

Application Form
Accreditation Grant to Assessment Agencies
for Issuing Professional Qualifications
under Hong Kong Qualifications Framework

Notes for Applicants

- Applicants who wish to apply for the Accreditation Grant to Assessment Agencies for issuing professional qualifications (PQAA) under Hong Kong Qualifications Framework (HKQF) should read the Notes and the Guidelines on Recognition of Professional Qualifications under HKQF before completing the application form.

Scope and Level of Subsidy

- The Accreditation Grant to PQAAs is provided to meet the accreditation fees charged by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for establishing PQAAs' competence to conduct assessments to professional qualifications recognised under HKQF.
- The eligibility, scope and level of subsidy for the Accreditation Grant to PQAAs are summarised below –

Eligibility	Scope	Level of Subsidy	
		Non-profit-making organisations ¹	Other organisations
<ul style="list-style-type: none"> Successful accreditation by HKCAAVQ Appointed by the Secretary for Education (SED) as PQAA 	<ul style="list-style-type: none"> Accreditation / re-accreditation of PQAA- <ul style="list-style-type: none"> (i) referencing of qualifications to QF levels; (ii) review of the PQAA; and (iii) re-accreditation of the PQAA 	100%	50%
	<ul style="list-style-type: none"> Subsequent inclusion of additional qualifications- <ul style="list-style-type: none"> (i) referencing of qualifications to QF levels; and (ii) review of scope of accreditation status of PQAA 	100%	50%

Application for the Grant

- PQAAs who wish to apply for Accreditation Grant should complete and send this application form, which can be downloaded from the QF website (www.hkqf.gov.hk), to Further Education Division of the Education Bureau (EDB) on 7/F, East Wing, Central Government Offices, Tim Mei Avenue, Tamar, Hong Kong.

¹ Non-profit-making organisations refer to approved charitable institutions or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112).

5. Applications for the Accreditation Grant to PQAAs should be made no later than one year after the issuance of the relevant Statement of Accreditation Approval by the HKCAAVQ.
6. PQAAs should ensure that all parts in the form are fully completed and the information is accurate. The application will not be processed if the applicant fails to provide all the information requested.
7. When submitting the application form, the applicant should enclose the following documents:
 - (a) **Original** copy of -
 - Payment receipts of accreditation fees issued by HKCAAVQ; and
 - Debit Notes and/or Credit Notes of accreditation fees issued by HKCAAVQ.
 - (b) **Photocopy** of -
 - Accreditation Reports and Statements of Accreditation Approval (SOA) issued by HKCAAVQ.
 - Email/correspondence issued by HKCAAVQ advising the breakdown of accreditation fees for combined accreditation exercises involving both accreditation/re-accreditation of PQAA and subsequent inclusion of additional qualifications and/or with further breakdown on individual qualifications (if applicable).
 - Printout of the Qualifications Register (QR) records (if applicable).
 - Appointment letter from SED as PQAA.
 - Documents certifying that the PQAA is a bona fide local organisation in Hong Kong.
 - A non-profit-making organisation should submit a copy of the letter of exemption from tax issued by the Inland Revenue Department confirming that it is an approved charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112) (if applicable).
8. The breakdown of accreditation fees provided by HKCAAVQ should be “Certified true copy and correct”. All original supporting documents should be “Certified correct”. All photocopied supporting documents should be “Certified true copy”. The name and signature of the certifying officer (i.e. the Applicants or his/her authorised officer) should be clearly indicated. Samples of the certification of supporting documents are at **Appendix**.

Processing of Application

9. Upon receipt of the application form and all relevant supporting documents from the applicant, EDB will process the application and may contact the applicant for clarification if necessary. EDB may also require additional information or supporting documents (such as payment receipts and invoices) from the applicant in case of doubt. Depending on the number of applications received and being processed, payment is expected to be made to the successful applicant normally within four months from the date of receipt of all valid supporting documents with proper certification. To facilitate the processing of applications, applicants are advised to ensure that all valid supporting documents with proper certification are provided at the time of application.

Terms and Conditions

10. The Government reserves all rights to modify the above subsidies and/or procedures at any time considered necessary or appropriate by EDB.

11. PQAAs which have received the grants are required to show the QF logo² in all PQAA-related promotion and publicity materials. PQAAs may be required to provide information on the operation of the assessments on professional qualifications upon request by EDB.
12. PQAAs are also required to undertake that they will abide by other terms and conditions which may be imposed by the SED on the operation of the Assessment Agency for issuing professional qualifications under HKQF.
13. Since the above grants involve the use of public monies, PQAAs are obliged to ensure that the public monies disbursed to them are for the intended purposes in accordance with the provisions of the funding scheme. Wherever applicable, PQAAs should observe and comply with the Best Practice Checklist “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” published by the Independent Commission Against Corruption (ICAC). The Guidebook can be accessed through ICAC’s website via http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf

Purpose of Collection

14. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - a) Activities relating to the processing, authentication and counter-checking of the application for Accreditation Grant to Assessment Agencies for Issuing Professional Qualifications under Hong Kong Qualifications Framework;
 - b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - f) Activities relating to compilation of statistics, research and Government publications;
 - g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid; and
 - h) Activities relating to the processing and vetting of applications for other grants/subsidies.

² For details on the use of QF logo, please refer to the Guideline for the use of Logo in the QR (https://www.hkqr.gov.hk/HKQRPRD/export/sites/default/.content/attachment/en/-EN-4_Advert-1_QF-Guidelines-for-the-Use-of-the-QF-Logo.pdf).

15. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

16. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- a) other Government bureaux and departments, organizations including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, the Qualifications Framework Secretariat, for the purposes mentioned in **Note 14** above;
- b) the school to which the form relates for the purposes mentioned in **Note 14** above;
- c) personnel, agent, service provider or organizations, including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, the Qualifications Framework Secretariat, engaged by EDB to provide services or advice for purposes mentioned in **Note 14** above;
- d) parties you have given your prescribed consent to such disclosure; and
- e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

17. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Further Education)⁴ at Further Education Division, Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to acofe4@edb.gov.hk (Tel No.: 3509 7425).

(For Official Use Only)

Date of receipt : _____

Serial No. : _____

Application Form

Accreditation Grant to Assessment Agencies for Issuing Professional Qualifications under Hong Kong Qualifications Framework

Part A Particulars of Applicant

Name of Organisation

(English) _____

(Chinese) _____

(Please ensure the organisation name has been consistently presented in the application form and all the supporting documents.)

Name of Branch / Subsidiary / Unit / Department / Section (if the name of Organisation is different from the name on the Accreditation Reports and Statement of Accreditation Approval issued by HKCAAVQ)

(English) _____

(Chinese) _____

Correspondence

Address _____

Tel No _____ Fax No _____

Website (if applicable) _____

Name of Representative

(English) _____ (Chinese) _____

Tel No _____ Fax No _____

E-mail Address _____

Name of Contact Person (if differs from the Representative)

(English) _____ (Chinese) _____

Tel No _____ Fax No _____

E-mail Address _____

Part B Application for the Accreditation Grant to Assessment Agencies for Issuing Professional Qualifications under Hong Kong Qualifications Framework (Accreditation Grant)

I, _____ (name of representative), on behalf of _____ (name of organisation),
hereby submit an application for the Accreditation Grant in respect of the following:

Accreditation Grant for :- (Please tick where appropriate)

- accreditation/re-accreditation of assessment agency
 subsequent inclusion of additional qualification(s)

For accreditation/re-accreditation* of assessment agency					
Validity Period (e.g. 03-09-2018 to 02-09-2023)				Accreditation Fee (\$)	Amount Claimed (\$)
Title of Accredited Professional Qualifications(s)	QF Level	QR Registration No.	Validity Period on the SOA (e.g. 03-09-2018 to 02-09-2023)	Accreditation Fee (\$)	Amount Claimed (\$)
Sub-total:					
Total:					

For subsequent inclusion of additional qualification(s)					
Title of Accredited Professional Qualifications(s)	QF Level	QR Registration No.	Validity Period on the SOA (e.g. 03-09-2018 to 02-09-2023)	Accreditation Fee (\$)	Amount Claimed (\$)
Total:					

(*Please delete if inappropriate)

Part C Confirmation by Applicant *(Please tick where appropriate)*

I hereby confirm that:

- My organisation has been appointed by the Secretary for Education as an Assessment Agency for issuing Professional Qualifications under the Hong Kong Qualifications Framework (HKQF). A copy of the appointment letter is attached.
- The accreditation exercise(s) listed in **Part B** have been successfully accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). A copy of the Accreditation Report and Statement of Accreditation Approval (SOA) issued by the HKCAAVQ is attached.
- The qualification(s) listed in **Part B** have been registered on the Qualifications Register (QR). A copy of the printout of the QR records is attached.
- The organisation which I represent is a bona fide local organisation in Hong Kong as registered under the following ordinance:

Ordinance (Cap. _____)

A copy of the relevant registration certificate is attached (mainly applicable to organisations registered under the Education Ordinance (Cap. 279), Business Registration Ordinance (Cap. 310), Post Secondary Colleges Ordinance (Cap. 320), Companies Ordinance (Cap. 622)).

- The organisation which I represent is a non-profit-making organisation. A copy of letter from the Inland Revenue Department confirming exemption from tax is attached.
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies of the items of expenditure claimed under this application from any parties other than EDB subject to approval of this application. (Please specify if otherwise: _____)

** Please delete where inapplicable*

Part D Declaration

I, on behalf of, _____ (name of organisation), declare that all information given above is true and accurate and that if I wilfully give information which is false or which I do not believe to be true or if I withhold any material information, any Grants approved will become void and any sums received by me or my organisation must be refunded to the Government immediately and that I or my organisation is to be responsible for all costs (whether directly or indirectly) incurred by the Government for the recovery of the Accreditation Grant to Assessment Agencies for issuing Professional Qualifications under Hong Kong Qualifications Framework.

Part E Payment Instruction

If this application is successful, please arrange payment by sending a cheque as follows-

Name of payee: _____

(Must be the bank account of the Applicant organisation or its parent organisation)

Correspondence address: _____

(if differs from that in Part A)

Any other information: _____

Part F Undertaking

I undertake that I and my organisation will:

- (1) provide an annual progress report on the operation of Assessment Agency for issuing professional qualifications under the HKQF to the Education Bureau; and
- (2) abide by any other terms and conditions which may be imposed by the Secretary for Education on the operation of recognition of professional qualifications under HKQF.

Signature _____

Name of Representative _____

Post-title _____

Date _____

Organisation Chop

[The following part will only be required if the payment receipts and/or other supporting documents are not certified by the Representative in **Part F** personally]

Specimen Signature _____

Name of Authorised Officer _____

Post-title _____

Date _____

Education Bureau
August 2022