

**Explanatory Notes to the Assessment Criteria
of aviation-related courses/examinations
under Professional Training and Examination Refund Scheme (Aviation)**

This set of Explanatory Notes provide yardsticks and examples for each of the criteria for assessment of applications under the Professional Training and Examination Refund Scheme (Aviation) for course / examination providers' reference -

1. The professional qualifications to be awarded should be recognisable by the aviation industry.

In general, courses/exams and the associated qualifications to be awarded are considered recognised by the aviation industry if they meet any of the following criteria -

- (a) recognition by the Government, such as Civil Aviation Department (CAD) and Labour Department;
 - (b) recognition by professional or trade bodies (associations / societies / institutes, etc.) in the aviation industry, such as The International Air Transport Association (IATA), International Civil Aviation Organization (ICAO), Airport Council International (ACI), etc.;
 - (c) sufficient demonstration by the courses / examination providers the reputation and receptiveness of their courses / examinations in the aviation industry. For example, course / examination providers may demonstrate its present and past partnership and collaborations with industry associations/organisations or their corporate members.
2. The curriculum should be of relevance and the teaching staff should be of quality.
 - (a) A curriculum, as sufficiently presented in its course outline, teaching materials or supplementary information, etc., containing any of the following elements may be considered relevant to the aviation industry -

- (i) aviation specific topics in the pre-defined categories, such as air traffic management, aircraft engineering, airline operations, airport operations, airworthiness and aircraft safety, air cargo, etc.;
 - (ii) aviation specific topics that can be identified in standards, manuals or guidelines established by professional or trade bodies (associations / societies / institutes, etc.) in the aviation industry, such as IATA, ICAO and ACI, etc.;
 - (iii) training on or certification of a specific skill(s) required in jobs among the aviation industry, such as forklift driving, airport passenger step control and airport fuel hydrant dispenser driving, etc.;
 - (iv) general professional skills with a focus in the aviation industry, such as insurance in aviation, audit and quality assurance in aviation safety, risk management for aviation, sales and key account management in aviation, etc.;
 - (v) general self enhancement and professional development skills, such as communication and leadership skills, with a clear focus in or majority of modules covering the aviation industry.
- (b) In considering the quality of teaching staff, reference may be made to the following -
- (i) whether the teaching staff is from accredited training centres or courses from professional or trade bodies in the aviation industry, such as IATA, ICAO and ACI, etc.;
 - (ii) whether the teaching staff are recognised by the Government/aviation industry;
 - (iii) whether the teaching staff are incumbent industry practitioners with reasonable experience;
 - (iv) whether the teaching staff were industry practitioners with sound and credible past experience;
 - (v) whether course evaluation reflects consistent and satisfactory performance of the teaching staff.

3. There should be a quality assurance mechanism for the programme.
 - (a) The quality assurance mechanism may be demonstrated by the accreditation from relevant professional or trade bodies in the aviation industry, such as IATA, ICAO and ACI, etc. or the Government, such as approved training programmes by CAD.
 - (b) Course / examination providers are encouraged to seek common education accreditation, such as recognition under the Qualifications Framework accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, or other common quality assurance accreditation or certifications, such as ISO 9000.
 - (c) Course / examination providers may also develop its own quality assurance mechanism to meet its training objectives with sufficient demonstration in their applications for consideration. Quality assurance approaches may include robust mechanism for programme development with periodic review, appointment criteria for course instructors, systemic collection of feedback from participants, staff or instructors, etc. which provides performance indicators and seeks to identify areas for improvement.
4. The professional or academic standing of the course / examination providers should be recognisable by the aviation industry.

Course / examination providers who fall within the following list of organisations, or are accredited, certified, associated or recognised by those organisations on the list, are in general considered to have attained sufficient professional and/or academic standing -

- (a) Government;
- (b) Statutory bodies and their subsidiaries, such as Airport Authority Hong Kong, Hong Kong Productivity Council, Hong Kong International Aviation Academy, etc.;
- (c) University Grants Committee (UGC)-funded universities, such as Hong Kong University of Science and Technology and Hong Kong Polytechnic University (PolyU), etc., the Hang Seng University of Hong Kong, Hong Kong Shue Yan University,

the Hong Kong Metropolitan University and UOW College Hong Kong ;

- (d) Continuing and professional education arms of the UGC-funded universities, such as PolyU Hong Kong Community College and HKU SPACE Community College, etc.;
- (e) Vocational Training Council and its member institutes, such as Technological and Higher Education Institute of Hong Kong, Institute of Professional Education and Knowledge, School for Higher and Professional Education, etc.;
- (f) Professional or trade bodies, such as IATA, ICAO, ACI, Hong Kong Institution of Engineers, International Federation of Freight Forwarders Associations (FIATA), Hongkong Association of Freight Forwarding and Logistics (HAFFA), and Chartered Insurance Institute Hong Kong, etc.; or accredited training centres of these professional or trade bodies;
- (g) Aviation industry practitioners.

A course / examination provider fall outside the above list is required to provide information that proves its credentials, including but not limited to its year of establishment, teaching staff portfolio, past enrolment records, partnering organisations, course list, etc., for assessment.

5. The courses/examinations should help candidates satisfy the professional requirements of the aviation industry , such as acquisition of certification, accreditation, etc. on aviation specific subjects that are related to or referred to in standards, manuals or guidelines established by professional or trade bodies in the aviation industry, such as IATA, ICAO and ACI, etc.

When considering the courses / examinations' effectiveness in satisfying professional requirements, apart from the necessary certification or accreditation, soft skills such as communication and management, which are also part of the job requirements in developing a talent pool with professionalism, may also be considered as part of the professional requirements. Such may be testified by testimonials from previous students or their employers

on recognition of the courses / examinations or any other relevant information for consideration.
