



**Guidance Notes on Upload of QR Records by Operators with  
Programme Area Accreditation Status on the QR**

**Contents**

Section 1	Introduction
Section 2	Proformas / Summary Templates for Uploading Quality Assured Learning Programmes / Joint Qualifications / Recording Changes for Vetting Reference
Section 3	Upload of Quality Assured Local Learning Programmes on the QR
Section 4	Upload of Learning Programmes on the QR with Credit Accumulation and Transfer (CAT) Arrangements in Place
Section 5	Upload of Joint Qualification in Collaboration with Local Non-Self-Accrediting Operators on the QR
Section 6	Types of Action Codes for Upload of Records on the QR
Section 7	Change in the Operator / Agency Reference Code of a Learning Programme or Qualification
Section 8	Change in the Title of a Learning Programme or Qualification
Section 9	Change in the SCS (Specification of Competency Standards)-based or the SGC (Specification of Generic (Foundation) Competencies)-based Status of a Learning Programme or Qualification
Section 10	Upload of Learning Programmes on the QR with Continuing Professional Development (CPD) Arrangement

**List of Proformas / Summary Templates**

(1)	Checklist on the Key Features for New Quality Assured Learning Programmes on QR by Operators with PAA Status
(2)	Declaration Statement for the Upload of Joint Qualifications on QR by Operators with PAA Status
(3)	Declaration Statement for CAT Information of Existing Learning Programmes on QR by Operators with PAA Status
(4)	QR – Summary Template for Code Change
(5)	QR – Summary Template for Title Change
(6)	QR – Summary Template for SGC / SCS-based courses

All correspondences should be addressed to Head and Registrar, QF & QR, HKCAAVQ.

# **Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)**

## **Guidance Notes on Upload of QR Records by Operators with Programme Area Accreditation Status on the QR**

*HKCAAVQ conducts vetting of the QR records uploaded by operators with Programme Area Accreditation (PAA) status<sup>1</sup> making reference to information accessed through the “programme / qualification information (web-link)” and / or through the CAT web-link for vetting of Credit Accumulation and Transfer (CAT)<sup>2</sup> arrangements [i.e. either CAT (Institutional)<sup>3</sup> or CAT (Programme)<sup>3</sup>] where applicable. Therefore it is essential that institutions provide all the required information to HKCAAVQ either through the web-link(s) or in a format that is readily accessible if the programme / CAT websites are still under construction at the time of upload.*

### **Section 1 Introduction**

- 1.1 This set of Guidance Notes aims to give guidance to operators with Programme Area Accreditation (PAA) status about how to upload their programmes / qualifications on the Qualifications Register (QR) in an accurate and consistent manner. It sets out advice on the approaches to uploading various types of QR records under specific circumstances including the following:
- (a) Uploading quality assured local learning programmes under Programme Area Accreditation (PAA) status;
  - (b) Uploading learning programmes / qualifications on the QR with Credit Accumulation and Transfer (CAT) arrangements [i.e. CAT (Institutional) or CAT (Programme)] in place;
  - (c) Joint qualifications in collaboration with local non-self-accrediting operators on the QR;
  - (d) Making changes to published QR records, including change in the CAT information on the QR; and
  - (e) Learning programmes in compliance with the Award Titles Scheme (ATS) and Use of QF Credit (Credit) under the QF implemented by the Education Bureau (EDB).

- 1.2 This Guidance is to be read in conjunction with “Important Notes on Entry into the Qualifications Register” available on the QR website / FTP link for the QR documents to operators:

[ftp://user7:rv042~ls@202.82.228.196/QF\\_QR/Qualifications\\_Register/Operation/Documents\\_to\\_operators/New\\_operators](ftp://user7:rv042~ls@202.82.228.196/QF_QR/Qualifications_Register/Operation/Documents_to_operators/New_operators)

## **Section 2 Proformas / Summary Templates for Uploading Quality Assured Learning Programmes / Joint Qualifications / Recording Changes for Vetting Reference**

- 2.1 To facilitate the timely listing of qualifications and changes on the QR, three proformas and three summary templates (see the Attachments) are available to be used by operators with PAA status. These will serve as a vetting reference and inform HKCAAVQ of the status of both new and existing QR records before uploading the records on the QR. The information in the proformas / summary templates shall be provided to and agreed by HKCAAVQ before uploading these programmes / qualifications and changes on the QR.

## **Section 3 Upload of Quality Assured Local Learning Programmes on the QR**

- 3.1 Qualifications that may be entered into the QR are described in Schedule 3 of the Accreditation of Academic and Vocational Qualifications Ordinance (AAVQO) (Cap 592). HKCAAVQ allows at the third stage of the Four Stage Quality Assurance (QA) Process that an operator with Programme Area Accreditation (PAA) status may develop qualifications and enter them into the QR after they have been quality assured by the operator concerned. To this end, a proforma “***Checklist on the Key Features for New Quality Assured Learning Programmes on the QR by Operators with Programme Area Accreditation (PAA) Status***” is available for operators with PAA status to assure HKCAAVQ of the status of the quality assured programmes. This applies to all new programmes on the QR under PAA. Key features of quality assured learning programmes include the following:
- (a) The learning programme should carry an award (i.e. a qualification) as a formal recognition of the completion of the learning programme;
  - (b) The learning programme should include formal assessment(s) to ascertain that the learners have achieved the specified outcomes of the programme;

- (c) The learning programme should be level-rated in accordance with the Generic Level Descriptors of the Qualifications Framework (QF);
- (d) The learning programme should carry its award title in accordance with the Award Titles Scheme (ATS) under the QF (please find details of the ATS in the QF website [www.hkqf.gov.hk](http://www.hkqf.gov.hk) );
- (e) The learning programme should indicate its QF credit size (please find details of the QF Credit in the QF website [www.hkqf.gov.hk](http://www.hkqf.gov.hk) );
- (f) The learning programme should be accessible to learners of Hong Kong; and
- (g) The learning programme has Credit Accumulation and Transfer (CAT) arrangements [i.e. CAT (Institutional) or CAT (Programme)] in place.

#### **Section 4 Upload of Learning Programmes on the QR with Credit Accumulation and Transfer (CAT) Arrangements in Place**

- 4.1 On a voluntary basis, the operator with PAA status is to inform the QF&QR by indicating on the “***Checklist on the Key Features for New Quality Assured Learning Programmes on the QR by Operators with Programme Area Accreditation (PAA) Status***” that the new programme has in place CAT arrangements that are either CAT (Institutional); or CAT (Programme), and provide a web-link from the institution’s website containing relevant details applicable or specific to that programme.
- 4.2 This indication of CAT arrangements on the QR applies to both the new and existing programmes. In consultation with the Education Bureau, HKCAAVQ enhances the implementation measures of the indication of CAT information on the QR, as follows:

##### **Vetting of CAT (I) Arrangements of Existing Programmes on QR**

- 4.3 Since institutions generally have set up CAT policy at the institutional level, operators can use the “***Declaration Statement for CAT Information of Existing Learning Programmes on QR by Operators with PAA Status***” for indication of CAT (Institutional) arrangements for all the learning programmes; and specify the learning programme(s) (where applicable) that should be excluded from such an institutional policy and therefore should not be labeled

as CAT (I) on the QR.

Indication of Programme(s) with CAT (P) Arrangements for both Receiving and Sending Programmes on QR

- 4.4 The indication of CAT (Programme) on the QR is expanded to cover both the receiving and sending programmes on the condition that the sending institution should on an individual programme basis obtain the prior consent of the receiving institution to do so. Please use the “**Consent by Receiving Institution to Indicate CAT (P) on QR for Sending Programme**”.

Section 5 Upload of Joint Qualification in Collaboration with Local Non-Self-Accrediting Operators on the QR

- 5.1 The operator with PAA status is to provide the following information about joint qualifications in collaboration with local non-self-accrediting operators, by using the proforma “**Declaration Statement for the Upload of Joint Qualifications on QR by Operators with PAA Status**”:
- (a) The nature of collaboration in the associated learning programme with the local non-self-accrediting operator;
  - (b) The institution responsible for conducting quality assurance of the associated learning programme; and
  - (c) The qualification granting body of the qualification.

Section 6 Types of Action Codes for Upload of Records on the QR

- 6.1 The use of action codes (e.g. A, C, T and D) in the QR Upload Excel Template (provided by HKCAAVQ) is to inform the system of the intended purpose of the uploaded / submitted QR entry (i.e. to add a new entry, change or discontinue an existing entry). The four action codes used for the uploading/updating of QR records are:
- (a) “**A**” is the action code to upload a new QR record.
  - (b) “**C**” is the action code to modify the content (other than the Operator / Agency Reference Code) of a published QR record (e.g. registration validity period,

keywords, contact information, special notes, and website).

- (c) “**I**” is the action code to modify the “Operator / Agency Reference Code” of a published QR record only.
- (d) “**D**” is the action code to abridge the registration validity period of a published QR record only where no other change will be allowed.

## **Section 7 Change in the Operator / Agency Reference Code of a Learning Programme or Qualification**

7.1 For a change in reference code, please use the following process:

- (a) The Operator / Agency Reference Code has to be unique within each intended action in the uploaded / submitted QR entry (i.e. to add a new entry, change or discontinue an existing entry). For each reference code, the system allows only a single use under an operator, and any attempt to create a QR entry with a duplicated reference code will be blocked.
- (b) To facilitate the vetting process by the QF&QR, operators are requested to provide details of the code change by using the summary template “***QR - Summary Template for Code Change***”.
- (c) Operators can amend the Operator / Agency Reference Code of a published qualification record, using the Interactive Mode of the QR system or the QR Upload Excel Template.

## **Section 8 Change in the Title of a Learning Programme or Qualification**

8.1 For a change in title, please use the following process:

- (a) Except for error correction or minor updating, the learning programme / qualification bearing the new title shall be uploaded as a new record on the QR.
- (b) To make a title change, the validity period of the old qualification record on the QR will be abridged. The qualification with the revised title will then be assigned a new Operator / Agency Reference Code and be uploaded as a new record onto the QR. The validity period end date of the abridged record

shall be one day prior to the start date of the new record. This ensures the continuity of the QF-recognition status of the programme / qualification.

- (c) Special Notes briefly stating the title change and the effective date shall be included on both the old and the newly uploaded qualifications. A new QR Registration Number will be automatically generated by the QR System to the new record for identification.
- (d) Operators are requested to provide details of the title change by using the summary template “**QR – Summary Template for Title Change**” as the basis for vetting by the QF&QR.

## **Section 9 Change in the SCS (Specification of Competency Standards)-based or the SGC (Specification of Generic (Foundation) Competencies)-based<sup>4</sup> Status of a Learning Programme or Qualification**

9.1 For a change in SCS-based or SGC-based status, please use the following process:

- (a) For programmes / qualifications that require change in the SCS-based or SGC-based status (e.g. from Non-SCS based to SCS-based, or from Non-SGC based to SGC-based), the old qualification record on the QR will be abridged. The qualification with the revised status and new Operator / Agency Reference Code will then be uploaded as a new record onto the QR. The validity period end date of the abridged record shall be one day prior to the start date of the new record. This ensures the continuity of programme / qualification recognition status on the QF.
- (b) Special Notes briefly stating the change in SCS-based or SGC-based status and the effective date will be included on both the old and the newly uploaded qualifications.
- (c) As the basis for vetting by the QF&QR, operators are requested to provide details of the change in the SCS-based or SGC-based status by using the summary template “**QR - Summary Template for SGC SCS-based courses**”.

## **Section 10 Upload of Learning Programmes on the QR with Continuing Professional Development (CPD) Arrangement**

10.1 Under the Continuing Professional Development (CPD) of the Insurance Intermediaries Quality Assurance Scheme (IIQAS), a mechanism is in place to recognise Insurance Learning Programmes and Insurance-Related Learning Programmes accredited under the QF as qualified CPD activities.

*For QF-Accredited Insurance and Insurance-Related Learning Programmes*

10.2 QF-Accredited Learning Programmes categorised under the Insurance industry and currently listed on the QR will be automatically recognised as qualified CPD activities for the IIQAS-CPD Programme. For the details of the vetting of QF-Accredited Insurance related learning programmes<sup>5</sup>, please refer to the HKCAAVQ website: [http://www.hkcaavq.edu.hk/en/services/assessment/cpd-id-programmes].

Note <sup>1</sup>: Programme Area Accreditation (PAA) is conferred on programme providers with sufficient quality assurance competency and maturity at the organisational level and a good track record in delivery of their validated programme(s). Upon gaining PAA, a provider may develop and operate learning programmes within an approved scope of programme area(s) at specified QF Level(s) for an approved period of time (validity period), and have the qualifications of its learning programmes entered into the QR for QF recognition without going through learning programme accreditation or re-accreditation by the HKCAAVQ.

Note <sup>2</sup>: Please find details of the Credit Accumulation and Transfer (CAT) under the QF in the HKQF website [www.hkqf.gov.hk](http://www.hkqf.gov.hk).

Note <sup>3</sup>: Credit Accumulation and Transfer (Institutional) - The Credit Accumulation and Transfer (CAT) arrangements are in place at an institutional level that apply across a cognate group of learning programmes offered by the institution.

Credit Accumulation and Transfer (Programme) - The Credit Accumulation and Transfer (CAT) arrangements are in place at the programme level for specific learning programme(s). These programme specific CAT arrangements should be underpinned by CAT arrangements at the institutional level.

Note <sup>4</sup>: Please find details of Specification of Generic (Foundation) Competencies-based Programmes under the QF in the HKQF website at [www.hkqf.gov.hk](http://www.hkqf.gov.hk).

Note <sup>5</sup>: QF-Accredited Insurance related learning programmes are those with at least 50% of course content falling within the areas of coverage specified under the CPD Information Sheet issued by the Office of the Commissioner of Insurance.