

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](#)

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

中文 | Site Map | Contact Us

HOME SYSTEM REQUIREMENTS USEFUL LINKS HELP

Welcome to the e-Portal

2016.05.16
e-Portal service will be launched soon.

Welcome to our e-Portal for accreditation and assessment services!

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

[NEW USERS](#) [LOGIN FOR EXISTING ACCOUNTS](#)

Disclaimer | Privacy Policy

Step 3: After reading the Disclaimer, click

Disclaimer

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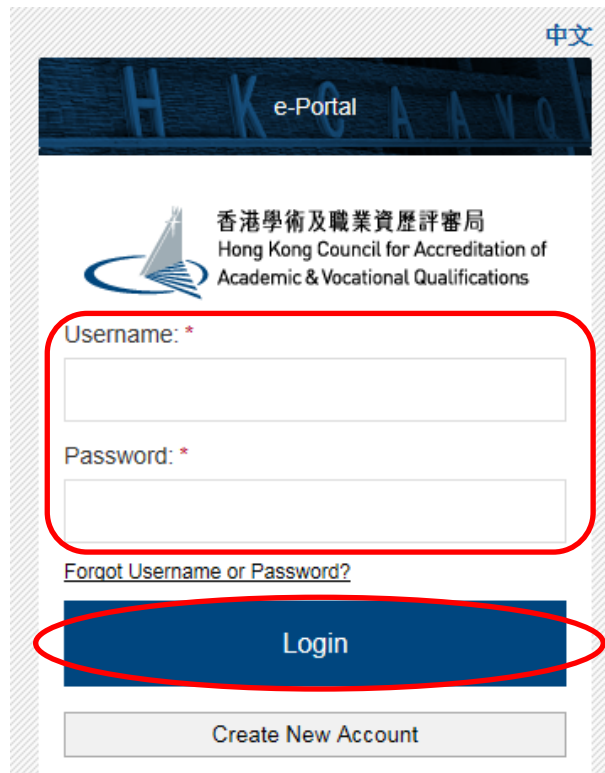
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Step 4: Enter the Username and Password, click



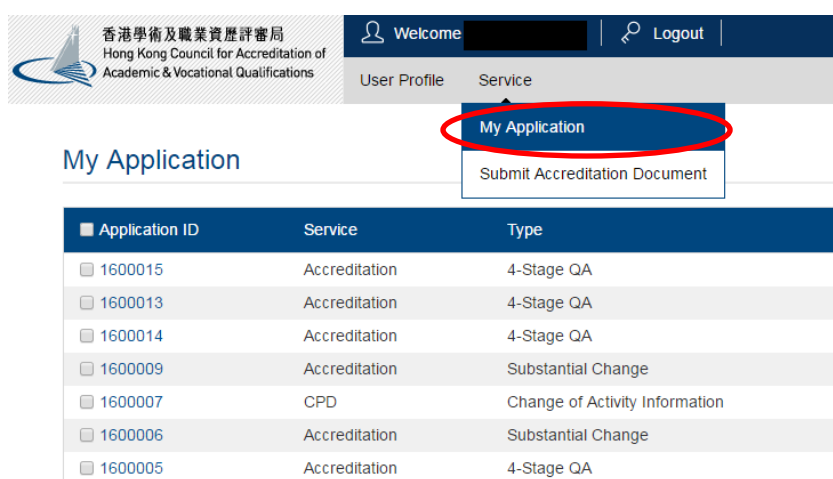
2. Create New Application

* 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.)

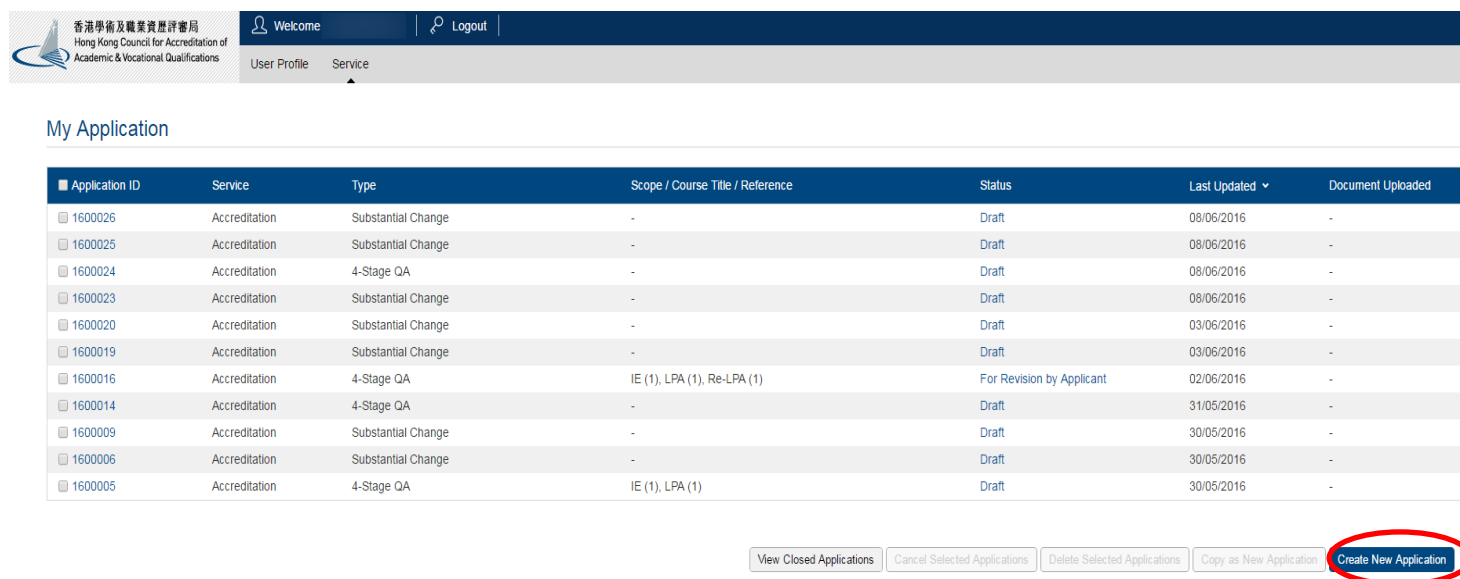
Step 1: Go to the page of “My Application”



The screenshot shows the user interface of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). The top navigation bar includes the logo, the text '香港學術及職業資歷評審局 Hong Kong Council for Accreditation of Academic & Vocational Qualifications', and a user profile section with 'Welcome [Name]' and 'Logout'. Below the navigation bar, there are two tabs: 'User Profile' and 'Service'. The 'Service' tab is active, and a dropdown menu is open, showing 'My Application' (highlighted with a red circle) and 'Submit Accreditation Document'. Below the navigation, the page title is 'My Application'. A table lists several applications with columns for Application ID, Service, and Type.

Application ID	Service	Type
1600015	Accreditation	4-Stage QA
1600013	Accreditation	4-Stage QA
1600014	Accreditation	4-Stage QA
1600009	Accreditation	Substantial Change
1600007	CPD	Change of Activity Information
1600006	Accreditation	Substantial Change
1600005	Accreditation	4-Stage QA

Step 2: Click Create New Application



The screenshot shows the user interface of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). The top navigation bar includes the logo, the text '香港學術及職業資歷評審局 Hong Kong Council for Accreditation of Academic & Vocational Qualifications', and a user profile section with 'Welcome [Name]' and 'Logout'. Below the navigation bar, there are two tabs: 'User Profile' and 'Service'. The 'Service' tab is active. Below the navigation, the page title is 'My Application'. A table lists several applications with columns for Application ID, Service, Type, Scope / Course Title / Reference, Status, Last Updated, and Document Uploaded. At the bottom right of the table, there is a row of buttons: 'View Closed Applications', 'Cancel Selected Applications', 'Delete Selected Applications', 'Copy as New Application', and 'Create New Application' (highlighted with a red circle).

Application ID	Service	Type	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	-
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	-

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)

[Next](#)

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.

[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

The screenshot displays the HKCAAVQ application interface. The top navigation bar includes 'Go Back', 'Welcome', and 'Logout'. The main content area is divided into several sections, each highlighted with a red border:

- Details of Application:** A table with the following data:

Type of Application:	Application for Substantial Change	Created:	03/06/2016 17:12:15
Status:	Draft	Last Updated:	03/06/2016 17:13:31
Application ID:	1600026	Submitted:	-
Programme Nature:	[Dropdown menu]		
- Operator / Agency:** A table with columns for 'Name of Operator / Agency (English)' and 'Name of Operator / Agency (Chinese)'. It includes 'Clear' and 'Add' buttons.
- Proposed Substantial Changes:** A large section with multiple sub-sections for 'Learning Programme Accreditation', 'Assessment Agency', 'Learning Programme Change', 'Study and Training of the Accreditation Status', and 'Programme Change Item'. Each sub-section contains a table with columns for 'Name of Change', 'No. of Accreditation Status', and 'No. of Accreditation Agency'. There are 'Clear' and 'Add' buttons for each table.
- Contact Persons:** A table with columns: 'Name of Operator / Agency (English)', 'Name of Operator / Agency (Chinese)', 'Title', 'Surname', 'First Name', 'Phone No.', 'Fax No.', 'Email', and 'Role'. One entry is visible:


Name of Operator / Agency (English)	Name of Operator / Agency (Chinese)	Title	Surname	First Name	Phone No.	Fax No.	Email	Role
[Redacted]	[Redacted]	HR	Chan	Tai Man	12345678	-	-	Accreditation Survey

At the bottom, there is a 'Declaration' section with a 'Return Application' button and a 'Save as Draft' button.

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

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.

Operator / Agency

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

[Delete](#) [Add](#)

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

Operator / Agency

Name of Operator / Agency (English)

Proposed Substantial Changes

Add Operator

Name of Operator (English): *

Name of Operator (Chinese): -

Local / Non-local: * Local Non-local

[Cancel](#) [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 specified, otherwise the application will not be accepted, Each contact person can have more than one role, please add separately.)

Contact Persons

Name of Operator (English)	Name of Operator (Chinese)	Title	Surname	First Name	Phone No.	Fax No.	Email	Role
No records found.								

Select Contact Person ✕

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

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

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

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

Title	Surname	First Name	Position	Phone No.	Email	Contact Address
<input type="checkbox"/> Mr	Chan	Tai	Director	-	-	-

Operator: *

Role: *

ⓘ This is the end of the list.

3.2 Part 2: Fill-in the Change Details

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Go Back | Welcome VADOPERATOR | Logout

User Profile | Service

Details of Application

Type of Application:	Application for Substantial Change	Created:	2018-03-29 07:42:10
Version:	0001	Last Updated:	2018-03-29 07:42:10
Application ID:	10000000	Submitted:	-
Programme Name:	-		

Operator / Agency

Area of Operator / Agency (English)	Area of Operator / Agency (Chinese)
Li Ka-shing University, Asia Chinese Program Innovation Company Limited	香港中文大學有限公司 - 亞洲課程創新有限公司

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.	

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 Learning Programme(s) (For LPA accreditation status)

Title of Learning Programme (English)	Title of Learning Programme (Chinese)	Approved Validity Period
No records found.		

The proposed substantial change(s) relates to the following Area(s) of Study and Training (For PAA accreditation status)

Area of Study and Training
No records found.

The proposed substantial change(s) relates to the following industry(s) (For Assessment Agency accreditation status)

Industry
No records found.

Full details of the proposed change(s)

Proposed Change(s) from	Proposed Change(s) to	Proposed Date of the Change(s)
No records found.		

(i) Description of the effect of the proposed change(s) on the Operator /Assessment Agency/Learning Programme.

(ii) 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.

(iv) Other relevant information / documents substantiating the proposed change(s).

Contact Persons

Area of Operator / Agency (English)	Area of Operator / Agency (Chinese)	Full Name	Phone No.	Mobile No.	Email	Role
Li Ka-shing University, Asia Chinese Program Innovation Company Limited	香港中文大學有限公司 - 亞洲課程創新有限公司	John	00852	97990000	-	Accreditation Director

Declaration

I/We, being the user, confirm and declare that

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

(b) I/we have read and fully understand all the information required to be submitted for the purpose of substantial change and the procedures described in the Guidelines on Substantial Change to Accreditation Status

(c) I/we are responsible for the above compliance with all the relevant rules applicable to the Hong Kong Special Administrative Region and have obtained the necessary prior approval

I/we have completed application form for user user details

I/we agree to the terms and conditions

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.

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.**

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.

Substantial Change Affected Area(s) (may choose more than one option)

<input type="checkbox"/>	Area
<input type="checkbox"/>	Institutional Level Strategic or Academic Plan
<input type="checkbox"/>	Institutional Level Financial and Physical Resources
<input type="checkbox"/>	Institutional Level Others:
<input type="checkbox"/>	Institutional Level Student Services and Student Records
<input type="checkbox"/>	Institutional Level Management of Assessment Process and Criteria for Conduct of Assessment Tests (for Assessment Agency)
<input type="checkbox"/>	Institutional Level Student Admission
<input type="checkbox"/>	Institutional Level Institutional Status, Direction and Mission
<input type="checkbox"/>	Institutional Level Quality Assurance (including Programme Approval, Monitoring and Review)
<input type="checkbox"/>	Institutional Level The Units of Competency (UoC) clusters (for Assessment Agency)
<input type="checkbox"/>	Institutional Level Staffing and Staff Development
<input type="checkbox"/>	Institutional Level Governance, Institutional Structure and Management
<input type="checkbox"/>	Programme Level Student Assessment
<input type="checkbox"/>	Programme Level Admission Requirements and Student Selection
<input type="checkbox"/>	Programme Level Programme Content and Structure
<input type="checkbox"/>	Programme Level Quality Assurance (including Programme Development and Management)
<input type="checkbox"/>	Programme Level Student Records and Information Management
<input type="checkbox"/>	Programme Level Teaching and Learning
<input type="checkbox"/>	Programme Level Workplace Attachment and Student Support Services
<input type="checkbox"/>	Programme Level Programme Objective and Learning Outcomes
<input type="checkbox"/>	Programme Level Financial and Physical Resources for Learning Programmes (e.g. campus site(s) or teaching venue(s))

Please specify here if other area (Institution level) is involved:

Please specify here if other area (Programme level) is involved:

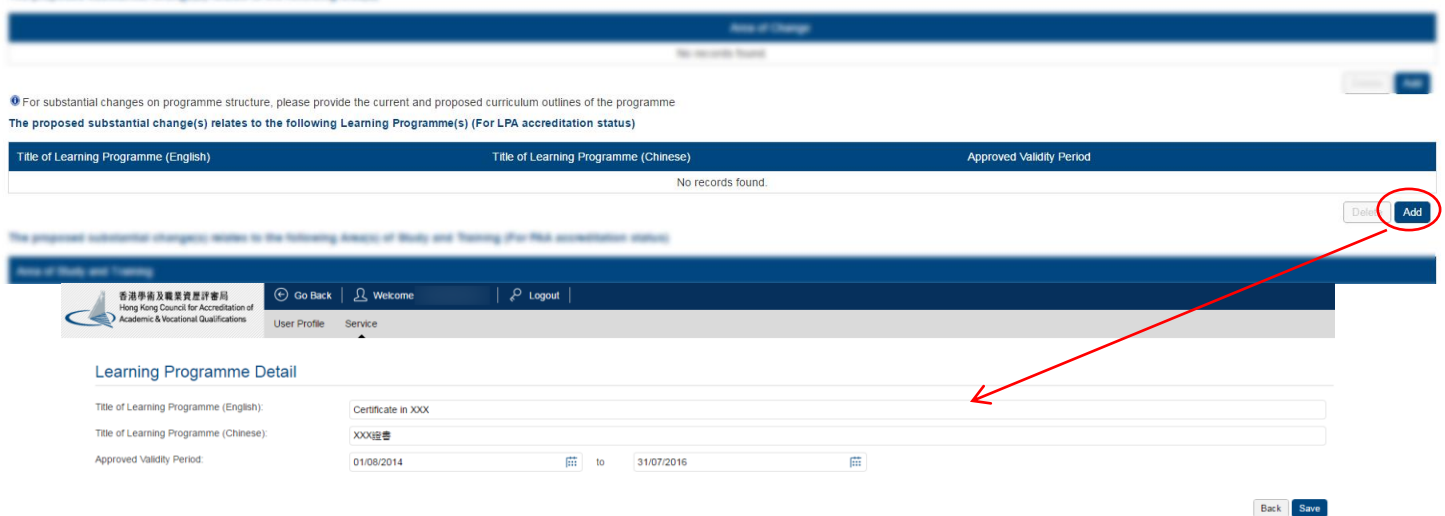
Substantial Change Affected Area(s) (may choose more than one option)

<input type="checkbox"/>	Area
<input type="checkbox"/>	Programme Level Others:
<input type="checkbox"/>	Programme Level Staffing and Staff Development for Learning Programmes

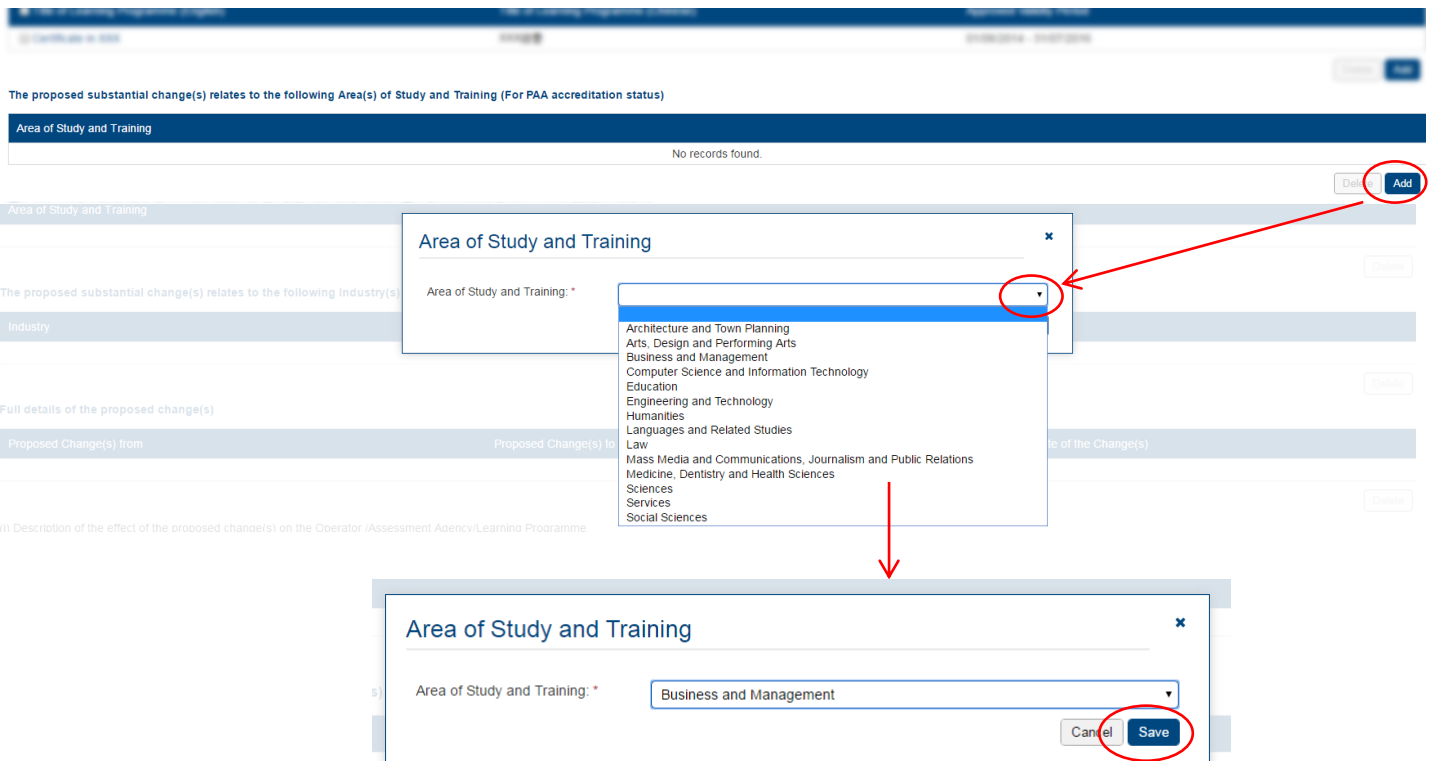
Please specify here if other area (Institution level) is involved:

Please specify here if other area (Programme level) is involved:

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.

The proposed substantial change(s) relates to the following Industry(s) (For Assessment Agency accreditation status)

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

Full details of the proposed change(s)

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.

(ii) 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.

(iv) 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](#) *

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)

Attachments

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

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

[Upload Documents](#)

Upload Documents *

Document Type: *

File Name: * [Select Files](#)

[Cancel](#) [Upload](#)

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

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

Upload Documents ✕

Document Type: *

Substantial Change Document

File Name: *

Select Files

Exercise.jpg (41KB)

Cancel

Upload

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	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 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:

(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.

Submit Application

Download completed application form for your own record

This is the screen tool.

Back Save as Draft

Select Language

Please select your preferred Language: * Chinese English

Cancel Generate

Application Form for Substantial Change (Version 1)

Application Form for Substantial Change

Notes to Operators:

- Please read the Guidance Notes on Substantial Change to Accreditation Status before completing the application form.
- 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.
- The responsibility for providing information and sufficient evidence to substantiate the proposed change(s) rests with the operators. Operators may be required to provide additional information, if needed.
- The proposed changes should not be implemented prior to receiving the written confirmation of approval from HKCAAVQ.
- Completed application form should be sent to HKCAAVQ:
By Email: info@hkcaavq.hk or
By Fax: (852) 3912 0103 or
By Post: 12 Sila Sai Wan Road, Chai Wan, Hong Kong
- Acknowledgement will be provided by HKCAAVQ upon the receipt of the application.

Part I - Details of the Operator

Name of Operator	Training & Development Department of The Bank of East Asia, Ltd. 東亞銀行培訓發展部
Programme Name	

Part II - Proposed Substantial Change(s)

(a) The proposed change(s) is in relation to the accreditation status:

Initial Evaluation
 Learning Programme Accreditation
 Programme Area Accreditation
 Institutional Review
 Assessment Agency

(b) The proposed substantial change(s) relates to the following area(s):

Institutional Level	Programme Level

* For substantial changes on programme structure, please provide the current and proposed curriculum outlines of the programme.
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Application Form for Substantial Change (Version 1)

(b) The proposed substantial change(s) relates to the following Learning Programme(s) (For LPA):

Title of Learning Programme (English)	Title of Learning Programme (Chinese)	Approved Validity Period

(c) The proposed substantial change(s) relates to the following Area of Study and Training (For PAA/PA):

Area of Study and Training

(d) The proposed substantial change(s) relates to the following Industry (For Assessment Agency):

Industry

(e) Full details of the proposed change(s)

Proposed change(s) from	Proposed change(s) to

(f) Description of the effect of the proposed change(s) on the operator / learning programme/agency.

(g) Rationale and/or reasons for the proposed change(s)

(h) 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.

(i) Other relevant information / documents substantiating the proposed change(s).

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Application Form for Substantial Change (Version 1)

Part III - Contact Information

Name	Name
Title (e.g. Mr, Ms, Dr)	Title (e.g. Mr, Ms, Dr)
Position	Position
Contact Phone No.	Contact Phone No.
Email	Email
Contact address	Contact address

Part IV - Declaration

I confirm and declare that:

- The information provided in this application form is true and accurate.
- 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.
- I agree to authorize the assigned person to use the e-Portal to submit online applications and related documents in representation of the Operator/Agency.
- 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.

Name in block letter: _____ Title: _____

©HKCAAVQ August 2014 Page 3 of 3

Step 2: After reading the Declaration, check the box of “By clicking the box, I confirm and declare that”. Then click [Submit Application](#)

Declaration

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.

[Submit Application](#)

[Download completed application form for your own record](#)

This is the screen foot.

[Back](#) [Save as Draft](#)

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

Submit Application

The online application was submitted successfully.

Application ID:

1600015

Submitted:

02/06/2016 15:46:22

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

[Back](#) [Print](#)

5. Follow-up after Submitting 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:

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Welcome VADOPERATOR | Logout

User Profile Service

My Application

Application ID	Service	Type	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	-

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

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

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

Status History ✕

Action	Action on	Action by	
Returned	02/06/2016 16:22:37	HKCAAVQ	View Message
Submitted	02/06/2016 16:21:56	OPERATOR	View Message
Created	02/06/2016 16:21:39	OPERATOR	-

Back

Message to Applicant - Email Detail ✕

From: [redacted]@hkcaavq.edu.hk
 To: [redacted]
 CC: -
 Subject: HKCAAVQ e-Portal - Application for Substantial Change application ID: xxxxxxx is returned

Content:

Your application is returned.

Please revise the following information:

- 1.XXXXXXXXX
- 2.XXXXXXXXX
- 3.XXXXXXXXX

Thank you.

Attachments:

File Name	
Exercise (1).jpg	

Close

5.2 Status – “For Review by HKCAAVQ”

- The application is being reviewed by HKCAAVQ.

5.3 Status – “Accepted”

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

5.4 Status – “For Revision by applicant”

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

5.5 Status – “Cancelled by HKCAAVQ”

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

5.6 Editing Right of Application of Different Status

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

6. Special Function

The following functions are under the page of “My Application”

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Welcome [User Name] | Logout

User Profile | Service | **My Application** | Submit Accreditation Document

Application ID	Service	Type
<input type="checkbox"/> 1600015	Accreditation	4-Stage QA
<input type="checkbox"/> 1600013	Accreditation	4-Stage QA
<input type="checkbox"/> 1600014	Accreditation	4-Stage QA
<input type="checkbox"/> 1600009	Accreditation	Substantial Change
<input type="checkbox"/> 1600007	CPD	Change of Activity Information
<input type="checkbox"/> 1600006	Accreditation	Substantial Change
<input type="checkbox"/> 1600005	Accreditation	4-Stage QA

6.1 View Closed Applications

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

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

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
<input type="checkbox"/> 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	

[View Closed Applications](#) | [Cancel Selected Applications](#) | [Delete Selected Applications](#) | [Copy as New Application](#) | [Create New Application](#)

Closed Application

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

[Back](#) | [Copy as New Application](#)

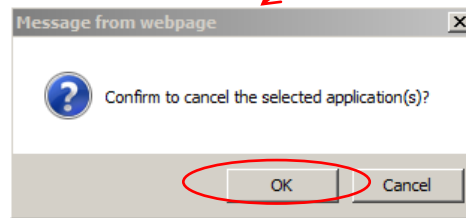
6.2 Cancel Selected Applications

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

My Application

<input checked="" type="checkbox"/> Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
<input checked="" type="checkbox"/> 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	

[View Closed Applications](#) [Cancel Selected Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)



6.3 Delete Selected Applications

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

My Application

<input checked="" type="checkbox"/> Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
<input checked="" type="checkbox"/> 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	

[View Closed Applications](#) [Cancel Selected Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

My Application

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

[View Closed Applications](#) [Cancel Selected Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

6.4 Copy as New Application

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

My Application

<input checked="" type="checkbox"/> Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
<input checked="" type="checkbox"/> 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	

[View Closed Applications](#) [Cancel Selected Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

My Application

<input type="checkbox"/> Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
<input type="checkbox"/> 1600008	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	-
<input type="checkbox"/> 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	

[View Closed Applications](#) [Cancel Selected Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

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

My Application

<input type="checkbox"/> Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Updated	Document Uploaded
<input type="checkbox"/> 1600008	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	-
<input type="checkbox"/> 1600004	Accreditation	4-Stage QA	LPA (2), Re-LPA (1)	Draft	30/05/2016	

[View Closed Applications](#) [Cancel Selected Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

7. Points to Note

- The Quick Guide aim 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

Tel: 3658 0233

Email: yva@hkcaavq.edu.hk