



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

Guidance Notes on Upload of Records by Operators with Programme Area Accreditation Status on QR

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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 Operators with PAA Status (New Programme Checklist - PAA)
- (2) Checklist for New or Existing Learning Programmes with Credit Accumulation and Transfer (CAT) Arrangement on the QR by Operators with PAA Status (CAT Arrangement Checklist - PAA)
- (3) Declaration Statement for the Upload of Collaborative Programmes on the QR by Operators with PAA Status (Declaration Statement - PAA)
- (4) QR – Summary Template for Code Change (Code Change Template - PAA)
- (5) QR – Summary Template for Title Change (Title Change Template - PAA)
- (6) QR – Summary Template for SGC SCS-based courses (SGC / SCS Status Change Template - PAA)

All correspondences should be addressed to Head and Registrar, QFQR, HKCAAVQ.

Section 1 Introduction

HKCAAVQ conducts vetting of the QR records uploaded by Operators with PAA Status ¹ making reference to information accessed through the “programme / qualification information (web-link)” and / or through the CAT web-link for vetting of CAT arrangements (i.e. CAT (Programme) [CAT (P)], CAT (Recognition of Prior Learning Qualifications) [CAT (R)], or CAT (Institutional) [CAT(I)]) 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 construction at the time of upload.

1.1 This set of Guidance Notes aims to give guidance to Operators with Programme Area Accreditation (PAA) Status about how to upload their learning 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 local learning programmes under Programme Area Accreditation (PAA) status on the QR;
- (b) Uploading learning programmes / qualifications on the QR with Credit Accumulation and Transfer (CAT) arrangements [i.e. CAT (P), CAT (R) or CAT (I)] in place;
- (c) Collaborative Programmes in collaboration with 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 To facilitate the timely listing of qualifications and changes on the QR, three proformas and three templates are available to be used by the Operators with Programme Area Accreditation (PAA) Status. These will serve as a vetting reference and inform HKCAAVQ of the status of both new and existing QR

records before uploading the records on the QR. The information in the proformas / templates shall be provided to and agreed by HKCAAVQ before uploading these learning programmes / qualifications and changes on the QR.

Section 2 Upload of Quality Assured Learning Programmes on QR

2.1 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). HKCAAVQ allows at the third stage of the Four Stage Quality Assurance (QA) Process that an operator with Programme Area Accreditation (PAA) status may develop qualifications and enter them into the QR after they have been quality assured by the operator concerned. To this end, a proforma “Checklist on the Key Features for New Quality Assured Learning Programmes on the QR by Operators with Programme Area Accreditation (PAA) Status” is available for operators with PAA status to assure HKCAAVQ of the status of the quality assured programmes. This applied to all new programmes on the QR under PAA. 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 learning 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 ATS under the QF (please find details of the ATS in the QF website 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);
- (f) The learning programme should be accessible to learners of Hong Kong;
and

- (g) The learning programme has Credit Accumulation and Transfer (CAT)² arrangements [i.e. CAT (Institutional), CAT (Programme) or CAT (Recognition of Prior Learning Qualifications)] in place.

Section 3 Requirements on Presenting QR Data by the Education Bureau

Requirement on Presenting Different Delivery / Funding Modes of the Same Learning Programme in One QR Record

- 3.1 Different delivery / funding modes of the same learning programme are to be presented in one QR record. If a QR record has already covered the full-time and part-time delivery modes of a learning programme, duplicated QR records to be uploaded for the same delivery modes should normally be rejected.
- 3.2 For duplicated QR records listed before 1 July 2017, they may continue to be listed on the QR until expiry of respective registration validity period. Yet, further renewal of these records is not allowed. The differences in delivery / funding modes should be clearly stated in the Special Notes of relevant QR records such that the public can differentiate between the duplicated records and make an informed choice in choosing a learning programme that suits an individual's need.

Uploading of Qualifications with the Same Titles of Learning Programmes or Qualifications

- 3.3 For greater clarity of information presented on the QR, operators are encouraged to state in the Special Notes the relationship of the same group of QR records with the same titles and/or qualifications of different learning programmes.
- 3.4 For current QR records with the same titles of learning programmes and/or qualifications, it would be dealt with together when the indication of Quality Assurance status and Sub-areas on the QR (as applicable) is to be included on the QR.

Section 4 Upload of Credit Accumulation and Transfer (CAT) Arrangements on QR

- 4.1 On a voluntary basis, the operator with PAA status is to inform the QFQR by indicating on the “***Checklist for New or Existing Learning Programmes***”

with Credit Accumulation and Transfer (CAT) arrangement on the QR by Operators with Programme Area Accreditation (PAA) Status” (CAT Arrangement Checklist) that the new or existing learning programme has in place CAT arrangements that are CAT (I) ³, CAT (P) ³ or CAT (R) ³ and provide a web-link from the institution’s website containing relevant details applicable or specific to that learning programme. General CAT information, Specific CAT information, and the Credit Transfer Arrangement Details are required to provide where applicable.

4.2 To ensure the accuracy and consistency of the data provided, the display of CAT information and Credit Transfer Arrangements on the QR are to operate on the following overarching working principles and processes:

- (a) CAT data are additional information under each QR record;
- (b) CAT data on the QR are inter-related and an integral part of the quality assurance process of the respective institution (the participation in the indication of CAT on the QR is voluntary);
- (c) Only information from the receiving institutions is to be used for QR listing including that related to Credit Transfer Arrangements / Agreements;
- (d) The receiving institution is to ensure that all sending qualifications have been quality assured under the quality assurance arrangements of the receiving institution and are being QF-recognised.
- (e) CAT data can include other forms of learning (e.g. Informal Learning / Non-formal Learning) by including CAT arrangements for Recognition of Prior Learning (RPL) qualifications as sending qualifications;
- (f) Like the other data provided by operators on the QR, it should be the onus of the operators to keep the CAT data accurate and current; and
- (g) The updating of the CAT data is to be performed by operators with PAA status on an annual and needs basis, subject to QR vetting.

4.3 The indication of CAT arrangements on the QR applies to both new and existing learning programmes. HKCAAVQ enhances the implementation measures of the indication of CAT information on the QR, as follows:

Indication of CAT (P) / CAT (R) Arrangements with Sending Qualifications on QR from Receiving Programmes

4.4 Only information from the receiving institutions is to be used for QR listing including that related to Credit Transfer Arrangement;

4.5 Upon the launch of the CAT centralised database on QR in October 2018, new or existing learning programmes with CAT indication will need to complete the **CAT Arrangement Checklist**. For learning programmes with indication of CAT (I), CAT(P) or CAT(R), the following information has to be provided:

- (a) Type of Credit Accumulation and Transfer;
 - (b) CAT Info (web link for CAT) ;
 - (c) General CAT Information (either English or Chinese); and
 - (d) Specific CAT information (either English or Chinese).
- where (d) is an optional field.

4.6 For receiving programmes with indication of CAT (P) and/or CAT (R), in addition to the above fields in 4.5, more information about the **Credit Transfer Arrangement of Sending Qualification / Institution** is required to be provided. This part contains the basic CAT information of the QR registered sending qualifications for each receiving programme, showing the Credit Transfer Arrangement information from the sending qualifications to the receiving programmes. Each receiving programme can indicate a maximum of 30 sending qualifications. The information of sending qualification(s) to be provided by the receiving institution includes:

- (a) Types of Credit Accumulation and Transfer;
 - (b) QR Registration Number of the Sending Qualification;
 - (c) Within Institution;
 - (d) Maximum Percentage of Transfer; and
 - (e) Types of Courses Eligible for Credit Transfer (either English or Chinese),
- where (d) and (e) are optional fields.

4.7 Any changes (i.e. addition, amendment, deletion) to CAT information made to an existing programme with CAT arrangement are required by using the **CAT Arrangement Checklist**. Please refer to the Explanatory Notes for QR Database Structure (Applicable to Learning Programme-based Qualifications)

for each field in 4.5 and 4.6.

Section 5 Upload of Collaborative Programmes in Collaboration with Local Non-Self Accrediting Operators on QR

5.1 The operator with PAA status is to provide the following information about collaborative programmes in collaboration with local non-self-accrediting operators, by using the proforma “***Declaration Statement for the Upload Collaborative Programmes on the QR by Operators with PAA Status***” (*Declaration Statement*):

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

Section 6 Types of Action Codes on QR

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

- (a) “**A**” is the action code to upload a new QR record or CAT information.
- (b) “**C**” is the action code to modify the content (other than the Operator/ Agency Reference Code) of a published QR record, e.g. registration validity period, keywords, and special notes, etc. In addition, “**C**” action code is used to modify content in the two CAT information spreadsheets, e.g. addition of and/or change in CAT web-link, CAT information, and/or Credit Transfer Arrangement, etc.
- (c) “**T**” is the action code to modify the “Operator / Agency Reference Code” of a published QR record only.
- (d) “**E**” is the action code to erase the CAT information contained in the two CAT information spreadsheets “Published QR CAT info” or “Published QR

Credit Transfer Arrangement” only.

- (e) “**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 Operator / Agency Reference Code on QR

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

Section 8 Change in 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 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 learning 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 records. 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**” (*Title Change Template*) as the basis for vetting by the QFQR.

Section 9 Change in QF Level of a Learning Programme

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

- (a) For learning programmes / qualifications that require a change in the QF level, the old 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 learning programme / qualification recognition status under 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 records. A new QR Registration Number will be automatically generated by the QR system to the new record for identification.

Section 10 Change in SCS-based or SGC-based⁴ Status

10.1 For a change in Specification of Competency Standards (SCS)-based or the Specification of Generic (Foundation) Competencies (SGC)-based⁴ Status of a learning programme, please use the following process:

- (a) For learning programmes that require a change in the SCS-based or SGC-based status (e.g. from Non-SCS based to SCS-based, or from Non-SGC based to SGC-based), the old 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 learning programme / qualification recognition status under the QF.
- (b) Special Notes briefly stating the change in SCS-based / SGC-based status

and the effective date shall be included on both the old and the newly uploaded records. A new QR Registration Number will be automatically generated by the QR system to the new record for identification.

- (c) As the basis for vetting by the QFQR, operators are requested to provide details of the change in the SCS-based / SGC-based status by using the summary template **“QR - Summary Template for SGC SCS-based courses”** (SGC / SCS Status Change Template).

Requirements on Indication of UoC Table for SCS-based / SGC-based Courses on the QR

10.2 Effective from 1 November 2018, the indication of UoC table will be compulsory for listing SCS-based / SGC-based courses on the QR. This also applies to changes to existing SCS-based / SGC-based courses that require a new QR record (for example, courses with a change in title of learning programme / qualification).

10.3 For existing SCS-based / SGC-based courses, indication of UoC table is targeted to be completed by 31 December 2018.

Section 11 Change from a Non-Vocational Qualifications Pathway (VQP) ⁵ Course to a VQP Course

11.1 For a change from a non-VQP course to a VQP course, please use the following process:

- (a) For learning programmes / qualifications that require a change from non-VQP to VQP, the old record on the QR will be abridged. The VQP course 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 learning programme / qualification recognition status under the QF.
- (b) Programme requirements briefly stating the relevant industry developed under VQP and the effective date shall be included in both the old and the newly uploaded records. A new QR Registration Number will be automatically generated by the QR system to the new record for identification. For all VQP courses, the requirement on the indication of UoC table on the QR will apply.

Section 12 Upload of Learning Programmes on the QR with Continuing Professional Development (CPD) Arrangement

12.1 Under the Continuing Professional Development (CPD) of the Insurance Intermediaries Quality Assurance Scheme (IIQAS), a mechanism is in place to recognise Insurance Learning Programmes and Insurance-Related Learning Programmes accredited under the QF as qualified CPD activities.

For QF-Accredited Insurance and Insurance-Related Learning Programmes

12.2 QF-accredited learning programmes categorised under the Insurance industry and currently listed on the QR will be automatically recognised as qualified CPD activities for the IIQAS-CPD Programme. For details of the vetting of QF-accredited Insurance-related learning programmes⁶, please refer to the HKCAAVQ website:
[<https://www.hkcaavq.edu.hk/en/services/assessment/cpd-ia-programmes>].

Section 13 Requirement on Indication of Industry and Branch on QR

13.1 “Industry⁷” and “Branch⁷” are two essential and inter-related data fields with a search facility on the QR, and are of particular relevance to vocational and professional qualifications and their associated learning programmes.

13.2 To promulgate further the relevant information on “Industry” and “Branch” with an aim to enhance the usability of the QR as an information source for quality assured qualifications under the QF, effective from 1 July 2017, all learning programmes, including both existing and new, are required to indicate the relevant industries and branches on the QR as far as practicable.

13.3 To address the requirement of such an indication on the QR, a two-pronged approach is adopted. For SCS-based courses, the indication of both the industry(ies) and the branch(es) remains to be compulsory. As for the non-SCS-based learning programmes, the indication of branch(es) is optional even when industry(ies) is/are specified.

Note¹: Programme Area Accreditation (PAA) is conferred on programme providers with sufficient quality assurance competency and maturity at the organisational level and a good track record in delivery of their validated programme(s). Upon gaining PAA, a provider may develop and operator learning programmes within an approved scope of programme area(s) at specified QF Level(s) for an approved period of time (validity period), and have the qualifications of its

learning programmes entered into the QR for QF recognition without going through learning programme accreditation or re-accreditation by the HKCAAVQ.

Note ²: Please find details of the Credit Accumulation and Transfer (CAT) under the QF in the HKQF website www.hkqf.gov.hk.

Note ³: Credit Accumulation and Transfer (Institutional) - The Credit Accumulation and Transfer (CAT) arrangements are in place at an institutional level that apply across a cognate group of learning programmes offered by the institution.

Credit Accumulation and Transfer (Programme) - The Credit Accumulation and Transfer (CAT) arrangements are in place at the programme level for specific learning programme(s). These programme specific CAT arrangements should be underpinned by CAT arrangements at the institutional level.

CAT (Recognition of Prior Learning Qualifications) - The CAT arrangements are in place at the programme level for specific learning programme(s). These programme specific CAT arrangements are based on the RPL qualifications obtained by the learners through the RPL mechanism under the Qualifications Framework (QF) and should be underpinned by CAT arrangements at the institutional level.

Note ⁴: Please find details of Specification of Generic (Foundation) Competencies-based Courses under the QF in the HKQF website at www.hkqf.gov.hk.

Note ⁵: Please find details of Vocational Qualifications Pathway Courses under the QF in the HKQF website at www.hkqf.gov.hk.

Note ⁶: QF-accredited Insurance-related learning programmes are those with at least 50% of course content falling within the areas of coverage specified under the CPD Information Sheet issued by the Office of the Commissioner of Insurance.

Note ⁷: The “Industry” in the QR has been grouped making reference to the various Industry Training Advisory Committees (ITACs) established by the EDB under the QF, where “Branch” refers to the major divisional functional area(s) within an industry. For details, please visit the QF website at www.hkqf.gov.hk.

QFQR / HKCAAVQ

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