

**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 <sup>1</sup>	Other organisations
<ul style="list-style-type: none"> <li>● Successful accreditation by HKCAAVQ</li> <li>● Appointed by the Secretary for Education (SED) as PQAA</li> </ul>	<ul style="list-style-type: none"> <li>● Accreditation / re-accreditation of PQAA-               <ul style="list-style-type: none"> <li>(i) referencing of qualifications to QF levels;</li> <li>(ii) review of the PQAA; and</li> <li>(iii) re-accreditation of the PQAA</li> </ul> </li> </ul>	100%	50%
	<ul style="list-style-type: none"> <li>● Subsequent inclusion of additional qualifications-               <ul style="list-style-type: none"> <li>(i) referencing of qualifications to QF levels; and</li> <li>(ii) review of scope of accreditation status of PQAA</li> </ul> </li> </ul>	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](http://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.

<sup>1</sup> 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 PQAAs should be made **no later than one year after the issuance of the relevant Statement of Accreditation Approval** by the HKCAAVQ.
- 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.
- 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).
- 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***

- 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.

- PQAAs which have received the grants are required to show the QF logo<sup>2</sup> 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.
- 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.
- 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](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 PQAAs. It may be disclosed to officers within or outside the Education Bureau who are required to handle the application.
- PQAAs 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)

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<sup>2</sup> 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](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)).

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

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

(\*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  
May 2019