# E-Portal Quick Guide –

# Submit Substantial Change Application

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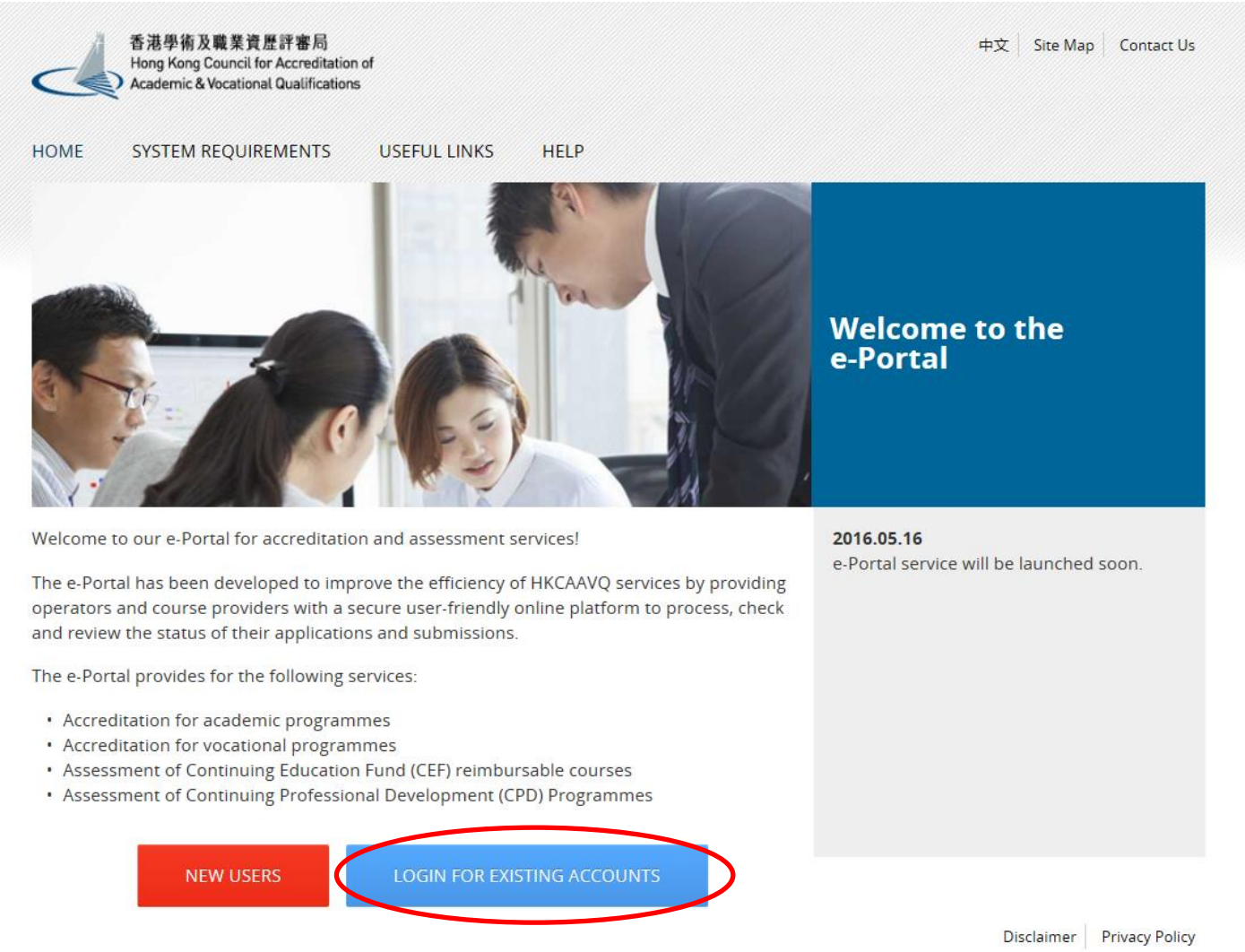
# 1. Login to the e-Portal Account

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

Step 2: Click LOGIN FOR EXISTING ACCOUNTS



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

### Disclaimer

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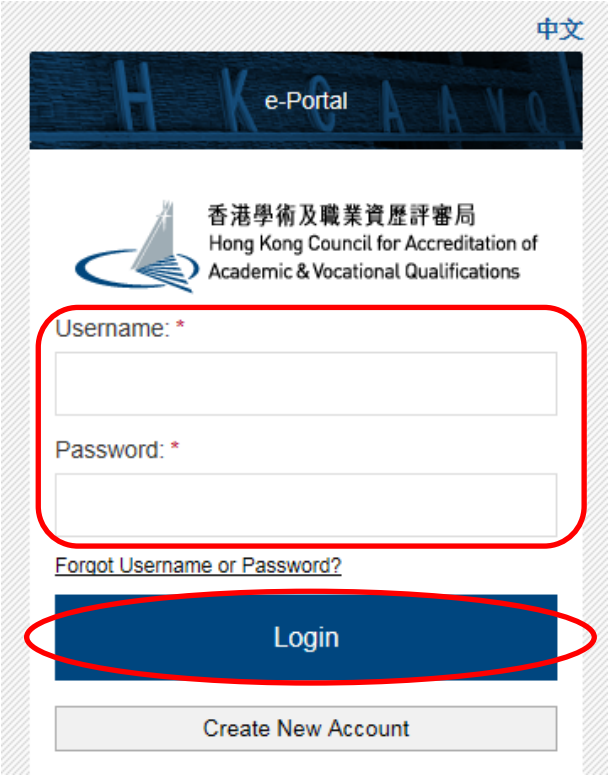
I Agree

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



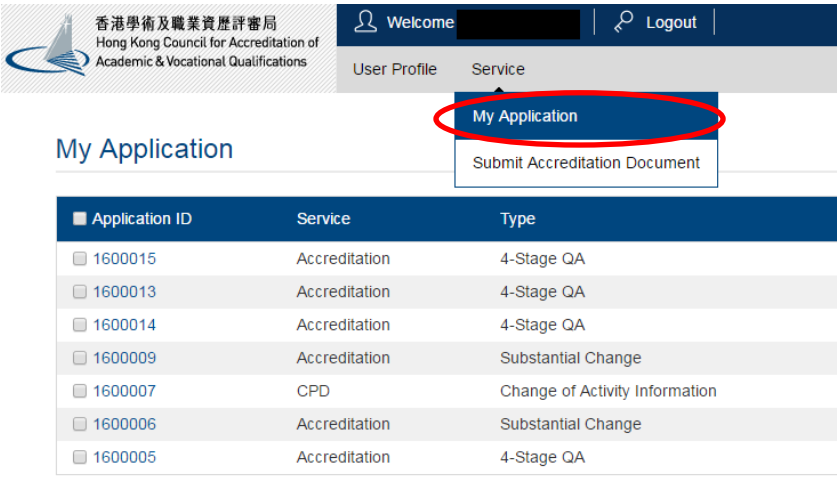
# 2. Create New Application

* Before submitting the application, you should:

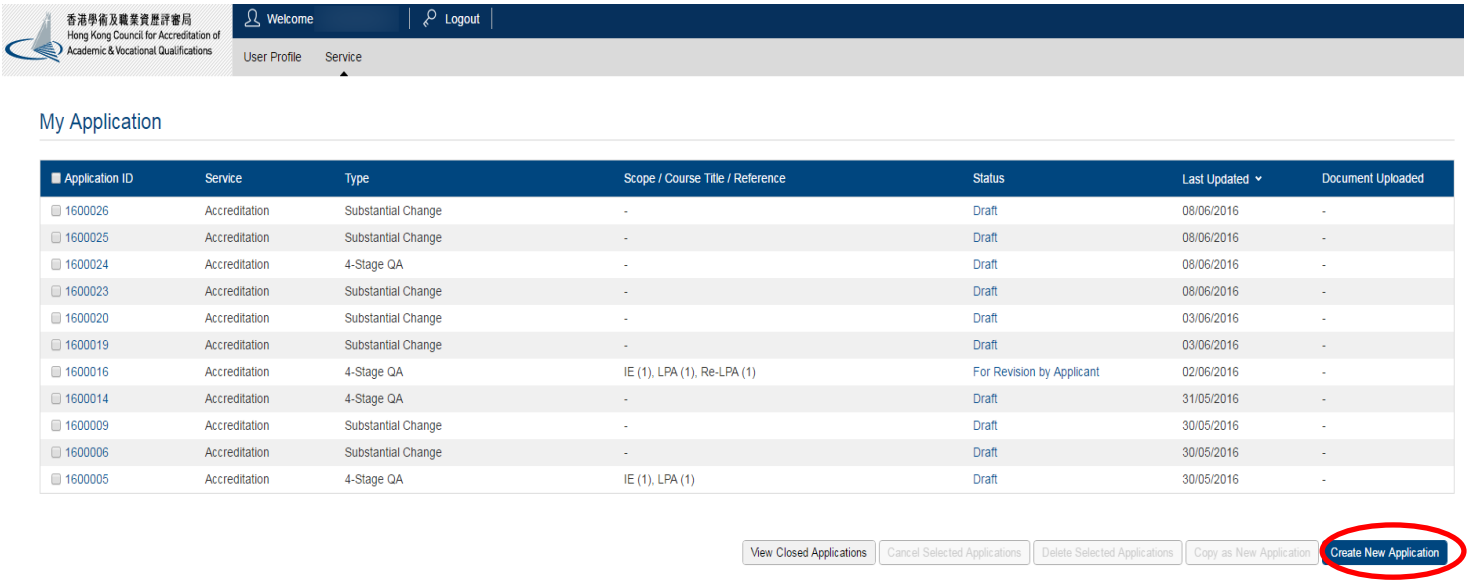
- Check if your account has been granted to submit application for that Operator
- Update the list of Address under “User Profile”
- Update the list of Contact Person under “User Profile”

*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.)

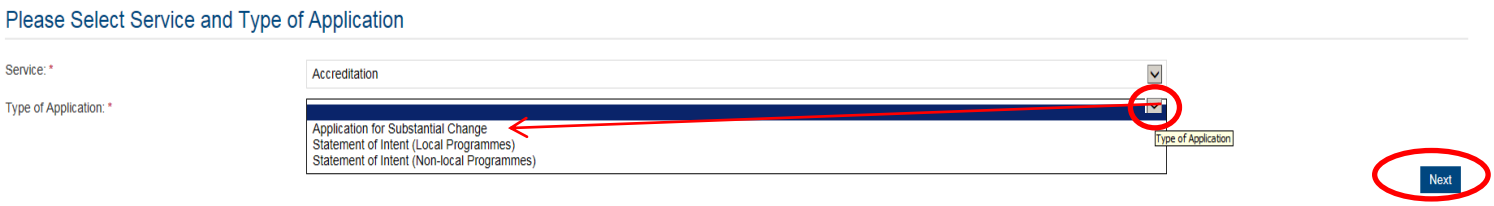
## Step 1: Go to the page of “My Application”



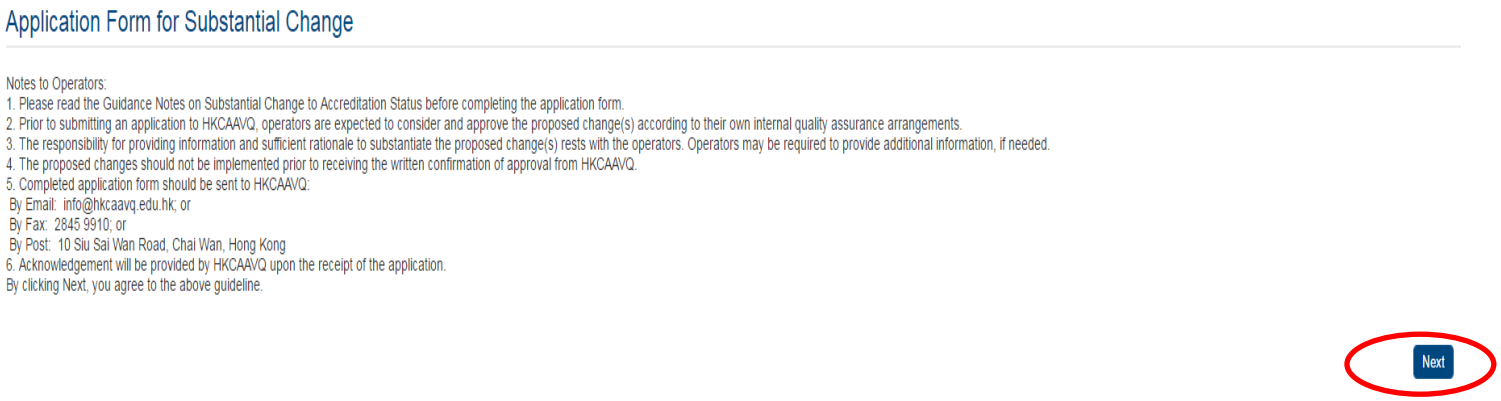

## Step 2: Click Create New Application



Step 3: Click the pull down button, select “Accreditation” for Service and “Application for Substantial Change” for Type of Application, then click **Next**



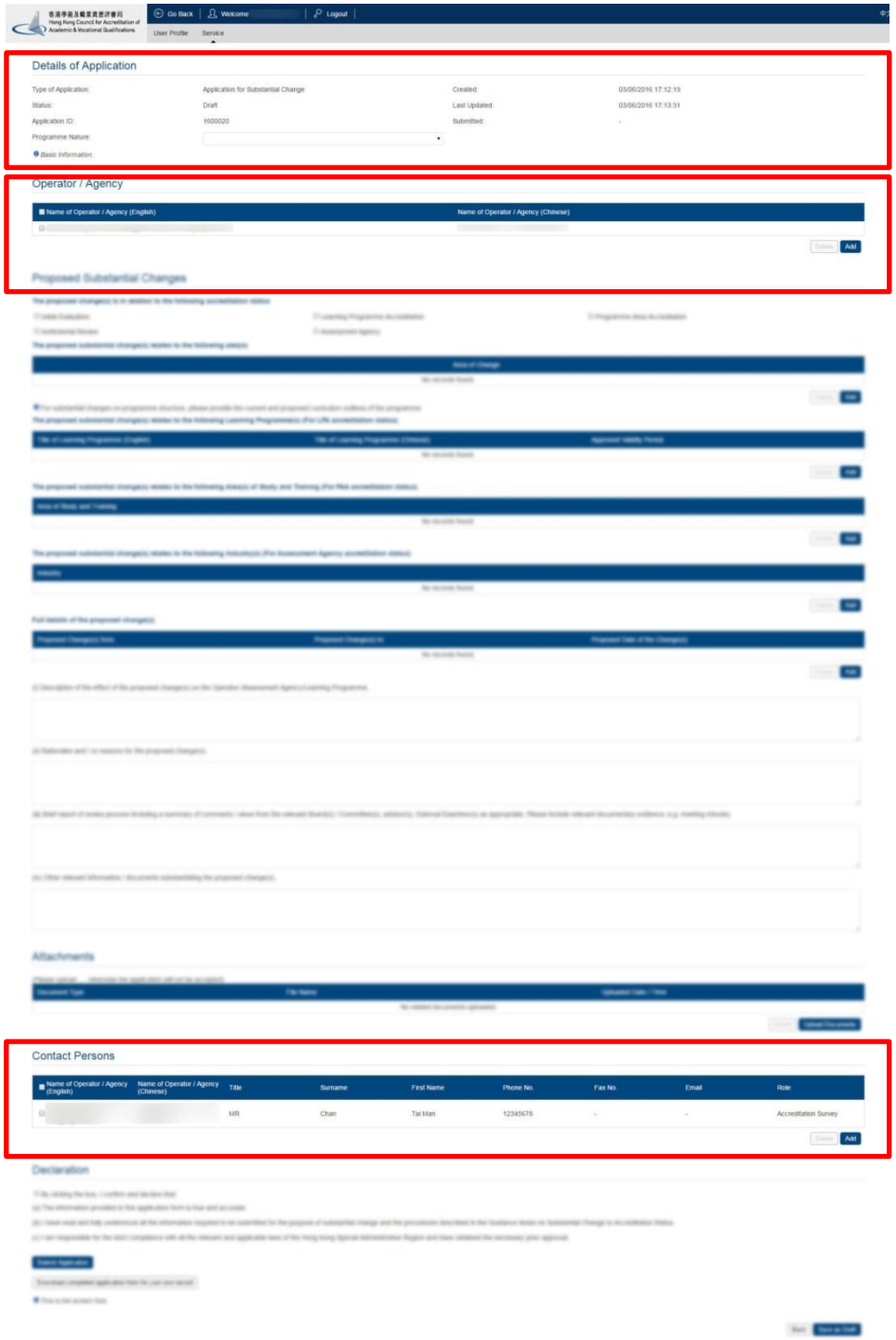

Step 4: After reading the Notes to Operators, please click **Next**



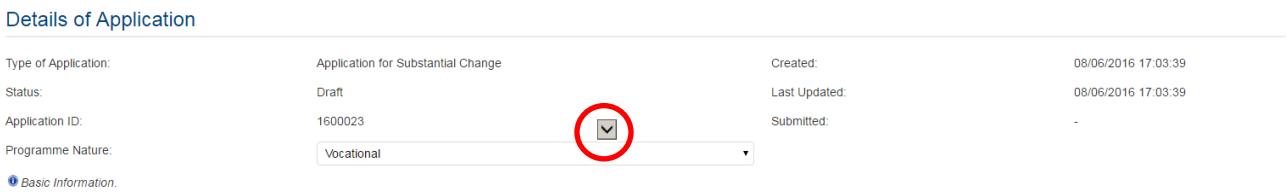
# 3. Fill-in the Information

**Tips: You may click** Save as Draft **when filling-in the form and then continue later**

## 3.1 Part 1: Basic Information

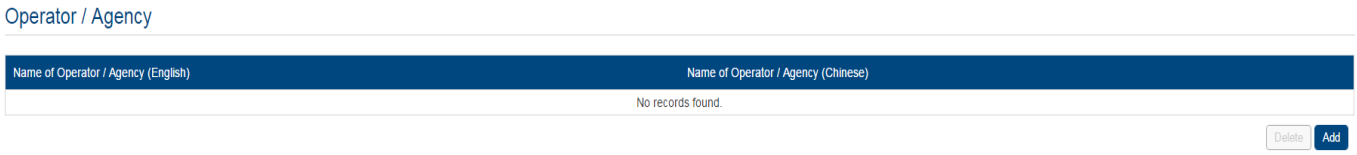


Step 1: Indicate the Programme Nature by clicking the pull down button.Then click Save as Draft

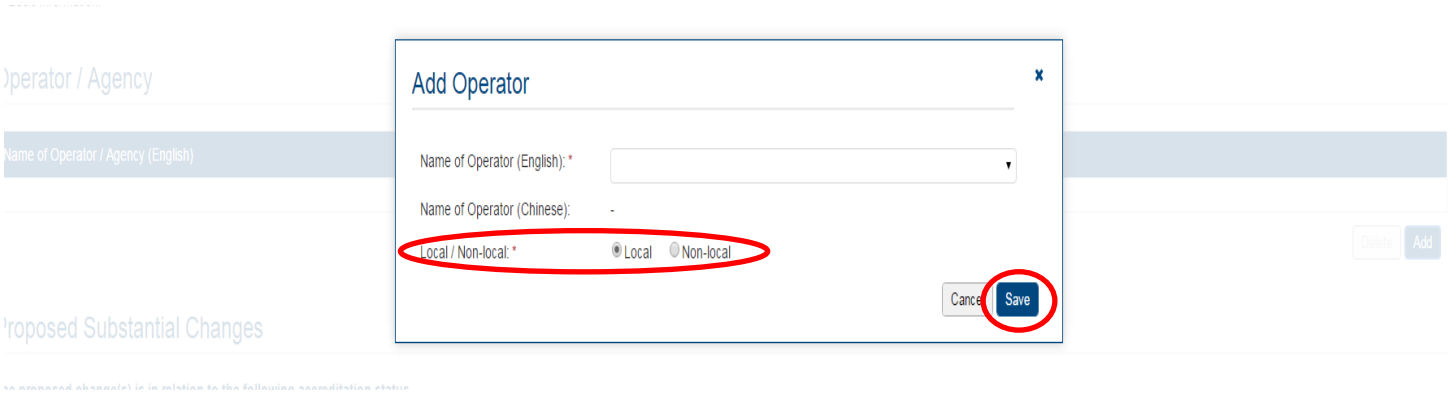



Step 2: Add Operator/Agency

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

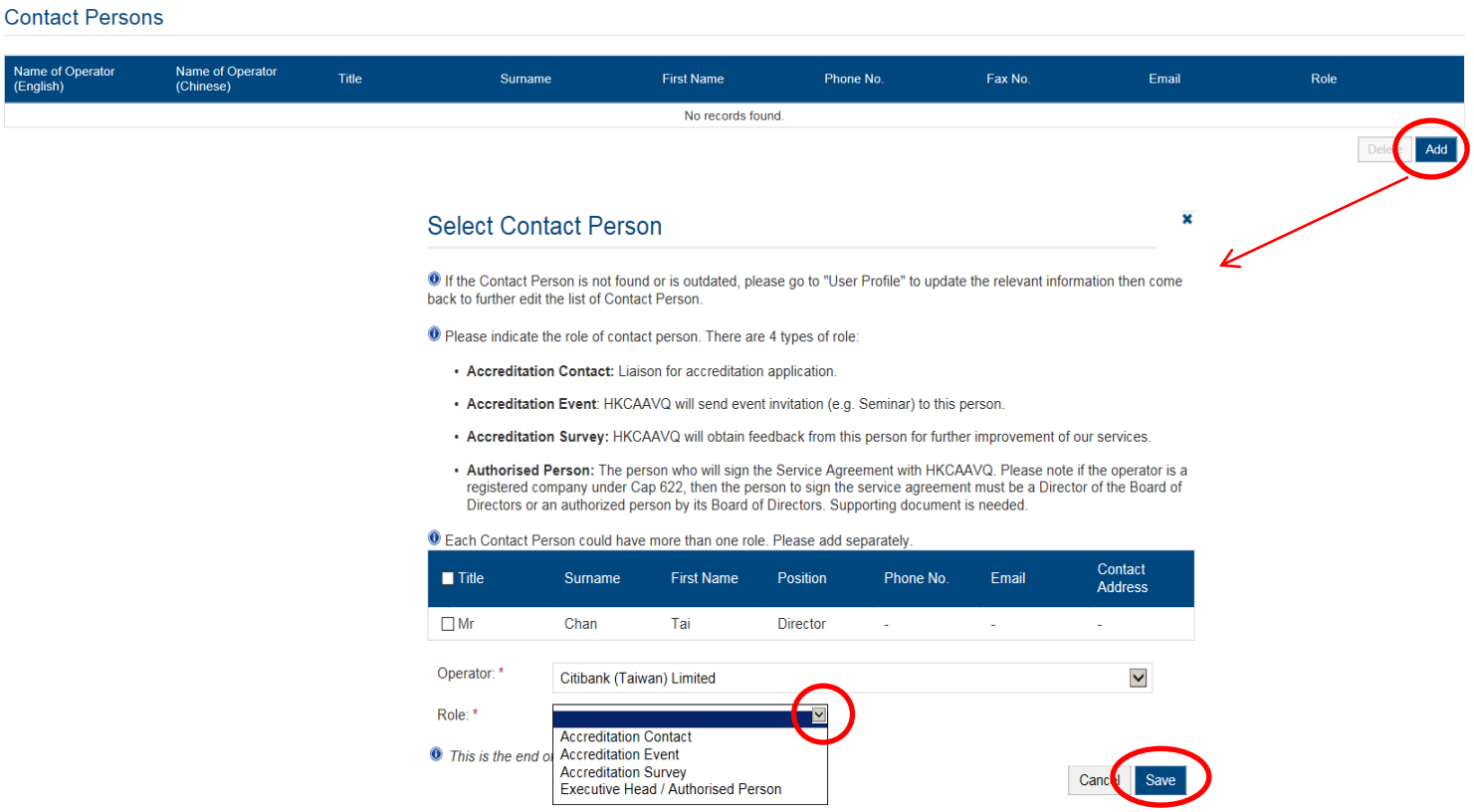



- *If your account has two or more associated operators under accreditation service, you will be requested to add the operator manaually. Click* Add *and choose the operator by clicking the pull down button.Indicate the local /Non-local operator. Then click* Save



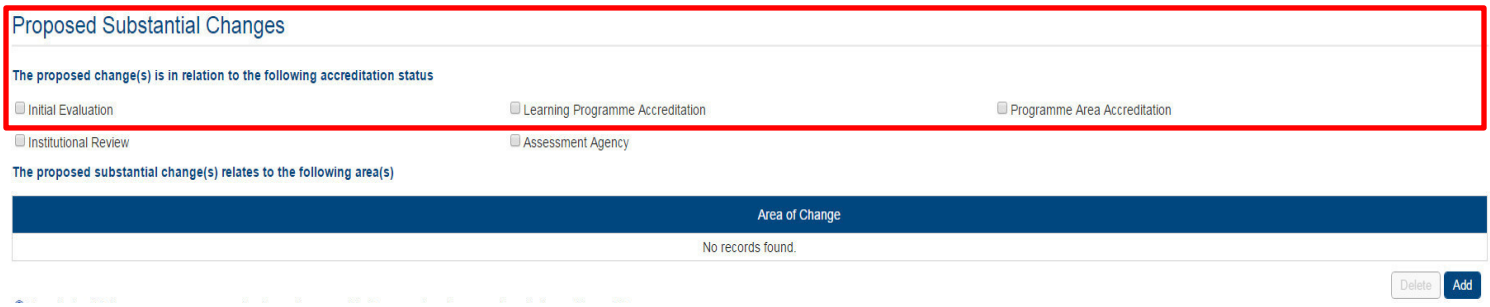
## Step 3: Add Contact Person

Click **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.)*

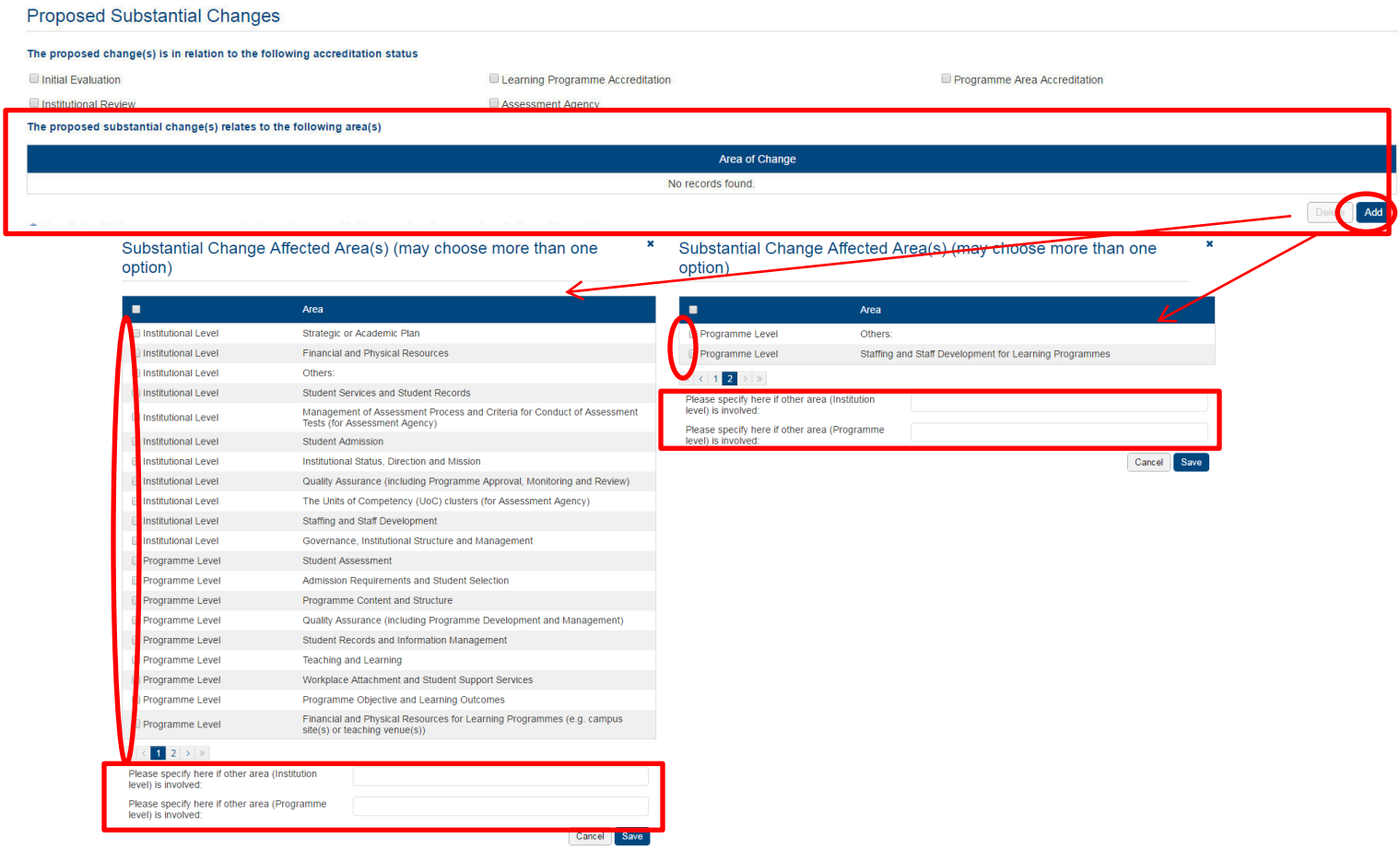


## 3.2 Part 2: Fill-in the Change Details

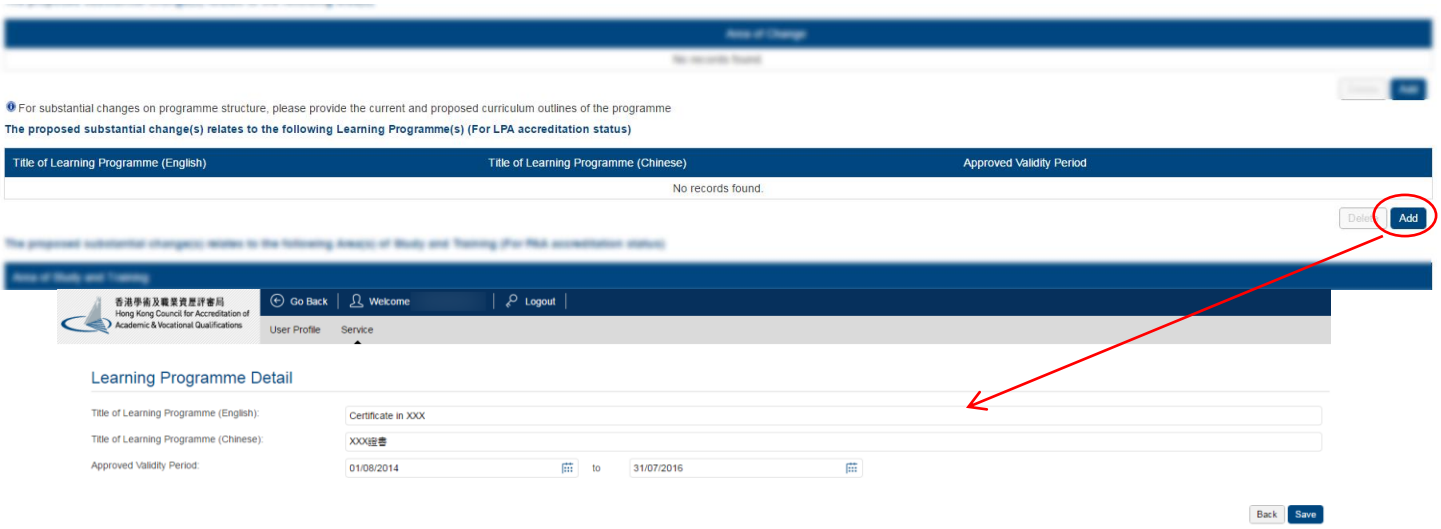
Step 1: Check the box to indicate the accreditation status that the change(s) affected



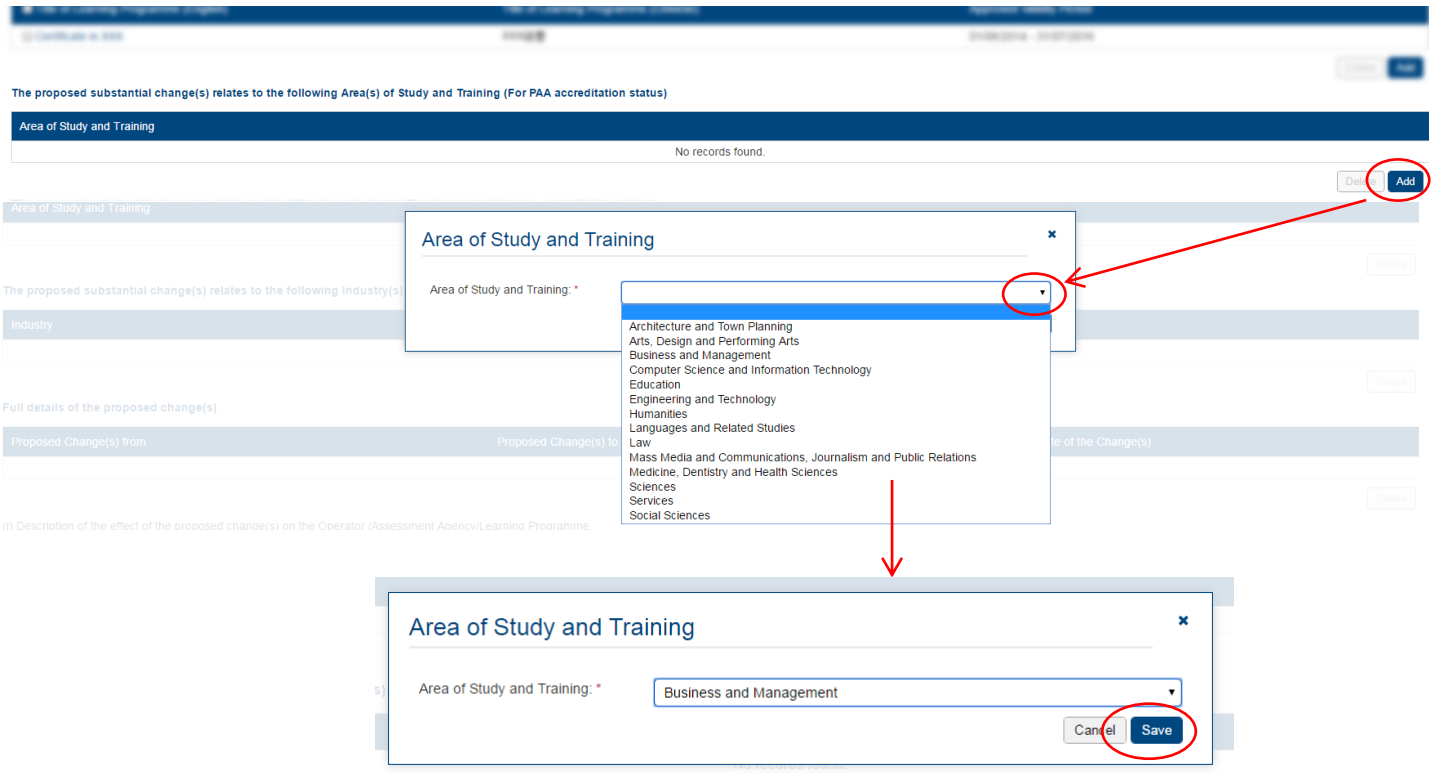

Step 2: Click Add and then check the box to indicate the affected area(s). Please provide the details of affected area(s) at the bottom if the choices are not applicable to your application.



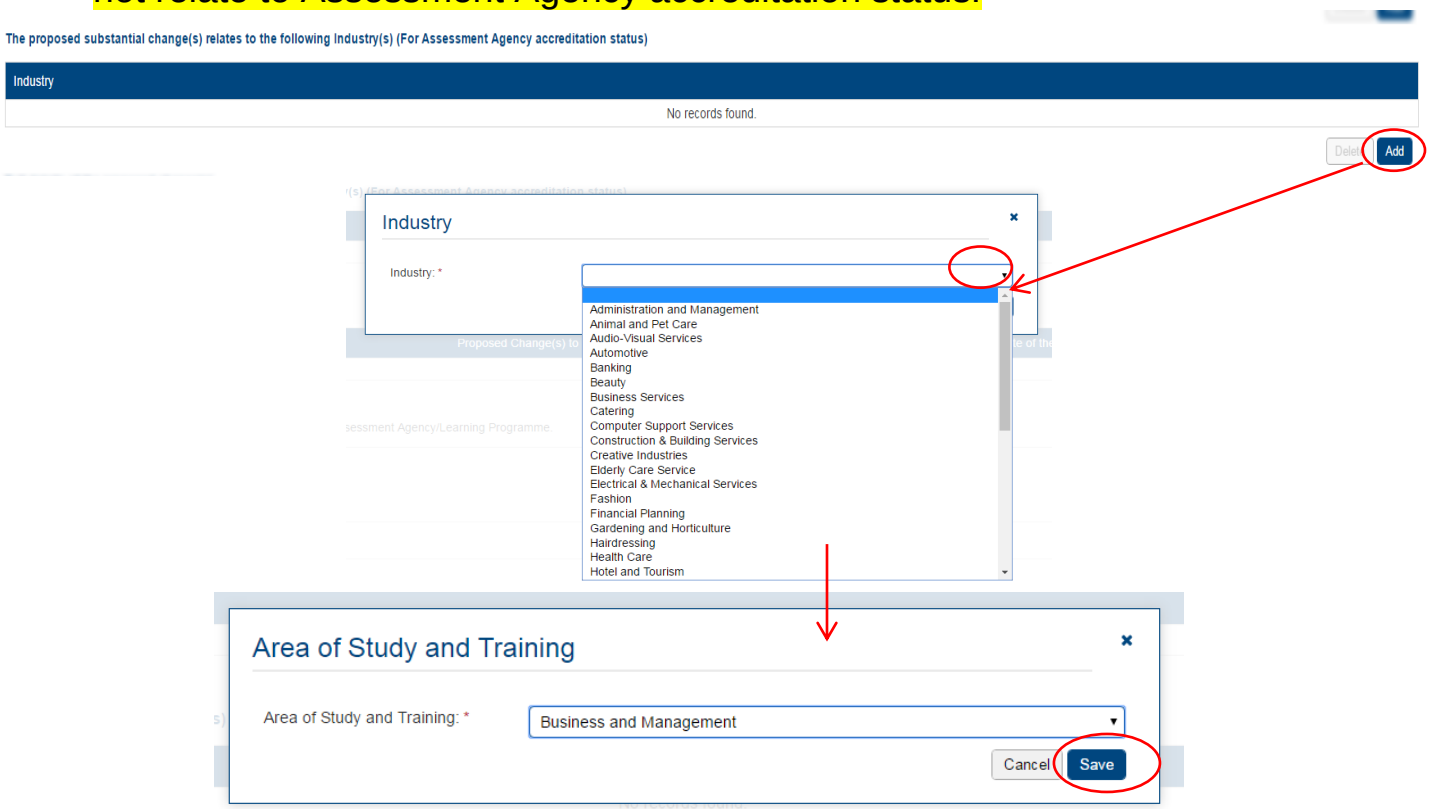
Step 3: **For change(s) affecting LPA status**: Please provide the programme details affected by the change(s). Click Add , then fill-in the programme details and click Save . **Repeat step 3** for the second programme and after. Skip this step if the change(s) is not relate to LPA accreditation status.



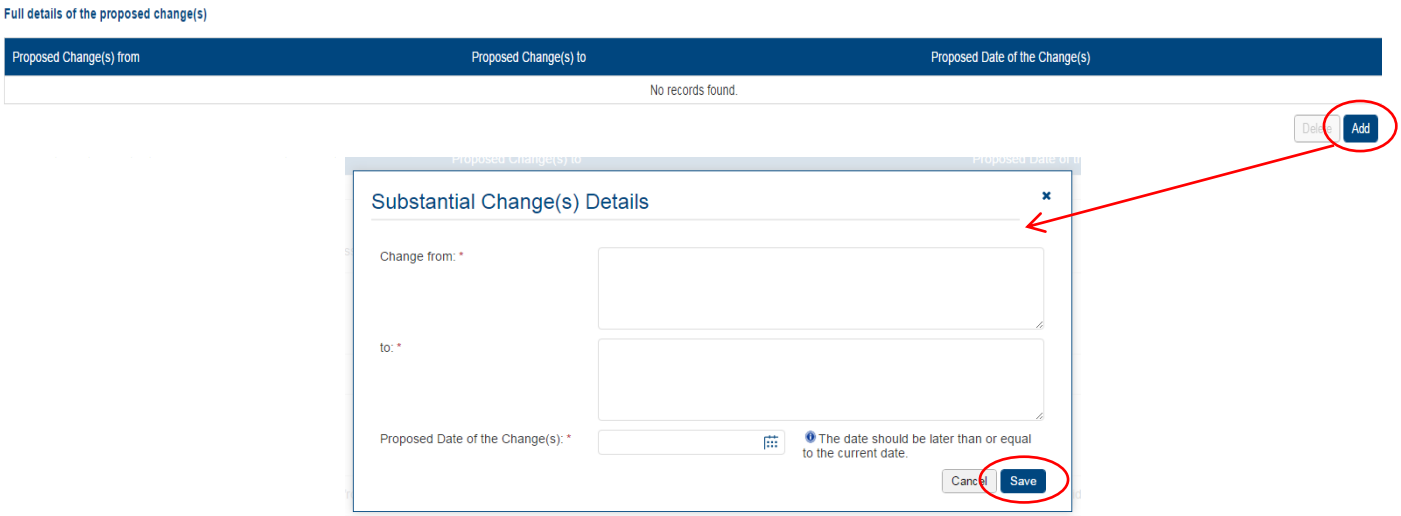

Step 4: **For change(s) affecting PAA status**: Please provide the affected Area of Study and Training by the change(s). Click Add , then indicate the affected Area of Study and Training by clicking the pull down button. Click Save and you may **repeat Step 4** for the second affected Area and after. Skip this step if the change(s) is not relate to PAA accreditation status.



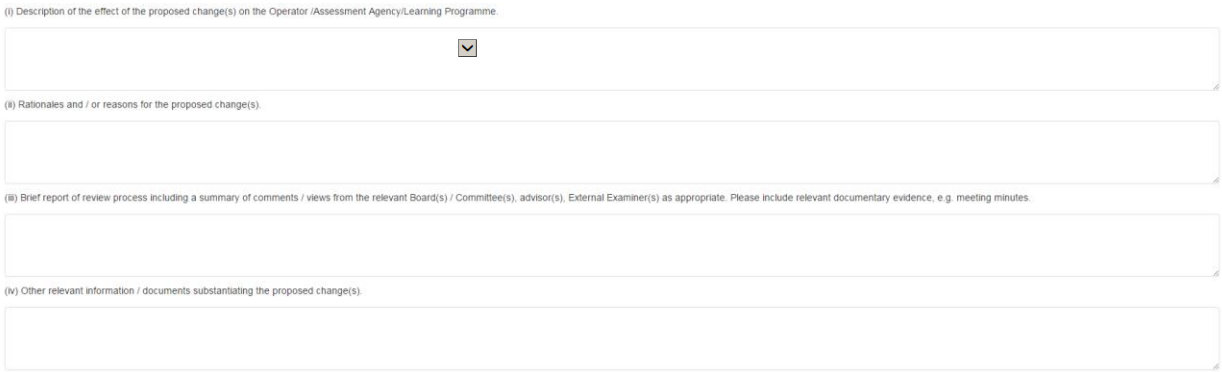
Step 5: **For change(s) affecting Assessment Agency status**: Please provide the affected industry by the change(s). Click Add , then indicate the affected Industry by clicking the pull down button. Click Save and you may repeat Step 5 for the second affected Industry and after. Skip this step if the change(s) is not relate to Assessment Agency accreditation status.




Step 6: Click Add describe the change(s), then click Save



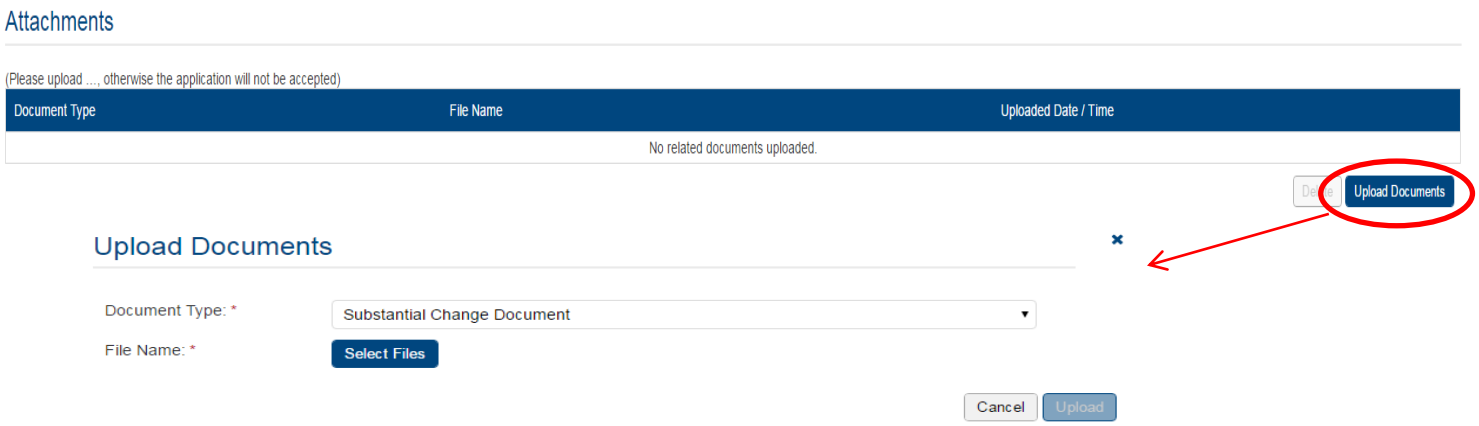
Step 7: Fill-in the required information. Then click Save as Draft




Step 8: If you have other supporting document(s) or appendice(s) regarding the change(s), please upload. Click Upload Documents , then click Select Files *

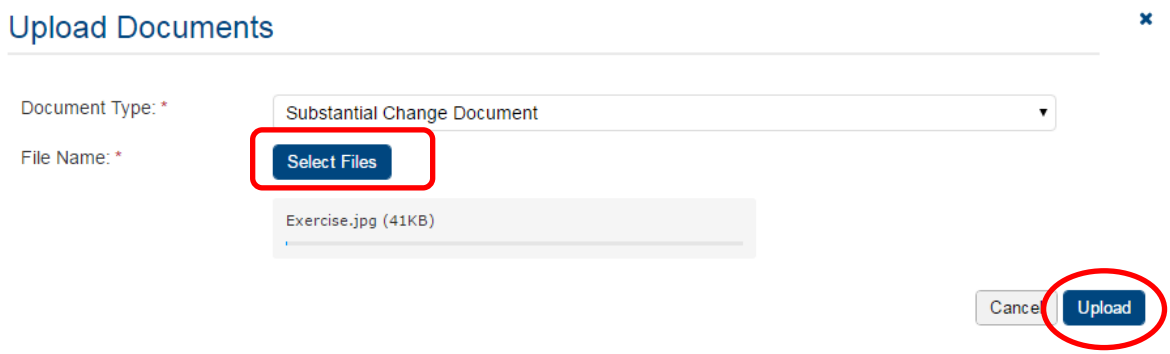
**Other than the supporting document(s) of the change(s), the following documents are required for every application**.

- 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)




*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 9: After choosing the file, click Upload



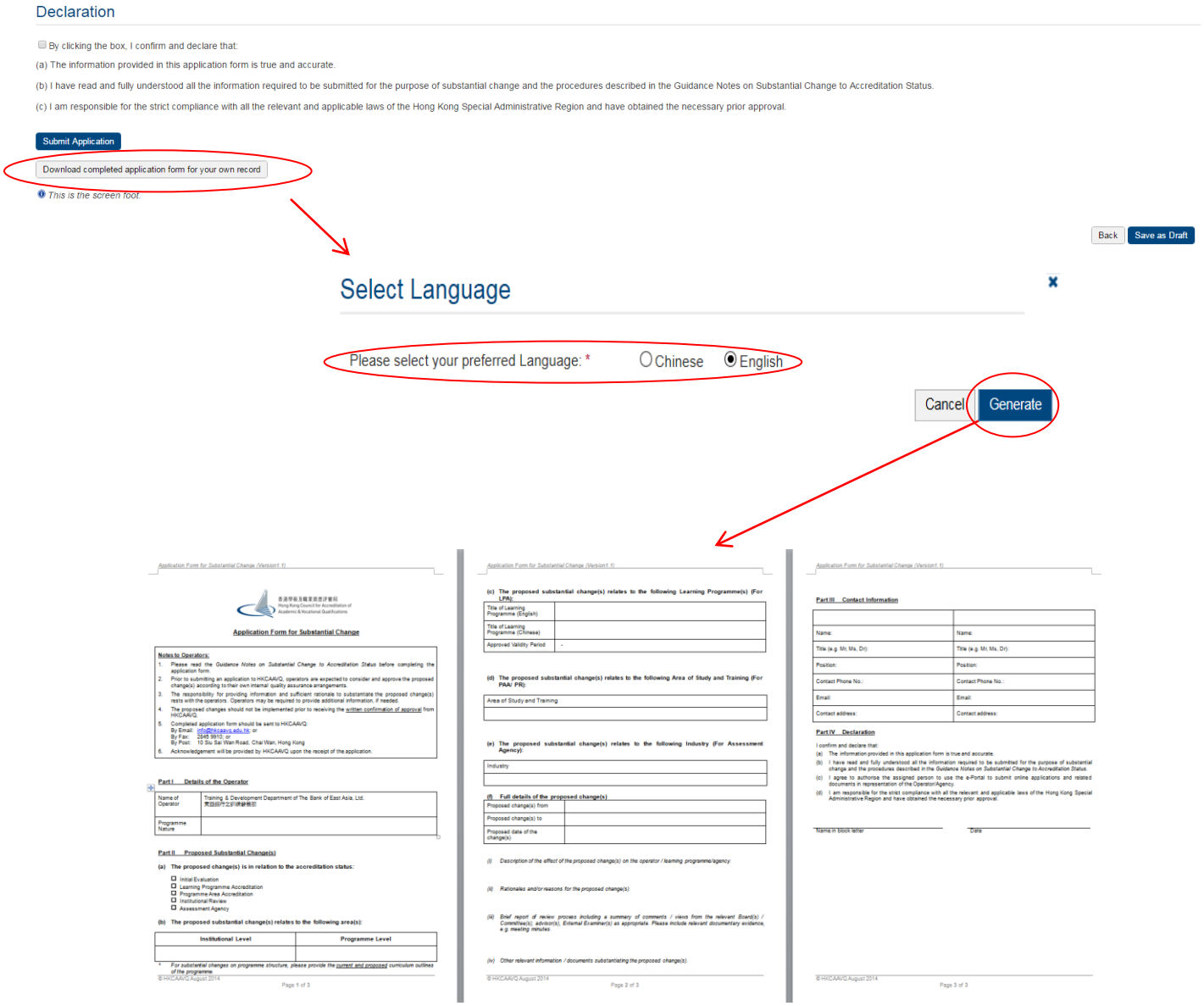

Step 10: Uploaded successfully and the form is nearly completed.

# 4. Download Completed Application Form and Submit Declaration

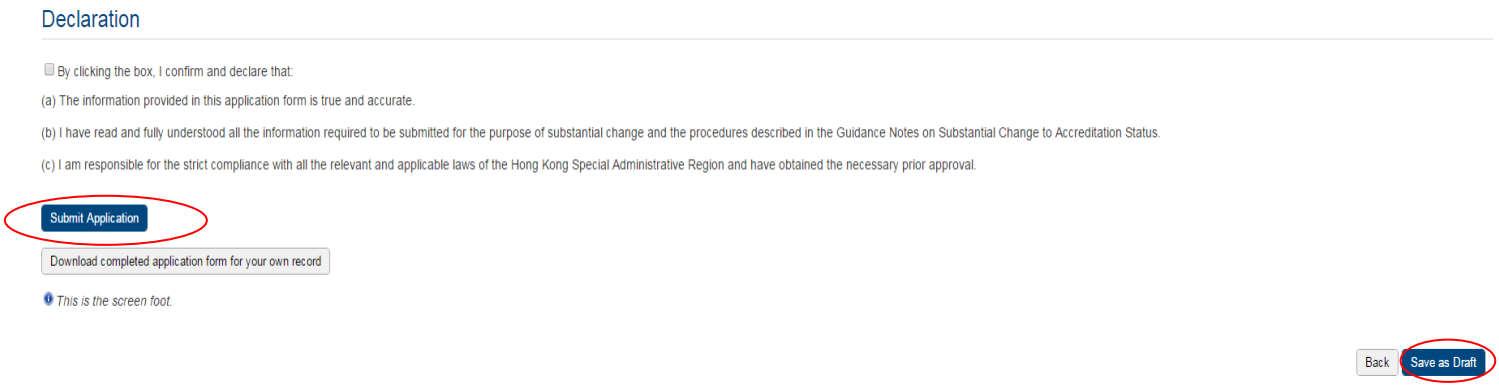
Scroll down to the bottom of the page.

Step 1: You may save the completed form for your own record.

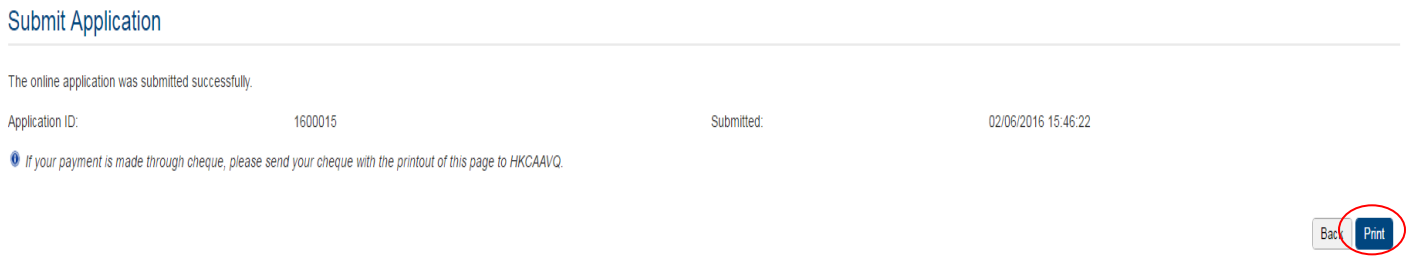
Click Download completed application form for your own record , and select your preferred Language. Then click Generate



Step 2: After reading the Declaration, check the box of “By clicking the box, I confirm and delare that”. Then click Submit Application




Step 3: Application is submitted sucessfully. You may print the screen for your own record.

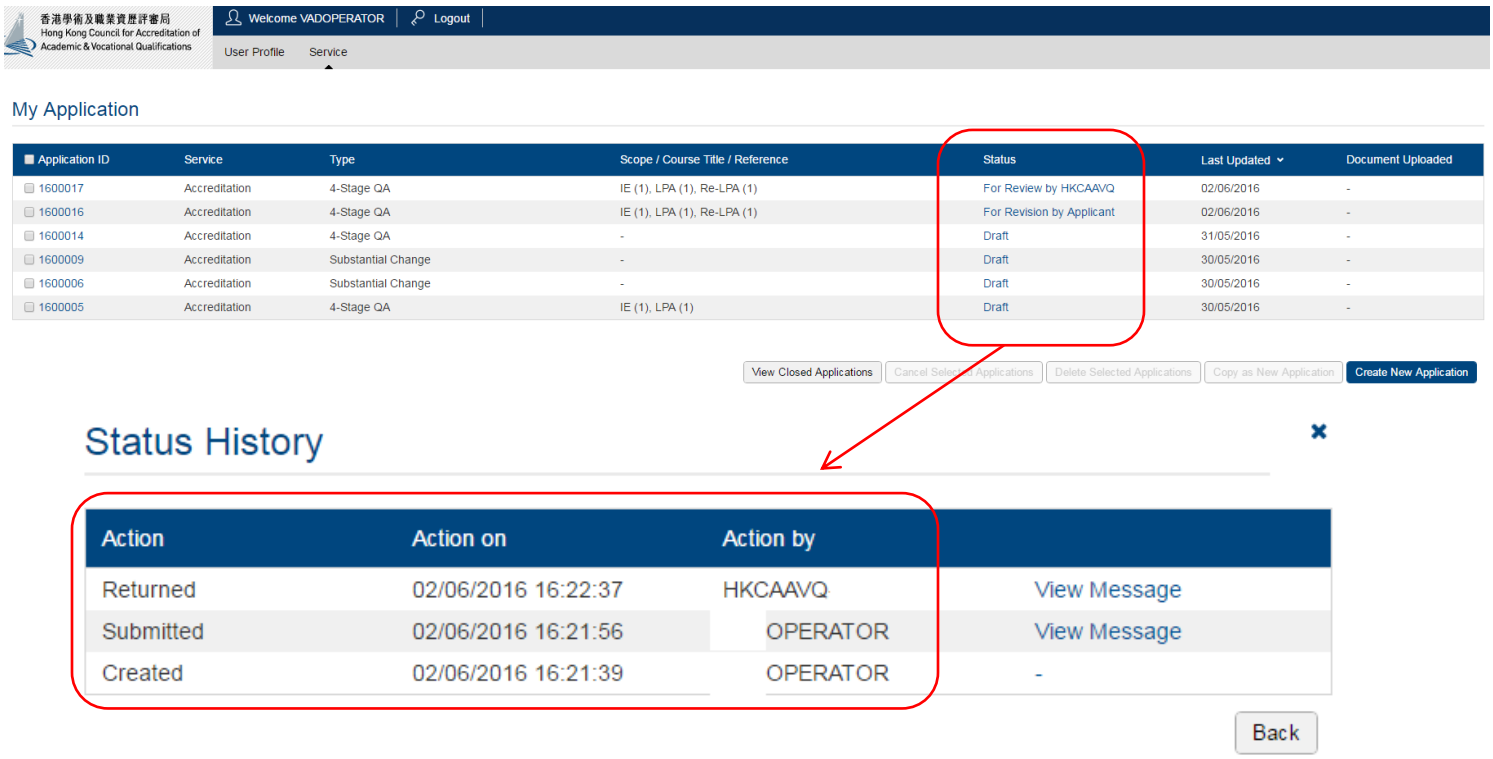


# 5. Follow-up after Submitting Application

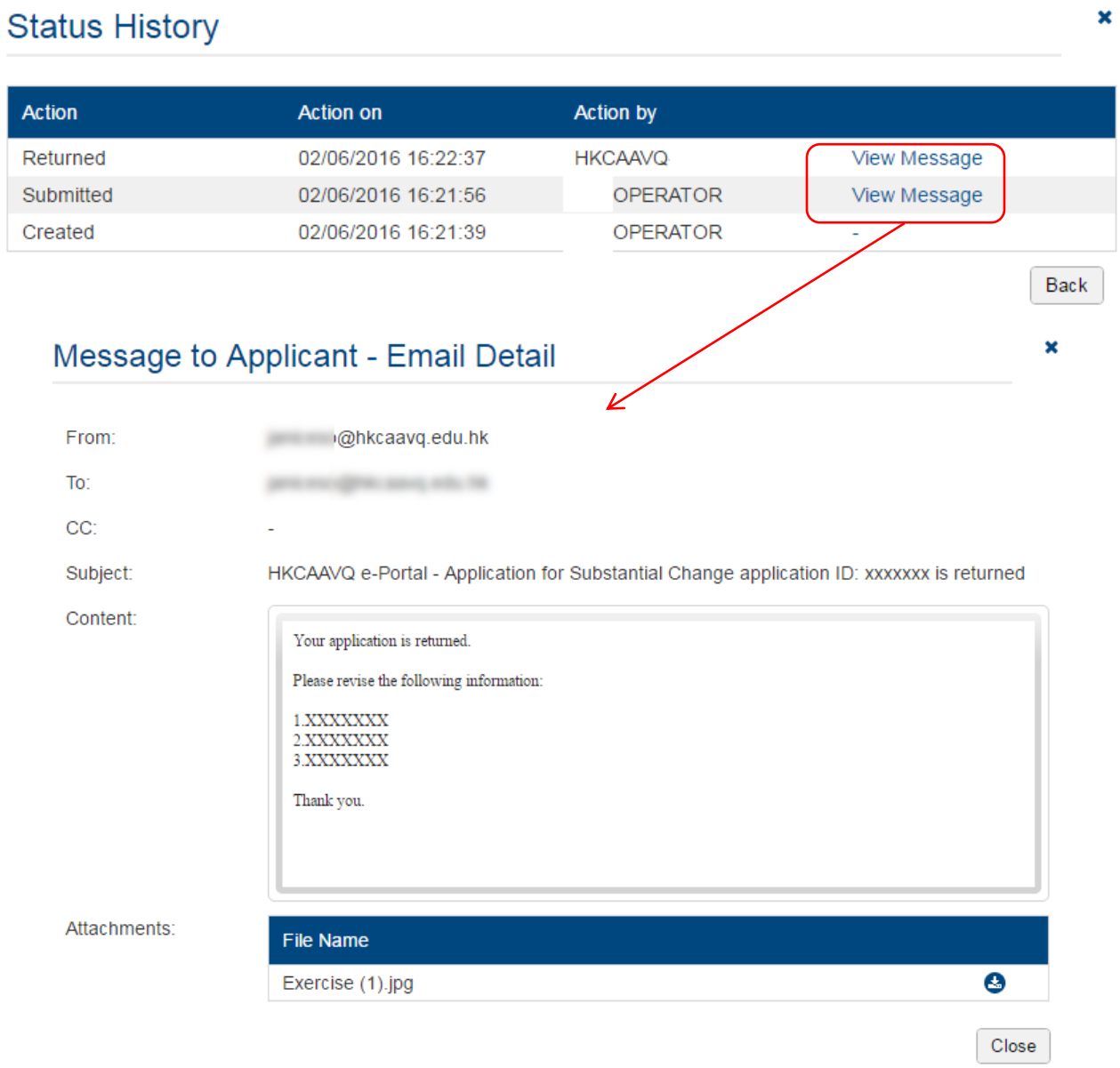
## 5.1 Notification of Status Change

- After submitting application, 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”




## 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"

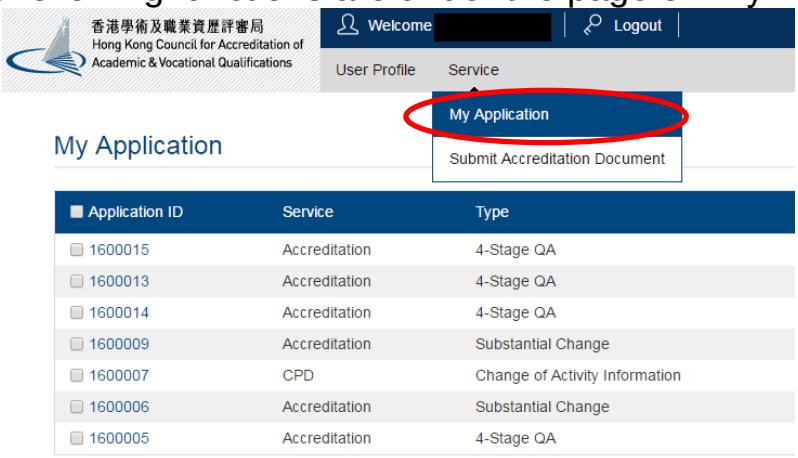
- HKCAAVQ considered that the provided information is not sufficient to proceed. You may contact our staff directly for enquiries about the application.

## 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”

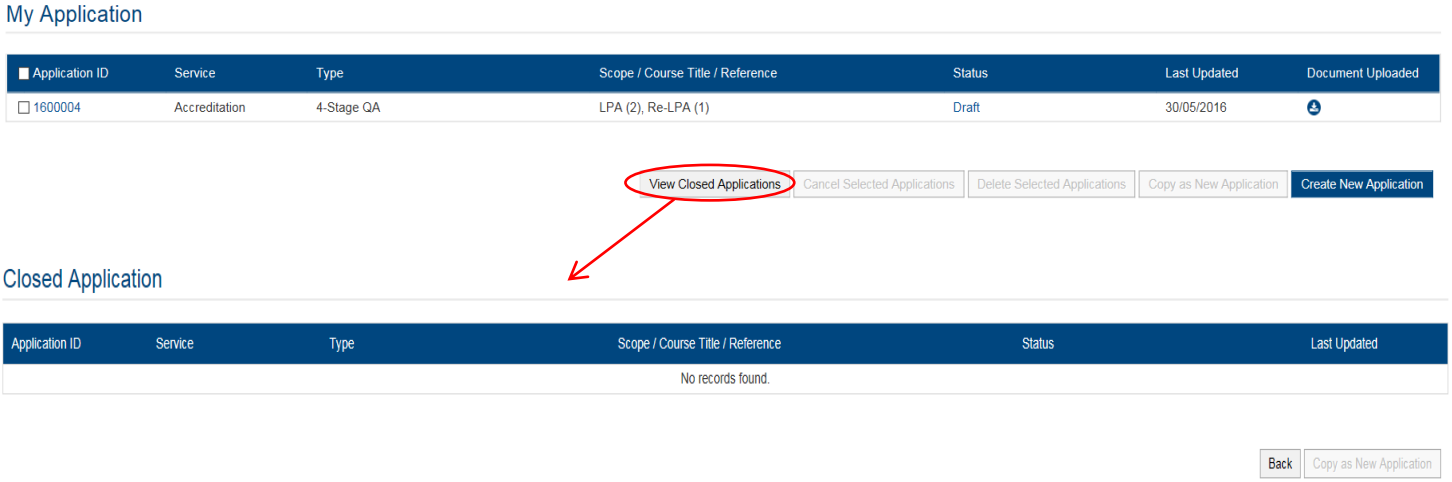



## 6.1 View Closed Applications

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

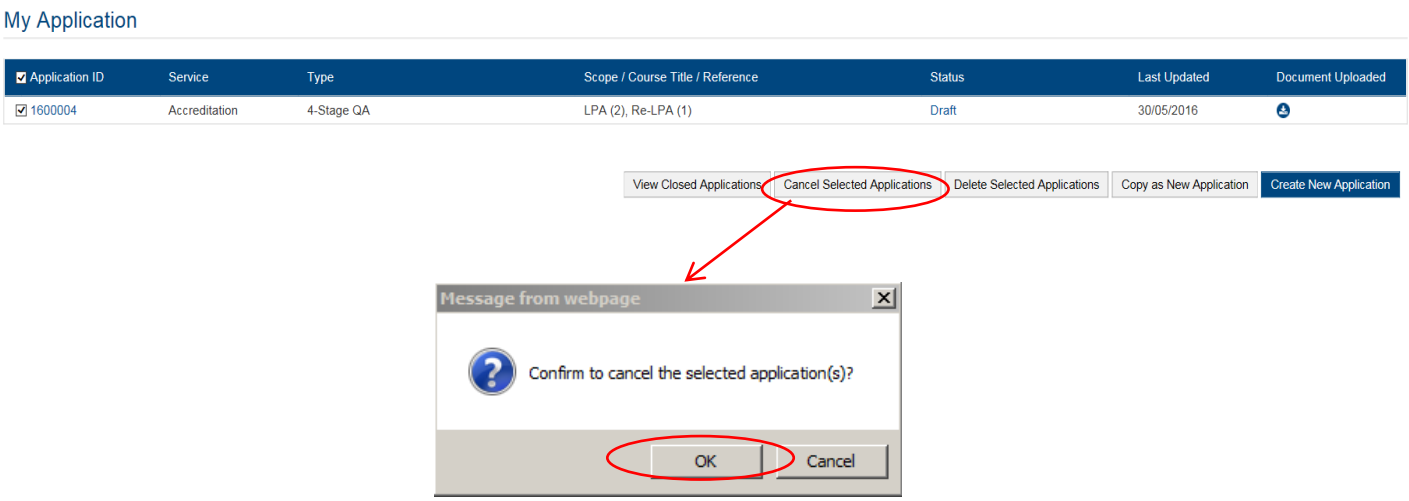
- Application with the status of “Accepted by HKCAAVQ”, “Cancelled by HKCAAVQ” or “Cancelled by applicant” will be classified as “Closed Application”.

- Draft application or application with the status of “For revision by applicant” will be purged after idling for more than 3 months.



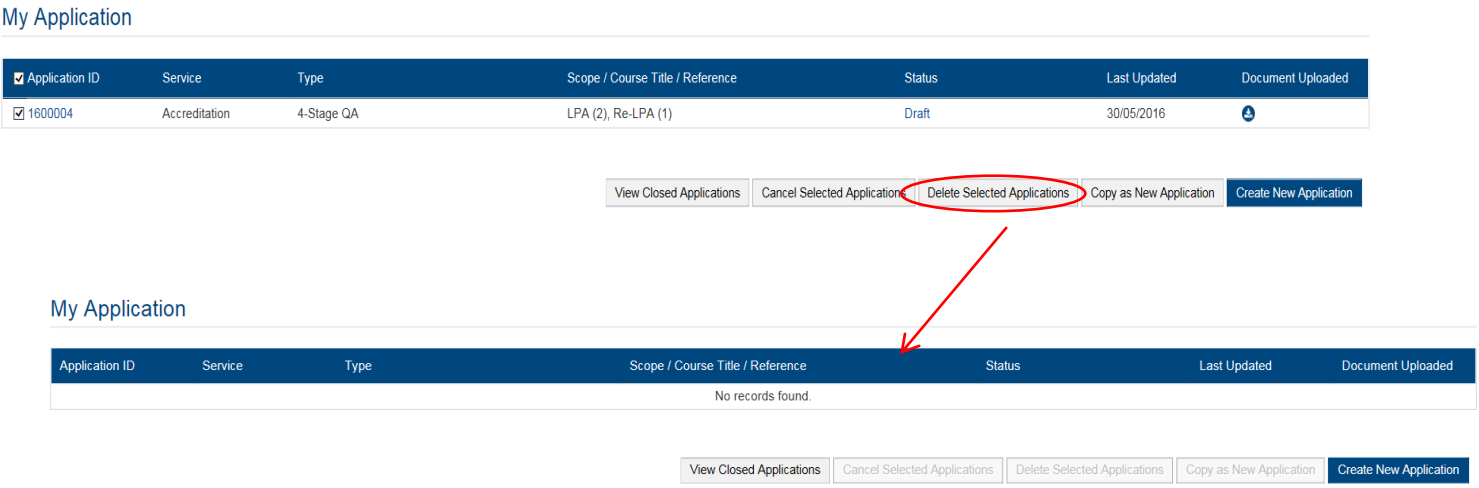
## 6.2 Cancel Selected Applications

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",



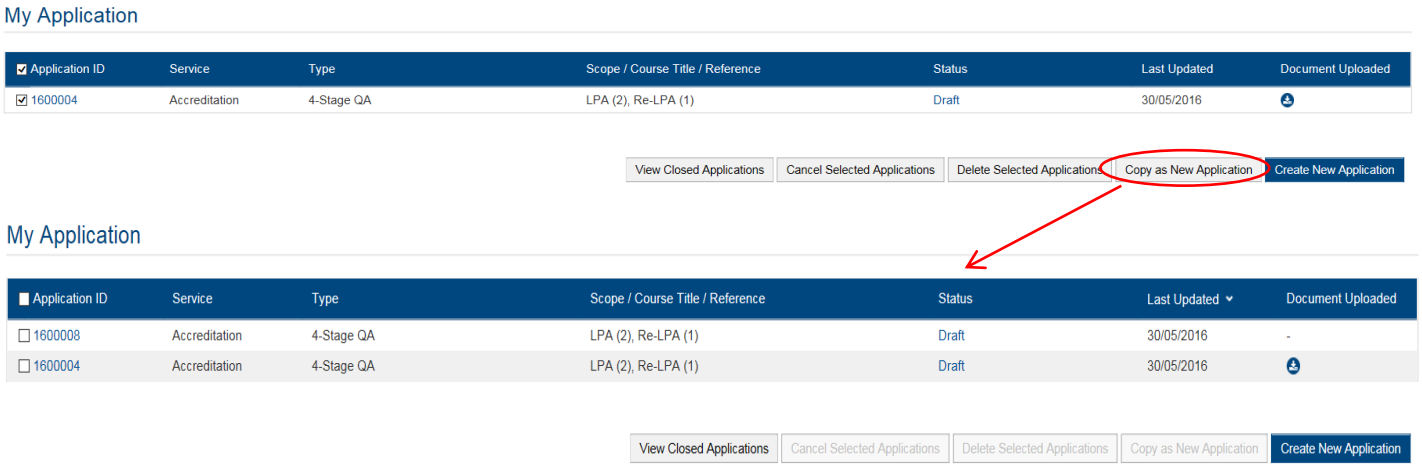

## 6.3 Delete Selected Applications

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.

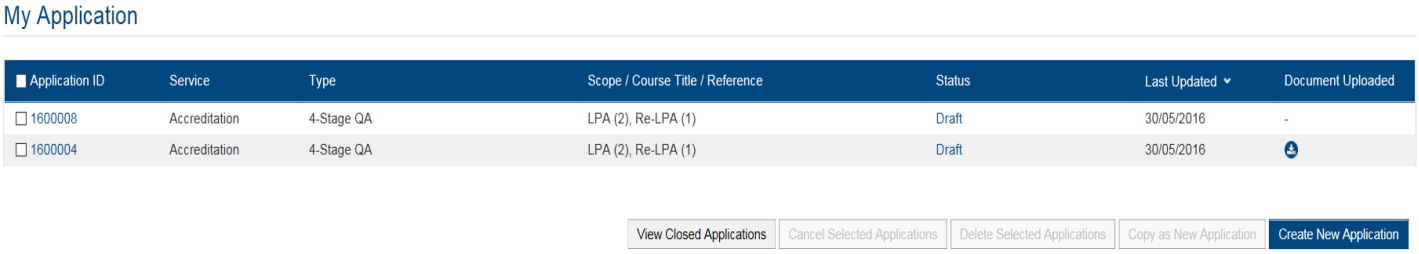


## 6.4 Copy as New Application

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.




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



# 7. Points to Note

- The Quick Guide aim at providing a step-by-step guidance for using the e-Portal service. Before submitting application of substantial change, you should read the guidelines on the HKCAAVQ website at http://www.hkcaavq.edu.hk/en/services/accreditation/four-stage-qa-process for detailed principles and procedures.

- For enquiries, please contact:

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

  **For vocational learning programmes**
  Ms Aya Wong on 3658 0211 or email to VPA@hkcaavq.edu.hk