



HKUSPACE

香港大學專業進修學院
HKU School of Professional and Continuing Education

QF Level: 6 QR Registration No.: 15/002617/L6

成人培訓及專業教育深造文憑

Postgraduate Diploma in Adult Training and Vocational Education



本課程已加入持續進修基金可獲發還款項課程名單內

This course has been included in the list of reimbursable courses under the Continuing Education Fund

Course Code: ED005A

Application code: 1945-ED005A

This Postgraduate Diploma is developed from the Graduate Diploma in Adult Education and Training. The Graduate Diploma is a well-established programme which first started in 1991 as the Certificate in Adult Education and Training. This programme targets participants who wish to gain knowledge and skills related to design, implementation and management of effective adult learning experience. It is suitable for trainers in commerce, industry and public sector; teachers in vocational, technical, professional, community and adult education; and personnel involved in programme management, administration and human resources development.

OBJECTIVES

At the end of the program, participants are able to:

- Review, evaluate and apply the theories of vocational education, adult learning and organizational learning to the workplace;
- Review and apply the theories of training cycle, needs analysis, training strategies, curriculum design and evaluation into the workplace;
- Make informed judgment on contemporary approaches and issues in vocational education;
- Assess and apply appropriate teaching and learning strategies, assessment and evaluation methods and delivery formats for adult and vocational courses;
- Identify and extend knowledge and skills in the latest use of technology in the delivery of vocational training courses;

- Incorporate and integrate skills and knowledge from the programme into the design and delivery of training sessions for in-class feedback and evaluation;
- Communicate effectively in oral and written English for academic purposes through practices in reading, evaluating and producing academic texts.

PROGRAMME STRUCTURE

- Module 1 Academic Writing and Study Skills Workshop*
 - Module 2 Principles of Adult and Vocational Education
 - Module 3 Training Needs Analysis and Organization Learning
 - Module 4 Training Strategies, Curriculum Design and Planning
 - Module 5 Assessment and Evaluation
 - Module 6 Contemporary Approaches and Issues in Vocational Education
 - Module 7 Technology in Vocational Education
 - Module 8 Teaching Skills in Adult Training and Effective Learning
 - Module 9 Training Delivery Skills Laboratory
- * Non-credit bearing module

TEACHING

Students will be required to attend a five-hour session on Saturday and or Sunday afternoons (2:00-7:00p.m.).

Medium of instruction and assessment is **English (supplemented with Cantonese where necessary)**.

ASSESSMENT

All modules of the programme will be assessed by individual assignments or group projects, depending on the nature of the module.

For the Academic Writing and Study Skills Workshop, there will only be continuous assessment on an individual portfolio of short pieces of writing.

Remarks: The minimum attendance requirement is 80%.

The Postgraduate Diploma will be awarded if students meet the attendance requirement and pass all the course work.

LEARNING RESOURCES

Students are issued a borrower's card which entitles access to the University of Hong Kong Library with borrowing rights. Additional electronic based resources of the HKU Library can be accessed via the School's SOUL platform online.

ENTRY REQUIREMENTS

To be eligible for admission to the programme, applicants should:

- (a) hold a bachelor's degree awarded by a recognized institution.
- (b) If the degree or equivalent qualification is from an institution where the language of teaching and assessment is not English, applicants shall provide evidence of English proficiency, such as:
 - (i) an overall band of 6.0 or above with no subtests lower than 5.5 in the IELTS; or
 - (ii) a score of 550 or above in the paper-based TOEFL, or a score of 213 or above in the computer-based TOEFL, or a score of 80 or above in the internet-based TOEFL; or
 - (iii) HKALE Use of English at Grade E or above; or
 - (iv) HKDSE Examination English Language at Level 3 or above; or
 - (v) equivalent qualifications.

Applicants with other qualifications will be considered on individual merit.

STUDY DURATION

From September 2021 – November 2022

VENUE

HKU SPACE teaching centers or HKU Campus

TEACHING TEAM

The teaching staff is made up of experienced practitioners as well as academic staff from HKU SPACE, universities and/or other tertiary institutions.

APPLICATION PROCEDURE

Applicants should complete the enrolment form for this programme and submit copies of academic certificates to the following address:

The Programme Director
c/o Miss Carmen Chan
HKU SPACE, 11/F, Fortress Tower,
250 King's Road, North Point,
Hong Kong

Programme Administrative Staff

Miss Carmen Chan
Tel: 2975 5685 Fax: 2571 0630 Email: carmen.chan@hkuspace.hku.hk

Miss Charmaine Sung
Tel: 2508 8867 Fax: 2571 0630 Email: charmaine.sung@hkuspace.hku.hk

The closing date for application is **15th July 2021**.

APPLICATION FEE

\$200

COURSE FEE

\$43,000

HKU SPACE is a non-profit making University company limited by guarantee
香港大學專業進修學院乃非牟利擔保有限公司