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 PQAA is provided to meet the accreditation fees charged by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAQV) for establishing PQAA's competence to conduct assessments to professional qualifications recognised under HKQF.

- The eligibility, scope and level of subsidy for the Accreditation Grant to PQAA are summarised below –

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Scope</th>
<th>Level of Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Successful accreditation by HKCAAQV</td>
<td>• Accreditation / re-accreditation of PQAA-</td>
<td>Non-profit-</td>
</tr>
<tr>
<td>• Appointed by the Secretary for Education (SED) as PQAA</td>
<td>(i) referencing of qualifications to QF levels;</td>
<td>making organisations¹</td>
</tr>
<tr>
<td></td>
<td>(ii) review of the PQAA; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) re-accreditation of the PQAA</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>• Subsequent inclusion of additional qualifications-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) referencing of qualifications to QF levels; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) review of scope of accreditation status of PQAA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

Application for the Grant

- PQAA 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).
Applications for the Accreditation Grant to PQAA should be made no later than one year after the issuance of the relevant Statement of Accreditation Approval by the HKCAA VQ.

PQAA 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.

When submitting the application form, the applicant should enclose the following documents:

(a) Original copy of -
  - Payment receipts of accreditation fees issued by HKCAA VQ; and
  - Debit Notes and/or Credit Notes of accreditation fees issued by HKCAA VQ.

(b) Photocopy of -
  - Accreditation Reports and Statements of Accreditation Approval (SOA) issued by HKCAA VQ.
  - Email/correspondence issued by HKCAA VQ 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).

The breakdown of accreditation fees provided by HKCAA VQ 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

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

The Government reserves all rights to modify the above subsidies and/or procedures at any time considered necessary or appropriate by EDB.
• PQAAAs which have received the grants are required to show the QF logo\textsuperscript{2} in all PQAA-related promotion and publicity materials. PQAAAs may be required to provide information on the operation of the assessments on professional qualifications upon request by EDB.

• PQAAAs 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.

• Since the above grants involve the use of public monies, PQAAAs 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, PQAAAs 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

**Use of personal data**

• The personal data provided in this form will be used by EDB for processing application for the Accreditation Grant to PQAAAs. It may be disclosed to officers within or outside the Education Bureau who are required to handle the application.

• PQAAAs have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests may be made in writing to EDB.

**Enquiries**

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

(May 2019)

\textsuperscript{2} For details on the use of QF logo, please refer to the Guideline for the use of Logo in the QF ([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](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)).
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)

<table>
<thead>
<tr>
<th>For accreditation/re-accreditation* of assessment agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validity Period</td>
</tr>
<tr>
<td>(e.g. 03-09-2018 to 02-09-2023)</td>
</tr>
<tr>
<td>Title of Accredited Professional Qualifications(s)</td>
</tr>
<tr>
<td>Sub-total:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</tr>
<tr>
<td>Sub-total:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

(*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

[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

May 2019