



Important Notes on Entry 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) as the QR Authority.
- 2) Participation in the Qualifications Framework (QF) and the Qualifications Register (QR) is not mandatory.
- 3) Only qualifications that are registered on the QR can be held out as recognized under the QF.
- 4) Only qualifications that meet the QF standards recognized 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 the relevant 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 for 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)

- 7) Operators/AAA should take note of the guidelines for advertisements relating to the QF.
- 8) Operators/AAA shall inform the HKCAAVQ if there are any changes of user or operator's particulars by sending the completed 'Change of Operator/AAA Data Form' or 'Change of Enrolled User Data Form'. The forms can be obtained



from the QR web site (<http://www.hkqr.gov.hk>).

- 9) Operators/AAA are obliged to ensure accuracy and currency of each of its QR entries and update each entry whenever applicable.
- 10) Operators/AAA have access to login to the QR web site after registration. Operators/AAA are responsible for maintaining the confidentiality of the password and shall be responsible for all uses 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.
- 11) The data contained in the QR entry shall be the same as that approved by an appropriate accreditation authority.
- 12) Information published in the QR shall be the same as that in the certification award to facilitate verification by the public.
- 13) If operators/AAA decide to cease granting a QF-recognized qualification or offering the related learning programme before the validity period expires, they have to update the corresponding QR entry.

III) Reservation of Rights

- 14) The HKCAAVQ has the right to request supplementary information from the operators/AAA to support its determination on an entry into the QR.
- 15) 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.
- 16) 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.
- 17) The HKCAAVQ may amend or vary the details of these notes from time to time. Operators/AAA will be informed of the changes and they should also make reference to the notes posted on the QR website from time to time.

IV) Data Privacy and Intellectual Property

- 18) Personal information required in the registration process may be included in the 'Operator/AAA User Data Form' and the 'Operator/AAA Data Form'.



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- 19) Operators/AAA have the right to request access to or correction of any information provided by contacting the HKCAAVQ.
 - 20) 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.
 - 21) 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.

HKCAAVQ

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