



資歷架構  
Qualifications  
Framework

# Specification of Generic (Foundation) Competencies

**May 2010**

# Background

- Industry Training Advisory Committees (ITACs) set up for 13 industries to develop competency standards, i.e. Specification of Competency Standards (SCSs);
- The SCSs are specialised skills and knowledge specific to the industry concerned, and form basis for course development; and
- Industries see needs for generic skills and knowledge that shared across different industries, as a complement to the industry-specific SCSs.

# Production of Specification of Generic (Foundation) Competencies (SGC)

- An Advisory Committee was set up to advise on the strategic approach to the development of SGC;
- Four Working Groups (for 4 strands of Generic (Foundation) skills) were formed to provide technical advice to the professional writer;
- Members of both Advisory Committee and Working Groups are experts of the respective strands; and
- The development of SGC is supported by the industries, providers, QA bodies, and other stakeholders.

## SGC

- Covers four strands of foundation skills, i.e. English, Chinese, Numeracy and Information Technology;
- SGC is competency- based. It is developed in the vocational context and focus on meeting workplace requirements;
- Consultation on the SGC was conducted (including education institutions, training providers, ITACs, employers' association, trade unions and professional bodies, etc); and
- The SGC are level-rated (i.e. QF Level 1-4) in accordance with Generic Level Descriptors and moderated by HKCAAVQ.

# Organisation of SGC

SGC comprises 3 parts:

- **Function Map** – gives an overview of the basic functional areas of the strands;
- **Summary Table of Generic Competencies** – lists all competencies at each level; and
- **Units of Competency (UoC)** – provides full details of each competency in terms of performance criteria, range of application, assessment guidelines, etc.

# Four strands of SGC

## English

- No. of UoCs : 28
- Competencies are developed under four language skills, i.e. listening, speaking, reading and writing.

## Chinese

- No. of UoCs: 78
- Competencies are developed under four language skills, i.e. listening, speaking, reading and writing;
- Listening and speaking skills include both Cantonese and Putonghua; and
- Reading skill include both traditional and simplified characters.



## **Numeracy**

- No. of UoCs: 52
- To cater for the needs of non-mathematicians who are required to acquire and use numeracy competencies in their own trade, industry or job.

## **Information Technology**

- No. of UoCs: 50
- Designed for general users and non-IT specialists for application in industry, trade or job.

## Use of SGC

- The skills listed in SGC are generic skills, transferable among industries, and relevant to most people at different levels; and
- Training providers are free to select and adopt competencies in the SGC for course development according to the needs of industries, trade and jobs.



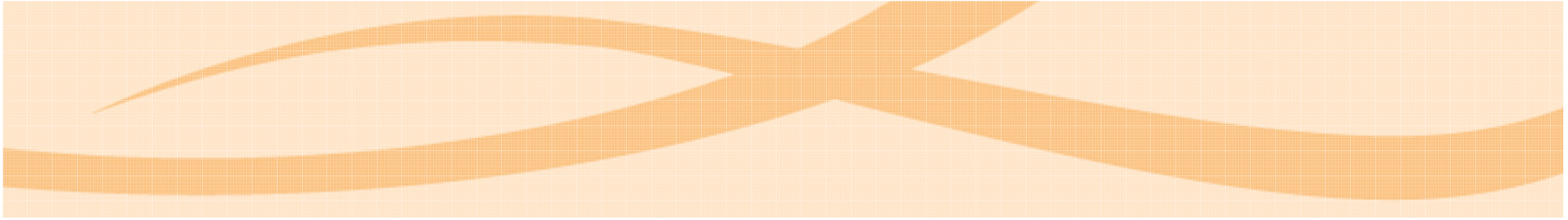
## Use of SGC in SCS-based programmes

- Modification of the Qualifications Guidelines for SCS-based courses;
- In SCS-based course, 60% of the content should be from industry- specific SCS;
- Of the 60% above, not more than one-sixth in SGC; and
- Apply to courses of 120 QF credits or above only.

## Way Forward

- The Specification of Generic (Foundation) Competencies can be downloaded from QF website:

[www.hkqf.gov.hk](http://www.hkqf.gov.hk)



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