention to hold to maturity are classified as held-to-maturity securities. Held-to-maturity securities are stated in the balance sheet at amortised cost less impairment losses.

Impairment losses for held-to-maturity securities are recognised when there is objective evidence of impairment and are measured as the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the asset's original effective interest rate (i.e. the effective interest rate computed at initial recognition of the asset). Objective evidence of impairment includes observable data that comes to the attention of the Council about events that have an impact on the asset's estimated future cash flows such as:

2 主要會計政策(續)

(c) 債務及股本證券投資

本局會在承諾購入/出售投資或投資到期當日確認/終止確認有關的投資。除非債務和股本證券投資的公允價值能夠採用估值技術(其變量只包括來自可觀察市場的數據)更可靠地估計,否則,這些投資是以公允價值(即交易價格)初始列賬。成本包括應佔交易成本。這些投資其後按所屬分類以下列方式入賬:

(i) 持有至到期債務證券

本局有明確的能力和意願持有至到期的有期債務證券,劃歸為「持有至到期證券」。持有至到期證券是以攤銷成本減去減值虧損後記入資產負債表。

持有至到期證券的減值虧損會在有客觀的減值跡象時予以確認。減值虧損是以資產的賬面金額與以其初始實際利率(即在初始確認有關資產時計算的實際利率)折現的預計未來現金流量現值之間的差額計量。減值的客觀跡象包括本局注意到可影響該資產的預計未來現金流量的事件的可觀察數據,例如:

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(c) Investments in debt and equity securities (continued)

- (i) Held-to-maturity debt securities (continued)
 - significant financial difficulty of the debtor; or

 - significant changes in the technological, market, economic or legal environment that have an adverse effect on the debtor.

If in a subsequent period the amount of an impairment loss decreases and the decrease can be linked objectively to an event occurring after the impairment loss was recognised, the impairment loss is reversed through surplus or deficit. A reversal of an impairment loss shall not result in the asset's carrying amount exceeding that which would have been determined had no impairment loss been recognised in prior years.

- (ii) Available-for-sale securities
Other investments in securities, being those held for non-trading purposes, are classified as available-for-sale securities. At the balance sheet date the fair value is remeasured, with any resultant gain or loss being recognised in other comprehensive income and accumulated separately in equity in the investment revaluation reserve, except foreign exchange gains and losses resulting from changes in the amortised cost of monetary items such as debt securities which are recognised directly in surplus or deficit.

2 主要會計政策(續)

(c) 債務及股本證券投資 (續)

- (i) 持有至到期債務證券(續)
 - 債務人出現重大的財務困難；或

 - 技術、市場、經濟或法律環境出現對債務人構成負面影響的重大變動。

如果減值虧損在其後的期間減少，而且客觀上與減值虧損確認後發生的事件有關，則應通過盈餘或赤字轉回減值虧損。減值虧損的轉回不應使資產的賬面金額超過其在以往年度沒有確認任何減值虧損而應已釐定的數額。

- (ii) 可供出售證券
其他並非持作交易用途的證券投資劃歸為可供出售證券。本局會在結算日重新計量公允價值，由此產生的任何收益或虧損均在其他全面收益中確認，並且在權益中的投資重估儲備分開累計；但債務證券等貨幣項目的攤銷成本變動所產生的匯兌收益與虧損則直接在盈餘或赤字中確認。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(c) Investments in debt and equity securities (continued)

(ii) Available-for-sale securities (continued)

Dividend income from these investments is recognised in accordance with the policy set out in note 2(l)(vii) and, where these investments are interest-bearing, interest calculated using the effective interest method is recognised in surplus or deficit in accordance with the policy set out in note 2(l)(vi). When these investments are derecognised, the cumulative gain or loss is reclassified from equity to surplus or deficit.

When there is objective evidence that available-for-sale securities are impaired, the cumulative loss that has been recognised in the investment revaluation reserve is reclassified to surplus or deficit. The amount of the cumulative loss that is recognised in surplus or deficit is the difference between the acquisition cost (net of any principal repayment and amortisation) and current fair value, less any impairment loss on that asset previously recognised in surplus or deficit. Objective evidence of impairment includes observable data that comes to the attention of the Council concerning the underlying financial stability of the investee as well as a significant or prolonged decline in the fair value of an investment below its cost.

Impairment losses recognised in surplus or deficit in respect of available-for-sale equity securities are not reversed through surplus or deficit. Any subsequent increase in the fair value of such assets is recognised directly in other comprehensive income.

2 主要會計政策(續)

(c) 債務及股本證券投資 (續)

(ii) 可供出售證券(續)

從這些投資賺取的股息收入已按照附註2(l)(vii)所載列的政策確認。如為帶息投資，以實際利率法計算的利息會按照附註2(l)(vi)所載列的政策在盈餘或赤字中確認。這些投資在終止確認時，累計收益或虧損會由權益重新分類為盈餘或赤字。

當有客觀的跡象顯示可供出售證券減值時，已直接在投資重估儲備內確認的累計虧損會重新分類為盈餘或赤字。在盈餘或赤字中確認的累計虧損是以購買成本(扣除任何本金償還和攤銷額)與當時公允價值之間的差額，並減去以往就該資產在盈餘或赤字中確認的任何減值虧損後計算。減值的客觀跡象包括本局注意到的可觀察數據，例如被投資方的財務穩定狀況以及投資的公允價值大幅或長期低於成本。

可供出售股本證券已在盈餘或赤字中確認的減值虧損不會通過盈餘或赤字轉回。這些資產公允價值其後的任何增額會直接在其他全面收益中確認。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(c) Investments in debt and equity securities (continued)

(ii) Available-for-sale securities (continued)

Impairment losses in respect of available-for-sale debt securities are reversed if the subsequent increase in fair value can be objectively related to an event occurring after the impairment loss was recognised. Reversals of impairment losses in such circumstances are recognised in surplus or deficit.

(d) Fixed assets

Fixed assets are stated in the balance sheet at cost less accumulated depreciation and impairment losses.

Depreciation is calculated to write off the cost of items of fixed assets, less their estimated residual value, if any, using the straight line method over their estimated useful lives as follows:

– Leasehold improvements	Over the remaining term of the lease
– Furniture and equipment	5 years

Both the useful life of an asset and its residual value, if any, are reviewed annually.

2 主要會計政策(續)

(c) 債務及股本證券投資 (續)

(ii) 可供出售證券(續)

如果可供出售債務證券公允價值其後的增額客觀上與減值虧損確認後發生的事件有關，則應轉回減值虧損。在此情況下轉回的減值虧損均在盈餘或赤字中確認。

(d) 固定資產

固定資產按照成本減累計折舊及減值虧損在資產負債表報值。

固定資產項目的折舊是以直線法在以下預計可用期限內沖銷其成本(已扣除估計殘值(如有))計算：

租賃改良	尚餘租賃年期
傢具和設備	5年

本局會每年審閱資產的可用期限和殘值(如有)。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(d) Fixed assets (continued)

The carrying amounts of fixed assets are reviewed for indications of impairment at the balance sheet date. An impairment loss is recognised in surplus or deficit if the carrying amount of an asset, or the cash-generating unit to which it belongs, exceeds its recoverable amount. The recoverable amount of an asset, or of the cash generating unit to which it belongs, is the greater of its fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of time value of money and the risks specific to the assets. An impairment loss is reversed if there has been a favourable change in estimates used to determine the recoverable amount.

Gains or losses arising from the retirement or disposal of an item of fixed assets are determined as the difference between the net disposal proceeds and the carrying amount of the item and are recognised in surplus or deficit on the date of retirement or disposal.

2 主要會計政策(續)

(d) 固定資產(續)

本局會在結算日審閱固定資產賬面金額的減值跡象。當資產或所屬現金產出單元的賬面金額高於其可收回數額時，減值虧損便會在盈餘或赤字中確認。資產的可收回數額是其公允價值(已扣除銷售成本)與使用價值兩者中的較高額。在評估使用價值時，預計未來現金流量會按照能反映當時市場對貨幣時間值和資產特定風險的評估的稅前折現率，折現至其現值。如果用以釐定可收回數額的估計數額出現正面的變化，有關的減值虧損便會轉回。

報廢或清理固定資產所產生的損益會以清理所得款項淨額與該固定資產的賬面金額的差額釐定，並於報廢或清理日在盈餘或赤字中確認。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(e) Leased assets

An arrangement, comprising a transaction or a series of transactions, is or contains a lease if the Council determines that the arrangement conveys a right to use a specific asset or assets for an agreed period of time in return for a payment or a series of payments. Such a determination is made based on an evaluation of the substance of the arrangement and is regardless of whether the arrangement takes the legal form of a lease.

- (i) Classification of assets leased to the Council
Assets that are held by the Council under leases which transfer to the Council substantially all the risks and rewards of ownership are classified as being held under finance leases. Leases which do not transfer substantially all the risks and rewards of ownership to the Council are classified as operating leases.
- (ii) Operating lease charges
Where the Council has the use of assets under operating leases, payments made under the leases are charged to surplus or deficit in equal instalments over the accounting periods covered by the lease term, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased asset. Lease incentives received are recognised in surplus or deficit as an integral part of the aggregate net lease payment made.

2 主要會計政策(續)

(e) 租賃資產

如果本局把一項安排(包括一項交易或一系列交易)確定為在一段商定期間轉讓一項或一些特定資產的使用權,以換取一筆或多筆付款,則這項安排便包含租賃。確定時是以對有關安排的實質所作評估為準,而不管這項安排是否涉及租賃的法律形式。

- (i) 本局租賃資產的分類
對於本局以租賃持有的資產,如果租賃使所有權的絕大部分風險和回報轉移至本局,有關的資產便會劃歸為以融資租賃持有;如果租賃不會使所有權的絕大部分風險和回報轉移至本局,則劃歸為經營租賃。
- (ii) 經營租賃費用
如果本局是以經營租賃獲得資產的使用權,則根據租賃作出的付款會在租賃期所涵蓋的會計期間內,以等額在盈餘或赤字中列支;但如有其他基準能更清楚地反映租賃資產所產生的收益模式則除外。租賃所涉及的激勵措施均在盈餘或赤字中確認為租賃淨付款總額的組成部分。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(f) Accounts and other receivables

Accounts and other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method, less allowance for impairment of doubtful debts, except where the receivables are interest-free loans made to related parties without any fixed repayment terms or the effect of discounting would be immaterial. In such cases, the receivables are stated at cost less allowance for impairment of doubtful debts.

Impairment losses for bad and doubtful debts are recognised when there is objective evidence of impairment and are measured as the difference between the carrying amount of the financial asset and the estimated future cash flows, discounted at the asset's original effective interest rate where the effect of discounting is material. Objective evidence of impairment included observable data that comes to the attention of the Council about events that have an impact on the asset's estimated future cash flows such as significant financial difficulty of the debtor.

Impairment losses for accounts and other receivables whose recovery is considered doubtful but not remote are recorded using an allowance account. When the Council is satisfied that recovery is remote, the amount considered irrecoverable is written off against accounts and other receivables directly and any amounts held in the allowance account relating to that debt are reversed. Subsequent recoveries of amounts previously charged to the allowance account are reversed against the allowance account. Other changes in the allowance account and subsequent recoveries of amounts previously written off directly are recognised in surplus or deficit.

2 主要會計政策(續)

(f) 應收賬款和其他應收款

應收賬款和其他應收款先按公允價值確認，其後以實際利率法按攤銷成本減去呆壞賬減值虧損撥備後所得數額入賬；但向關聯方提供的免息且不設固定還款期貸款的應收款，或折現影響並不重大則除外。在此情況下，應收款會按成本減去呆壞賬減值虧損撥備後所得數額入賬。

呆壞賬的減值虧損在有客觀的減值跡象時予以確認。減值虧損是以金融資產的賬面金額與以其初始實際利率折現的預計未來現金流量之間的差額計量(如果折現會造成重大的影響)。減值的客觀跡象包括本局注意到可影響該資產的預計未來現金流量的事件的可觀察數據，例如債務人出現重大的財務困難。

就應收賬款和其他應收款的減值損失而言，其可收回性被視為可疑，但不是可能性極低，則採用準備賬來記錄。當本局認為收回的可能性極低時，被視為不可收回的數額便會直接沖銷應收賬款和其他應收款，與該債項有關而在準備賬內持有的任何數額也會轉回。其後收回早前計入準備賬的數額會在準備賬轉回。準備賬的其他變動和其後收回早前直接沖銷的數額均在盈餘或赤字中確認。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(g) Other payables

Other payables are initially recognised at fair value and thereafter stated at amortised cost unless the effect of discounting would be immaterial, in which case they are stated at cost.

(h) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other financial institutions, and short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value, having been within three months of maturity at acquisition.

(i) Employee benefits

Salaries, annual bonuses, paid annual leave, contributions to defined contribution retirement plans and the cost of non-monetary benefits are accrued in the year in which the associated services are rendered by employees. Where payment or settlement is deferred and the effect would be material, these amounts are stated at their present values.

(j) Income tax

The Council is exempted from Hong Kong Profits Tax by virtue of section 87 of the Inland Revenue Ordinance.

2 主要會計政策(續)

(g) 其他應付款

其他應付款先按公允價值確認，其後按攤銷成本入賬；但如折現影響並不重大，則按成本入賬。

(h) 現金及現金等價物

現金及現金等價物包括銀行存款及現金、存放於銀行和其他財務機構的活期存款，以及短期和高流動性的投資。這些投資可以隨時換算為已知的現金額、價值變動方面的風險不大，並在購入後三個月內到期。

(i) 員工福利

薪金、年度獎金、有薪年假、界定供款退休計劃供款及各項非貨幣福利成本等，在本局員工提供相關服務的年度內累計。如果延遲付款或結算會造成重大的影響，則這些數額會以現值列賬。

(j) 所得稅

本局根據《稅務條例》第87條獲豁免繳納香港利得稅。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(k) Provisions and contingent liabilities

Provisions are recognised for liabilities of uncertain timing or amount when the Council has a legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. Where the time value of money is material, provisions are stated at the present value of the expenditure expected to settle the obligation.

Where it is not probable that an outflow of economic benefits will be required, or the amount cannot be estimated reliably, the obligation is disclosed as a contingent liability, unless the probability of outflow of economic benefits is remote. Possible obligations, whose existence will only be confirmed by the occurrence or non-occurrence of one or more future events are also disclosed as contingent liabilities unless the probability of outflow of economic benefits is remote.

(l) Income recognition

Income is measured at the fair value of the consideration received or receivable. Provided it is probable that the economic benefits will flow to the Council and the income and costs, if applicable, can be measured reliably, income is recognised in surplus or deficit as follows:

- (i) fees for rendering of accreditation services to institutions are recognised in the period to the extent the accreditation work is completed;
- (ii) advisory fees and consultancy fees are recognised in the period in which such services are rendered;

2 主要會計政策(續)

(k) 準備及或有負債

如果本局須就已發生的事件承擔法律或推定義務，因而預期會導致含有經濟效益的資源外流，在可以作出可靠的估計時，本局便會就該時間或數額不定的負債計提準備。如果貨幣時間值重大，則按預計清償債務所需支出的現值計提準備。

如果含有經濟效益的資源外流的可能性較低，或是無法對有關數額作出可靠的估計，便會將該義務披露為或有負債，但資源外流的可能性極低則除外。如果本局的義務須視乎某宗或多宗未來事件是否發生才能確定是否存在，亦會披露為或有負債，但資源外流的可能性極低則除外。

(l) 收入確認

收入以已收或應收的收費的公允價值計量。如果經濟效益可能會流入本局，而收入和成本(如適用)又能夠可靠地計算時，收入便會根據下列基準在盈餘或赤字內確認：

- (i) 向機構提供評審服務的收費在評審工作完成的期間內確認；
- (ii) 諮詢和顧問費在服務提供的期間內確認；

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(I) Income recognition (continued)

- (iii) fees for rendering of qualifications assessment services are recognised in the period in which such assessment work is completed;
- (iv) qualifications registry fees are recognised in the period in which such services are rendered;
- (v) government grants are recognised in the balance sheet initially as deferred income when there is reasonable assurance that they will be received and that the Council will comply with conditions attached to them. Grants that compensate the Council for expenses incurred are recognised as income in surplus or deficit on a systematic basis in the same periods in which the expenses are incurred;
- (vi) interest income is recognised as it accrues using the effective interest method; and
- (vii) dividend income from listed investments is recognised when the share price of the investment goes ex-dividend.

2 主要會計政策(續)

(I) 收入確認(續)

- (iii) 提供資歷評估服務的收費在評估工作完成的期間內確認；
- (iv) 資歷名冊費用在登記工作完成的期間內確認；
- (v) 當可以合理確定本局將會收到政府補助並會履行該補助的附帶條件時，便會初次在資產負債表將政府補助確認為遞延收入。用於彌補本局已產生支出的補助，會在支出產生的期間有系統地在盈餘或赤字中確認為收入；
- (vi) 利息收入以實際利率法累計；及
- (vii) 上市投資的股息收入在投資項目的股價除息時確認。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(m) Related parties

- (1) A person, or a close member of that person's family, is related to the Council if that person:
- (i) has control or joint control over the Council;
 - (ii) has significant influence over the Council; or
 - (iii) is a member of the key management personnel of the Council.
- (2) An entity is related to the Council if any of the following conditions applies:
- (i) The entity and the Council are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - (iii) Both entities are joint ventures of the same third party.
 - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - (v) The entity is a post-employment benefit plan for the benefit of employees of either the Council or an entity related to the Council.

2 主要會計政策(續)

(m) 關聯方

- (1) 如屬以下人士，即該人士或該人士的近親是本局的關聯方：
- (i) 控制或共同控制本局；
 - (ii) 對本局有重大影響力；或
 - (iii) 是本局的關鍵管理人員。
- (2) 如符合下列任何條件，即企業實體是本局的關聯方：
- (i) 該實體與本局隸屬同一集團（即各母公司、附屬公司和同系附屬公司彼此間有關聯）。
 - (ii) 一家實體是另一實體的聯營公司或合營企業（或另一實體所屬集團旗下成員公司的聯營公司或合營企業）。
 - (iii) 兩家實體是同一第三方的合營企業。
 - (iv) 一家實體是第三方實體的合營企業，而另一實體是第三方實體的聯營公司。
 - (v) 該實體是為本局或作為本局關聯方的任何實體的僱員福利而設的離職後福利計劃。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

2 Significant accounting policies (continued)

(m) Related parties (continued)

(2) (continued)

(vi) The entity is controlled or jointly controlled by a person identified in (1).

(vii) A person identified in (1)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity.

3 Investment income

	2013 \$	2012 \$
Interest income 利息收入	525,041	891,129
Dividend income 股息收入	450,345	348,632
	975,386	1,239,761

4 Other income

	2013 \$	2012 \$
Review of non-QF Accreditation 非資歷評審服務覆檢費	9,399	11,459
Consultancy fee from external activities 外部活動的顧問費	66,900	-
Recovery of insurance claim 保險索償	530,188	-
Miscellaneous income 其他收入	2,722	7,642
	609,209	19,101

2 主要會計政策(續)

(m) 關聯方(續)

(2) (續)

(vi) 該實體受到上述第(1)項內所認定人士控制或共同控制。

(vii) 上述第(1)(i)項內所認定人士對該實體有重大影響力或是該實體(或該實體母公司)的關鍵管理人員。

一名個人的近親是指與有關實體交易並可能影響該個人或受該個人影響的家庭成員。

3 投資收入

4 其他收入

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

5 Surplus for the year

Surplus for the year is arrived at after charging/(crediting):

	2013 \$	2012 \$
(a) Staff costs 員工成本		
Salaries, wages and other benefits 薪金、工資及其他福利	43,591,839	39,774,090
Contributions to Mandatory Provident Funds 強制性公積金供款	1,069,114	834,109
	44,660,953	40,608,199
(b) Other items 其他項目		
Auditor's remuneration 核數師酬金	131,800	122,000
Depreciation 折舊	4,194,585	912,236
Operating lease charges in respect of properties 物業經營租賃費用	2,366,575	5,436,508
Interest income from held-to-maturity debt securities 持有至到期債務證券的利息收入	(404,897)	(469,824)
Loss on disposals of fixed assets 固定資產處置虧損	189,907	-

6 Taxation

No provision for Hong Kong Profits Tax is required to be made in these financial statements as the Council is exempted from taxation pursuant to section 87 of the Inland Revenue Ordinance.

5 本年度盈餘

本年度盈餘已扣除/(計入)：

	2013 \$	2012 \$
(a) 員工成本		
薪金、工資及其他福利	43,591,839	39,774,090
強制性公積金供款	1,069,114	834,109
	44,660,953	40,608,199
(b) 其他項目		
核數師酬金	131,800	122,000
折舊	4,194,585	912,236
物業經營租賃費用	2,366,575	5,436,508
持有至到期債務證券的利息收入	(404,897)	(469,824)
固定資產處置虧損	189,907	-

6 稅項

按照《稅務條例》第87條，本局獲豁免繳稅，因此毋須在財務報表計提香港利得稅。

Notes to the financial statements
財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

7 Fixed assets

7 固定資產

	Leasehold improvements 租賃改良 \$	Furniture and equipment 傢具和設備 \$	Total 總額 \$
Cost: 成本:			
At 1 April 2012 於2012年4月1日	9,507,903	5,317,828	14,825,731
Additions 添置	23,355,501	963,778	24,319,279
Disposals 出售	(4,844,079)	(75,960)	(4,920,039)
At 31 March 2013 於2013年3月31日	28,019,325	6,205,646	34,224,971
Accumulated depreciation: 累計折舊:			
At 1 April 2012 於2012年4月1日	4,753,695	3,303,224	8,056,919
Charge for the year 本年度折舊	3,489,725	704,860	4,194,585
Written back on disposals 出售時撥回	(4,652,172)	(75,960)	(4,728,132)
At 31 March 2013 於2013年3月31日	3,591,248	3,932,124	7,523,372
Net book value: 賬面淨值:			
At 31 March 2013 於2013年3月31日	24,428,077	2,273,522	26,701,599
	Leasehold improvements 租賃改良 \$	Furniture and equipment 傢具和設備 \$	Total 總額 \$
Cost: 成本:			
At 1 April 2011 於2011年4月1日	4,907,593	3,481,645	8,389,238
Additions 添置	4,600,310	1,836,183	6,436,493
At 31 March 2012 於2012年3月31日	9,507,903	5,317,828	14,825,731
Accumulated depreciation: 累計折舊:			
At 1 April 2011 於2011年4月1日	4,105,039	3,039,644	7,144,683
Charge for the year 本年度折舊	648,656	263,580	912,236
At 31 March 2012 於2012年3月31日	4,753,695	3,303,224	8,056,919
Net book value: 賬面淨值:			
At 31 March 2012 於2012年3月31日	4,754,208	2,014,604	6,768,812

Included within the cost of leasehold improvements is estimated cost of \$Nil (2012: \$1,876,485) relating to office reinstatement.

租賃改良成本沒有包括辦公室重修相關的估計成本(2013年: 無; 2012年: 1,876,485元)。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

8 Investments

8 投資

	2013 \$	2012 \$
Unlisted held-to-maturity debt securities, at amortised cost 非上市持有至到期債務證券(按攤銷成本)	5,108,400	7,885,519
Available-for-sale equity securities listed in Hong Kong, at market value 在香港上市的可供出售股本證券(按市值)	13,204,486	11,452,070
	18,312,886	19,337,589
Less: Unlisted held-to-maturity debt securities, at amortised cost – classified as current asset 減：非上市持有至到期債務證券(按攤銷成本) – 分類為流動資產	(4,000,000)	(3,903,246)
	14,312,886	15,434,343
Fair value of held-to-maturity debt securities 持有至到期債務證券的公允價值	5,109,130	8,081,275
Fair value of individually impaired available-for-sale equity securities 個別減值的可供出售股本證券的公允價值	2,591,445	2,164,805

As at 31 March 2013, certain of the Council's available-for-sale equity securities were individually determined to be impaired on the basis of significant or prolonged decline in their fair value below cost. Impairment losses on these investments were recognised in surplus or deficit in accordance with the policy set out in note 2(c)(ii).

於二零一三年三月三十一日，本局的多項可供出售股本證券因應其公允價值大幅或長期下跌至低於成本而已個別釐定為減值。這些投資的減值虧損根據附註2(c)(ii)所載列的會計政策在盈餘或赤字中確認。

Notes to the financial statements
財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

9 Accounts and other receivables

9 應收賬款和其他應收款

	2013 \$	2012 \$
Accounts receivable 應收賬款	4,867,162	13,251,315
Deposits and other receivables 按金及其他應收款	2,921,360	2,911,765
Interest receivable 應收利息	165,810	226,215
	7,954,332	16,389,295

All of the accounts and other receivables, apart from utility deposits of \$13,600 (2012: rental and utility deposits of \$1,670,371), are expected to be recovered within one year.

除13,600元(2012年:1,670,371元)的租金及水電費按金外,所有應收賬款和其他應收款被視為可在1年內悉數收回。

Accounts receivables are due on presentation of billings. Further details on the Council's credit policy are set out in note 15(a).

應收賬款和其他應收款在交單時須即支付。本局的信貸政策列載於附註15(a)。

The ageing analysis of accounts receivables is as follows:

應收賬款的賬齡分析如下:

	2013 \$	2012 \$
Current 未逾期	1,053,500	4,613,797
Less than 1 month past due 逾期1個月內	2,261,822	134,300
More than 1 month past due 逾期1個月以上	1,551,840	8,503,218
	3,813,662	8,637,518
	4,867,162	13,251,315

All of the Council's accounts receivables are not impaired as at 31 March 2013 and 2012. Based on past experience, management believes that no impairment allowance is necessary in respect of these balances as there was no recent history of default and there has not been a significant change in credit quality of the customers. The Council does not hold any collateral over these balances.

於二零一三年及二零一二年三月三十一日,本局並無就應收賬款作出減值撥備。根據過往經驗,本局認為無需就該等餘額作出減值撥備,原因是客戶近期並無拖欠記錄及其信貸質量一直沒有重大變動,而該等餘額仍被視為可悉數收回。本局並無持有有關該等餘額的任何抵押。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

10 Bank deposits and cash

	2013 \$	2012 \$
Deposits with banks 銀行定期存款	22,058,911	44,163,201
Cash at bank and other financial institutions and in hand 現金及銀行或其他財務機構存款	15,713,636	10,257,356
Bank deposits and cash in the balance sheet 資產負債表所示的銀行存款及現金	37,772,547	54,420,557
Less: Bank deposits with maturity of more than three months at acquisition 減：在購入後三個月以上到期的銀行定期存款	-	(2,873,473)
Cash and cash equivalents in the cash flow statement 現金流量表所示的現金及現金等價物	37,772,547	51,547,084

11 Deferred government grants

	2013 \$	2012 \$
Balance as at 1 April 於4月1日的結餘	13,241,433	3,748,690
Grants received and receivable 已收及應收補助	-	10,000,000
Interest thereon 應計利息	96,333	52,597
Recognised as income during the year 年內已確認為收入	(4,524,936)	(559,854)
Balance as at 31 March 於3月31日的結餘	8,812,830	13,241,433

The grants are for meeting development costs of the Qualifications Framework project and relocation costs of the new office of the Council.

10 銀行存款及現金

11 遞延政府補助

補助用於支付資歷架構計劃的初期發展成本，以及本局新辦事處的搬遷成本。

12 Deferred revenue

Deferred revenue represent amounts billed or received for programme accreditation, advice on the registration of non-local courses and qualifications assessment, less amounts recognised as income during the year.

12 遞延收入

遞延收入為年內就課程評審，以及非本地課程註冊和資歷評估提供意見已收的金額減已確認的收入。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

13 Provision for staff gratuities

	2013 \$	2012 \$
At 1 April 於4月1日	3,815,446	4,136,697
Provision made 提撥準備	3,478,933	3,656,212
Provision utilised 已用準備	(3,041,192)	(3,977,463)
At 31 March 於3月31日	4,253,187	3,815,446
Less: Amount included in "current liabilities" 減:「流動負債」項下所包括的金額	(2,316,481)	(2,474,605)
Amount included in "non-current liabilities" 「非流動負債」項下所包括的金額	1,936,706	1,340,841

14 Reserves

(a) Components of the Council's reserves

The opening and closing balances of each component of the Council's reserves and reconciliation between these amounts are set out in the statement of changes in reserves.

(b) Investment revaluation reserve

The investment revaluation reserve comprises the cumulative net change in the fair value of available-for-sale securities held at the balance sheet date and is dealt with in accordance with the accounting policies in note 2(c)(ii).

13 員工約滿酬金準備

14 儲備

(a) 本局儲備的類別

儲備變動表列示本局每一類別儲備的年初數、年末數和本年變動。

(b) 投資重估儲備

投資重估儲備根據附註2(c)(ii)的會計政策於資產負債表日可供出售股本證券的累計盈餘。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

15 Financial risk management and fair values

Exposure to credit and liquidity risks arises in the normal course of the Council's operations. The Council is also exposed to equity price risk arising from its equity investments in other entities.

The Council's exposure to these risks and the financial risk management policies and practices used by the Council to manage these risks are described below.

(a) Credit risk

The Council's credit risk is primarily attributable to bank deposits, accounts receivables and investments in debt securities. Management has a credit policy in place and the exposures to these credit risks are monitored on an ongoing basis.

In respect of accounts receivables, individual credit evaluations are performed on all customers requiring credit over a certain amount. These take into account the customer's past payment history, financial position and other factors. These receivables are due on presentation of billings. Normally, apart from certain customers with good credit ratings, advances are requested from customers to cover the service fee before rendering of services by the Council.

The Council's exposure to credit risk is influenced mainly by the individual characteristics of each customer. At the balance sheet date, the Council had a certain concentration of credit risk as 33% and 79% (2012: 72% and 91%) of the total accounts receivables were due from the largest customer and the five largest customers.

Bank deposits are normally placed with financial institutions which have good credit ratings. Investments in debt securities are with counterparties of sound credit ratings. Given their high credit ratings, management does not expect any investment counterparty to fail to meet its obligations.

15 金融風險管理和公允價值

本局在日常業務當中可能承受信貸及流動資金風險。此外，本局亦因為投資其他公司的股本證券而面對證券價格風險。

本局的金融管理及措施已將此等風險監管在可接受範圍內，各項主要風險詳列如下。

(a) 信貸風險

本局所面對的信貸風險主要來自銀行存款、應收賬款和債務證券，管理層已制訂相關政策來減少及監控金融資產相關的信貸風險。

至於應收賬款，本局對所有要求超出一定數額信貸的客戶，都實施信貸評估。這些應收款在交單時須即支付。一般而言，除個別信貸紀錄良好的客戶外，本局於提供服務前均要求客戶預付服務費用。本局客戶通常無須提交抵押品。

本局面臨的信貸風險主要受到每名客戶的個人特徵所影響。於結算日，本局面對一定集中程度的信貸風險，即33%及79%（2012年：72%及91%）的總應收賬款是分別來自最大及五大客戶。

銀行存款通常存放於具備良好信貸評級的財務機構。本局全數的債務證券均投資於具備良好信貸評級的機構。基於其良好的信貸評級，管理層並不認為這些機構會不履行其償付責任。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

15 Financial risk management and fair values (continued)

(a) Credit risk (continued)

The maximum exposure to credit risk is represented by the carrying amount of each financial asset in the balance sheet. The Council does not provide any other guarantees which would expose it to credit risk.

Further quantitative disclosures in respect of the Council's exposure to credit risk arising from accounts receivable are set out in note 9.

(b) Liquidity risk

The Council's policy is to regularly monitor its liquidity requirements to ensure that it maintains sufficient reserves of cash and readily realisable marketable securities and adequate committed lines of funding from major financial institutions to meet its liquidity requirements in the short and long term.

The earliest settlement dates of the Council's financial liabilities at the balance sheet date are all within one year or on demand and the contractual amounts of the financial liabilities are all equal to their carrying amounts.

15 金融風險管理和公允價值(續)

(a) 信貸風險(續)

本局所承受的最大信貸風險相當於資產負債表內各項金融資產的賬面金額。本局並無提供須冒信貸風險的其他擔保。

本局面對來自應收賬款的信貸風險的量化資料列載於附註9。

(b) 流動資金風險

本局之政策乃定期監控當前及預期流動資金需求之情況，以確保持有足夠現金儲備、可隨時變現的可轉讓證券投資及於主要財務機構備有足夠承諾之融資額度，以滿足對流動資金短期及長期之要求。

於資產負債表日，本局的金融負債的最早結算日均在一年內或按要求償還，金融負債的合約金額均等同其賬面價值。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

15 Financial risk management and fair values (continued)

(c) Equity price risk

The Council is exposed to equity price changes arising from equity investments classified as available-for-sale equity securities (see note 8).

The Council's equity investments are blue-chip companies listed on the Stock Exchange of Hong Kong. These equity investments have been chosen based on their longer term growth potential and are monitored regularly for performance against expectations.

At 31 March 2013, it is estimated that an increase/(decrease) of 10% (2012: 10%) in the market price of the Council's available-for-sale equity securities, with all other variables held constant, would not affect the Council's surplus or deficit unless there are impairments. The Council's total reserves would have increased/decreased by \$1,320,449 (2012: \$1,145,207).

The sensitivity analysis above indicates the instantaneous change in the Council's surplus for the year (and accumulated surpluses) and investment revaluation reserve that would arise assuming that changes in the market value had occurred at the balance sheet date and had been applied to re-measure those financial instruments held by the Council which expose the Council to equity price risk at balance sheet date. It is also assumed that none of the Council's available-for-sale equity securities would be considered impaired as a result of a decrease in the prices of respective equity securities and that all other variables remain constant. The analysis is performed on the same basis for 2012.

15 金融風險管理和公允價值(續)

(c) 證券價格風險

本局需要就可供出售股本證券(參閱附註8)承擔價格變動風險。

本局的股本證券投資乃是於香港聯合交易所上市並列為藍籌股份公司的股本權益。本局在挑選這些投資時會考慮投資的長期增長潛力及回報，並定期監察其表現。

於二零一三年三月三十一日，假設其他所有因素維持不變，除非出現減值，本局估計可供出售股本證券的市值上升/(下跌)10% (2012: 10%)不會影響本局的盈餘或赤字。本局的儲備總額會上升/下跌1,320,449元(2012: 1,145,207元)。

假設股本證券的市值於結算日的變動已發生並已被應用於重新計量在結算日本局所持有的可暴露本局於權益價格風險的金融工具，上述敏感度分析顯示本局本年度盈餘(及累計盈餘)和投資重估儲備的即時影響。此外，本局亦假設無需因為可供出售股本證券的市值下跌而計提減值虧損及所有其他可變因素維持不變。二零一二年的分析是以相同基礎計算。

Notes to the financial statements
財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

15 Financial risk management and fair values (continued)

(d) Fair value

(i) Financial instruments carried at fair value
HKFRS 7, *Financial instruments: Disclosures*, requires disclosures relating to fair value measurements of financial instruments across three levels of a “fair value hierarchy”. The fair value of each financial instrument is categorised in its entirety based on the lowest level of input that is significant to that fair value measurement. The levels are defined as follows:

- Level 1 (highest level): fair values measured using quoted prices (unadjusted) in active markets for identical financial instruments
- Level 2: fair values measured using quoted prices in active markets for similar financial instruments, or using valuation techniques in which all significant inputs are directly or indirectly based on observable market data
- Level 3 (lowest level): fair values measured using valuation techniques in which any significant input is not based on observable market data

At 31 March 2013 and 2012, the only financial instruments of the Council carried at fair value were available-for-sale equity securities of \$13,204,486 (2012: \$11,452,070) listed on the Stock Exchange of Hong Kong (see note 8). These instruments fall into Level 1 of the fair value hierarchy described above.

During the year, there were no transfers among instruments in Level 1, Level 2 or Level 3.

15 金融風險管理和公允價值(續)

(d) 公允價值

(i) 以公允價值列賬的金融工具
《香港財務報告準則第7號》—「金融工具：披露」要求金融工具公允價值的計量按照「公允價值層級」中的三個層級披露。這些金融工具的公允價值分類是完全根據對公允價值計量有重大影響的輸入數據的最低層級決定的。這些層級的定義如下：

- 第一層級(最高層級)：公允價值以同一類別的金融工具的活躍市場報價(未經調整)進行計量。
- 第二層級：公允價值以相類似的金融工具的活躍市場報價，或根據可直接或間接觀察的市場數據作為重要輸入的估值方法進行計量。
- 第三層級(最低層級)：公允價值計量所使用的估值方法，其重要輸入並不能從可觀察的市場數據取得。

於二零一三年及二零一二年三月三十一日，本局以公允價值列賬的金融工具為於香港聯合交易所上市的可供出售股本證券其市場公允價值為13,204,486元(2012：11,452,070元)(參閱附註8)。這些金融工具全部被分類為公允價值層級中的第一層級。

於本年度，並無金融工具在公允價值層級的第一、第二與第三層級之間作出重大轉移。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

15 Financial risk management and fair values (continued)

(d) Fair value (continued)

(ii) Fair values of financial instruments carried at other than fair value

The carrying amounts of the Council's financial instruments carried at cost or amortised cost are not materially different from their fair values as at 31 March 2013 and 2012 except as follows:

	2013		2012	
	Carrying amount 賬面金額 \$	Fair value 公允價值 \$	Carrying amount 賬面金額 \$	Fair value 公允價值 \$
Held-to-maturity debt securities 持有至到期債券證券	5,108,400	5,109,130	7,885,519	8,081,275

(e) Estimation of fair values

The fair value of available-for-sale equity securities held by the Council is based on quoted market prices at the balance sheet date. The quoted market price used for available-for-sale equity securities held by the Council is the current bid price.

15 金融風險管理和公允價值(續)

(d) 公允價值(續)

(ii) 非以公允價值列賬的金融工具的公允價值

除下述者外，本局按成本或攤銷成本入賬的金融工具的賬面金額，與其於二零一三年和二零一二年三月三十一日的公允價值數額分別不大。

(e) 公允價值的估計

本局所持有可供出售股本證券的公允價值是以於結算日的報列市價為準。本局所持有可供出售股本證券的報列市價是現時的買價。

Notes to the financial statements
財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

16 Commitments

(a) Capital commitments

Capital commitments outstanding at 31 March 2013 in respect of leasehold improvements not provided for in the financial statements were as follows:

	2013 \$	2012 \$
Authorised but not contracted for 已授權但未訂約	2,634,162	23,503,902

(b) Operating lease commitments

At 31 March 2013, the total future minimum lease payments under non-cancellable operating leases in respect of properties are payable as follows:

	2013 \$	2012 \$
Within 1 year 1年內	12	2,318,370
After 1 year but within 5 years 1年後但5年內	29	-
	41	2,318,370

The Council leases its office premises under operating leases. The lease runs for an initial period of five years, with an option to renew the lease when all terms are renegotiated. The lease does not include contingent rentals.

16 承擔

(a) 資本承擔

於二零一三年三月三十一日涉及租賃改善而又未在財務報表內提撥準備的資本承擔如下：

(b) 經營租賃承擔

於二零一三年三月三十一日，根據不可解除的物業經營租賃在日後應付的最低租賃付款額總數如下：

本局以經營租賃租用辦公室。該租賃初步為期五年，並且有權選擇在到期日後續期，屆時所有條款均可重新商定。租賃不包含或有租金。

Notes to the financial statements
財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

17 Related party transactions

Except as disclosed in (iv) below, all transactions related to the procurement of goods and services involving organisations in which a member of the Council, key management personnel and the HKSAR Government may have an interest are conducted in the normal course of business and in accordance with the Council's financial obligations and normal procurement procedures.

All transactions related to the provision of accreditation services to organisations in which a member of the Council, key management personnel and the HKSAR Government may have an interest are conducted in the normal course of business and in accordance with the Council's fee charging policy and fee schedule as prescribed by the Ordinance.

In addition to the transactions and balances disclosed elsewhere in these financial statements, the Council had the following related party transactions:

- (i) Honorarium paid to Council members in the capacity of

	2013 \$	2012 \$
Non-local Council Members 非本地成員	312,000	312,000

Local Council Members are not remunerated.

17 關聯方交易

除以下(iv)一項所披露者外，所有與本局大會成員、關鍵管理人員和政府有利益的機構進行的貨品和服務交易，均屬正常業務運作並已按照本局的財務規則及正常採購程式下進行。

所有與本局大會成員、關鍵管理人員和政府有利益的機構進行的評審活動交易，均屬正常業務運作並已按照本局的費用徵收政策及條例訂明的費用一覽表徵收費用。

除本財務報表所披露的交易和結餘外，本局還有以下關聯方交易：

- (i) 本局成員以下職分所收到的酬金

本局大會本地成員並不收取酬金。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

17 Related party transactions (continued)

(ii) Key management personnel remuneration

	2013 \$	2012 \$
Salaries and other emoluments 薪金及其他酬金	5,826,373	6,848,553
Retirement scheme contributions 退休計劃供款	15,500	25,000
	5,841,873	6,873,553

Key management personnel comprise of the Executive Director, Deputy Executive Director, Director of Accreditation and Assessment and Financial Controller. The above remuneration is included in "staff costs" (see note 5(a)).

(iii) During the year ended 31 March 2013, approximately 32% (2012: 33%) of the Council's total income are derived from services provided to the HKSAR Government, and approximately 12% (2012: 21%) of it are derived from services provided to other government-related entities. All the services are conducted in the normal course of business and in accordance with the Council's fee charging policy and fee schedule as prescribed by the Ordinance.

(iv) Effective 1 September 2011, the Council has entered into a lease with the HKSAR Government and rented a vacant school premises in Siu Sai Wan Estate, Chai Wan, Hong Kong at a charge of \$1 per month as its new office for an initial term of five years. The Council completed the relocation of its office in July 2012. The HKSAR Government also provided \$10 million funding support for conversion and renovation of the new office of the Council (see note 11).

17 關聯方交易(續)

(ii) 關鍵管理人員酬金

	2013 \$	2012 \$
Salaries and other emoluments 薪金及其他酬金	5,826,373	6,848,553
Retirement scheme contributions 退休計劃供款	15,500	25,000
	5,841,873	6,873,553

關鍵管理人員包括總幹事、副總幹事、評審及評核總監和財務總監。上述酬金計入「員工成本」(參閱附註5(a))內。

(iii) 截至二零一三年三月三十一日止年度，在本局的總收入中，約32% (二零一二年：33%) 來自向政府提供服務，約12% (二零一二年：21%) 來自向其他政府相關實體提供服務。所有服務均屬正常業務運作並已按照本局的費用徵收政策及條例訂明的費用一覽表徵收費用。

(iv) 由二零一一年九月一日起，本局與政府簽訂了一項租賃協議，以每月1元向政府租用香港柴灣小西灣邨一所空置學校校舍，作為新的辦公室，初始租賃年期為五年。本局於二零一二年七月完成搬遷。政府還提供了1,000萬元資金，資助本局變更校舍為辦公室及相關裝修費用(參閱附註11)。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

18 Critical accounting judgement

Certain critical accounting judgement in applying the Council's accounting policies is described below.

Impairment of held-to-maturity financial assets and available-for-sale financial assets

The Council follows the guidance of HKAS 39 in determining when an investment is other-than-temporarily impaired. This determination requires significant judgment. In making this judgement, the Council evaluates, among other factors, the duration and extent to which the fair value of an investment is less than its cost; and the financial health of and near-term business outlook for the investee, including factors such as industry and sector performance, changes in technology and operational and financing cash flow.

18 關鍵會計判斷

以下為應用本局會計政策時作出的關鍵判斷：

持有至到期金融資產及可供出售金融資產的減值

本局遵循《香港會計準則》第39號的指引，以釐定一項投資存在非暫時性減值。然而此需要重大的判斷。在作出該等判斷時，本局評估的因素包括但並不限於下列幾項：該投資公允價值低於成本的幅度和持續的時間；被投資方的財務狀況和近期發展前景，包括業界表現、技術改變以及營運性及融資性現金流。

Notes to the financial statements 財務報表附註

(Expressed in Hong Kong dollars) (以港幣列示)

19 Possible impact of amendments, new standards and interpretations issued but not yet effective for the year ended 31 March 2013

Up to the date of issue of these financial statements, the HKICPA has issued a number of amendments and new standards which are not yet effective for the year ended 31 March 2013 and which have not been adopted in these financial statements. These include the following which may be relevant to the Council.

19 已頒佈但尚未生效的會計準則修訂、新會計準則及詮釋對於二零一三年三月三十一日止的會計年度的可能影響

截至本財務報表發出日期，香港會計師公會已頒佈多項在截至二零一三年三月三十一日止年度尚未生效，亦沒有在本財務報表採用的修訂和新準則。這些準則變化包括下列可能與本局有關的項目。

	Effective for accounting periods beginning on or after 在以下日期或 之後開始的 會計期間生效
Amendments to HKAS 1, <i>Presentation of financial statements</i> – <i>Presentation of items of other comprehensive income</i> 《香港會計準則》第1號修訂—「財務報表的列報— 其他全面收益項目的列報」	1 July 2012 2012年7月1日
HKFRS 13, <i>Fair value measurement</i> 《香港財務報告準則》第13號—「公允價值的計量」	1 January 2013 2013年1月1日
HKFRS 9, <i>Financial instruments</i> 《香港財務報告準則》第9號—「金融工具」	1 January 2015 2015年1月1日

The Council is in the process of making an assessment of what the impact of these amendments is expected to be in the period of initial application. So far it has concluded that the adoption of them is unlikely to have a significant impact on the Council's results of operations and financial position.

本局正在評估這些修訂對初始採用期間的影響。截至目前為止，本局相信，採納這些修訂不大可能會嚴重影響本局的經營業績和財務狀況。

Analysis of expenditure 支出分析

for the year ended 31 March 2013 (Expressed in Hong Kong dollars) 截至二零一三年三月三十一日止年度 (以港幣列示)

	2013 \$	2012 \$
Staff costs 員工成本		
Salaries 薪金	39,380,415	35,991,787
Allowances and other staff costs 津貼及其他員工成本	5,280,538	4,616,412
	44,660,953	40,608,199
Administrative expenses 行政費用		
Auditor's remuneration 核數師酬金	131,800	122,000
Bank charges 銀行手續費	17,100	19,239
Cleaning 清潔費	232,504	118,471
Community relations 社區關係	34,775	27,722
Consultancy fees 顧問費	556,000	154,751
Depreciation 折舊	4,194,585	912,236
Incidental expenses 雜項支出	6,963	4,909
Insurance 保險費	276,050	194,736
IT services 資訊科技服務	54,819	-
Legal advisory fees 法律諮詢費	1,271,671	498,567
Light and power 電費	273,036	182,440
Loss on disposals 固定資產處置虧損	189,907	-
Membership fee 會員費	43,282	61,966
Others 其他	15,449	-
Overseas visits and conferences 海外出訪和會議	193,089	163,444
Periodicals, newspapers and books 期刊、報紙和書本	22,465	35,199
Photocopying 影印費	27,136	30,950
Postage 郵費	48,131	39,974
Printing 印刷費	260,906	141,848
Publicity 宣傳費	189,280	194,607
Recruitment and training 招聘和培訓費	137,427	137,550
Reinstatement cost 重修成本	73,908	-
Rent and rates 租金和差餉	2,936,193	6,786,363
Repairs and maintenance 維修及保養費	128,883	62,743
Securities transaction charges 證券買賣費用	4,894	13,110
Security 保安費	264,712	-
Stationery and consumables 文具和消耗品	203,034	203,123
Telephone and facsimile 電話和傳真費用	308,328	201,561
Tools and equipment 工具和設備	615,095	317,385
Translation expenses 翻譯費	-	1,379
Transport and travelling 交通費	31,899	19,124
Work related research 工作相關調研	138,000	-
	12,881,321	10,645,397

Analysis of expenditure (continued) 支出分析 (續)

for the year ended 31 March 2013 (Expressed in Hong Kong dollars) 截至二零一三年三月三十一日止年度 (以港幣列示)

	2013 \$	2012 \$
Direct accreditation/consultancy costs 直接評審/顧問成本		
Accreditation costs 評審成本	6,178,729	5,612,712
Qualifications Register costs 資歷名冊成本	1,081,816	1,278,247
Qualifications Framework project costs 資歷架構計劃成本	1,301	150,147
	7,261,846	7,041,106
Council meeting and committee expenses 本局會議及委員會支出		
Air passages 機票	430,068	549,599
Honorarium payments 酬金付款	312,000	312,000
Hotel accommodation 酒店住宿費	44,660	80,784
Working lunches and dinners 公務午飯和晚飯支出	56,088	79,952
Subsistence allowance 零用金	24,106	35,100
Transport and miscellaneous expenses 交通費和雜費	21,007	15,222
	887,929	1,072,657
Others 其他		
Impairment loss on available-for-sale equity securities 可供出售股本證券減值虧損	-	763,582
Total expenditure 支出總額	65,692,049	60,130,941

Appendices

附錄

List of Council Members

評審局成員名單

Chairman

主席

The Honourable Martin LIAO Cheung-kong, JP
Barrister
Martin Liao Barrister

廖長江議員, JP
廖長江大律師事務所
大律師

Vice-Chairman

副主席

Ir Dr Alex CHAN Siu-kun
Managing Director
Applied Technology Integration Limited

陳兆根博士
應科有限公司
董事總經理

Non-local Members

非本地成員

Ms Ann DOOLETTE

Executive Director
Australian Qualifications Framework Council
AUSTRALIA

Dr Achim HOPBACH

Managing Director
Agency for Quality Assurance and Accreditation
AUSTRIA

Ms Aileen PONTON

Chief Executive
Scottish Credit & Qualifications Framework
UK

Professor Mala SINGH

Professor Extraordinaire
Centre for Higher Education Research
Teaching and Learning
Rhodes University
SOUTH AFRICA

Professor Andrew WALDER

Professor of Sociology and Senior Fellow
Department of Sociology
Stanford University
USA

Professor ZHONG Bing-lin

Professor & Dean
Research Institute of Higher Education
Faculty of Education
Beijing Normal University
CHINA

鐘秉林教授

中國北京師範大學
教育學部教授、博導
高等教育研究所所長

Local Members

Ms Christina CHENG Sau-yu

Cluster General Manager (Finance), Kowloon Central Cluster cum
General Manager (Finance), Queen Elizabeth Hospital
Hospital Authority

Ms Winnie CHEUNG Chi-woon

Certified Public Accountant

Mr Albert CHOW Hing-pong

Director of Qualifications
The Hong Kong Institution of Engineers

Professor Frank FU Hoo-kin, MH, JP

Chairman
Joint Quality Review Committee
Associate Vice-President
Hong Kong Baptist University

Ir Dr David HO Chi-shing

Group General Manager
Hong Kong Ferry (Holdings) Company Limited

Professor Richard HO Yan-ki

Chair Professor of Finance
Department of Economics and Finance
City University of Hong Kong

Professor Edmond KO, BBS, JP (until 22 April 2012)

Senior Advisor to Provost and
Adjunct Professor of the Department of Chemical
and Biomolecular Engineering
The Hong Kong University of Science and Technology

Ms Carrie LEUNG Ka-lai

Chief Executive Officer
The Hong Kong Institute of Bankers

Mr Charles LO Chi-hong, MH

Advisor
Sino United Publishing (Holdings) Ltd

Professor Arthur MAK Fuk-tat

Programme Director and Division Head
Biomedical Engineering
The Chinese University of Hong Kong

Ex-officio Members

Ms Michelle LI Mei-sheung, JP

Deputy Secretary for Education
(Representing the Permanent Secretary for Education)

Professor FAN Yiu-kwan, BBS, JP

Executive Director
Hong Kong Council for Accreditation of Academic and Vocational
Qualifications

本地成員

鄭秀如女士

醫院管理局
九龍中聯網總經理(財務)暨
伊利沙伯醫院總經理(財務)

張智媛女士

註冊會計師

周慶邦先生

香港工程師學會
資歷審核總監

傅浩堅教授, MH, JP

聯校素質檢討委員會主席
香港浸會大學協理副校長

何志盛博士工程師

香港小輪(集團)有限公司
集團總經理

何忻基教授

香港城市大學
經濟及金融系
金融學講座教授

高彥鳴教授, BBS, JP (至2012年4月22日)

香港科技大學
首席副校長資深顧問暨
化學工程及生物分子工程學系兼任教授

梁嘉麗女士

香港銀行學會
行政總裁

羅志雄先生, MH

聯合出版(集團)有限公司
顧問

麥福達教授

香港中文大學
生物醫學工程學部
主任及課程主任

當然成員

李美嫦女士, JP

教育局副秘書長
(教育局常任秘書長代表)

范耀鈞教授, BBS, JP

香港學術及職業資歷評審局
總幹事

Terms of Reference of Committees

常設委員會職權範圍

Qualifications and Accreditation Committee

- 1) To consider and make recommendations to the Council on accreditation policies, criteria and procedures relevant to the HKCAAVQ's statutory role as the Accreditation Authority under the Qualifications Framework (QF) and those relevant to non-QF-related services.
- 2) To consider and make recommendations to the Council on policies and procedures for maintaining the Qualifications Register (QR) in fulfillment of the HKCAAVQ's statutory role as the QR Authority.
- 3) To consider/review and endorse for the Council's approval the policies, procedures and criteria for undertaking assessments in regard to
 - Non-local courses
 - CEF courses
 - CPD courses
 - Qualifications Assessment
 - Any other relevant activities
- 4) To consider and advise on any other matters concerning or affecting the Council's accreditation and assessment work.

資歷及評審委員會

- 1) 研究評審政策、準則及程序，並向評審局大會提出建議，以履行評審局作為資歷架構下評審當局的法定職能，及評審局的其他服務。
- 2) 研究有關管理資歷名冊的政策及程序，並向評審局大會提出建議，以履行評審局作為資歷名冊當局的法定職能。
- 3) 研究、檢討及審批下列評核服務的政策、程序及準則，並提交評審局大會通過：
 - 非本地課程評核
 - 持續進修基金課程評核
 - 持續專業培訓計劃的課程評核
 - 學歷評估
 - 其他相關工作
- 4) 就任何其他有關或影響評審局評審及評核工作的事宜進行研究及提交建議。

Personnel and Administration Committee

- 1) To keep under review the staffing structure of the Council.
- 2) To monitor human resources policies and practices of the Council and to recommend changes when necessary, paying particular attention to staff development and training, the remuneration package and matters of staff welfare.
- 3) To keep under review the administrative efficiency of the Secretariat.
- 4) To make such other recommendations within its remit, as it thinks fit, to the Council.

Finance Committee

- 1) To consider, and recommend for the Council's approval, the annual budget of the Council, including any subsequent adjustments thereof.
- 2) To consider the medium and long term financial plans of the Council.
- 3) To keep under review the financial position of the Council, in particular its return on investment and fee charging policy, and make recommendations to the Council as appropriate.
- 4) To receive, consider and recommend for Council's approval the audited financial statement.
- 5) To recommend, for the Council's approval, the appointment of Auditors.

Fund Management Sub-committee (Sub-committee of the Finance Committee)

- 1) To set the investment strategy with a view to achieving the investment objectives approved by the Council.
- 2) To make major investment decisions and to monitor the results.

人事及行政委員會

- 1) 適時檢討評審局的人事架構。
- 2) 監察評審局的人力資源政策及制度，尤其關注員工的發展和培訓、薪酬及福利事宜，並在必要時提出修改建議。
- 3) 適時檢討秘書處的行政效率。
- 4) 在其職權範圍內適當地就其他事宜向評審局大會提交建議。

財務委員會

- 1) 商討評審局的年度預算，包括隨後的調整，並提交評審局大會審批。
- 2) 研究評審局的中期和長期財務計劃。
- 3) 適時檢討評審局的財務狀況，特別是投資回報和收費政策，並恰當地向評審局大會提交建議。
- 4) 接收及討論核數師審核的財務報表，並向評審局大會提出審批建議。
- 5) 就委任核數師事宜向評審局大會提交建議。

資金管理小組委員會 (財務委員會轄下小組委員會)

- 1) 制訂投資策略，以實現評審局的投資目標。
- 2) 作出主要投資決策及監察投資結果。

Glossary

詞彙

Accreditation

Accreditation is an authoritative and impartial evaluation of the quality of learning programmes or the ability of an institution/organisation in delivering such learning programmes by the HKCAAVQ. As the HKCAAVQ is the Accreditation Authority under the QF, qualifications of the programmes accredited by the HKCAAVQ are eligible for entering into the QR.

Accreditation Authority

HKCAAVQ is specified in Part 1 of Schedule 1 of the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) as the Accreditation Authority to develop and implement the standards and mechanism for academic and vocational qualification accreditation to underpin the QF. It is also entrusted with the responsibility of assuring the quality of appointed assessment agencies, qualifications recognised under the QF and their associated learning programmes.

Accreditation Panel

An accreditation panel consists of specialists with the expertise to conduct relevant accreditation exercises. A HKCAAVQ staff member plays the dual role of a Panel Member and Secretary to the Panel.

Accreditation Report

It is the report the HKCAAVQ issues to the agency/programme provider on completion of an accreditation exercise. It will contain the determination of that accreditation exercise; and state the validity period, QF level and conditions and restrictions (if any). It will also provide the observations and recommendations of the accreditation panel, as well as the rationale for arriving at the accreditation determination.

Applied Learning (ApL) Courses

ApL is an integral part of the senior secondary curriculum to offer diverse learning programmes for students with interests and inclinations in areas other than those provided by the academic school curriculum. ApL courses are provided by various course providers including tertiary institutions and professional bodies. The Education Bureau has introduced a three-stage quality assurance process to ensure that the learning outcomes and standards of the ApL subjects are comparable to other subjects of the existing and the new secondary school curriculum. The HKCAAVQ is responsible for examining the delivery aspects of the ApL courses – the second stage of the quality assurance process.

評審

是評審局就進修課程的水平或機構營辦課程的能力，提供具效力、不偏不倚的評審服務。由於評審局是資歷架構下的評審當局，通過評審局評審的課程可以納入資歷名冊內。

評審當局

香港學術及職業資歷評審局根據《學術及職業資歷評審條例》(第592章)附表1第1部出任評審當局，為資歷架構發展及實施學術及職業資歷評審的標準及機制。評審當局的質素保證工作亦涵蓋受委評估機構、資歷架構下認可的資歷及相關的課程。

評審小組

相關評審工作而組成的評審小組，成員包括具備所需專業才能的專家。評審局會委派一位職員擔任小組成員兼秘書。

評審報告

在完成評審後，評審局向評估機構或課程營辦者發出的報告。報告列明評審決定，以及有效期、資歷級別、附帶條件和限制(如有)。報告亦包括評審小組的觀察所得及建議，以及達致有關評審決定的理據。

應用學習課程

應用學習課程是高中課程的一部分，旨在為不同興趣和取向的學生提供學校課程以外的多元學習平台。應用學習課程由不同的課程營辦者提供，包括專上院校及專業團體。教育局推出一個三階段的質素保證程序，以確保應用學習課程的成效及水平相當於其他現行的中學及新高中的課程。評審局負責程序中第二階段的質素保證，主要監察課程教與學的質素。

Appointed Assessment Agency (AAA)

An Appointed Assessment Agency can be a person, school, institution, organisation or other body appointed by the Secretary for Education under the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) to assess the skills, knowledge or experience acquired by individuals and to grant qualifications in recognition of such assessed skills, knowledge or experience. Prior to appointment by the Secretary for Education, the agency first needs to be successfully accredited by the HKCAAVQ under the same ordinance.

Assessment

Assessment is a service delivered by the HKCAAVQ. It is an impartial evaluation of programmes, schemes or individual qualifications based on a set of assessment criteria developed for a particular purpose. The assessment result forms an independent opinion on the standard of the programme, scheme or individual qualifications being assessed, but does not constitute any recognition of the quality of the programme, scheme or similar qualifications.

Collective Approach

It is a methodology for a streamlined accreditation service in which a number of accreditation requests from the same industry/discipline/provider will be processed concurrently by a single accreditation panel.

Evidence-based

It is one of the principles of accreditation. It means that accreditation decisions will be made based on the evidence provided by the providers to demonstrate that they meet the accreditation standards stipulated by the HKCAAVQ.

Fitness for Purpose

It is one of the principles of accreditation. It means that programme providers or programmes are accredited based on their stated objectives.

受委評估機構

受委評估機構負責評估個人的技能、知識或經驗，並在評估及確認此等技能、知識或經驗後，授予資歷。受委評估機構是根據《學術及職業資歷評審條例》(第592章)獲教育局局長委任，可以是個別人士、學校、組織、機構或其他團體。受委評估機構在被委任前，必須根據該條例成功通過評審局之評審。

評核

評核是評審局提供的服務之一，是根據特定的評核準則就某特定目的，對課程、計劃或個人的資歷作獨立的評核。評核結果屬於評審局對該課程、計劃或個人學歷水平不偏不倚的意見，但並不構成對該課程、計劃或類似的學歷質素的任何認可地位。

群集形式

提高評審服務效率的一種方法，由一個評審小組同時兼評來自同一行業或學科或課程營辦者的多個評審項目。

證據為本

評審的其中一個原則，即課程營辦者需提供證據，證明能夠達到評審局訂定的評審標準。評審決定會以此為基礎。

切合目標

評審的其中一個原則。評審局會以課程營辦者所訂的目標為基礎，對課程營辦者或其課程進行評審。

Four-stage Quality Assurance Process

It is a mechanism developed by the HKCAAVQ to conduct accreditation according to a structured process to underpin the QF. The stages of the process include IE, PV, PAA and PR. Through them, the HKCAAVQ evaluates learning programmes and the education or training capabilities of programme providers under the QF.

Industry Training Advisory Committee (ITAC)

ITAC is an advisory body comprising representatives from employers, employees and professional bodies of an industry to develop, maintain and update the SCS, and formulate an RPL mechanism for that industry. It also helps promote the QF within the industry.

Initial Evaluation (IE)

IE is the first stage of the Four-stage Quality Assurance Process. It is an evaluation of whether a programme provider has the organisational competency to effectively manage and provide adequate resources to the development, delivery, assessment and quality assurance of its learning programmes and educational/training services.

Institutional Review (IR)

IR is an evaluation of the overall academic environment of an institution in delivering its intended learning programmes. An IR exercise examines an institution's governance, institutional structure, academic plans, staffing, quality assurance and resources. If the IR is conducted for registration under the Post Secondary Colleges Ordinance (Cap 320), it will also ascertain whether the institution meets the academic requirements of the ordinance.

Learning Outcome

Learning outcome refers to a student's attained knowledge, skills and application as a result of completing a learning programme.

四階段質素保證程序

評審局為確保資歷架構下的資歷質素而制訂的程序。四階段質素保證程序包括「初步評估」、「課程甄審」、「學科範圍評審」及「定期覆審」。評審局透過四階段質素保證程序評審課程營辦者的辦學能力及其課程的質素。

行業培訓諮詢委員會(諮委會)

由相關行業的僱主、僱員及專業團體的代表組成的諮詢組織，負責開發、管理及更新「能力標準說明」、為行業制訂過往資歷認可機制，以及在業界推廣資歷架構。

初步評估

初步評估是四階段質素保證程序的第一階段，是為課程營辦者進行評估，以審核營辦者是否有能力、有效地管理，並為其發展、教學課程、教育服務的評估及質素保證工作，提供足夠的資源。

院校評審

評審一所院校的整體學術環境和條件是否能夠營辦計劃中的進修課程，評審範圍包括院校的管治、架構、學術計劃、人事體制、質素保證及資源。若院校尋求評審是為根據《專上學院條例》(第320章)註冊，則過程亦會同時評審院校是否符合該條例的學術規定。

學習成效

學習成效是學員在完成進修課程後可獲取的知識、技能，以及應用方法。

Non-local Course/Learning Programme

Non-local course/learning programme refers to courses registered (or exempted from registration) under the Non-local Higher and Professional Education (Regulation) Ordinance (Cap 493).

Outcome-based

Refers to an approach which focuses on the empirical measurement of learners' performance (outcomes), rather than emphasising the resources available to the learners (inputs).

Peer Review

It is one of the principles of accreditation. It means that academic and professional experts with relevant expertise and experience are involved as panel members in the accreditation process.

Periodic Review (PR)

PR is the fourth stage of the Four-stage Quality Assurance Process. Programme providers granted a PAA status have to undertake PR in order to maintain their PAA status. PR is repeated at regular intervals according to the validity period of the PAA status. PR is used to ascertain whether the internal quality assurance processes of the provider continue to be effective and sound.

Programme Area Accreditation (PAA)

PAA is the third stage of the Four-stage Quality Assurance Process. It is conferred on programme providers with sufficient quality assurance competency and maturity at the organisational level and a good track record in their validated programme(s). Upon gaining PAA, a provider may develop and operate learning programmes within an approved scope of programme area(s) at specified QF Level(s) for an approved period of time (validity period), and have the qualifications of its learning programmes entered into the QR for QF recognition without going through programme validation or revalidation by the HKCAAVQ.

非本地課程

非本地課程是根據《非本地高等及專業教育(規管)條例》(第493章)註冊(或獲豁免註冊)的課程。

成效為本

成效為本指以量度學員實際的表現(成效)為主的方法，而非以灌輸給學員的內容為重點。

同行評估

評審的其中一個原則，即由具備相關專業及經驗的專家擔任評審小組成員。

定期覆審

定期覆審是四階段質素保證程序的第四階段。已通過學科範圍評審的課程營辦者需接受定期覆審，以維持其學科範圍評審資格。定期覆審是一項按學科範圍評審的有效期而進行的定期評審活動，目的是確保已通過學科範圍評審的課程營辦者繼續維持有效和良好的內部質素保證機制。

學科範圍評審

學科範圍評審是四階段質素保證程序的第三階段，可賦予課程營辦者在有效期內於指定學科範圍及資歷級別，發展及開辦課程，而個別課程無須事先通過評審局評審，便能夠納入資歷名冊並獲資歷架構認可。能夠取得這項資格的營辦者必須具備歷經驗證的質素保證機制及相關能力，並且於課程甄審得到良好的往績。

Programme Validation (PV) and Revalidation

PV is the second stage of the Four-stage Quality Assurance Process. It is an overall evaluation of the learning programme to determine whether its planning and management, syllabuses, delivery arrangements and assessment methods, are able to achieve its claimed objectives and deliver its intended learning outcomes. Programme revalidation is the re-accreditation of programmes before the expiry date of their programme validation period.

Qualifications Framework (QF)

The QF in Hong Kong is a seven-level cross-sectoral hierarchy to clearly define the standards of qualifications in the academic, vocational and continuing education sectors. It was set up by the Government on 5 May 2008 to promote lifelong learning and to enhance the capabilities and competitiveness of the Hong Kong workforce to meet the needs of a knowledge-based economy.

QF Level

Refers to the seven levels of the QF. Learning programmes undergoing accreditation will be pitched at one of the seven levels.

Qualifications Register (QR)

QR is an online register (www.hkqr.gov.hk) containing qualifications recognised under the QF. It was set up by the Government under the QF on 5 May 2008. It provides free information to the public about QF-recognised qualifications, associated programmes and programme providers.

QR Authority

The HKCAAVQ is specified in Part 2 of Schedule 1 of the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592) as the QR Authority to maintain the QR.

Recognition of Prior Learning (RPL)

RPL is a mechanism under the QF to give formal recognition of the knowledge, skills and experience of people from different industries. The operation of RPL will be based on the SCSs formulated by the respective industries through their ITACs.

課程甄審及課程覆審

課程甄審是四階段質素保證程序的第二階段。課程甄審全面評估課程的策劃及管理、課程綱要、教學安排及評核方法等，以確保課程能達到其目標及擬定的學習成效。課程覆審是在已通過課程甄審的課程有效期屆滿前為課程再評審。

資歷架構

資歷架構是一個分為七級的資歷級別制度，用以明確界定主流教育、職業教育、持續教育資歷的標準。資歷架構於2008年5月5日由政府成立，旨在推廣終身學習，提升香港勞動人口的能力和競爭力，以配合社會邁向知識型經濟的需要。

資歷級別

指資歷架構的七個級別。學習課程在評審時會編訂為七個級別其中一級。

資歷名冊

載列資歷架構認可資歷的網上資料庫 (www.hkqr.gov.hk)，是政府於2008年5月5日設立，為公眾人士提供免費途徑，可以隨時查閱資歷架構認可的資歷、相關的課程及課程營辦者的資料。

資歷名冊當局

香港學術及職業資歷評審局根據《學術及職業資歷評審條例》(第592章)附表1第2部出任資歷名冊當局，負責管理資歷名冊。

過往資歷認可

資歷架構下設立的機制，為不同行業的人士就其獲取的知識、技能及經驗提供正式的認可途徑。過往資歷認可機制的運作根據相關行業諮委會訂立的「能力標準說明」進行。

Self-accrediting Operators/Institutions/Providers

Under Schedule 2 of the Accreditation of Academic and Vocational Qualifications Ordinance (Cap 592), self-accrediting operators in Hong Kong are The Chinese University of Hong Kong, City University of Hong Kong, Hong Kong Baptist University, The Hong Kong Institute of Education (for learning programmes in teacher education only), The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, Lingnan University, The Open University of Hong Kong and The University of Hong Kong.

Specification of Competency Standards (SCS)

The SCS represent the industry benchmarks for the skills, knowledge and attributes required to perform tasks in that industry at a certain QF level. SCS are developed by the ITAC of the relevant industry.

SCS-based Programmes

SCS-based programmes are programmes designed in accordance with the SCS.

Threshold Standard

It is one of the principles of accreditation. It refers to the minimum quality requirements stipulated by the HKCAAVQ.

Validity Period

It represents the period of time in which an approved accreditation status is effective as stipulated in the accreditation report. For the QR, a validity period refers to the registered period of a qualification. Within the validity period, the qualification will be recognised by the QF.

This glossary aims to provide a general elaboration of the terms used in this report or by the HKCAAVQ to readers from all walks of life. It is by no means an academic or philosophical attempt to analyse the concepts or connotations for any particular purpose, and is not exhaustive in its elaboration and in the list of terms.

自行評審營辦者/機構/院校

根據《學術及職業資歷評審條例》(第592章)附表2，自行評審營辦者包括：香港中文大學、香港城市大學、香港浸會大學、香港教育學院(不包括師範教育進修計劃以外的進修計劃)、香港理工大學、香港科技大學、嶺南大學、香港公開大學及香港大學。

能力標準說明

由相關行業的諮委會制定，有關行業內某項工作需具備相關資歷級別的技能、知識及經驗的基準。

「能力標準說明」為本課程

根據「能力標準說明」編訂的課程。

基本標準

評審的其中一個原則，指評審局訂明的最低限度質素要求。

有效期

評審報告內訂明獲批評審資格的有效期限。在資歷名冊內，則指資歷於名冊內的註冊有效期限，在有效期內，資歷將會獲得資歷架構認可。

本「詞彙」旨在就本報告內或評審局慣用的詞彙，為不同層面的讀者提供概括的釋義，並不是就學術或哲理層面對各種概念或詞義作出分析，也非就特定目的而作出詮釋。本「詞彙」並未包含有關詞語的全部釋義。

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