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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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 Accreditation of		ک Welcome		│	
Academic & Vocational Qual	fightions	ser Profile	Service		
			My Application		
My Application			Submit Accred	itation Document	
Application ID	Service		Туре		
1600015	Accreditat	ion	4-Stage Q/	Ą	
1600013	Accreditat	ion	4-Stage Q/	Ą	
1600014	Accreditat	ion	4-Stage QA	Ą	
01600009	Accreditat	ion	Substantia	Change	
1600007	CPD		Change of	Activity Information	
1600006	Accreditat	ion	Substantia	Change	
			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	0
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	9
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 Applied

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/envines/accreditation/non-local-learning-programmes. 3. This Statement of Intent is a pice to Partice to Partice Programmes (and non-local partners (referred to as Operators thereon) in the operators of the non-local Higher and Professional Education (Regulation) Ordinance (Cap 493). 4. This Statement of Intent is a pice to a Departed to the local vanch campus. 5. The local and non-local Operators have to a gree on the contract 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. Eased on the information provided in the Statement of Intent to facilitate of the required accreditation fee based on the exercise will commerce upon the required accreditation fee based on the Cart and scone of the exercise will commerce upon the required accreditation fee based on the OF Level and anon-local Operators there is a specified in the Statement of Intent is for Operators will be informed of the required accreditation fee based on the Cart 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 to facilitate the preparation of the Service Agreement. 7. The actual conduct of the required accreditation fee based on the service and the treguired accreditation of Intent should be sent to HKCAAVQ. 8. Please provide the required Accurcitation. 7. The actual conduct of Intent should be ease to HKCAAVQ. 8. Please provide the required Accurcitation. 8. Please provi

- 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	Х	Х	Х	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

By clicking Next, you agree to the above guideline.

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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)		
			医疣	

Accreditation Tasks

Here is the tasks to be finished.								
Category	Status	Title of Learning Programme	Title of Qualification	Proposed QF Level	Proposed QF credit(s)	SCS-Based	SGC-Based	
IE	Draft	-	2	2	-		-	
LPA	Draft						-	
Re-LPA	Draft	*						
	Category IE LPA	CategoryStatusIEDraftLPADraft	Category Status Title of Learning Programme IE Draft - LPA Draft -	Category Status Title of Learning Programme Title of Qualification IE Draft - - LPA Draft - -	Category Status Title of Learning Programme Title of Qualification Proposed QF Level IE Draft - - 2 LPA Draft - - -	Category Status Title of Learning Programme Title of Qualification Proposed QF Level Proposed QF credit(s) IE Draft - - - - - LPA Draft - - - - -	Category Status Title of Learning Programme Title of Qualification Proposed QF Level Proposed QF credit(s) SCS-Based IE 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)
 Usures Registration (For operator registered under CAP 622)
 CAP 279 Education Ordinance (if any)
 Other relevant registration (if any)
 Other relevant registration (if any)
 Other relevant registration 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 D	ate / Time	
				No records four	nd.				
								Delete Upload Do	ocuments
Contact Persons									
Name of Operator (English)	Name of Operator (Chinese)	Title	Surname	First Name	Phone No.	Fax No.	Email	Role	
				No records four	nd.				
								Delete	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, << 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.

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	│ _€ O Logout │		
Academic & Vocational Qualifications	User Profile Service	Review Application System Administration		
Details of Application				
Type of Application:	Statement of In	ntent (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 progr	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, th alifications Ordinance (Cap 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.				
								×	Del t Add
		Select Co	ntact Perso	n					K
			Person is not found dit the list of Contac		ease go to "Use	er Profile" to update	the relevant inf	ormation then come	
		Please indicate	te the role of contac	t person. There a	re 4 types of role	2:			
		Accredita	tion Contact: Liais	on for accreditatio	n application.				
		 Accredita 	tion Event: HKCAA	VQ will send eve	nt invitation (e.g	.eeminar) to this p	erson.		
		 Accredita 	tion Survey: HKCA	AVQ will obtain fe	eedback from th	is person for furthe	r improvement o	of our services.	
		registered		p 622, then the pe	erson to sign the	e service agreemen	t must be a Dire	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 (Taiw	an) Limited				Y	
		Role: *							
		This is the er	Accreditation §	Event	rson			Cancel Save)
								\smile	

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

A		to Colored							
No.	re is the tasks to b Category	Status	Title of Learning Progra	mme	Title of Qualification	Proposed QF Level	Proposed QF credit(s)	SCS-Based	SGC-Based
					No records				
			Add Accr	editation Ta	ask			Export a	IS Excel Delete Add
			Category: *	OLPA O Re-LPA	Evaluation and Learning	atus or through standard rou Programme Accreditation). ccredited programme and m ty period.		ĸt	

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.	
		Cancel

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		Delete Add

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) →

5 Apr 8 Sag 12 gr. (7 # 1) Hang Sang Church Um Academic 5 Woolffeeting	(d) Do you have records of any decisions made to ald sustainability. development and improvement of the training operation? Examples of evidence:	(e) Are your physical resources, including facilities and equipment, B adequate for your training services 7 Examples of evidence:	(g) Do you have collicies practices to ensure the stills and knowledge of g the staff as upstocker? Examples of evidence:
<u>Self-evaluation Checklist</u> Initial Evaluation and Learning <u>Programme</u> Accreditation For Vocational and Professional Education and Training	The following questions help you assess how your policies and procedures ensure effective management of your organisation.	Stafflag and Staff Development The blowing operations here up assess if your staff are suitably qualified to develop and general the programme.	(4) Quality Assurance (including Programme Development and Management) The following cuestors have volu assess how you out in place as a factor mechanism for resulting as quality of you learning programmes, at direction
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 standards is the best way that you can go about ensyming. It. We invite	(e) Do you have policies and/or guidelines on how to handle conflict of Interests and or ele conflict Examples of evidence:	(a) Are your staff appointment criteria in line with your level and scope of B B administrative work and learning programmes?	mechanism for ensuring the quality of your learning programmes at different stages. Addressing industry Needs
you to embark on the quality journey to become an accredited operator."	(f) Do you provide channels to communicate with your staff coaplikates (g) (g) and procedures?	Examples of evidence:	(e) Do you seek external views to ensure that your programmes address (a) Community industry needs 7 Examples of existence
Evaluation and Learning Programme Accreditation. The checklist helps you to evaluate the extent to which your organization and your programme meet the HKCAAVC's accreditation standards. If you have any questions about the checklist, please call 3650-613. If you wish to kinow how to improve your eyetems and	Examples of evidence:	(b) Do your programme development staff and teaching braining staff (b) and the effective and the professional quantizations; and (b) statistics experiences and the profession and the profession of the profe	(b) Do you implement any internel velidation process for reviewing/
practices, please visit www.hkcaavq.edu.hk for information on our next workshop for operatore.	(2) Financial and Physical Resources Yes Yes	(ii) sussay, supervises analyticating supervises ? 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 the past two years?	(c) Do you have weps to ensure that programme development staff and (c) teaching banking staff have sufficient knowledge of GP standards?	Programme Development
(1) Organisational Management	Examples of evidence:	Examples of evidence:	(c) Here you clearly defined the procedures in programme development?
The following questions help you assess how your organisational structure supports the effective operation of learning programmes.	(b) (For operators who receive financial support) Do you have records of (b) (b) such financial support for the past lwo yeas?	(d) Do you have mechanisms to appraise staff performance? Examples of evidence:	(6) Do you have method(s)bolicy(les) to ensure that your programmes will meet appropriate GP (evel)()?
and party you cannot start, teaching team of the post start and programme → planning teaching teaming start and programme Exemples of evidence:	Examples of evidence:	(c) Do you keep leconts of staff appletisals and oo you take follow-up (b) (c) actions for improvement?	Examples of evidence:
(a) is the composition of the poverning locatis/committees. If any, able to	(c) (For new start-ups or operations who run in deficit) Do you have git evidence to demonstrate your financial sustainability over the coming two vetes?	Examples of evidence:	(e) Do you have method(s)(policy(as) for assigning OF creatis? B
effectively support your training operation? Examples of evidence:	Examples of evidence:	O you have measures to ensure consistency in programme delivery between full-time and panchime teaching-balance stat?	Programme Monitoring
(c) Have you clearly defined the inter-relationship among different boards/	Coyou have guidelines or procedures for budgeting which help you to meet your baining goals? Examples of evidence:	Examples of evidence:	(f) Coyou wontor programme delivery on a regular basis? (g)
committees? Examples of evidence:			Programme Review
B HICCAAVQ April 2016 Page 1 of 10	B HKCAAVQ April 2016 Page 2 of 10	B HKCAAVQ April 2016 Page 5 of 10	© HKCAAV/Q 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 Uploaded	d		
(Please upload, otherwise the a	application will not be accepted)		
Document Type	Associated Task	File Name	Uploaded Date / Time
		ocument	Back to Statement of Intent

Step 6: After choosing the file, click Upload

Upload Docum	nents	×
Document Type: *	IE Document	Y
File Name: *	Select Files	
	Test 1.docx (12KB)	
	1	
		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	٩	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 Programme Detail					
A programme of studies or training defined by ategory: *	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.
	Learning Programme Accreditation (LPA)	•			
ATS					
tle of Learning Programme (English): *					
te of Learning Programme (Chinese):					
Qualifications tle of Qualification:					
	Title of Qualification (English)		Title of Qualification (Chines No records found.	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	/q edu.hk/files/services/accreditation/voca			
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:	http://www.hkqf.gov.hk/guie/SCS_SCS	-based.asp			
ode of Study:	Mode of Study	Length of Study	Contact Hour	Self-study Hour	
	Mode of Sludy	Lengin of Study		Sell-sludy Hour	
			No records found.		Delete
Related Proposed Commencement Date of th oposed Commencement Date of the Programm ea of Study and Training: Jb-Area:		•	No records found.		Delete
oposed Commencement Date of the Programme of Study and Training:		yject to the endorsement by the Qualificat the following website: Links/Glossary/Area3%200r%205tudy9	ons Register Authority 20TrainingEN/GPR20-		Collecto Add
oposed Commencement Date of the Programme of Study and Training:	me: month year for proposed Area of Study/Training is sult The details of Area of Study/Training are availe tht J/Www.Narg op.uh/KRG/ByudienesFile/O	yject to the endorsement by the Qualificat the following website: Links/Glossary/Area3%200r%205tudy9	ons Register Authority 20TrainingEN/GPR20-		Collecto Add
oposed Commencement Date of the Programs ea of Study and Training: Ib-Area: III Apply for CEF: I Guideline above the joint program	me: month year The proposed Area of Study/Training is suit The details of Area of Study/Training are avail http://www.nkgr.gov.nk/HKCR9uideines/TeiPQ %20Areas%200%20Study%20and%20Training	yject to the endorsement by the Qualificat the following website: Links/Glossary/Area3%200r%205tudy9	ons Register Authority. 22/Training/EN/GR%20-		Cuinta Add
oposed Commencement Date of the Programs ea of Study and Training: Ib-Area: III Apply for CEF: I Guideline above the joint program is is a joint programme:	me: month year for the proposed Area of Study/Training is suu The details of Area of Study/Training are avail http://www.harg.gov.hkyHKCRPgudeineeSileCO %20AreasStu2OHS2CD4703/v92CbandH22DTanin	yject to the endorsement by the Qualificat the following website: Links/Glossary/Area3%200r%205tudy9	ons Register Authority 20TrainingEN/GPR20-	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 Tag	LPA: Must have IE stat Evaluation and Learning Pr	us or through standard route ogramme Accreditation). redited programme and mu		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 train.	ing defined by a curriculum (which may consist of one or more modules, units, subje	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)	Y	

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".

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"	
Target Participant:	In-house			
SCS-Based Programme:	Public			
SGC-Based Programme:				
(Details o	the programme is SCS f SCS-based or SGC-k /w.hkgf.gov.hk/en/scs/	based please refer to:		<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		
	ode of study:		
Length Year):	(Day / Month /		
Contac	t Hours:		
	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	slot(s) availa	ible						
	V	X	X	V						
Jan-2019	~	Х	X	Х	X	X	0	0	0	0
Feb-2019	X	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	X	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	UoC	QF Level	G	QF Credit
			No records found.		
					E
y):					
				v	
	Add Modules / C	ourses		×	
		ourses		×	
	Add Modules / C	ourses		×	
	Module / Course Title: * Code of UoC (For	ourses	What is UoC code?	×	
	Module / Course Title: *	ourses	What is UoC code?	×	
	Module / Course Title: * Code of UoC (For SCS / SGC	ourses	What is UoC code?	×	
	Module / Course Title: * Code of UoC (For SCS / SGC Programmes):		What is UoC code? What is UoC code? QF credit is a measure of the size or volume of learning. Please rr the Concept and Principles of QF Credit under Hong Kong Qualificati	ifer to	

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

Modules / Courses

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.

 Trite
Code of UoC
C QF Level
QF Credit

 No records found.

 Remarks (if any):



			No records found.					
								Delete
	Add Tead	ching Venue					×	
	lf you cannot fir	nd your address(es) of tea	aching venue here, pleas	e add them in your us	er profile.			
	✓ Address							
	☑ Rm 123)				Cangel Add		
<mark>o 18: After o</mark>	completing t	he part of "I	Details of A	pplication	", click	Confirm		
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								Delete Add
n 123	nessage will	be shown a	as follows,	CliCk Yes	Or No			
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123	nessage will	be shown a	as follows,	<mark>click</mark> Yes	Or No			
123	<mark>ressage will</mark>	be shown a	<mark>as follows,</mark>	<mark>CliCk</mark> Yes	Or No			
• 19: The m	Do you need to add more P		<mark>as follows,</mark>	<mark>CliCk</mark> Yes	Or No			
<mark>o 19: The m</mark>			<mark>as follows,</mark>	<mark>CliCk</mark> Yes				
<mark>) 19: The m</mark>			as follows,	<mark>CliCk</mark> Yes		0		
23 2 19: The m	Do you need to add more P	rogrammes?						
o 19: The m	Do you need to add more P	rogrammes? - 18 for othe				O		
o 19: The m to 19: The m r Yes → Repe	Do you need to add more P	rogrammes? - 18 for othe						

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)

Document 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 Docum	ients		×
	Document Type: *	LPA / Re-LPA Document		•
	File Name: *	Select Files		
		Exercise.jpg (41KB)		
				Cancel
Stop 22. Click	B 1 4 01 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	9	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 (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 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	٥	02/06/2016 12:39:46
IE Document	3	Exercise (1).jpg	٨	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		ument(s) to be uploade	d. Please upload/ submit IE a	and LPA/Re-LPA
■ No.	Category	Status	Title of Learning Programme	Title of Qualification
⊘ 1	LPA	Draft	fdsfdsfs	-
2	Re-LPA	Draft	fdfdfd	-
 3	IE	Draft		

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 BRPHISHERREPH Roop 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 No. 122 Lootine de data este Di me informatione provide in the distances of intervent of these to become Di terreresse en truly understand and the information equals to be submitted for the purpose disconsistence and the acceleration produced as acceleration for dublishing and the Youngap CA Process. Di age to anything the assigned peech to use the enforce to submitted by Process. Di age to anything the assigned peech to use the enforce to submitted percentage and meters document in expensions of the document. 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) ® Interrectate 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 ³¹ programme Opera properties the top test of the test of sources of the test of t properties of the Service Ageneme. Learning Programmer, School S is the learning program...... Intended to be a 800 cased³⁰ programme¹ 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 retrence to the Suscitication of Competency Blandards (BCB) of retreast industry or Specification of Generic (Poundation) Competencies (BCD), piezes retre to the Qualification Outlience for SC-199628100-0064800 Courses 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 Areas of Study* and Training are evaluable 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 Couldications 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.

1600015

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

Application ID:

Submitted:

02/06/2016 15:46:22



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 Hong Kong Council for Ac		ne VADOPERATOR 🏷 Logout				
Academic & Vocational Qu	ualifications User Profile	Service				
		•				
y Application						
Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated 🗸	Document Uploaded
1600017	Accreditation	4-Stage QA	IE (1), LPA (1), Re-LPA (1)	For Review by HKCAAVQ	02/06/2016	-
1600016	Accreditation	4-Stage QA	IE (1), LPA (1), Re-LPA (1)	For Revision by Applicant	02/06/2016	-
1600014	Accreditation	4-Stage QA	-	Draft	31/05/2016	-
1600009	Accreditation	Substantial Change	-	Draft	30/05/2016	-
1600006	Accreditation	Substantial Change	-	Draft	30/05/2016	-
1600005	Accreditation	4-Stage QA	IE (1), LPA (1)	Draft	30/05/2016	-
	tus Histo				d Applications Copy as New Application	Create New Applic
Actio	on	Action on	Action by			
Retu	urned	02/06/2016 16:22:	37 HKCAAVQ	View Me	-	
Subr	mitted	02/06/2016 16:21:	56 OPERA	TOR View Me	ssage	
Crea	ated	02/06/2016 16:21:	39 OPERA	TOR -		

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	Applicant - Email Det	ail	:
From:	@hkcaavq.edu.hk	<u>k</u>	
To:	@hkcaavq.edu.hk		
CC:	-		
Subject:	HKCAAVQ e-Portal - Statemen Returned	t of Intent (Local Programme	es) application ID:xxxxxx is
Content:	Your application is returned.		
	Please revise the followings and	1 submit application again via t	the e-Portal
		a soomet appression again the t	
	The total QF credits is nThe qualification title sl	ot match with the sum of mode nould be revised with reference	ules to the Award Title Scheme
	Thank you.		
	Thank you.		
	Thank you.		
Attachments:	Thank you.		
Attachments:			 ⊗

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".

香港學術及職業資歷評 Hong Kong Council for Acc		⚠ Welcome		│
Academic & Vocational Qua		User Profile	Service	
			My Applicatio	n
My Application			Submit Accre	ditation Document
Application ID	Servi	ce	Туре	
1600015	Accre	editation	4-Stage (QA
1600013	Accre	ditation	4 Otomo (
0.000010		- and the first state of the st	4-Stage (A
1600014	Accre	editation	4-Stage C	
			4-Stage (
1600014		editation	4-Stage (Substanti	QΑ
16000141600009	Accre	editation	4-Stage (Substanti Change c	QA al Change

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

Image: Delete Selected Applications Cancel Selected Applications Delete Selected Applications Copy as New A Closed Application Closed Applications Cancel Selected Applications Copy as New A	0
Closed Application	ation Create New Application
Closed Application	
Closed Application	
Closed Application	
Application ID Service Type 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 Select Message from webpage	ted 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.

pplication ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	٩
			View Closed Applications Cancel Select	cted Applications Delete Selected Appli	cations Copy as New Application	Create New Application
My Applica	tion			K		
My Applica	tion Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document Upl

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	Document Upl
1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	٥
			View Closed Applications Cancel Se	ected Applications Delete Selected App	plications Copy as New Applicati	on Create New App
y Application						
Application	Service	Туре	Scope / Course Title / Reference	Status	Last Updated 🗸	Document Uploaded
	Service Accreditation	Туре 4-Stage QA	Scope / Course Title / Reference LPA (2), Re-LPA (1)	Status Draft	Last Updated ~ 30/05/2016	Document Uploadec

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	0

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 0233 Email: <u>vpa@hkcaavq.edu.hk</u>