

## **(A) INTRODUCTION of VTC**

The Vocational Training Council (VTC), a statutory body established by the VTC Ordinance of Hong Kong Laws, is the largest vocational education and training group in Hong Kong to support the Government's manpower planning and development policies. VTC provides valuable credentials for some 240 000 students each year through a full range of pre-employment and in-service programmes with internationally recognised qualifications. The highest authority of VTC comprises senior government officials and representatives from the industrial, commercial, service, labour and educational sectors. The scope of the VTC's academic services covers the provision of bachelor degree, higher diploma and post-secondary learning programmes.

VTC has a well-developed system of governance and is committed to a high standard of corporate governance. In general, its structure is hierarchical, with clear lines of accountability and responsibility. **(Appendix A)** Authority is delegated to various levels within defined parameters.

VTC's management and committees operate on three levels:

- (a) The Council, together with its committees and boards, is responsible for macro-level management;
- (b) The Executive Director, supported by the management Caucus and various committees, is responsible for day-to-day management; and
- (c) The VET Advisory Committee and VET Academic Board, with its committees and boards, provide advice and oversee the management of academic matters.

Under the Executive Director, a Quality Assurance Steering Committee (QASC) is set up to oversee the development of quality assurance in VTC. The terms of reference of QASC are:

- To provide leadership for setting VTC-wide quality policies.
- To develop a VTC-wide quality strategic plan.
- To promote a quality culture in the VTC.
- To promote continuous improvement in all processes within the VTC.
- To oversee the formulation and implementation of quality assurance systems for evaluating VTC's provision of vocational education and training.
- To develop and review performance indicators to measure and monitor performance over time.
- To co-ordinate quality assessments of operational units in the VTC, including the

appointment of assessors.

- To report to Caucus on all important quality issues.

To support the implementation of quality policies formulated by the QASC, an independent office, the Quality Assurance and Accreditation Office, has been established to take charge of quality assurance and accreditation matters.

### **(B) Quality Assurance and Accreditation Office (QAAO)**

The Quality Assurance and Accreditation Office provides central co-ordination for the development and implementation of a quality assurance system in VTC and the accreditation of VTC's programmes with the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and other accreditation bodies.

VTC's quality assurance system adopts the 'fitness for purpose' approach to achieve quality in its products and services. This approach to quality assurance, which is also termed as the 'instrumental approach', sees quality as meeting the stated purpose of VTC while fulfilling publicly accepted standards of accountability. The Office drives the development of the quality assurance framework and performance indicators (PIs), which is an on-going and evolving process. The implementation of the framework reinforces VTC's quality assurance processes to facilitate the delivery of quality services, to commit its staff to quality standards, to evaluate the extent to which VTC is meeting its objectives, and to strive for continuous improvement. The PIs are developed as the key factors in the quality assurance processes, providing evidence for annual assessment, quality review, continuous improvement, accountability and justification for Government's resources. The Office also serves VTC's Quality Assurance Steering Committee (QASC) in formulating policies and guidelines. The QASC, a high-level central committee, provides leadership for setting quality policies, oversees the integrity of quality assurance systems and monitors their implementation. In addition, the Office drives and co-ordinates quality assurance programmes and initiatives. They include providing training and development sessions on various aspects of quality assurance, co-ordinating annual assessments, conducting periodic quality reviews, as well as co-ordinating various quality initiatives, namely the Teaching Excellence Awards, the Staff Excellence Awards and the Staff Suggestion Scheme.

To ensure that its programmes are up to standard and recognised by the Government, employers and the general public, VTC makes continuous efforts to seek

accreditation of its programmes from different authorities. The Office provides coordination for all accreditation issues and works closely with departments on one hand; and the HKCAAVQ, the statutory organisation for accrediting vocational programmes in Hong Kong, and other professional accreditation bodies, like the Hong Kong Institution of Engineers (HKIE), on the other to ensure that VTC's programmes are accorded due recognition in terms of quality and standards. The Office also works to ensure that accredited qualifications are properly posted onto the Qualifications Register for public viewing or are disseminated via proper channels for the information of students.

## Appendix A - VTC's Management and Committee Structure

