



## Guidance Notes on Upload of QR Records by Self-Accrediting Operators on the QR (including the SFSD Programmes quality assured by JQRC)

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### List of Proformas / Summary Templates

(1)	Checklist on the Key Features for New Quality Assured Learning Programmes on the QR by Self-Accrediting Operators
(2)	Declaration Statement for the Upload of Joint Qualifications on QR by the Self-accrediting Operators
(3)	Declaration Statement for the CAT Information of Existing Learning Programmes on the Qualifications Register by Self-Accrediting Operators
(4)	QR - Summary Template for Code Change
(5)	QR – Summary Template for Title Change
(6)	QR – Summary Template for Title Change for ATS and QF Credit (Existing Programme)
(7)	QR – Summary Template for ATS and QF Credit (New Programme)
(8)	QR - Summary Template for SCS-based courses

All correspondences should be addressed to Head and Registrar, QF & QR, HKCAAVQ.

Note: Self-accrediting operators are listed in Schedule 2 of the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap 592).

# Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)

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*HKCAAVQ conducts vetting of the QR records uploaded by self-accrediting operators making reference to information accessed through the “programme / qualification information (web-link)” and / or through the CAT web-link for vetting of programme specific arrangements for Credit Accumulation and Transfer (CAT) where applicable. Therefore it is essential that institutions provide all the required information to HKCAAVQ either through the web-link(s) or in a format that is readily accessible if the programme / CAT websites are still under preparation at the time of upload.*

### **Section 1 Introduction**

1.1 This set of Guidance Notes aims to give guidance to self-accrediting operators about how to upload their programmes / qualifications on the Qualifications Register (QR) in an accurate and consistent manner. It sets out advice on the approaches to uploading various types of QR records under specific circumstances including the following:

- (a) Uploading quality assured learning programmes on the QR;
- (b) Uploading learning programmes / qualifications on the QR with Credit Accumulation and Transfer (CAT) arrangements in place;
- (c) Joint qualifications in collaboration with local / non-local non-self accrediting operators on the QR;
- (d) Making changes to published QR records, including change in the CAT information on the QR; and
- (e) Learning programmes in compliance with the Award Titles Scheme (ATS) and Use of QF Credit (Credit) under the QF implemented by the Education Bureau (EDB).

1.2 This Guidance is to be read in conjunction with “Important Notes on Entry into the Qualifications Register” available on the QR website / FTP link for the QR documents to operators:

## **Section 2 Proformas / Summary Templates for Uploading Quality Assured Learning Programmes / Joint Qualifications / Recording Changes for Vetting Reference**

2.1 To facilitate the timely listing of qualifications and changes on the QR, three proformas and five summary templates (see the Attachments) are available to be used by self-accrediting operators. These will serve as a vetting reference and inform the HKCAAVQ of the status of both new and existing QR records before uploading the records on the QR. The information in the proformas / summary templates shall be provided to and agreed by the HKCAAVQ before uploading these programmes / qualifications and changes on the QR.

## **Section 3 Upload of Quality Assured Learning Programmes on the QR**

3.1 Qualifications that may be entered into the QR are described in Schedule 3 of the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap. 592). In this legal context, qualifications awarded by a self-accrediting operator may be entered into the QR after they have been quality assured by the institution concerned or by the Joint Quality Review Committee for Self-Financed Sub-Degree programmes. To this end, a proforma “Checklist on the Key Features for New Quality Assured Learning Programmes on the QR by Self-Accrediting Operators” is available to be used by self-accrediting operators to assure the HKCAAVQ of the status of the quality assured programmes. This applies to all new programmes uploaded on the QR for the first time and excluding all validity period extensions to existing programmes.

3.2 Key features of quality assured learning programmes include the following:

- (a) The learning programme should carry an award (i.e. a qualification) as a formal recognition of the completion of the learning programme;
- (b) The learning programme should include formal assessment(s) to ascertain that the learners have achieved the specified outcomes of the programme;
- (c) The learning programme should be level-rated in accordance with the

Generic Level Descriptors of the Qualifications Framework (QF);

- (d) The learning programme should carry its award title in accordance with the Award Titles Scheme (ATS) under the QF (please find details of the ATS in the QF website [www.hkqf.gov.hk](http://www.hkqf.gov.hk) );
- (e) The learning programme should indicate its QF credit size (please find details of the QF Credit in the QF website [www.hkqf.gov.hk](http://www.hkqf.gov.hk) );
- (f) The learning programme should be accessible to learners of Hong Kong; and
- (g) The learning programme has the Credit Accumulation and Transfer (CAT) arrangements in place.

#### **Section 4 Upload of Learning Programmes on the QR with Credit Accumulation and Transfer (CAT) Arrangements in Place**

4.1 The self-accrediting operator is to inform the QR team by indicating on the **“Checklist on the Key Features for New Quality Assured Learning Programmes on the QR by Self-Accrediting Operators”** that the new programme has in place CAT arrangements and to provide a web-link from the institution’s website containing relevant details applicable or specific to that programme. In the same vein, please use the **“Declaration Statement for the CAT Information of Existing Learning Programmes on the Qualification Register by Self-Accrediting Operators”** for indication of the CAT information for existing programmes on the QR. (Please make reference to the “CAT Policy and Principles” promulgated by the Education Bureau in the implementation of this CAT policy [[www.hkqf.gov.hk](http://www.hkqf.gov.hk)]). Similar to other information provided, this will serve the purpose of a vetting reference for the QR team.

4.2 This requirement applies to both new and existing programmes when the institution intends to show on the QR that the CAT information should be “Yes”. This signifies that the programmes have existing credit transfer arrangements instituted and quality assured under the QF.

#### **Section 5 Upload of Joint Qualification in collaboration with local/non local non-self accrediting operators on the QR**

5.1 The self-accrediting operator is to provide the following information about

joint qualifications in collaboration with local / non-local non-self accrediting operators, by using the proforma “Declaration Statement for the Upload of Joint Qualifications on the QR by the Self-accrediting Operators”:

- (a) The nature of collaboration in the associated learning programme with the local/non-local non-self accrediting operator;
- (b) The institution responsible for conducting quality assurance of the associated learning programme; and
- (c) The qualification granting body of the qualification.

## **Section 6 Types of Action Codes for Upload of Records on the QR**

6.1 The use of action codes (e.g. A, C, T and D) in the QR Upload Excel Template (provided by the HKCAAVQ) is to inform the system of the intended purpose of the uploaded / submitted QR entry (i.e. to add a new entry, change or discontinue an existing entry). The four action codes used for the uploading / updating of QR records are:

- (a) “**A**” is the action code to upload a new QR record.
- (b) “**C**” is the action code to modify the content (other than the Operator / Agency Reference Code) of a published QR record (e.g. CAT information, registration validity period, keywords, contact information, special notes, and website).
- (c) “**T**” is the action code to modify the “Operator / Agency Reference Code” of a published QR record only.
- (d) “**D**” is the action code to abridge the registration validity period of a published QR record only where no other change will be allowed.

## **Section 7 Change in the Operator/Agency Reference Code of a Learning Programme or Qualification**

7.1 For a change in reference code, please use the following process:

- (a) The Operator / Agency Reference Code has to be unique within each intended action in the uploaded / submitted QR entry (i.e. to add a new entry,

change or discontinue an existing entry). For each reference code, the system allows only a single occurrence under an operator, and the attempt to create a QR entry with a duplicated reference code will be blocked.

- (b) To facilitate the vetting process by the QR team, operators are requested to provide details of the code change by using the summary template “*QR - Summary Template for Code Change*”.
- (c) Operators can amend the Operator / Agency Reference Code of a published qualification record, using the Interactive Mode of the QR system or the QR Upload Excel Template.

## **Section 8 Change in the Title of a Learning Programme or Qualification**

8.1 For a change in title, please use the following process:

- (a) Except for error correction or minor updating, the learning programme / qualification bearing the new title shall be uploaded as a new record on the QR.
- (b) To make a title change, the validity period of the old qualification record on the QR shall be abridged. The qualification with the revised title shall then be assigned a new Operator / Agency Reference Code and be uploaded as a new record onto the QR. The validity period end date of the abridged record shall be one day prior to the start date of the new record. This ensures the continuity of the QF-recognition status of the programme / qualification.
- (c) Special Notes briefly stating the title change and the effective date shall be included on both the old and the newly uploaded qualifications. A new QR Registration Number will be automatically generated by the QR System to the new record for identification.
- (d) Operators are requested to provide details of the title change by using the summary template “*QR – Summary Template for Title Change*” as the basis for vetting by the QR team.

## **Section 9 Change in the Title of Learning Programme or Qualification in Compliance with Award Titles Scheme (ATS) and Use of QF Credit**

9.1 The procedures for title change in compliance with the ATS and Use of QF Credit are similar to those for “Change in the Title of Learning Programme or Qualification” stated in Section 8 of the Guidance Notes, except for the option of inclusion of the QF Credit value. Operators may use these procedures to comply with the ATS only or with both the ATS and QF Credit. These procedures are stipulated as below:

- (a) For re-titling of the existing learning programme / qualification arising from compliance with the ATS and Use of QF Credit, the learning programme / qualification with the revised title shall be uploaded as a new record on the QR.
- (b) To make a title change, the validity period of the old qualification record on the QR will be abridged. The qualification with the new title shall then be assigned a new Operator / Agency Reference Code and be uploaded as a new record onto the QR. The validity period end date of the abridged record shall be one day prior to the start date of the new record. This ensures the continuity of the QF-recognised status of the programme / qualification.
- (c) Special Notes briefly stating the title change and the effective date shall be included on both the old and the newly uploaded programme / qualification. The new record shall then be assigned a new QR Registration Number automatically generated by the QR System for identification.

9.2 Operators are requested to provide summary information on the programme / qualification in compliance with the ATS and Use of QF Credit as the basis for vetting by the QR team, by using the following two summary templates:

- (a) For the change in the titles of existing programme / qualification: “QR – *Summary Template for Title Change for ATS and QF Credit (Existing Programme)*”; and
- (b) For the first time upload of new programme / qualification: “QR – *Summary Template for ATS and QF Credit (New Programme)*”.

## **Section 10 Change in the QF Level of a Learning Programme or Qualification**

10.1 For a change in the QF Level, please use the following process:

- (a) For programmes / qualifications that require change in QF level, the old qualification record on the QR will be abridged. The qualification with the revised QF level and new Operator / Agency Reference Code will then be uploaded as a new record onto the QR. The validity period end date of the abridged record shall be one day prior to the start date of the new record. This ensures the continuity of programme / qualification recognition status on the QF.
- (b) Special Notes briefly stating the QF level change and the effective date shall be included on both the old and the newly uploaded qualifications.

### **Section 11 Change in the SCS (Specification of Competency Standards)-based status of a Learning Programme or Qualification**

11.1 For a change in SCS-based status, please use the following process:

- (a) For programmes / qualifications that require change in the SCS-based status (e.g. from Non-SCS based to SCS-based), the old qualification record on the QR will be abridged. The qualification with the revised status and new Operator / Agency Reference Code will then be uploaded as a new record onto the QR. The validity period end date of the abridged record shall be one day prior to the start date of the new record. This ensures the continuity of programme / qualification recognition status on the QF.
- (b) Special Notes briefly stating the change in SCS-based status and the effective date shall be included on both the old and the newly uploaded qualifications.
- (c) As the basis for vetting by the QR team, operators are requested to provide details of the change in the SCS-based status by using the summary template “QR - Summary Template for SCS-based courses”.

QFQR / HKCAAVQ

25 August 2014