E-Portal Quick Guide –

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

Table of Content

1. Login to the e-Portal Account

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

Step 2: Click LOGIN FOR EXISTING ACCOUNTS

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

Disclaimer

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`I Agree`

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
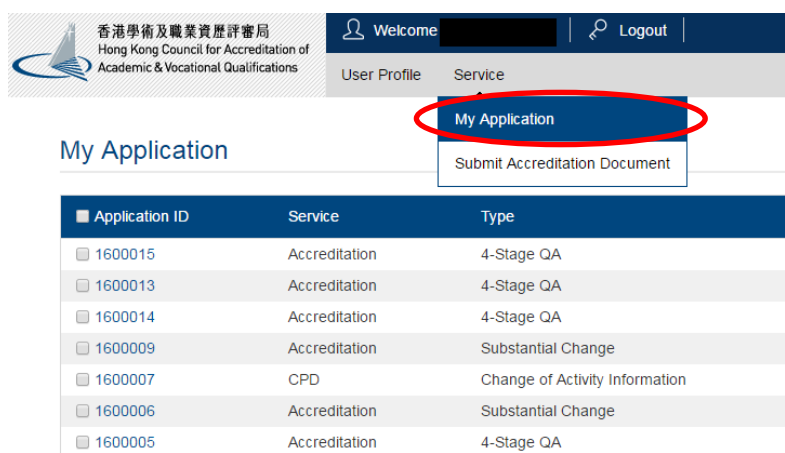
Create New Account

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"

Step 2: Click Create New Application

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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

Service: *   Accreditation

Type of Application: *

Application for Substantial Change
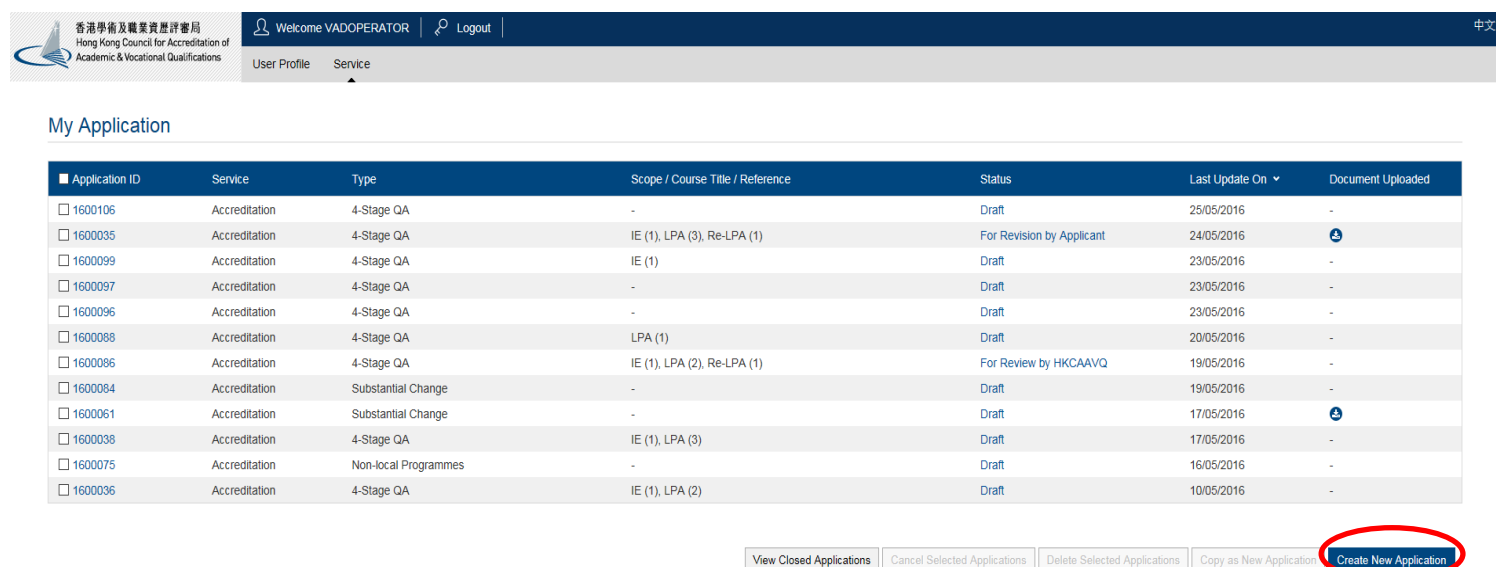Statement of Intent (Local Programmes)
Statement of Intent (Non-local Programmes)

Type of Application

Next

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 can be downloaded from HKCAAVQ website at http://www.hkcaavq.edu.hk/en/services/accreditation/non-local-learning-programmes.
3. This Statement of Intent is applicable to Operators of registered / exempted non-local courses[2] (learning programmes) under the Non-local Higher and Professional Education (Regulation) Ordinance (Cap 493).
4. This Statement of Intent is to be co-signed by both the local and non-local partners (referred to as Operators thereon) in the operation of the non-local learning programmes. In the circumstances where the non-local Operator operates non-local learning programmes via its branch campus in Hong Kong, the part concerning the local Operator is to be filled out by the Executive Head of the local branch campus.
5. The local and non-local Operators have to agree on the contact person responsible for liaising directly with HKCAAVQ for all matters related to the accreditation service sought. Appropriate authorisation of the contact person should be made by the Executive Heads of both the local and non-local Operators in this Statement.
6. Based on the information provided in the Statement of Intent, HKCAAVQ will determine and if necessary discuss with the authorised contact person the exact scope of the specific accreditation exercise and the timeframe. Operators will be informed of the required accreditation fee based on the QF Level and scope of the accreditation.
7. The actual conduct of the exercise will commence upon the return to HKCAAVQ of the signed Service Agreement and the settlement by the Operators of the accreditation fee as specified in the Service Agreement.
8. Please provide the required documentary evidence when submitting the Statement of Intent to facilitate the preparation of the Service Agreement.
9. Completed Statement of Intent should be sent to HKCAAVQ:
  By Email: info@hkcaavq.edu.hk; or
  By Fax: 2845 9910; or
  By Post: 10 Siu Sai Wan Road, Chai Wan, Hong Kong
10. For enquiries about HKCAAVQ's accreditation 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.

Next

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 timeslot for Accreditation Document Submission at least 3 months after their Statement of Intent (SoI) submission.

3. For 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 their Statement 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 SoI**.

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

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

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

Jan-2019	X	X	X	X	X	X	O	O	O	O
Feb-2019	X	X	X	X	X	O	O	O	O	O
Mar-2019	X	X	X	X	O	O	O	O	O	O
Apr-2019	X	X	O	O	O	O	O	O	O	O
May-2019	X	O	O	O	O	O	O	O	O	O
Jun-2019	X	X	X	X	X	O	O	O	O	O

Last updated: 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

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:			

Academic
Vocational

ⓘ Please input the details.

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

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Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

⊕ Go Back | 🔑 Logout

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:			

ⓘ **Indicative Timeline for Vocational and Professional Programmes Accreditation**

•   **Indicative Timeline for Vocational and Professional Programmes Accreditation**

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

Please input the details.

perator

Operator means a person, school, institution, organisation or other body, [...] provided for under the Accreditation of Academic and Vocational alifications Ordinance (Cap 592). Local Operator refers to Operator whose [...]

lame of Operator (English)

Add Operator ✕

Name of Operator (English): * [▼]

Name of Operator (Chinese): -

Cancel **Save**

ccreditation Tasks

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 Name	Phone No.	Fax No.	Email	Role
				No records found.				

Delete **Add**

Select Contact Person ✕

ⓘ If the Contact Person is not found or is outdated, please go to "User Profile" to update the relevant information then come back to further edit the list of Contact Person.

ⓘ Please indicate the role of contact person. There are 4 types of role:

- **Accreditation Contact**: Liaison for accreditation application.
- **Accreditation Event**: HKCAAVQ will send event invitation (e.g. Seminar) to this person.
- **Accreditation Survey**: HKCAAVQ will obtain feedback from this person for further improvement of our services.
- **Authorised Person**: The person who will sign the Service Agreement with HKCAAVQ. Please note if the operator is a registered company under Cap 622, then the person to sign the service agreement must be a Director of the Board of Directors or an authorized person by its Board of Directors. Supporting document is needed.

ⓘ Each Contact Person could have more than one role. Please add separately.

☐ Title	Surname	First Name	Position	Phone No.	Email	Contact Address
☐ Mr	Chan	Tai	Director	-	-	-

Operator: * [Citibank (Taiwan) Limited   ▼]

Role: * [   ]

ⓘ This is the end of [...]

| Accreditation Contact |
| Accreditation Event |
| Accreditation Survey |
| Executive Head / Authorised Person |

Cancel **Save**

3.2. Part 2: Add Task for IE

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`

Accreditation Tasks

ⓘ *Here 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
				No records found.				

`Export as Excel` `Delete` `Add`

Add Accreditation Task   ✖

Category: *
- ● IE
- ○ LPA
- ○ Re-LPA

ⓘ **LPA:** Must have IE status or through standard route (i.e. combine Initial Evaluation and Learning Programme Accreditation).
ⓘ **Re-LPA:** Must have accredited programme and must have students/learners admitted during the validity period.

`Back` `Next`

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

Initial Evaluation (IE)

Initial Evaluation (IE) at QF level(s): *   [▼]
                                             1
                                             2
                                             3
Addresses of the Operator   4
                                             5
                                             6
                                             7

Address
No records found.

`Delete` `Add`

`Back` `Confirm`

Step 3: Click Add **, then check the box next to the Address(es) you wish to add. After that, click** Add

Addresses of the Operator

Address
No records found.

Delete   Add

Back   Confirm

Add Teaching Venue   ✖

If you cannot find your address(es) of teaching venue here, please add them in your user profile.

☑ Address
☑ Rm 123

Cancel   Add

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

Initial Evaluation (IE)

Initial Evaluation (IE) at QF level(s): *   [▼]

Addresses of the Operator

■ Address
☐ Rm 123

Delete   Add

Back   Confirm

- 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)
- Combined IE & LPA Self-evaluation Checklist *(for first-time seeking accreditation operator)* →

==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 Uploaded

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

Document Type	Associated Task	File Name	Uploaded Date / Time
		No records found.	

`Delete` `Upload Documents`

`Back to Statement of Intent`

Upload Documents ✖

Document Type: *   `IE Document` ▼

File Name: *   `Select Files`

`Cancel` `Upload`

Step 6: After choosing the file, click Upload

Upload Documents ✖

Document Type: *   IE Document

File Name: *   Select Files

Test 1.docx (12KB)

Cancel   **Upload**

Step 7: Click Back to Statement of Intent

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	⬇	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:

==Step 1: Click== `Add` ==to select the Accreditation Tasks, and click "LPA or Re-LPA". Then click== `Next`

Accreditation Tasks

ⓘ *Here 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
				No records found.				

`Export as Excel` `Delete` `Add`

Add Accreditation Task ✖

Category: * ○ IE
○ LPA
○ Re-LPA

ⓘ **LPA:** Must have IE status or through standard route (i.e. combine Initial Evaluation and Learning Programme Accreditation).
ⓘ **Re-LPA:** Must have accredited programme and must have students/learners admitted during the validity period.

`Back` `Next`

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

Learning Programme Detail

ⓘ *A programme of studies or training defined by a curriculum (which may consist of one or more modules, units, subjects or 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.htmlhttps://www.hkqf.gov.hk/en/KeyFeatures/ats/ind

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

ⓘ *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.

`Delete` `Add`

Title of Qualification ✖

Title of Qualification (English): * [   ]

Title of Qualification (Chinese): * [   ]

`Cancel` `Save`

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

Proposed QF Level: *

```
1
2
3
4
5
6
7
```

ⓘ *The proposed QF level of the learning programme pitched against the Generic Level Descriptors (GLD) published by the Government at http://www.hkqf.gov.hk/media/HKQF_GLD_e.pdf.*

Level, which reflects the depth and complexity of learning leading to the qualification;

1. http://www.hkcaavq.edu.hk/files/services/accreditation/vocational-accreditation/gld_e.pdf
2. *Test*
3. *Test*

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).)*

ⓘ *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.	

Delete   Add

Intermediate Exit Award   ✕

Title of Intermediate Exit Award (English): *

Title of Intermediate Exit Award (Chinese):

QF Level: *

QF Credit:

Length (Day / Month / Year):

Cancel   Save

Step 7: Click the pull down button for selecting "Target Participants"

Target Participant:

```
In-house
Public
```

SCS-Based Programme:

SGC-Based Programme:

Step 8: Indicate if the programme is SCS-based or SGC-based by checking the box. *(Details of SCS-based or SGC-based please refer to: https://www.hkqf.gov.hk/en/scs/based_course/index.html)*

SCS-Based Programme: ☐   ⓘ *If the learning programme is designed with reference to the Specification of Competency Standards (SCS) of relevant industry, please refer to the Qualification Guidelines for SCS-based Courses at http://www.hkqf.gov.hk/guie/SCS_SCS-based.asp*

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:

Mode of Study	Length of Study	Contact Hour	Self-study Hour
No records found.			

Delete   Add

Add Mode of Delivery and Programme Length   ✕

Mode of Study: *	⌄
Please Specify detail for other mode of study:	
Length (Day / Month / Year): *	
Contact Hours:	
Self-study Hours:	

Cancel   Save

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 http://www.hkcaavq.edu.hk/files/services/accreditation/vocational-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 Authority. 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)%202022%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: ☐

| This is a joint programme: | ☐ | Name of the body / bodies: | | Nature of collaboration: | |

Programme Objectives:

Intended Learning Outcomes:

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 SoI**.

2. HKCAAVQ will confirm the time slot within 2 weeks upon receipt of the completed SoI. If any required information and documents are missing in the SoI 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 **first-come-first-serve** basis.

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

Jan-2019	X	X	X	X	X	X	O	O	O	O
Feb-2019	X	X	X	X	X	O	O	O	O	O
Mar-2019	X	X	X	X	X	O	O	O	O	O
Apr-2019	X	X	O	O	O	O	O	O	O	O
May-2019	X	O	O	O	O	O	O	O	O	O
Jun-2019	X	X	X	X	X	O	O	O	O	O

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	Code of UoC	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**).

Modules / Courses

ⓘ 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	Code of UoC	QF Level	QF Credit
		No records found.	

Delete   Add

Remarks (if any):

Add Modules / Courses ✖

Module / Course Title: *

Code of UoC (For SCS / SGC Programmes):   ⓘ What is UoC code?

QF Level: *

QF Credit: *   ⓘ QF credit is a measure of the size or volume of learning. Please refer to the Concept and Principles of QF Credit under Hong Kong Qualifications Framework at http://www.hkqf.gov.hk/media/HKQF/HKQF_Credit_E_2012_10.pdf.

Cancel   Save

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

Modules / Courses

ⓘ 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	Code of UoC	QF Level	QF Credit
		No records found.	

Delete   Add

Remarks (if any):

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==Step 17: Click== Add ==, check the box next to the venue(s) you wish to add, then click==

Addresses of Teaching Venues

Address
No records found.

Delete **Add**

Add Teaching Venue **✕**

If you cannot find your address(es) of teaching venue here, please add them in your user profile.

☑ Address
☑ Rm 123

Cancel **Add**

==Step 18: After completing the part of "Details of Application ", click== Confirm

Addresses of Teaching Venues

■ Address
☐ Rm 123

Delete Add

Back **Confirm**

==Step 19: The message will be shown as follows, click== Yes ==or== No

Do you need to add more Programmes?

Yes No

Yes ➔ Repeat steps 2 – 18 for other LPA or Re-LPA.

No ➔ Proceed to step 19.

==Step 20: If you have other supporting document(s) or appendix(s) regarding the programme, please upload. Click== Select Files ==, then click== Upload Documents ==*==

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)

Attachments

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

Document Type	Associated Task	File Name	Uploaded Date / Time
		No records found.	

Delete   Upload Documents

Back to Statement of Intent

Upload Documents ✖

Document Type: *   LPA / Re-LPA Document ▼

File Name: *   Select Files

Cancel   Upload

*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   ▼

File Name: *   **Select Files**

Exercise.jpg (41KB)

Cancel   **Upload**

Step 22: Click Back to Statement of Intent

Attachments

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

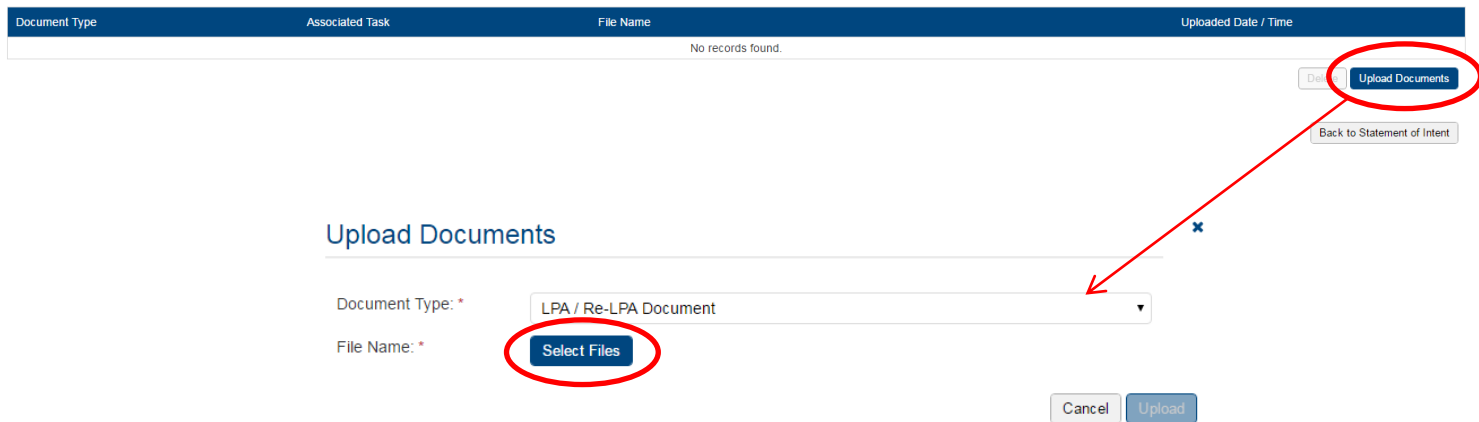| Document Type	Associated Task	File Name		Uploaded Date / Time
☐ LPA / Re-LPA Document	2	Exercise.jpg	⬇	02/06/2016 12:39:46

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.

<mark>Step 1: Last check of uploaded documents</mark>
       <mark>All uploaded documents in the previous progress will be shown as below</mark>

Attachments

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

1. Registration 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	Associated Task	File Name		Uploaded Date / Time
☐ LPA / Re-LPA Document	2	Exercise.jpg	⬇	02/06/2016 12:39:46
☐ IE Document	3	Exercise (1).jpg	⬇	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

Upload Documents ✕

Please choose the task(s) related to the document(s) to be uploaded. Please upload/ submit IE and LPA/Re-LPA documents separately.:

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

File Name: *   Select Files

Cancel   Upload

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

Upload Documents ✕

🛈 Please correct the following error:
- IE and LPA/Re-LPA document must be uploaded separately.

Please choose the task(s) related to the document(s) to be uploaded. Please upload/ submit IE and LPA/Re-LPA documents separately.:

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

File Name: *   Select Files

Exercise.jpg (41KB)

Cancel   Upload

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`

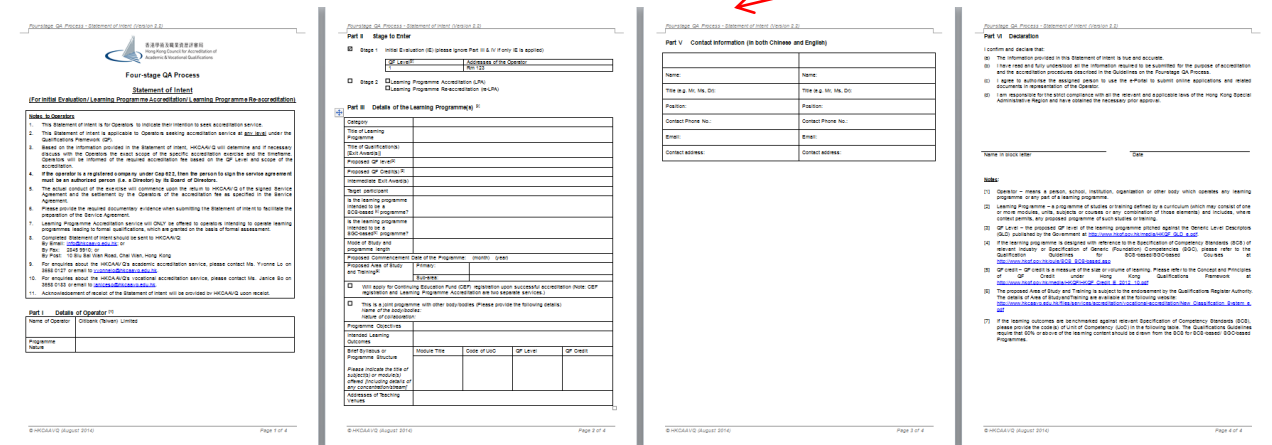`Download completed application form for your own record`

ⓘ This is the end of the screen.

Select Language ✕

Please select your preferred Language: *　　○ Chinese　● English

`Cancel` `Generate`　　　　　`Back` `Save as Draft`

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

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

ⓘ This is the end of the screen.

Back   Save as Draft

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

Submit Application

The online application was submitted successfully.

| Application ID: | 1600015 | 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.

Back   Print

5. Follow-up after submitting SoI

5.1 Notification of status change

- After submitting SoI, 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:

- 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 Applicant - Email Detail ✖

From:	@hkcaavq.edu.hk
To:	@hkcaavq.edu.hk
CC:	-
Subject:	HKCAAVQ e-Portal - Statement of Intent (Local Programmes) application ID:xxxxxx is Returned
Content:	Your application is returned. Please revise the followings and submit application again via the e-Portal. • The total QF credits is not match with the sum of modules • The qualification title should be revised with reference to the Award Title Scheme Thank you.

Attachments:	File Name
	Exercise.jpg ⬇

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")

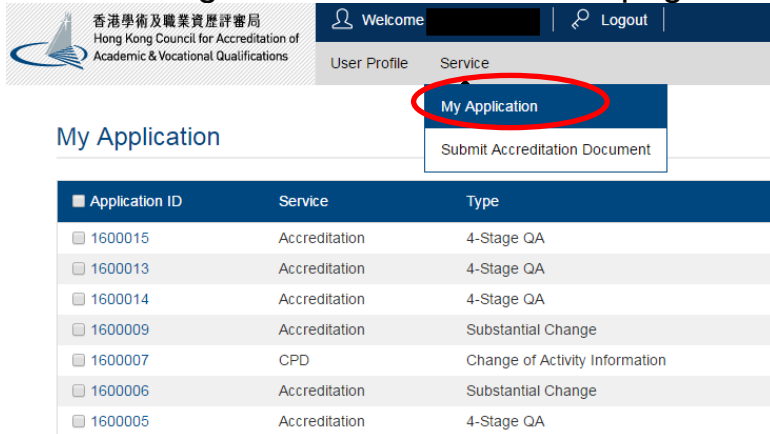## 5.5 Status – "Cancelled by HKCAAVQ"

- 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 HKCAAVQ	No	Yes
Accepted	No	No
For Revision by applicant	Yes	No
Cancelled by HKCAAVQ	No	No

6. Special Function

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

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.
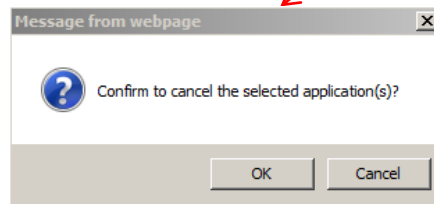
6.2 Cancel Selected Applications

Step 1: Check the box next to the application ID, click ⟨Cancel Selected Applications⟩, then click ⟨OK⟩ 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

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

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

Message from webpage

? Confirm to cancel the selected application(s)?

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.

My Application

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

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

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
			No records found.			

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

6.4 Copy as New 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.

My Application

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

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

My Application

☐ Application ID	Service	Type	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	⬇

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

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

My Application

☐ Application ID	Service	Type	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	⬇

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 SoI, you should read the guidelines on the HKCAAVQ website at http://www.hkcaavq.edu.hk/en/services/accreditation/four-stage-qa-process for detailed accreditation criteria and standards.

- For enquiries, please contact:

  For academic learning programmes
  Tel: 3658 0242
  Email: aaa@hkcaavq.edu.hk

  For vocational learning programmes
  Tel: 3658 0233
  Email: vpa@hkcaavq.edu.hk