# E-Portal Quick Guide –

# Submit Statement of Intent (For IE/LPA/Re-LPA)

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# 1. Login to the e-Portal Account

## Step 1: Please go to https://eportal.hkcaavq.edu.hk/

Step 2: Click LOGIN FOR EXISTING ACCOUNTS



The e-Portal has been developed to improve the efficiency of HKCAAVQ services by providing operators and course providers with a secure user-friendly online platform to process, check and review the status of their applications and submissions.

The e-Portal provides for the following services:

- Accreditation for academic programmes
- Accreditation for vocational programmes
- Assessment of Continuing Education Fund (CEF) reimbursable courses
- Assessment of Continuing Professional Development (CPD) Programmes



Disclaimer Privacy Policy

## Step 3: After reading the Disclaimer, click I Agree

#### Disclaimer

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Users are responsible for making their own assessment of the information available on or through this website. Users are advised to verify the information available on or through this website (i.e. by making reference to original publications, legislations, etc.) and obtain independent professional advice (including professional advice) before relying or acting on any of the information.



## Step 4: Enter the Username and Password, click Login

中文 e-Portal
香港學術及職業資歷評審局 Hong Kong Council for Accreditation of Academic & Vocational Qualifications
Username: *
Password: *
Forgot Username or Password?
Login
Create New Account

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# 2. Create New Application

\* Before submitting the Statement of Intent (SoI), you should:

- Check if your account has been granted to submit application for that Operator
- Update the list of Address under "User Profile"
- Update the list of Contact Person under "User Profile"

\*You will be requested to provide the above information in the application. (Please refer to the user guide of Set up User Profile for the above services.)

## Step 1: Go to the page of "My Application"

	香港學術及職業資歷評審局 Hong Kong Council for Accreditat	A Welcome	│
	Academic & Vocational Qualificati	ons User Profile	Service
		<	My Application
Ν	Ay Application		Submit Accreditation Document
	Application ID	Service	Туре
	1600015	Accreditation	4-Stage QA
	1600013	Accreditation	4-Stage QA
	1600014	Accreditation	4-Stage QA
	1600009	Accreditation	Substantial Change
	1600007	CPD	Change of Activity Information
	1600006	Accreditation	Substantial Change
	1600005	Accreditation	4-Stage QA





#### My Application

Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Update On 👻	Document Uploaded
1600106	Accreditation	4-Stage QA	-	Draft	25/05/2016	-
1600035	Accreditation	4-Stage QA	IE (1), LPA (3), Re-LPA (1)	For Revision by Applicant	24/05/2016	8
1600099	Accreditation	4-Stage QA	IE (1)	Draft	23/05/2016	-
1600097	Accreditation	4-Stage QA	-	Draft	23/05/2016	-
1600096	Accreditation	4-Stage QA	-	Draft	23/05/2016	-
1600088	Accreditation	4-Stage QA	LPA (1)	Draft	20/05/2016	-
1600086	Accreditation	4-Stage QA	IE (1), LPA (2), Re-LPA (1)	For Review by HKCAAVQ	19/05/2016	-
1600084	Accreditation	Substantial Change	-	Draft	19/05/2016	-
1600061	Accreditation	Substantial Change	-	Draft	17/05/2016	0
1600038	Accreditation	4-Stage QA	IE (1), LPA (3)	Draft	17/05/2016	-
1600075	Accreditation	Non-local Programmes	-	Draft	16/05/2016	+
1600036	Accreditation	4-Stage QA	IE (1), LPA (2)	Draft	10/05/2016	-

View Closed Applications Cancel Selected Applications Delete Selected Applications Copy as New Applic

## Step 3: Click the pull down button, select "Accreditation" for Service and "Statement of Intent (Local Programmes)"for Type of Application, then click Next

#### Please Select Service and Type of Application



### Step 4: After reading the Notes to Operators, please click Next

#### Statement of Intent (For Initial Evaluation / Learning Programme Accreditation / Learning Programme Re-accreditation)

- Notes to Operators (align is guideline common to NLP): 1. This Statement of Intent is for Operators of non-local learning programmes[1] to indicate their intention to seek accreditation service from HKCAAVQ. 2. The Guidelines on Accreditation of Non-local Learning Programmes (an be downloaded from HKCAAVQ website at http://www.hicaavg.ed.uk/epirotes/accreditation/non-local-learning-programmes. 3. This Statement of Intent is a pice to Persister of respirator according to Projector or Departors the downloaded from HKCAAVQ website at http://www.hicaavg.ed.uk/epirotes/accreditation/non-local-learning-programmes. 3. This Statement of Intent is a pice to Persister of respirator according to Persister of respirator according to Persister of respirators (respirator) according to Persister of respirator according to Persister of the Intent approximate sing programmes in the Claurestance (Cap 493). 4. This Statement of Intent is application to Persister of respirator according the Executive Head to the local Parton is the Iso according to Persister of the Intent application of the Iso according to the Is

- By Email: info@hkcaavq.edu.hk; or

- by Eillian annogenceare-governe, or By Fax: 284 9910, or By Post: 10 Su Sai Wan Road, Chai Wan, Hong Kong 10 For enquines about HKCAAVC3 saccreditation service for Non-local Learning Programmes, please contact Mr. Calvin Chan on 3658 0193 or email to calvinchan@hkcaavq.edu.hk. 11. Acknowledgement of receipt of the Statement of Intent will be provided by HKCAAVQ upon receipt.
- By clicking Next, you agree to the above guideline

## Step 4a: For VPET Operators, please read the details of Pilot Service for Vocational and Professional Programmes Accreditation

#### Pilot Service for Vocational and Professional Programmes Accreditation

1. The following timeslots represent the Accreditation Document Submission Dates, which mark the readiness of the Operator for the commencement of an accreditation exercise

2. For LPA and/or re-LPA, it will take 1 month for preparing the Service Agreement and another 2 months for Panel formation. Operators should choose a timestol for Accreditation Document Submission at least 3 months after their Statement of Intent (Sol) submission

combined IE and LPA, or LPA in a new area of study/ discipline/ industry, Facilitation will be conducted to preview the Operator's submission details. It may take another 3 months for the facilitation phase. Operators should choose a timeslot at least 6 months after tatement of Intent (Soi) submission.

4. Please review the Indicative Timeline for Accreditation of Vocational and Professional Programmes for details of the accreditation process

5. Operators are required to input the preferred Accreditation Document Submission Date in the "Remarks" field, e.g. February 2019, when submitting the Sol.

6. HKCAAVQ will confirm the time slot within 2 weeks upon receipt of the completed Sol. If any required information and documents are missing in the Sol submission, the preferred time slot will be cancelled. The preferred timeslot may be adjusted during the accreditation

#### 7. The timeslots will be assigned on a first-come-first-serve basis

X timeslot(s) chosen O timeslot(s) available

Jan-2019	Х	Х	X	Х	X	Х	0	0	0	0
Feb-2019	х	Х	Х	Х	Х	0	0	0	0	0
Mar-2019	Х	Х	Х	Х	х	0	0	0	0	0
Apr-2019	Х	Х	0	0	0	0	0	0	0	0
May-2019	Х	0	0	0	0	0	0	0	0	0
Jun-2019	Х	Х	Х	Х	Х	0	0	0	0	0
ast undated: 8 October 2018 at 17:00										

By clicking Next, you agree to the above guideline.

## 3. Fill-in the Information

Tips: You may click

Save as Draft

when filling-in the form and then continue later

## 3.1. Part 1: Basic Information

Academic & Vocational Qualifications User F	Profile Service			
	•			
etails of Application				]
e of Application:	Statement of Intent (Local Programmes)	Created:	31/05/2016 14:57:30	
us:	Draft	Last Updated:	01/06/2016 16:43:52	
lication ID:	1600013	Submitted:		
gramme Nature:		•		
Please input the details.				
				<u> </u>
perator				
Operator means a person, school, institution, alifications Ordinance (Cap 592). Local Oper	, organisation or other body, the whole or part of the business of which in ator refers to Operator whose operation base is in Hong Kong	cludes the operation of any learning programme or any pa	rt of a learning programme as provided for under the Accreditation	on of Academic and Vocational
Name of Operator (English)		Name of Operator (Chinese)		

#### Accreditation Tasks

Here is the tasks to be finished.											
No.	Calegory	Status	Title of Learning Programme	Title of Qualification	Proposed QF Level	Proposed QF credit(s)	SCS-Based	SGC-Based			
1	IE	Draft	-	2	2	4	-	-			
0 2	LPA	Draft						•			
3	Re-LPA	Draft	*	*	*		-	*			

Export as Excel Delete Add

#### Attachments

#### Please upload the following documents, otherwise the application will not be accepted:

- Certification and Authorisation of the Operator (All operators)
   Certification of Incorporation (For operator registered under CAP 622)
   Business Registration (For operator registered under CAP 622)
   CAP 279 Education Ordinance (if any)
   Other relevant registration, if you are not register under the above Ordinances.
   Documentation showing the person to sign the Service Agreement is the Director of the Board of Directors/an authorised person by its Board of Directors. (e.g. Annual Return, Annual Report, Authorisation Letter or other relevant sources)
- 2. First-time Seeking Accreditation Operator Checklist of IE and LPA

Document Type Uploaded Date / Time Associated Task File Name No records found Upload Documents Contact Persons Name of Operator (English) Title Surname First Name Phone No. Fax No Email Role Na No records found Add

#### Declaration

By clicking the box, I confirm and declare that:

(a) The information provided in this Statement of Intent is true and accurate. (Please refer to section 19 of CAP 592, <</i>

(b) We have read and fully understood accreditation of non-local learning programmes described in the Guidelines on Accreditation of Non-local Learning Programmes.

(c) We are solely responsible for the strict compliance with all the relevant and applicable Laws of the Hong Kong Special Administrative Region ('HKSAR') and obtain the necessary prior approval as applicable before operating the non-local course(s).

(d) We agree to authorise the above-named person as the contact person responsible for liaising with HKCAAVQ concerning the accreditation service sought.

#### Submit Application

Download completed application form for your own record

This is the end of the screen.



## Step 1: Indicate the Programme Nature by clicking the pull down button.Then click

Save as Draft

Details of Application							
Type of Application:	Statement of Intent (Local Programmes)	Created:	26/05/2016 15:32:08				
Status:	Draft	Last Updated:	26/05/2016 15:32:08				
Application ID:	1600005	Submitted:	-				
Programme Nature:		$\mathbf{D}$					
Please input the details.	Academic Vocational						

Step 2: For VPET Operators, please click the "Indicative Timeline for Vocational and Professional Programmes Accreditation" for reviewing the timeline before fillingin the information.

香港學術及職業資歷評審局 Hong Kong Council for Accreditation of	🔄 Go Back	م⊖ Logout		
Academic & Vocational Qualifications	User Profile Service	Review Application System Administration		
Details of Application				
Type of Application:	Statement of	Intent (Local Programmes)	Created:	09/10/2018 15:42:44
Status:	Draft		Last Update:	09/10/2018 15:42:44
Application ID:	1801782		Submitted:	-
Programme Nature:			~	

## Step 3: Add Operator

 If your account has only one associated operator/agency under accreditation service, the name of Operator/Agency will be shown automatically.

Operator									
Means a person, school, institution, organisation or other body which operates any learning programme or any part of a learning programme.									
■ Name of Operator (English)	Name of Operator (Chinese)								
Citibank (Taiwan) Limited									
	Delete Add								

 If your account has two or more associated operators under accreditation service, you will be requested to add the operator manaually. Click Add and choose the operator by clicking the pull down button. Then click Save

perator				1
	Add Operator		×	
Operator means a person, school, institution, organisation or other body, the alifications Ordinance (Can 592) Local Operator refers to Operator whose				provided for under the Accreditation of Academic and Vocational
lame of Operator (English)	Name of Operator (English): *	•		
	Name of Operator (Chinese):			
		Cance	ve	Delete

Step 4: Add Contact Person by clicking Add, and check the box next to the person that you wish to add. Click the pull down button for selecting the "Role", then click Save

(All roles should be specificed, otherwise the application will not be accepted, Each contact person can have more than one role, please add separately.)

**Contact Persons** 

Name of Operator (English)	Name of Operator (Chinese)	Title	Surname	First N	ame	Phone No.	Fax No.	Email	Role
				No	records found.				~
									Def e Add
		Select Co	ntact Perso	n				×	V
		If the Contact back to further e	Person is not found dit the list of Contact	or is outdated, pl t Person.	ease go to "Use	r Profile" to update	the relevant inf	ormation then come	
		Please indication	te the role of contact	t person. There a	re 4 types of role	9:			
		Accredita	tion Contact: Liaiso	on for accreditatio	n application.				
		Accredita	tion Event: HKCAA	VQ will send eve	nt invitation (e.g	eminar) to this p	erson.		
		<ul> <li>Accredita</li> </ul>	tion Survey: HKCA	AVQ will obtain fe	eedback from th	is person for furthe	r improvement o	of our services.	
		Authorise registered Directors	ed Person: The person company under Capor an authorized per	son who will sign to p 622, then the pe son by its Board o	the Service Agree erson to sign the of Directors. Sup	eement with HKCA service agreemen porting document	AVQ. Please no t must be a Dire is needed.	te if the operator is a ector of the Board of	
		Each Contact	Person could have	more than one ro	le. Please add s	eparately.			
		Title	Surname	First Name	Position	Phone No.	Email	Contact Address	
		🗆 Mr	Chan	Tai	Director	-	-	-	
		Operator: *	Citibank (Taiwa	an) Limited				~	
		Role: *							
		This is the er	Accreditation C Accreditation E Accreditation S Executive Hea	Contact Event Survey d / Authorised Pe	rson			Cancel Save	)
								$\sim$	

## If you submit LPA/Re-LPA only, please skip part 2 and continue from part 3.

Step 1: Click Add to select the Accreditation Tasks, and choose "IE". Then click Next

<b>A</b> 11-	:- 44 - 41 4- 1	. Cristed							
No.	re is the tasks to t Category	status	Title of Learning Progra	mme	Title of Qualification	Proposed QF Level	Proposed QF credit(s)	SCS-Based	SGC-Based
					No records	found.			
			Add Accr	editation Ta	ask			Export a	as Excel Delete Add
			Category: *	OLPA O Re-LPA	<ul> <li>LPA: Must have IE st.</li> <li>Evaluation and Learning I</li> <li>Re-LPA: Must have a admitted during the validi</li> </ul>	atus or through standard rou Programme Accreditation). ccredited programme and m ty period.	tte (i.e. combine Initial nust have students/learners Back Ne	xt	

Step 2: Indicate the proposed QF level of IE by clicking the pull down button of "Initial Evaluation (IE) at QF level"



Back



Addresses of the Operator

Address		
	No records found.	
	Add Teaching Venue	Back Confirm
	If you cannot find your address(es) of teaching venue here, please add them in your user profile.	
		Cancer Add

## Step 4: The Address(es) has been added successfully. Click Confirm

Initial Evaluation (IE)		
Initial Evaluation (IE) at QF level(s): *	Y	
Addresses of the Operator		
Address		
☐ Rm 123		Dolota Aria

## Step 5: Upload supporting document(s). Such as:

- Certification of Incorporation (For operator registered under CAP 622, if any)
- Business Registration (For operator registered under CAP 622, if any)
- CAP 279 Education Ordinance (if any)
- Other relevant registration, if you are not register under the above Ordinances.
- Documentation showing the person to sign the Service Agreement is the Director of the Board of Directors/an authorised person by its Board of Directors. (e.g. Annual Return, Annual Report, Authorisation Letter or other relevant sources)
- <u>Combined IE & LPA Self-evaluation Checklist</u> (for first-time seeking accreditation operator) →

春港学会な現ま見生活等約 Hotop Grang Church Machinerit Academic & Microfined Qualifeations	(b) Do you have records of any decisions made to ald sustainability.     B     B     Examples of evidence:     Examples of evidence:	(e) Are your physical resources, including facilities and equipment, (b) a sequence for your having services 7     Examples of evidence:	Co you have collcies/practices to ensure the stills and knowledge of      Do you have collcies/practices to ensure the stills and knowledge of      Do you have collcies and the still state of environment of envi
Self-evaluation Checklist Initial Evaluation and Learning Programme Accreditation For Vocational and Professional Education and Training	The following questions help you essess how your policies and procedures ensure effective management of your organisation.	(5) starting and start Development Ver V V V V V V V V V V V V V V V V V V	(4) Guaity Assurance (including Programme Development and Managemont)
The purpose of accreditation is to demonstrate that you are a quality operator who is committed to improving the quality of your training provision. Meeting the accreditation schurzkis to provide the struct that you ran on phonic answind the Walmanda	(e) Do you have policies and/or puldelines on how to handle conflict of interests and role conflict? Examples of voltance:	develop and beline's the propriatmine.     (a) Are your staff appointment on the line with your level and scope of     (1) administrative work not beening programmes?	The following questions help you assess how you out in place an effective mechanism for ensuring the quality of your learning programmes at differen stages.
our set all the set of	On you provide channels to communicate with your staff copallales     BI     BI	Examples of evidence:	(a) Do you seek extend views to ensure that your programmes address (b) (community/industry needs?
Evaluation and Learning Programme Accreditation. The checklist helps you to evaluate the extent to writer your organization and your programme meet the HKCAAVQ's accreditation standards. If you have any questions about the checklist.	Examples of evidence:	(b) Do your programme development staff and teaching training staff (b) have relevant (b) academic and/or professional qualifications; and	(b) Do you implement any internel validation process for jeviewing/ 0 0
prese can associate and an an and an	(2) Financial and Physical Resources     Yes 160     X     The following questions help you assess how your financial resources, physical	0) waaday, experiences enclor tearing experiences? Examples of evidence:	validating community/ industry needs? Examples of evidence:
if you answer "Yee" to any of the following questions, please give examples of evidence to support your evaluation.	(e) Do you have evidence to demonstrate your financial sustainability over	(c) Do you have ways to ensure that programme development start and a teaching/balance staft have sufficient knowledge of GE standards?	Programme Development
(1) Organisational Management	Examples of evidence:	Examples of evidence:	Compare the clearly denine are proceeded in programme development.
The following questions help you assess how your organisational structure supports the effective operation of learning programmers. (0) Have you clearly defined the roles and responsibilities of the w	(b) (For operations who receive financial support) Do you have records of <b>B B</b> such financial support for the past two years?	(d) Do you have mechanisms to appreise staff performance? (d) Examples of evidence:	(d) Do you have method(s)(policylias) to ensure that your programmes D Di will meet appropriate GF lavel(b)?
matagement staff, traching/baining staff and programme     disfinitionality and support staff?     Examples of evidence	Exemples of evidence	(e) Do you keep records of staff apprelisals and do you take follow-up (b) (b) actions for improvement?	Examples of evidence:
(a) is the composition of the poventing boards/committees, if any, able to B	(c) (Por new start-ups or operators who run in deficit) Do you have evidence to demonstrate your financial sustainability over the coming hwo yeas?	Examples of evidence:	(e) Do you have method(s) joblogues, for assigning QP credits?
Exemples of evidence	Examples of evidence:	(f) Do you have measures to ensure consistency in programme delivery (f) between full-time and partime teaching training stat?? Examples of interace.	Programme Monitoring
(c) Have you clearly defined the intervelationship among different boards/	meetyour haining goals7 <u>Examples of evidence</u>		(6) Do you monitor programme delivery on a repular basis?
Examples of evidence			Programme Review
	¬	¬	
Page 1 of 10	B HKCAAVQ April 2016 Page 2 of 10	© HKCAAVQ April 2016 Page 3 of 10	B HKCAAVI2 April 2016 Page 4 of 10

Click Upload Documents, then click Select Files

\*We accept file types such as pdf, xls, xlsx, doc, docx, jpeg, jpg, txt, csv, tif, wmv, zip, rar, msg and you are advised to compress multiple files into a single file in 'zip' or 'rar' format.

Document Upload	led		
(Please upload, otherwise th	he application will not be accepted)		
Document Type	Associated Task	File Name	Uploaded Date / Time
	Upload Documents Document Type: * File Name: *	No records found.	Back to Statement of Intent Cancel Upload
© HKCAAV	Q (August 2019)	12	

## Step 6: After choosing the file, click Upload

Upload Docum	nents	×
Document Type: *	IE Document	Y
File Name: *	Select Files	
	Test 1.docx (12KB)	
		Cance Upload



#### **Document Uploaded**

(Please upload ..., otherwise the application will not be accepted)

Document Type	Associated Task	File Name		Uploaded Date / Time
IE Document	1	Test 1.docx	٥	26/05/2016 16:01:29
				Delete Upload Documents
				Back to Statement of Intent

## 3.3. Part 3: Add Task for LPA/Re-LPA

## Page Overview:

corning Drogramma Datail					
earning Frogramme Detail					
A programme of studies or training defined by stegory: *	a curriculum (which may consist of one or more module	s, units, subjects or courses or any comb	ination of those elements) and includes, where conte-	xt permits, any proposed programme of such stud	lies or training.
	Ceaning Programme Accreditation (LPA)	•			
ATS					
ae of Learning Programme (English).					
te of Learning Programme (Chinese).					
Qualifications					
	Title of Qualification (English)		Title of Qualification (Chines	e)	
			110 1000100 A00100.		Delete Add
oposed QF Level.*	The proposed QF ie	vel of the learning programme pitched ag	ainst the Generic Level Descriptors (GLD) published I	by the Government at http://www.hkgf.gov.hk/med	a/HKQF_GLD_e.pdf.
	Level, which reflects the	depth and complexity of learning leading	to the qualification;		
	1. http://www.hkcaav	g edu.hk/files/services/accreditation/voca	tional-accreditation/gld e pdf		
	2. Test 3. Test				
oposed QF credit(s):					
Guidelines above Intermediate Exit Award					
ermediate Exit Award:	Title of Intermediate Exit Award (English)	Title of Inter	mediate Exit Award (Chinese)	QF Level	
			No records found.		
					Delete
rget Participant:		•			
S-Based Programme:	If the learning programme is designed.	ned with reference to the Specification of	Competency Standards (SCS) of relevant industry, ple	ease refer to the Qualification Guidelines for SCS-	based Courses at
C-Based Programme:	nttp://www.nkqt.gov.nk/guie/SCS_SCS	-based.asp			
ode of Study:	Alasta of Directo	I could at Divide	Control Mour	Patrick Have	
	Mode of Sludy	Lengin of Study	Contact Hour	Sell-sludy Hour	
Related Proposed Commencement Date of tr oposed Commencement Date of the Programm	ne Programme. me: month year		No records found.		Delete
Related Proposed Commencement Date of th oposed Commencement Date of the Programm ea of Study and Training: Ib-Area:	he Programme. me: month year	•	No records found.		Delete
Related Proposed Commencement Date of th oposed Commencement Date of the Program ea of Study and Training: Ib-Area:	he Programme. me: month year The proposed Area of Study/Training is suu The details of Area of Study/Training are avail http://www.narg.gov.hv/HKORgudeines/FileO/ %20Area sis/2007%20XIV/\$S20and%20Tanin	yes to the endocraement by the Qualificat bit at the following weaster R_unex(Gossan)/4reas/%2009.pdf TR20Empilinity/Se27%20095202009.pdf	No records found.		Collecto Add
Related Proposed Commencement Date of the oposed Commencement Date of the Programm ea of Study and Training: ub-Area:	he Programme. me: month year The details of Area of Study/Training is suu The details of Area of Study/Training are avail http://www.nkqr.gov.hk/HKQRguideines/Tie/Q %20Areas%200%20Study%20and%20Training	yest to the endorsement by the Qualificat bate at the following website: R_LinkvGiossanyVeeasK2005%202009.pd f%20(English)%2022%2005%202009.pd	No records found.		Collecto Add
Related Proposed Commencement Date of the oposed Commencement Date of the Program ea of Study and Training: tb-Area: III Apply for CEF: I Guideline above the joint program	he Programme. me: month year The proposed Area of Study/Training is suf The details of Area of Study/Training are avail http://www.nkgr.gov.hk/HKORguideines/TieVO %20Areas%200%20Study%20and%20Training	vjest to the endscisement by the Qualificat ble at the following website: R_LinxxiGiossanyAreasti2000%202009.pdt 7%20(English)%2022%2005%202009.pdt	No records found.		Cuinta Add
Related Proposed Commencement Date of the oposed Commencement Date of the Program ea of Study and Training: ub-Area: III Apply for CEF: Guideline above the joint program is is a joint programme:	he Programme. me: month year The proposed Area of Study/Training is suu The details of Area of Study/Training are avail http://www.nkgr.gov.hw/HKORguideines/Tie/O %20Areas%200%20Study%20and%20Training	yjest to the endiscrement by the Qualificat bit at the following weaster. R. Linex/Glossan/Areasti2005%202009.pdt 7%20(English)%2022%2005%202009.pdt	No records found.	ration:	Cuinter
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Accreditation Tasks

0 He	re is the tasks to be	finished.						
No.	Category	Status	Title of Learning Programme	Title of Qualification	Proposed QF Level	Proposed QF credit(s)	SCS-Based	SGC-Based
			Add Accreditation Tas Category: * OIE OLPA ORe-LPA	No records f <b>LPA:</b> Must have IE statt Evaluation and Learning Pr <b>Re-LPA:</b> Must have acc admitted during the validity	ound. us or through standard route ogramme Accreditation). redited programme and mu period.	e (i.e. combine Initial Ist have students/learners Baik Next	Export as	s Excel

## Step 2: The chosen category is shown. (The category can be changed manually)

Learning Programme	Detail		
A programme of studies or training Output to the studies of training Output to the studies of training Output to the studies of the studie	ng defined by a curriculum (which may consist of one or more modules, units, subje	r courses or any combination of those elements) and includes, where context permits, any ,	proposed programme of such studies or training
Category: *	Learning Programme Accreditation (LPA)	•	

For steps 3, 4 and 6, please refer to Award Title Scheme: https://www.hkqf.gov.hk/en/KeyFeatures/ats/index.html<a href="https://www.hkqf.gov.hk/en/KeyFeatures/ats/ind">https://www.hkqf.gov.hk/en/KeyFeatures/ats/ind</a>

## Step 3: Fill-in "Title of Learning Programme".

I ATS		
Title of Learning Programme (English): *		
Title of Learning Programme (Chinese):		

Step 4: Click Add , fill-in the information in "Title of Qualification", then click Save

## If the programme has major(s)/stream(s) which leads to an exit award, please add as qualification also.

Qualifications			
Title of Qualification:	Title of Qualification (English)	Title of Qualification (Chinese)	
		No records found.	$\frown$
			Del te Add
	Title of Qualification	×	
	Title of Qualification (English): *		
	Title of Qualification (Chinese): *		
		Cancel Save	

## Step 5: Indicate the Proposed QF Level by clicking the pull down button and fill-in the information in "Proposed QF credit(s)"



Step 6: If the programme has Intermediate Exit Award(s), click Add then fill-in the information in "Intermediate Exit Award", then click Save (Please skip this part if the programme does not have Intermediate Exit Award(s).)

Ø Guidelines above Intermediate Exit Award				
Intermediate Exit Award:	Title of Intermediate Exit Award (English)	Title of Intermediate Exit Award (Chinese)	QF Level	
		No records found.		
	Intermediate Exit Aw	ard	×	Delde Add
	Title of Intermediate Exit Award (English): *			
	Title of Intermediate Exit Award (Chinese):			
	QF Level: *			
	QF Credit:			
	Length (Day / Month / Year):			
			Cance	
Step 7: Click the r	oull down button for se	lecting "Target Partici	nants"	
l arget Participant:	In-house			
SCS-Based Programme:	Public			
SGC-Based Programme:				
Step 8: Indicate if (Details o https://ww	the programme is SC f SCS-based or SGC-k w.hkgf.gov.hk/en/scs/	S-based or SGC-base based please refer to: based_course/index.l	ed by checking the	<mark>; box.</mark>
SCS-Based Programme:	If the learning programme is designed with reference at http://www.hkqf.gov.hk/guie/SCS_SCS-based.asp	e to the Specification of Competency Standards (SCS) of releva	nt industry, please refer to the Qualification Guideline	s for SCS-based Courses

SGC-Based Programme:

Step 9: Click Add , then fill-in the information in "Add Mode of Delivery and Programme Length". Then click Save (e.g. If the programme has two study modes such as Full-time and Part-time, please create separate record for each mode)

Mode of Study	Length of Study	Contact Hour	Self-study Hour
		No records found.	
			Dele
Add I	Mode of Delivery and Prog	ramme Length	×
		-	
Mode o	f Study: *	Y	
Please	Specify detail for		
other n	ode of study:		
Length Year):	(Day / Month /		
Contac	t Hours:		
Self-stu	idy Hours:		

## Step 10: Fill-in the Proposed Commencement Date

Related Proposed Commencement Date of the Programme.

Proposed Commencement Date of the Programme:	month	year

Step 11: Fill-in the Area of Study and Training and Sub-area by clicking the pull down button. (For classification, please refer to <u>http://www.hkcaavg.edu.hk/files/services/accreditation/vocational-</u>

accreditation/New\_Classification\_System\_e.pdf)

Area of Study and Training:	
Sub-Area:	
	The proposed Area of Study/Training is subject to the endorsement by the Qualifications Register The details of Area of Study/Training are available at the following website:

http://www.hkqr.gov.hk/HKQR/guidelinesFile/QR\_Links/Glossary/Areas%20of%20Study%20Training/EN/QR%20-%20Areas%20of%20Study%20and%20Training%20(English)%2022%2005%202009.pdf

Step 12: Indicate if the programme will be registered under CEF. Accreditation and CEF are two separate services (*Please check the requirements of applying CEF at http://www.hkcaavq.edu.hk/en/services/assessment/cef-reimbursable-course.*)

Will Apply for CEF:



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## Step 13: Fill-in the necessary information

This is a joint programme:	Name of the body / bodies:	Nature of collaboration:	
Programme Objectives:			
Intended Learning Outcomes:			

## Step 14: For VPET Operators, please input the preferred Accreditation Document Submission Date in the "Remarks".

#### Modules / Courses

#### Pilot Service for Vocational and Professional Programmes Accreditation

1. Operators are required to input the preferred Accreditation Document Submission Date in the "Remarks" field, e.g. February 2019, when submitting the Sol.

2. HKCAAVQ will confirm the time slot within 2 weeks upon receipt of the completed Sol. If any required information and documents are missing in the Sol submission, the preferred time slot will be cancelled. The preferred timeslot may be adjusted during the accreditation process.

#### 3. The timeslots will be assigned on a $\underline{\mbox{first-come-first-serve}}$ basis

X timeslot(s)	chosen	O times	lot(s) availa	ible						
Jan-2019	Х	Х	Х	Х	Х	Х	0	0	0	0
Feb-2019	х	х	Х	Х	Х	0	0	0	0	0
Mar-2019	X	х	Х	Х	Х	0	0	0	0	0
Apr-2019	Х	Х	0	0	0	0	0	0	0	0
May-2019	Х	0	0	0	0	0	0	0	0	0
Jun-2019	Х	X	Х	Х	Х	0	0	0	0	0

#### Last updated: 8 October 2018 at 17:00

If the learning outcomes are benchmarked against relevant Specification of Competency Standards (SCS), please provide the code(s) of Unit of Competency (UoC) in the following table. The Qualifications Guidelines require that 60% or above of the learning content should be drawn from the SCS for SCS-based Programmes.

Title	QF Level	QF Credit	
	No records found.		
			Delete Add
Remarks (if any):			^
			~

## Step 15: Add Modules/Courses. Please provide the **syllabus or programme structure** by the following steps. Click Add and fill-in the information in "Add Modules / Courses", then click Save.

- If the programme has no modular design, please add the full programme as one module.
- If the programmes is SCS-based/SGC-based, please provide the code(s) of Unit of Competency (UoC) adopted. 60% or above of total QF credits should be drawn from SCS/SGC. Non-SCS/Non-SGC-based module(s) is also requested to provide.
- QF credit bearing internship/placement should be added as module(s).
- The sum of QF credits of module(s)/course(s) should be equal to the QF credits of programme (check with step 5).

	Code of U	oC	QF Level	QF Credit	
			No records found.		
					Delet
(if any):					
	Add Modules / Co	ourses		×	
	Add Modules / Co	urses		*	
	Add Modules / Co	urses		*	
	Add Modules / Co Module / Course Title: *	urses	What is UoC code?	*	
	Add Modules / Co Module / Course Title: * Code of UoC (For SCS / SGC Programmes):	urses	• What is UoC code?	*	
	Add Modules / Co Module / Course Tritle: * Code of UoC (For SCS / SGC Programmes): QF Level: *	urses	What is UoC code?	*	
	Add Modules / Course Title: * Code of UoC (For SCS / SGC Programmes): QF Level: * QF Credit: *	© QF credit is a the Concept and	What is UoC code?      measure of the size or volume of learning. Please     IPrinciples of OF Credit under Hong Kong Qualifica	* refer to tions	

## Step 16: Fill-in the information in "Remarks" if necessary

Modules / Courses

Modules / Courses

Title	Code of UoC	QF Level	QF Credit	
		No records found.		
				Delete
narks (if any):				



			No records found.				
							Delete
	Add Tead	ching Venue				×	
	lf you cannot fir	nd your address(es) of tead	ching venue here, please a	add them in your user p	orofile.		
	✓ Address						
	I Rm 123	)			Can	el Add	
0 18: After	completing t	he part of "E	Details of Ap	plication "	<mark>, CliCk</mark> Con	firm	
		•	•	•			
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esses of reaching	Venues						
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o 19: The r	Venues nessage will	<mark>be shown a</mark>	<mark>ıs follows, c</mark>	<mark>liCk</mark> Yes	Or No		Delete Add
o 19: The r	Venues nessage will	be shown a	<mark>ıs follows, c</mark>	l <mark>iCK</mark> Yes	O <mark>r</mark> No		Delete Ada Back Confirm
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123 123 123 123 123 123 123 123	Venues nessage will Do you need to add more P	be shown a	<mark>ıs follows, c</mark>	l <mark>iCK</mark> Yes	Or No	)	Delete Ad
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tress 1123 19: The r	Venues The state of the add more P	be shown a	is follows, c	ick Yes	Of No Yes No	)	Delete Ada
tress 1123 1125	Venues nessage will Do you need to add more P eeat steps 2 -	be shown a rogrammes? - 18 for othe	<mark>is follows, c</mark> er LPA or Re	l <mark>iCk</mark> Yes	Or No	)	Delete Ad
resses of reaching tress 123 19: The r 19: The r 10: → Rep 10: → Proc	venues nessage will Do you need to add more P beat steps 2 – ceed to step	be shown a <sup>rogrammes?</sup> - 18 for othe 19.	<mark>is follows, c</mark> er LPA or Re	l <mark>ick</mark> Yes	Or No	)	Delete Ad

The following documents are required for every application, If you have already uploaded in the part of IE, please skip.

- Certification of Incorporation (For operator registered under CAP 622, if any)
- Business Registration (For operator registered under CAP 622, if any)

- CAP 279 Education Ordinance (if any)
- Other relevant registration, if you are not register under the above Ordinances.
- Documentation showing the person to sign the Service Agreement is the Director of the Board of Directors/an authorised person by its Board of Directors. (e.g. Annual Return, Annual Report, Authorisation Letter or other relevant sources)

ocument Type	Associated Task	File Name	Uploaded Date / Time
		No records found.	
			Dere Upload Docum
			Back to Statement of I
	Upload Docum	nents	×
	Upload Docum	nents	×
	Upload Docum	LPA / Re-LPA Document	×

\*We accept file types such as pdf, xls, xlsx, doc, docx, jpeg, jpg, txt, csv, tif, wmv, zip, rar, msg and you are advised to compress multiple files into a single file in 'zip' or 'rar' format.

Step 21: After choosing the file, click Upload

	Upload Documents			×
	Document Type: *	LPA / Re-LPA Document		T
	File Name: *	Select Files		
		Exercise.jpg (41KB)		
				Cancel
Stop 22. Click	B. 1.4. 04.4			
Step 22. Click	Back to Stateme	ent of Intent		
Attachments				
(Please upload, otherwise the application	on will not be accepted)			
Document Type	Associated Task	File Name		Uploaded Date / Time
LPA / Re-LPA Document	2	Exercise.jpg	0	02/06/2016 12:39:46
				Delete Upload Documents
				Back to Statement of Intent

Adding task for LPA/Re-LPA is completed.

## 4. Download Completed Application Form and Submit **Declaration**

Back to Statement of Intent.

## Step 1: Last check of uploaded documents All uploaded documents in the previous progress will be shown as below

#### Attachments

Please upload the following documents, otherwise the application will not be accepted:

- Registration and Authorisation of the Operator (All operators)
   Outfild all operators)
   Outfild all operator registered under CAP 622)
   Business Registration (For operator registered under CAP 622)
   CAP 278 Education Ordinance (if any)
   Other relevant registration (if you are not register under the above Ordinances.
   Occumentation showing the person to sign the Service Agreement is the Director of the Board of Directors/an authorised person by its Board of Directors. (e.g. Annual Return, Annual Report, Authorisation Letter or other relevant sources)

### 2. First-time Seeking Accreditation Operator • Checklist of IE and LPA

Document Type	Associated Task	File Name		Uploaded Date / Time
LPA / Re-LPA Document	2	Exercise.jpg	0	02/06/2016 12:39:46
IE Document	3	Exercise (1).jpg	0	02/06/2016 14:54:55
				Delete Upload Documents

# Step 2: If other document(s) is needed to upload, please click Upload Documents. Check of box of that associated task(s), and upload the related douument(s) by clicking Select Files

No.	Category	Status	Title of Learning Programme	Title of Qualification
1	LPA	Draft	fdsfdsfs	-
2	Re-LPA	Draft	fdfdfd	-
3	IE	Draft	-	-

## \*Warning: IE and LPA/Re-LPA document(s) must be uploaded separately.

lease choose the ocuments separat	task(s) related to the docu iely.:	ument(s) to be uploade	d. Please upload/ submit IE a	ING LPA/Re-LPA
■ No.	Category	Status	Title of Learning Programme	Title of Qualification
<b>₽</b> 1	LPA	Draft	fdsfdsfs	-
2	Re-LPA	Draft	fdfdfd	-
	IE	Droft		

## Step 3: You may save the completed form for your own record.

Click Download completed application form for your own record , and select your preferred

## Language. Then click Generate

#### Declaration

By clicking the box, I confirm and declare that

#### By clicking the box, I confirm and declare that:

(a) The information provided in this Statement of Intent is true and accurate. (Please refer to section 19 of CAP 592, << Misleading or false statement, representation or information>>)

(b) We have read and fully understood accreditation of non-local learning programmes described in the Guidelines on Accreditation of Non-local Learning Programmes.

(c) We are solely responsible for the strict compliance with all the relevant and applicable Laws of the Hong Kong Special Administrative Region ("HKSAR") and obtain the necessary prior approval as applicable before operating the non-local course(s).

(d) We agree to authorise the above-named person as the contact person responsible for liaising with HKCAAVQ concerning the accreditation service sought.

#### Submit Application Download completed application form for your own record × Select Language This is the end of the screen Please select your preferred Language: \* Back Save as Draft Cancel Gener 2 Part I Stage to Enter ation (in both Chinese and English art V Contact In BRPHISHERSEPHI Rong King Council for Accordination of Academic & Vocational Qualifications age to criter initial Cralution (C) please ignore Part III & IV if only IC is applied Of Length Addresses of the Coenter 1 Rev 122 Lootine de data este Di me informatione provide in the distances of intervent of these to become Di have reade and truly understand and the information equals to be subantited for the purpose of inconstitution and the acconstitution produced as accesses in the dublishing and the Youngap CA Process. Di agent is authorise the assigned peech to use the origination of the purpose and metabolishing and the accesses and the Four-stage QA Process D Diage 2 Disaming Programme Accessitation (JRA) Disaming Programme Re-accessitation (m-LRA) The lea. Mr. Ms. C Title (e.g. Mr. Ms. C Statement of Intent I am responsible for the s Part II Details of th Category Title of Learning Programme Title of Qualification(s) The decade 2 Operators to indicate their intention to seek accreditation service, policable to Operators seeking accreditation service at any level under Additional references (a). Based on the information provided in the Statement of Intent, HKCA&/G will determine and if necessa discuss with the Openaios the easet scope of the specific accessitation exercise and the limitant Openaios will be informed of the resulted accessitation fee based on the OF Leviel and scope of t Anomaliants -(Exit Avaida) Propised QF level® Propised QF Cestits) ® Interrediate Exit Avaida Exception. If the earth is an applicated company under Cog 472, this for periods signifies service approximately the earth of the eart br - means a person, school, institution, organization or other body which o men or any part of a learning programme. Biget participant is the learning programm intended to be a 900-based <sup>31</sup> programme Opera properties the top test of the test of sources of the test of t properties of the Service Ageneme. Learning Programmer, and an analysis of the Service Servic is the learning program...... Intended to be a 800 cased<sup>30</sup> programme<sup>1</sup> opamme Vegition opposed Commencement Date of the Programme: (month) (yees) opposed Ass of Study (Primacy: opposed Ass of Stu The terming any amme is designed with retrende to the Executivation of Competency Blandards (BCB) of retreast industry or Specification of Generic (Poundation) Competencies (BCD), piezes retre to the Qualification Outlience for SCC1/rescal Columnate at Construction of the second secon Subsex acceditation service, please contact Ms. Janice Bo Will apply for Con registration and L The proposed Area of Gouly and Training is subject to be endosement by the Qualific The details of Area of Study and Training are available at the following vectors: *Durinew Access of the Area and Study* and Training are available at the following vectors: accessed of the Statement of Intent will be provided by HKCAAUQ upon receipt. This is a joint propri-hame of the body/b reture of collectives Programme Cojectives Part I Details of Operator P If the learning outcomes are benchmerked against relevant Boecification of Competency Blandards (800), please provide the costa); of Link of Competency (JoC) in the following table. The Coulifications Guidelines review that 50% or above of the learning content should be drawn from the BCD for BCD eased (BCC)eased Programme ucing deta

# Step 4: After reading the Declaration, check the box of "By clicking the box, I confirm and delare that". Then Click Submit Application

#### Declaration

y clicking the box, I confirm and declare that:

#### By clicking the box, I confirm and declare that:

(a) The information provided in this Statement of Intent is true and accurate. (Please refer to section 19 of CAP 592, << Misleading or false statement, representation or information>>)

(b) We have read and fully understood accreditation of non-local learning programmes described in the Guidelines on Accreditation of Non-local Learning Programmes

(c) We are solely responsible for the strict compliance with all the relevant and applicable Laws of the Hong Kong Special Administrative Region ('HKSAR') and obtain the necessary prior approval as applicable before operating the non-local course(s).

(d) We agree to authorise the above-named person as the contact person responsible for liaising with HKCAAVQ concerning the accreditation service sought.



Download completed application form for your own record

This is the end of the screen.



## Step 5: Sol is submitted sucessfully. You may print the screen for your own record.

#### Submit Application

The online application was submitted successfully.

Application ID:

Submitted:

02/06/2016 15:46:22



If your payment is made through cheque, please send your cheque with the printout of this page to HKCAAVQ.

1600015

## **5.1 Notification of status change**

- After submitting Sol, you will receive an email of acknowledgement of receipt of your application.
- You will receive email once the status of application changed. You can check the Status History of application by clicking the status:

香港學術及職業資歷評	評審局 <u>오</u> Welcon	ne VADOPERATOR   🖉 Logout					
Academic & Vocational Qu	ualifications User Profile	Service					
My Application		•					
Application ID	Service	Туре	Scope / Course Title / Reference	Status		ast Updated 🐱	Document Uploaded
1600017	Accreditation	4-Stage QA	IE (1), LPA (1), Re-LPA (1)	For Review	by HKCAAVQ 0	2/06/2016	
1600016	Accreditation	4-Stage QA	IE (1), LPA (1), Re-LPA (1)	For Revision	by Applicant 0	2/06/2016	
1600014	Accreditation	4-Stage QA		Draft	3	1/05/2016	
1600009	Accreditation	Substantial Change	÷	Draft	3	0/05/2016	-
1600006	Accreditation	Substantial Change		Draft	3	0/05/2016	-
1600005	Accreditation	4-Stage QA	IE (1), LPA (1)	Draft	3	0/05/2016	-
Sta	tue Histo		View Closed Ap	oplications Cancel Select Applications		Copy as New Application	Create New Application
Sla		лу					
Actio	on	Action on	Action by				
Retu	urned	02/06/2016 16:22	37 HKCAAVQ	£	/iew Message		
Sub	mitted	02/06/2016 16:21	56 OPER	ATOR V	/iew Message		
Crea	ated	02/06/2016 16:21	39 OPER	ATOR -			

Back

• The email regarding the status change will also be copied to the e-Portal system. You can view by clicking "View Message"

×

## Status History

Action	Action on	Action by	
Returned	02/06/2016 16:22:37	HKCAAVQ	View Message
Submitted	02/06/2016 16:21:56	OPERATOR	View Message
Created	02/06/2016 16:21:39	OPERATOR	
			Back
Message to Ap	plicant - Email Detail		×
From:	@hkcaavq.edu.hk	Z	
To:	@hkcaavq.edu.hk		
CC:	-		
Subject:	HKCAAVQ e-Portal - Statement of Returned	Intent (Local Programmes)	) application ID:xxxxxx is
Content:	Your application is returned. Please revise the followings and su • The total QF credits is not a • The qualification title shoul Thank you.	bmit application again via the match with the sum of module d be revised with reference to	e-Portal. s the Award Title Scheme
Attachments:	File Name		
	Exercise.jpg		8
			Close

## 5.2 Status – "For Review by HKCAAVQ"

• The application is being reviewed by HKCAAVQ.

## 5.3 Status – "Accepted"

• The application can be proceeded. HKCAAVQ will contact you regarding the schedule of your application and prepare to issue Service Agreement.

## 5.4 Status – "For Revision by applicant"

- HKCAAVQ has reviewed your application. But you are requested to revise the information or provide further supporting document(s) for the application. Please revise the application according to our comments in the email.
- After revising the information, please save the changes and submit the application again (step 4 of para 4 "Download Completed Application Form and Submit Declaration")

## 5.5 Status – "Cancelled by HKCAAVQ"

• HKCAAVQ considered that the provided information is not sufficient to proceed. You may contact our staff directly for enquiries about the application.

## **5.6 Editing Right of Application of Different Status**

Status	Can be edited by applicant?	Can be edited by HKCAAVQ?
For Review by	No	Yes
HKCAAVQ		
Accepted	No	No
For Revision by	Yes	No
applicant		
Cancelled by	No	No
HKCAAVQ		

# 6. Special Function

The following functions are under the page of "My Application".

香港學術及職業資 Hopp Kopp Council fo	歴評審局 CACCORDITATION of	Welcome
Academic & Vocationa	al Qualifications User	Profile Service
		My Application
My Applicatio	n	Submit Accreditation Document
Application ID	Service	Туре
1600015	Accreditation	4-Stage QA
1600013	Accreditation	4-Stage QA
1600014	Accreditation	4-Stage QA
<b>1600009</b>	Accreditation	Substantial Change
1600007	CPD	Change of Activity Information
<b>1600006</b>	Accreditation	Substantial Change
1600005	Accreditation	4-Stage QA

## **6.1 View Closed Applications**

Step 1: Click View Closed Applications , you may review the \*completed application(s)

- Application with the status of "Accepted by HKCAAVQ", "Cancelled by HKCAAVQ" or "Cancelled by applicant" will be classified as "Closed Application"
- Draft application or application with the status of "For revision by applicant" will be purged after idling for more than 3 months.

#### My Application

Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	٨
			View Closed Applications Cancel Selecter	d Applications Delete Selected Appl	ications Copy as New Application	Create New Application
			K			
Closed Applica	tion					
Application ID	Service	Туре	Scope / Course Title / Reference	Status		Last Updated
			No records found.			

Back Copy as New Application

Step 1: Check the box next to the application ID, click Cancel Selected Applications, then click and the application you have submitted to HKCAAVQ will be cancelled. You can only cancel application being reviewed/revised. The cancelled application will be moved to the page of "View Closed Application",

My Application	1					
Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
✓ 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	0
			View Closed Applications Rancel Selected Application (\$)?	Cted Applications Delete Selected Application	s Copy as New Application	Create New Application
			OK Cancel			

## **6.3 Delete Selected Applications**

Step 1: Check the box next to the application ID, click Delete Selected Applications, and the application you have selected will be deleted. Only draft application can be deleted.

lication ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document Upload
0004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	0
			View Closed Applications Cancel Sele	cted Applications Delete Selected Appli	cations Copy as New Application	Create New Applica
My Applica	ation					
My Applica	ation Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document U

My Application

# Step 1: Check the box next to the application ID, click Copy as New Application . All information of the selected application will be copied with different Application ID.

Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated Docum
☑ 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016
			View Closed Applications Cancel S	elected Applications Delete Selected A	Applications Copy as New Application Create
				, <u></u>	
ly Application					
y Application	Service	Туре	Scope / Course Title / Reference	Status	Last Updated   Document U
y Application	Service Accreditation	Type 4-Stage QA	Scope / Course Title / Reference LPA (2), Re-LPA (1)	Status Draft	Last Updated   Document U 30/05/2016 -

## Step 2: Click the Application ID, and you may edit the necessary information for submitting another application(s).

#### My Application

Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated 🗸	Document Uploaded
1600008	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	-
1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	9

View Closed Applications Cancel Selected Applications Delete Selected Applications Copy as New Application Create New Application

# 7. Points to Note

- The Quick Guide aim to provide a step-by-step guidance for using the e-Portal service. Before submitting Sol, you should read the guidelines on the HKCAAVQ website at <u>http://www.hkcaavq.edu.hk/en/services/accreditation/four-stage-qaprocess</u> for detailed accreditation criteria and standards.
- For enquiries, please contact:

For academic learning programmes Tel: 3658 0242 Email: <u>aaa@hkcaavq.edu.hk</u>

For vocational learning programmes Tel: 3658 0211 Email: vpa@hkcaavq.edu.hk