



## **Important Notes on Entering Qualifications into the Qualifications Register**

### **I) Participation in the Qualifications Register**

- 1) The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) has been appointed under the *Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap. 592)* as the Qualifications Register Authority.
- 2) Participation in the Qualifications Framework (QF) and the Qualifications Register (QR) is voluntary.
- 3) Only qualifications that are registered on the QR can be described as recognised under the QF.
- 4) Only qualifications that meet the QF standards accredited by an appropriate accreditation authority, i.e. the HKCAAVQ as the statutory Accreditation Authority or a self-accrediting operator listed under the AAVQO, are eligible for entry into the QR.
- 5) Each entry of a qualification into the QR is subject to the payment of fees, as approved by the Secretary for Education from time to time (please refer to the fee schedule attached):
  - a) For every new entry into the QR, the operator/Appointed Assessment Agency (AAA) is required to pay a Registration Fee and a Hosting Fee for the entry and the specification of the validity period of the entry; and
  - b) For any extension of the validity period, the operator/AAA is required to pay a Hosting Fee.
- 6) Operators/AAA are reminded that the decision as to whether or not to enter a qualification into the QR lies with the HKCAAVQ.

### **II) Responsibilities of Operators/Appointed Assessment Agency (AAA)**

#### Advertisements of Qualifications Recognised under the QF

- 7) Operators/AAA should follow and comply with the 'Guidelines for Advertisements relating to the QF' on marketing and advertising materials

relating to qualifications recognised under the QF.

#### Operators/Users Access and Login Rights

- 8) Operators/AAA have access to a login to the QR website after registration. All Operators/AAA are responsible for maintaining the confidentiality of their password and shall be responsible for all users via the registration and/or login. Operators/AAA should notify the QR Authority immediately of any unauthorised use of its registration, user account or password.
- 9) Operators/AAA shall inform the HKCAAVQ if there are any changes of user or operator's particulars by submitting the change through "Maintain Operator Profile" in the Operator Interface of QR System.

#### Data Accuracy and Consistency on QR

- 10) Operators/AAA are obliged to ensure accuracy and currency of data contained in each of its QR entries and keep their entries up-to-date.
- 11) The data contained in the QR entry shall be the same as those approved by an appropriate accreditation authority.
- 12) Information published in the QR shall be the same as that on the certification award. For self-accrediting operators, the information entered into the QR should match with that shown on their public website, including the programme websites publicly accessible through the web-link on the 'Details of Qualification Record Page' on the QR. Such information includes qualification and programme titles.

#### Uses of Special Notes

- 13) Special Notes may be used by operators/AAA to provide other information which is useful to the public and not contained in the other data fields. Operators/AAA shall follow the following operational principles in entering information in the Special Notes:
  - a) The primary purpose of Special Notes is for operators to provide some important information that is not contained in the other data fields.
  - b) Information stated in the Special Notes shall be interpreted as a part of the QF-recognition claim. Operators/AAA should ensure that the information entered shall be factually accurate, clear and consistent with the accreditation status of the qualification recognised under the QF.
  - c) Information that is misleading about the accreditation status of the qualification shall not be allowed.

### Update of Registration Validity Period

- 14) Operators/AAA, who decide to cease granting a QF-recognised qualification or offering the associated learning programme before the Registration Validity Period (RVP) expires, are required to update their QR entry. Such a need may arise from the following circumstances:
  - a) Cessation of enrolment of the learning programme on the QR before the validity period expires;
  - b) Cessation of operation of the operator providing the learning programme(s) before the validity period of the programme(s) expires;
  - c) Change in the accreditation status of the learning programme(s) leading to a change in the RVP; and
  - d) Cancellation of a non-local course regulated under the Non-local Higher and Professional Education (Regulation) Ordinance (Cap. 493) by the Non-local Courses Registry and still concurrently listed on the QR upon cancellation.
- 15) If the circumstance warrants, the HKCAAVQ will publish a notice (i.e. Special Statement) on the QR to inform the general public on an individual record basis of the registration status of the learning programme(s).

Note: If operators of accredited programmes who decide to cease operations or cease operating programmes for various reasons, please refer to “The Policy and Advisory Notes on Accredited Operators’ Cessation of Operations and Teach-out Arrangements for Cessation of Accredited Programmes” available on the HKCAAVQ web page under “Accreditation Related Policies and Fees” of “Services”.

### **III) Reservation of Rights**

- 16) The HKCAAVQ has the right to request supplementary information from the operators/AAA to support its determination on an entry into the QR.
- 17) The HKCAAVQ is not liable for any consequences due to any delay in the settlement of payment, including any delay in settlement of bills due to missing post.
- 18) All images, copies and downloadable materials in the QR and or in the QR website remain the copyright of the HKCAAVQ and the Education Bureau (EDB). They cannot be reproduced, modified or used for commercial gain or publicity without the express permission of HKCAAVQ

or the EDB.

- 19) The HKCAAVQ may amend or vary the details of these notes from time to time. Operators/AAA will be informed of any changes and they should also make reference to the notes available from time to time.

#### **IV) Data Privacy and Intellectual Property**

- 20) Personal information required in the registration process may be included in the 'Operator/AAA User Data Form' and the 'Operator/AAA Data Form'.
- 21) Operators/AAA have the right to request correction of any information provided by contacting the HKCAAVQ.
- 22) Personal information collected will be used for the purpose of QR registration and/or any other activities related to the QF and/or QR. Such information may be disclosed to officials involved in the process of QF and/or QR related activities.
- 23) By uploading qualification data onto the QR, the operators/AAA agree that the data, including any web sites or linkages, are available for public information.

QFQR/HKCAAVQ

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## Fee Schedule of QR Registration Fees

- 1) The fee schedule is effective from 1 July 2016 for entry of qualifications record to the Qualifications Register (QR). It comprises both the Registration Fee and the Hosting Fees. The Registration Fee is the one-off charge for first time entry in the QR. The Hosting Fee is calculated according to the length of the registration validity period on a pro rata basis. In the event that an entry has an open-ended validity period, the Hosting Fee is calculated on a yearly basis.
- 2) The QR Subsidy Scheme under the Designated Support Schemes for the Qualifications Framework (QF) implemented by the Education Bureau covers the fees for registering and hosting qualifications and their associated learning programmes in the QR. For details of the QR Subsidy Scheme, please visit the QF website:

<https://www.hkqf.gov.hk/en/support/dss/index.html>

Fee Item	Fee Amount (HKD)	Level of Subsidy under QR Subsidy Scheme
Registration Fee	\$360	100%
Hosting Fee	\$450	100%

- 3) All fees are charged at a rate which is effective at the time of billing. There is no retrospective adjustment of the QR Registrations Fees. If a qualification is entered into the QR due to false claim or misleading information, HKCAAVQ as the QR Authority may remove the entry and not refund any fees to the operator/Appointed Assessment Agency.