



香港學術及職業資歷評審局  
Hong Kong Council for Accreditation of  
Academic & Vocational Qualifications

# **Applications for Registration of Reimbursable Courses for the Continuing Education Fund**

## **Guidance Notes for Local Self-Accrediting Universities**

Version 1.0

January 2011

## **APPLICATIONS FOR REGISTRATION OF REIMBURSABLE COURSES FOR THE CONTINUING EDUCATION FUND**

### **GUIDANCE NOTES FOR LOCAL SELF-ACCREDITING UNIVERSITIES**

These notes should be read in conjunction with the Guide to Assessment of Courses for Continuing Education Sections of Local Self-accrediting Universities.

Items on the Application Form are designed to provide information needed to assess the course. Course providers can include any relevant information in support of their applications. Please put 'NA' for item(s) not applicable and use separate sheets if there is not enough space in the Form.

#### **Section A: Particulars of the Responsible Person**

- (i) Responsible person refers to the Head of Organization, e.g. Chief Executive Officer, Managing Director & General Manager, Head of Institution or an authorised person acting with similar responsibilities by whatsoever title or designation.
- (ii) An application shall be made by the Responsible Person to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) with a completed application form and the specified assessment fee. The Responsible person shall have the ultimate responsibility for providing accurate and sufficient information and for ensuring satisfaction with the approved course specifications and compliance with the CEF terms and conditions (see also Section C of the application form).

#### **Section B: Information about the Course(s)**

- (i) One application form can be used for one or more proposed courses. Each proposed course shall come under one specified CEF domain. For instance, if a total of 5 courses, 2 in Financial Services and 3 in Business Services, are proposed:

	Number of Course(s) Submitted
Logistics	
Financial Services	2

Business Services	3
Total	5

- (ii) Complete ONE individual Attachment 1 (“Summary of the Course”) for EACH proposed course.
- (iii) Fill in ONE row in Attachment 2 (Part I & II) for EACH proposed course.

**Attachment 1 – Summary of the Course**

- (i) Title of Course: State the title. If the proposed course is a constituent module of a programme, the title of that programme should also be given.
- (ii) Admission requirements: Use clear and quantifiable terms. General statements such as, “Completion of secondary school education, some proficiency in English, and/or some working experience preferably in related fields”, should be avoided. It is clearer to state, “Minimum of Level 3 for English Language and Level 2 for any other two subjects in HKDSE; plus minimum of 1 year of full-time working experience in accounting”.
- (iii) Course objectives and learning outcomes: The objectives and outcomes should be listed in point form whenever possible.
- (iv) Hourly breakdown of content: Avoid listing a teaching topic/group of teaching topics with duration exceeding 10 hours. Listing sub-topics with shorter durations will help speed up the assessment process. For example, instead of a course breakdown as shown below,

Hourly breakdown of content and CEF Competencies to be attained (except for SCS-based courses):	Teaching topic	Which CEF sector-specific competency(ies) is/are met	Duration (in hours)
	1. Introduction to financial accounting	11.1	12
	2. Key concepts in management accounting	11.2	18

the following detailed breakdown is to be given:

Hourly breakdown of content and CEF Competencies to be attained	Teaching topic	Which CEF sector-specific competency(ies) is/are met	Duration (in hours)
	1. Financial Accounting		

(except for SCS-based courses):	1.1 Preparation of balance sheet, income statement and cash flow statement	11.1	6
	1.2 Analysis of financial statements	11.5	6
	2. Management Accounting		
	2.1 Cost Management	11.2	6
	2.2 Standard Costing	11.2	6
	2.3 Budgetary Control System	11.2	6

- (v) Assessment, attendance and CEF reimbursement requirements: If the proposed course is one of the modules of a programme, the programme's overall requirements and their relation to the requirements of individual modules, if any, should be specified. An example is given below:

Assessment:	<p>(a) Assessment Methods and Weighting:</p> <p>For each module:</p> <p style="padding-left: 40px;">Written examination (70%)</p> <p style="padding-left: 40px;">Assignment (30%)</p> <p style="padding-left: 40px;">Module passing mark: 50</p> <p>Programme overall mark:</p> <p style="padding-left: 40px;">10% contribution from each of Modules 1 to 7</p> <p style="padding-left: 40px;">30% contribution from Module 8</p> <p>(b) Programme overall passing requirements:</p> <p style="padding-left: 40px;">Programme overall passing mark: 50; AND</p> <p style="padding-left: 40px;">No more than 2 failures among Modules 1 to 7; AND</p> <p style="padding-left: 40px;">Pass in Module 8;</p>
Attendance Requirement:	Attend 80% of total contact hours. No attendance requirement for individual modules.
CEF Reimbursement requirements	<p>Programme overall passing mark: 50; AND</p> <p>No more than 2 failures among Modules 1 to 7; AND</p> <p>Pass in Module 8; AND</p> <p>Attend 80% of total contact hours.</p>

- (vi) Instructor appointment criteria: Clear and quantifiable terms should be specified whenever possible. For example, use “a high diploma/associate degree or above plus minimum 10 years of full-time working experience” instead of “a post-secondary qualification and substantial working experience”. The following example illustrates how more complex criteria may be set out.

Instructor Appointment Criteria	<p>Instructors must satisfy one of the following:</p> <ol style="list-style-type: none"> <li>1. A bachelor's degree in Accountancy, plus minimum 2 years of full-time working experience in accounting and 3 years of part-time/full-time experience in teaching programme in QF level 4 or above.</li> <li>2. Certificated Public Account (CPA), plus minimum one year full-time working experience as an CPA.</li> <li>3. A master degree in Accountancy, Finance or Business, plus minimum 2 years of part-time/full-time experience in teaching programme in QF level 4 or above.</li> <li>4. A PhD degree in Accountancy, Finance or related discipline.</li> </ol>
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### **A sample of completed Attachment 1**

The following sample is provided for reference:

Name of Course Provider:	ABC College
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#### **Part A – Information about the course uploaded onto the Qualifications Register (QR)**

Title of course:	Certificate in Financial Accounting Programme
Title of qualification:	Certificate in Financial Accounting
QR registration number:	10/123456/1
QF level:	3
Effective date of registration	1 December 2010
Expiry date of registration	30 November 2012
QR registration fees have been settled?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### **Part B – Information about the course to be registered as a CEF reimbursable course**

Title of course ( Chinese Title):	NA
Title of course ( English Title):	Introduction to Accounting (a module from the Certificate in Financial Accounting Programme)
Relationship with the course uploaded onto the QR:	<input type="checkbox"/> Exactly the same course as uploaded onto the QR <b>or</b> <input checked="" type="checkbox"/> Module(s) that form(s) part of the course as uploaded onto the QR
Title of Qualification (if any) or Certificate of Completion:	Certificate of Completion
CEF domain / <del>Specification of Competency Standards (SCS) based:</del>	Financial Services
Reference No. provided by the Non-local Course Registry (to be completed for non-local course only)	NA

Admission requirements	Minimum of Level 3 for English Language and Level 2 for any other two subjects in HKDSE; plus minimum of 1 year of full-time working experience in accounting.		
Course objectives:	This course aims to: (i) introduce the basic concepts of financial accounting including the accounting cycle and the preparation of financial statements; and (ii) enable learners to apply the learned knowledge in the financial services sector including insurance and asset management.		
Learning outcomes:	Upon completion of the course, participants should be able to: (i) explain the basic concepts of financial accounting; and (ii) apply the learned knowledge in various financial services sectors.		
Hourly breakdown of content and CEF Competencies to be attained (except for SCS-based courses):	Teaching topic	Which CEF sector-specific competency(ies) is/are met	Duration (in hours)
	1. accounting for merchandising activities	11.1, 11.2	4
	2. internal control and accounting for cash	11.2	4
	3. temporary investments and accounts receivable	11.1, 11.2	8
	4. capital assets, current and long-term liabilities	11.1	8
	5. cash flow statement.	11.2, 11.5	6
Total contact hours:	30		
Assessment:	(a) Assessment Method(s) and Weighting: <u>    Written examination    </u> ( 70%); and <u>    Assignment    </u> (30%); (b) Overall Passing Mark: 50%		
Attendance requirement:	80%		
CEF reimbursement requirement	Overall Passing Mark: 50% or <u>    N/A    </u> % (whichever is higher) Attendance Requirement: 70% of the contactable hours or <u>    80    </u> % (whichever is higher)		
Benchmark test (applicable only to language course, except Written Chinese)	(a) Benchmark test: <u>    N/A    </u> (b) Level to be attained: <u>                    </u>		
Instructor appointment criteria	(a) Education qualification(s): <u>    A bachelor's degree in Accountancy    </u> <del>AND/OR;</del> (b) Professional qualification(s): <u>    CPA    </u> <del>AND /OR;</del> (c) Year of industry experience: <u>    5    </u> <del>AND / OR;</del> (d) Year of training experience: <u>    0    </u>		
Total tuition fees and any other fees payable by each CEF applicant for the Course:	HK\$8,500		

#### Declaration Form

I declare that all the information provided in this Summary is accurate to the best of my knowledge.

CHAN Tai Man

Name of the Responsible Person



Signature

1 June 2011

Date

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### Submission of application

- (i) An application for registration under the CEF has to be submitted together with the following documents:
- **one hardcopy** of the completed and signed application form together with the completed and signed Attachment 1 of each course and Attachment 2; and.
  - **one softcopy** of the completed Attachment 1 of each proposed course in the application and Attachment 2.
- (ii) The hardcopy of the required documents can be submitted in person or by post to the HKCAAVQ Office (see address below). The softcopy can be sent by mail to [cef@hkcaavq.edu.hk](mailto:cef@hkcaavq.edu.hk) or be submitted together with the hardcopy of the documents in the form of a Compact Disk or other similar electronic means as deemed appropriate.

### Enquiry

All enquires can be directed to:

HKCAAVQ  
10/F, Cambridge House,  
Taikoo Place, 979 King's Road  
Quarry Bay  
Hong Kong  
Telephone Number: 3658 0000  
Fax Number: 2845 9910  
Email Address: [info@hkcaavq.edu.hk](mailto:info@hkcaavq.edu.hk)