# 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

### 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 Lisername or Password?
Login
Create New Account

# 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"

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香港學術及職業資歷評審局 Hong Kong Council for Accreditation of	∬ Welcome					
Academic & Vocational Qualifications	User Profile	Service				
	<	My Application				
My Application		Submit Accreditat	ion Document			
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□ 1600006 Accre	ditation	Substantial Cl	hange			
1600005 Accre	ditation	4-Stage QA				



香港學術及職業資歷評審局 Hong Kong Council for Accreditation of	Ω Welcome	ℓ <sup>ρ</sup> Logout
Academic & Vocational Qualifications	User Profile Service	

### My Application

Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated 🐱	Document Uploaded
1600026	Accreditation	Substantial Change		Draft	08/06/2016	
1600025	Accreditation	Substantial Change		Draft	08/06/2016	
1600024	Accreditation	4-Stage QA	-	Draft	08/06/2016	-
1600023	Accreditation	Substantial Change	-	Draft	08/06/2016	
1600020	Accreditation	Substantial Change	-	Draft	03/06/2016	
1600019	Accreditation	Substantial Change		Draft	03/06/2016	-
1600016	Accreditation	4-Stage QA	IE (1), LPA (1), Re-LPA (1)	For Revision by Applicant	02/06/2016	
0 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	-
<b>1600005</b>	Accreditation	4-Stage QA	IE (1), LPA (1)	Draft	30/05/2016	-

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



### Step 3: Click the pull down button, select "Accreditation" for Service and "Application for Substantial Change" 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

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

### Application Form for Substantial Change

Notes to Operators:

- 1. Please read the Guidance Notes on Substantial Change to Accreditation Status before completing the application form.
- 2. Prior to submitting an application to HKCAAVQ, operators are expected to consider and approve the proposed change(s) according to their own internal quality assurance arrangements.
- 3. The responsibility for providing information and sufficient rationale to substantiate the proposed change(s) rests with the operators. Operators may be required to provide additional information, if needed.
- 4. The proposed changes should not be implemented prior to receiving the written confirmation of approval from HKCAAVQ.
- 5. Completed application form 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

6. Acknowledgement will be provided by HKCAAVQ upon the receipt of the application.

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

Details of Application Type of Appleator: States: Application ID: Pognamic Matter:	Application for Bubstaniar Charge Draft 1000000	×	Created Last Upp Submittee	fed; Cpecalor / Agency (Chinese)	05/06/2016 17: 05/06/2016 17: -	12.19 13.331	
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Step 1	: Indicate the	Programme Nature b	y clicking the p	<mark>ull down bu</mark>	utton.Then o	<mark>click</mark>
	Save as Draft					

Details of Application							
Type of Application:	Application for Substantial Change		Created:	08/06/2016 17:03:39			
Status:	Draft	_	Last Updated:	08/06/2016 17:03:39			
Application ID:	1600023		Submitted:				
Programme Nature:	Vocational						
Basic Information.							

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.

Opera	tor / Age	ency

Name of Operator / Agency (English)	Name of Operator / Agency (Chinese)	
	No records found.	
		Delete

 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

	Add Operator	×	
Name of Operator / Agency (English)	Name of Operator (English): *	•	
	Name of Operator (Chinese): -		
		Cance	

### 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.)

### **Contact Persons**

Name of Operator (English)	Name of Operator (Chinese)	Title	Surname		First Name	Phor	ie No.	Fax No.	Email	Role
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										Dele
			Select Cont	act Perso	n				×	
			If the Contact Per back to further edit to back to further edit to	son is not found he list of Contac	l or is outdated, pl t Person.	ease go to "Use	r Profile" to update	the relevant inf	ormation then come	Z
			Please indicate the second	ne role of contac	t person. There ar	re 4 types of role	2:			
			<ul> <li>Accreditation</li> </ul>	n Contact: Liais	on for accreditatio	n application.				
			<ul> <li>Accreditation</li> </ul>	<b>Event</b> : HKCAA	AVQ will send even	nt invitation (e.g	. Seminar) to this p	erson.		
			<ul> <li>Accreditation</li> </ul>	<b>Survey:</b> HKCA	AVQ will obtain fe	eedback from th	is person for furthe	r improvement o	of our services.	
			<ul> <li>Authorised P registered cor Directors or a</li> </ul>	<b>'erson:</b> The person mpany under Ca n authorized per	son who will sign t p 622, then the pe son by its Board o	the Service Agre erson to sign the of Directors. Sup	eement with HKCA service agreemen porting document	AVQ. Please no t must be a Dire is needed.	te if the operator is a ector of the Board of	
			Each Contact Per	rson could have	more than one ro	le. Please add s	eparately.			
			Title	Surname	First Name	Position	Phone No.	Email	Contact Address	
			Mr	Chan	Tai	Director	-	-	-	
			Operator: *	Citibank (Taiwa	an) Limited				Y	
			Role: *	Accreditation (	Contact					
			This is the end o	Accreditation E Accreditation S Executive Hea	Event Survey Id / Authorised Pe	rson			Cancil Save	

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

香港學術及職業資產計畫所 Hang Kang Council for Accreditation of Academic & Vocational Qualifications User F	So Back   <u>A</u> Welcome VADOPERATOR	ℓ <sup>O</sup> Logout					
Details of Application							
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Operator / Agency							
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Proposed Substantial Chang	ges						
The proposed change(s) is in relation to the	e following accreditation status						
Initial Evaluation		Learning Programme Accre     Assessment Acency	ditation		Programme Area Accreditation		
The proposed substantial change(s) relates	to the following area(s)	- Autourine Agency					
			Area of Change				
			No records found.				
For substantial changes on programme store	cture please provide the current and or	d cutticulum outlines of the sur-	amme				Add
The proposed substantial change(s) relates	to the following Learning Programme(s) (	(For LPA accreditation status)					
Title of Learning Programme (English)		Title of Learning Programme	(Chinese)		pproved Validity Period		
			No records found.				
							Add
The proposed substantial change(s) relates	to the following Area(s) of Study and Tra	ining (For PAA accreditation st	atus)				
Area of Study and Training			Mo records from 1				
			No records found.				Artt
The proposed substantial change(s) relates	to the following Industry(s) (For Assessm	nent Agency accreditation state	us)				700
Industry							
			No records found.				
							Add
Full details of the proposed change(s)							
Proposed Change(s) from		Proposed Change(s) to		P	roposed Date of the Change(s)		
			No records found.				-
(i) Description of the effect of the proposed cha	nne/s) on the Onerator (Assessment Anency)	earning Programme					Add
Warney and an and prepared to							
(ii) Rationales and / or reasons for the propose	d change(s).						
(III) Brief report of review process including a su	immary of comments / views from the relevan	t Board(s) / Committee(s), adviso	r(s). External Examiner(s) as appropr	riate. Please include relevant	documentary evidence, e.g. meeting n	ninutes.	
(iv) Other relevant information / documents sub	stantiating the proposed change(s).						
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### Step 1: Check the box to indicate the accreditation status that the change(s) affected

Proposed Substantial Changes					
The proposed change(s) is in relation to the following accreditation status					
Initial Evaluation	Learning Programme Accreditation	Programme Area Accreditation			
Institutional Review	Assessment Agency				
The proposed substantial change(s) relates to the following area(s)					
Area of Change					
No records found.					
		Delete			

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.

-		10.0007		
1	Learning Programme Accredita	ation	Programme Area Accreditation	
iew	Assessment Agency			
bstantial change(s) relates t	to the following area(s)			
		Area of Change		
		No records found.		
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Substantial Change	e Affected Area(s) (may choose more than one	Substantial Change	Affected Area(s) (may choose more than on	e *
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Institutional Level	Strategic or Academic Plan	Programme Level	Others:	
Institutional Level	Financial and Physical Resources	Programme Level	Staffing and Staff Development for Learning Programmes	
] Institutional Level	Others:	< 1 2 > »		
Institutional Level	Student Services and Student Records	Please specify here if other area	(Institution	
Institutional Level	Management of Assessment Process and Criteria for Conduct of Assessment Tests (for Assessment Agency)	level) is involved:	Oregreening	
Institutional Level	Student Admission	level) is involved:	(Programme	
Institutional Level	Institutional Status, Direction and Mission		Car	ncel Save
Institutional Level	Quality Assurance (including Programme Approval, Monitoring and Review)			
Institutional Level	The Units of Competency (UoC) clusters (for Assessment Agency)			
Institutional Level	Staffing and Staff Development			
Institutional Level	Governance, Institutional Structure and Management			
Programme Level	Student Assessment			
Programme Level	Admission Requirements and Student Selection			
Programme Level	Programme Content and Structure			
Programme Level	Quality Assurance (including Programme Development and Management)			
Programme Level	Student Records and Information Management			
Programme Level	Teaching and Learning			
Programme Level	Workplace Attachment and Student Support Services			
) Programme Level	Programme Objective and Learning Outcomes			
Programme Level	Financial and Physical Resources for Learning Programmes (e.g. campus site(s) or teaching venue(s))			
	succes or reaching venue(s))			
		_		

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.

						of Change				
					No records four	10				
For substantial changes on programme structu	For substantial changes on programme structure, please provide the current and proposed curriculum outlines of the programme							-		
The proposed substantial change(s) relates to	the following L	earning Programm	e(s) (For LPA accre	ditation statu	us)					
Title of Learning Programme (English)			Title of Lea	rning Program	ime (Chinese)			Approved Validity Period		
					No records four	nd.				
										Dele
The proposed substantial charges; wides to	the following a	construct of Blandy and	Tarring (Par No	acceletation	e status)					
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香港學術及職業資産評審局 Hone Knop Council for Accreditation of	🔄 Go Back 🛛	Ω Welcome	<sub>e</sub> Ω Loge	out						
Academic & Vocational Qualifications	User Profile	Service								
Learning Programme	Detail									
Title of Learning Programme (English)		Certificate in XXX						K		
Title of Learning Programme (Chinese	ı):	XXX證書								
Approved Validity Period:		01/08/2014		to to	31/07/2016		<b>F</b>			
									Back Save	A

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.

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The proposed substantial change(s) relates to the following Area(s) of S	Study and Training (For PAA accreditatio	n status)		_
Area of Study and Training				
		No records found.		
				Delse Add
Area of Study and Training				
	Area of Study and Trai	ning	×	
		ining		
	Area of Study and Training: *	[		
		Antijestuse and Taur Dianging		
		Architecture and rown Planning Arts, Design and Performing Arts		
		Computer Science and Information Technology		
		Education Engineering and Technology		
		Humanities Languages and Related Studies		
		Law Mass Media and Communications, Journalism and Public Relation	te of the Change(s)	
		Medicine, Dentistry and Health Sciences Sciences		
		Services Social Sciences		
		$\checkmark$		
_		• • •		
	Area of Study and T	Training	×	
	Area of Study and T	raining		
5)	Area of Study and Training: *	Business and Management	•	
			Cantel Save	

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.

mousiny			
		No records found.	
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	Industry: * Proposed Change(s	Administration and Management Administration and Pet Care Autio-Visual Services Autio-Visual Services Banking Beauty Business Services Computer Support Services Construction & Building Services Construction & Building Services Creative Industries Elderly Care Service Electrical & Mechanical Services Fashion Financial Planning Gardening and Hortculture Hairdressing Health Care	
	f Ctudy and Trainin	Hotel and Tourism	x
Area d		y 	

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

Full details of the proposed change(s)				
Proposed Change(s) from	Proposed Change(s) to		Proposed Date of the Change(s)	
		No records found.		
				Delee Add
	Proposed Change(s) to		Proposed Date of th	
	Substantial Change(s) [	Details	×	
	S Change from: *		E	
	to: *			
	Proposed Date of the Change(s): *	The date shou to the current dat	uld be later than or equal	
	- Yi		Cancel Save	

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

(i) Description of the effect of the proposed change(s) on the Operator /Assessment Agency/Learning Programme.	
$\checkmark$	
(i) Rationales and / or reasons for the proposed change(s)	
(iii) Brief report of review process including a summary of comments / views from the relevant Board(s) / Committee(s), advisor(s), External Examiner(s) as appropriate. Please include relevant documentary evidence, e.g. meeting minutes.	
(v) Other relevant information / documents substantiating the proposed change(s).	

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 <sup>\*</sup>

# 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)

Attachment	S		
(Please upload, o	otherwise the application will not be a	accepted)	
Document Type		File Name	Uploaded Date / Time
			related documents uploaded.
L	Jpload Docume	ents	Cel Upload Documents
	Document Type: *	Substantial Change Document	•
	File Name: *	Select Files	
			Cancel

\*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.

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## Step 9: After choosing the file, click Upload

Upload Docume	ents	×
Document Type: *	Substantial Change Document	۲
File Name: *	Select Files	
	Exercise.jpg (41KB)	
		Cance

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

### Attachments

(Please upload, otherwise the application will not be accepted)				
Document Type	File Name		Uploaded Date / Time	
Substantial Change Document	Exercise.jpg	0	13/06/2016 11:56:38	
			Delete	Upload Documents

# 4. Download Completed Application Form and Submit Declaration

Scroll down to the bottom of the page.

Step 1: You					
Click	Download completed application form for your own record		, and se	elect your preferred	
Lang	uage. Then click	Generate			

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(a) The information provider	d in this appl	ication form is true an	id accurate.						
b) I have read and fully und	derstood all t	he information require	ed to be submitted for the purpos	e of substantial change and the p	procedures described in the Guidance Not	otes on Substantia	I Change to Accreditation Status.		
(c) I am responsible for the	strict complia	ance with all the releva	ant and applicable laws of the Ho	ng Kong Special Administrative F	Region and have obtained the necessary p	prior approval.			
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# Step 2: After reading the Declaration, check the box of "By clicking the box, I confirm and delare that". Then click Submit Application

### Declaration

 $\hfill\square$  By clicking the box, I confirm and declare that:

(a) The information provided in this application form is true and accurate.

(b) I have read and fully understood all the information required to be submitted for the purpose of substantial change and the procedures described in the Guidance Notes on Substantial Change to Accreditation Status.

(c) I am responsible for the strict compliance with all the relevant and applicable laws of the Hong Kong Special Administrative Region and have obtained the necessary prior approval.



Download completed application form for your own record

This is the screen foot.



# Step 3: Application 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.



# 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:

ation ID	Service	Туре	Scope / Co	ourse Title / Reference	Status		Last Updated 🐱	Document U
/17	Accreditation	4-Stage QA	IE (1), LPA	A (1), Re-LPA (1)	For Review by HKC		02/06/2016	-
16	Accreditation	4-Stage QA	IE (1), LPA	A (1), Re-LPA (1)	For Revision by Ap	olicant C	02/06/2016	-
14	Accreditation	4-Stage QA			Draft	3	31/05/2016	
09	Accreditation	Substantial Change	-		Draft	3	30/05/2016	-
105	Accreditation		- IE (1) I PA	A (1)	Draft	3	30/05/2016	-
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• The email regarding the status change will also be copied to the e-Portal system. You can view by clicking "View Message"

×

### Status History

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eturned	02/06/2016 16:22:37	HKCAAVQ	View Message
ubmitted	02/06/2016 16:21:56	OPERATOR	View Message
reated	02/06/2016 16:21:39	OPERATOR	
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Message to	Applicant - Email Deta	ail	×
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### 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"

香港學術及職業資歷評 Hong Kong Council for Ac	審局 <u>凡</u> Welco	ome Cogout
Academic & Vocational Qu	ualifications User Profile	e Service
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My Application		Submit Accreditation Document
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1600013	Accreditation	4-Stage QA
1600014	Accreditation	4-Stage QA
0 1600009	Accreditation	Substantial Change
1600007	CPD	Change of Activity Information
0 1600006	Accreditation	Substantial Change
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## **6.1 View Closed Applications**

Step 1: Clic	K View Closed Applications	, you may review the	*completed application(s)
•	Application with the HKCAAVQ" or "Car Application".	status of "Accepted by applicant" w	y HKCAAVQ", "Cancelled by ill be classified as "Closed

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

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
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Closed Applicat	tion		K			
Application ID	Service	Туре	Scope / Course Title / Reference	Status		Last Updated
			No records found.			

My Application

### **6.2 Cancel Selected Applications**

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",

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 Cancel Sel	ected Applications Delete Selected Applications	Copy as New Application	Create New Application
		Ме	ssage from webpage	×		
			Confirm to cancel the selected application(s	)?		
				-al		

### **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.

Application						
Application ID	Service	Туре	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	0
My Applica	ation		View Closed Applications Cancel Select	ted Application Delete Selecte	d Applications Copy as New Application	Create New Application
Application ID	Service	Туре	Scope / Course Title / Reference	Sta	itus La	ast Updated Docur
			No records found.			
			View Closed Applications	Cancel Selected Applications	Delete Selected Applications Copy	/ as New Application Create

### 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	Туре	Scope / Course Title / Reference	Sta	itus	Last Updated	Document Uploaded
☑ 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Dra	aft	30/05/2016	0
My Application			View Closed Applications	Cancel Selected Applications	Delete Selected Application	Copy as New Application	Create New Application
Application ID	Service	Туре	Scope / Course Title / Reference	St	atus	Last Updated 🐱	Document Uploaded
1600008	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Dr	raft	30/05/2016	-
1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Dr	raft	30/05/2016	٥
			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	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 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 <a href="http://www.hkcaavq.edu.hk/en/services/accreditation/four-stage-qa-process">http://www.hkcaavq.edu.hk/en/services/accreditation/four-stage-qa-process</a> for detailed principles and procedures.
- For enquiries, please contact:

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

For vocational learning programmes Tel: 3658 0211 Email: <u>vpa@hkcaavq.edu.hk</u>