

Application for Accreditation Grant for Self-financing Programmes

Guidance Notes

Introduction

The Government of the Hong Kong Special Administrative Region (the Government) launched the Qualifications Framework (QF) to promote lifelong learning with a view to enhancing the capability and competitiveness of our local workforce. The QF is a seven-level hierarchy covering qualifications in the academic, vocational and continuing education sectors.

2. A robust quality assurance mechanism is in place to benchmark and safeguard the quality of learning programmes (programmes) under QF, mainly through accreditation by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)¹.

3. The Qualifications Register (QR), established by the Government, is the public face of QF. All qualifications and programmes registered in QR are quality assured and recognised under QF.

4. The Education Bureau (EDB) launched various financial assistance schemes, collectively known as the Qualifications Framework Support Schemes (QFSS), to assist and encourage education and training providers (providers) in seeking accreditation of their programmes and registering the qualifications and programmes in the QR. QFSS is a time-limited and non-recurrent scheme approved by the Finance Committee of Legislative Council.

5. Among others, providers may apply for the Accreditation Grant for Self-financing Programmes (Accreditation Grant) which covers the fees charged by HKCAAVQ for various types of accreditation services provided, including Initial Evaluation (IE), Institutional Review (IR), Programme Validation (PV) and Programme Re-validation (RPV)². Providers registered under the laws of Hong Kong are eligible to apply.

Scope and Level of Grant

6. The Accreditation Grant is available to providers to meet the accreditation fees of the institutions/organisations and their self-financing programmes³. The Grant is available to both

¹ HKCAAVQ is responsible for the accreditation of learning programmes offered by non-self-accrediting institutions.

² IE, IR, PV and RPV are different stages of accreditation process conducted by HKCAAVQ. For more details, please refer to the website of HKCAAVQ (www.hkcaavq.edu.hk).

³ Self-financing programmes refer to programmes other than publicly-funded programmes offered by the eight institutions funded by the University Grants Committee, Hong Kong Academy for Performing Arts, Vocational Training Council and Prince Philip Dental Hospital.

local and non-local programmes⁴. The level of grant is shown below:

Type of accreditation services		Level of Grant (% of accreditation fee)	
		Non-profit-making providers ⁵	Other providers
IE/IR fees		100%	50%
PV/RPV fees	SCS-based programmes ⁶	90%	45%
	Other programmes	70%	35%

7. Each provider may claim the Accreditation Grant up to a maximum of HK\$3 million, in aggregate, in respect of all the above-mentioned accreditation exercises including the accreditation of local and non-local programmes, subject to the availability of funds.

Application Procedures

8. The Accreditation Grant will be available on reimbursement basis. Providers who wish to apply for the Accreditation Grant should follow the procedures below:

- (a) approach HKCAAVQ for accreditation services (For details of the procedures, please refer to the website of HKCAAVQ (www.hkcaavq.edu.hk));
- (b) settle payment for accreditation fees as required by HKCAAVQ;
- (c) upload the qualifications and the relevant programmes onto the QR after successful accreditation⁷; and
- (d) submit application forms (QFSS-SFP) together with relevant supporting documents to EDB to apply for reimbursement of the relevant accreditation fees. The supporting documents required are listed in the form (QFSS-SFP).

9. All application forms (QFSS-SFP) and supporting documents should be sent to Further Education Division of the Education Bureau at 7/F, East Wing, Central Government Offices, Tim

⁴ Non-local programmes refer to programmes registered or exempted from registration under the Non-local Higher and Professional Education (Regulation) Ordinance (Cap 493).

⁵ Non-profit-making providers refer to approved charitable institutions or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112). Other evidence submitted may not be accepted. Non-local partners of non-local programmes must submit evidence to substantiate their non-profit-making status in the countries concerned.

⁶ SCS-based programmes are programmes designed in accordance with the Specification of Competency Standards (SCSs) developed by the Industry Training Advisory Committee for the respective industries. Whether or not a programme is a SCS-based programme is subject to confirmation by HKCAAVQ. For more details of the SCSs developed by the industries, please refer to the website of QF (www.hkqf.gov.hk).

⁷ For this purpose, successful accreditation includes approval given by HKCAAVQ for operation of the programme without pre-conditions, or approval with pre-conditions which have been satisfactorily fulfilled. Where it is considered necessary, the provider will be required to seek confirmation from HKCAAVQ on the result of the accreditation exercise.

Mei Avenue, Tamar, Hong Kong.

10. Applications for Accreditation Grant in respect of non-local programmes must be submitted by the local operators of the programmes. Application submitted by other parties will not be accepted.

11. A flow chart on the application procedures is set out at **Appendix** for ease of reference.

Processing of Application

12. Applications for the Accreditation Grant will be processed by EDB subject to the availability of funds. Upon receipt of the application form and all relevant supporting documents from the applicant, EDB will process the application and payment is expected to be made to the successful applicant within 4 - 6 weeks after completion of the process.

Terms and Conditions

13. The Government reserves all rights to modify the above procedures or to terminate the Accreditation Grant at anytime considered necessary or appropriate by the Secretary for Education.

14. Providers who have received the Accreditation Grant are required to indicate in all promotion and publicity materials that the qualifications and the relevant programmes accredited by HKCAAVQ are QF-recognised qualifications and the relevant programmes. The QF logo⁸ should also be shown. Providers may be required to provide information on the operation of the relevant programmes upon request by EDB.

15. Providers are also required to undertake that they will abide by other terms and conditions which may be imposed by the Secretary for Education on the accreditation exercises and QF-recognised qualifications and the relevant programmes.

Enquiries

16. Providers may address enquiries to Further Education Division, Education Bureau at 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Telephone number : 3509 7425, Fax number : 2899 2967).

17. Application forms can be downloaded from the websites of QF (www.hkqf.gov.hk) or QR (www.hkqr.gov.hk).

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