

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

To facilitate course providers to prepare their applications under Professional Training and Examination Refund Scheme (Aviation), this Explanatory Notes provide yardsticks and examples for each assessment criterion for reference -

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

In considering whether the courses/exams and the associated qualifications to be awarded are recognisable by the aviation industry, reference may be made with the following -

- (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/exams providers the reputation and receptiveness of their courses/exams in the aviation industry. For example, courses/exams 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 skills 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 and environment.
- (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) Courses/exams 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) Courses/exams providers may also develop its own quality assurance mechanism to meet its training objective with sufficient demonstration in its application for consideration. Quality assurance approaches may include robust mechanism for programme development with periodic review, appointment criteria for course instructor, 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/exam providers should be recognisable by the aviation industry.

The following list of organisations, as well as the those accredited, certified, associated or recognised by them, may serve as supporting document in demonstrating the professional and/or academic standing of the course/exam providers -

- (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 Open University of Hong Kong 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.

The courses/examinations providers fall outside the above list are required to provide the institute profile, including but not limited to establishment year, teaching staff portfolio, past participants, partnering organisations, course list, etc., for assessment.

5. The courses/examinations should help candidates satisfy the professional requirements of the aviation industry.
 - (a) Acquisition of certification, accreditation, etc. on aviation specific topics that can be identified in standards, manuals or guidelines established by professional or trade bodies in the aviation industry, such as IATA, ICAO and ACI, etc.;

- (b) When considering the courses/exams' 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/exams or any other relevant information for consideration.
