Steps to Qualifications Assessment

Step 1:
Applicant to complete the QA Application Form and check all the supporting documents required for QA are ready

- The Application Form for Qualifications Assessment is available at http://www.hkcaavq.edu.hk/en/services_qualifications.asp and in the Office of the HKCAAVQ.
- Please refer to Paragraphs 8 to 13 of the Qualifications Assessment – Guidance Notes for Application of the Application Form for details.

Step 2:
Applicant to make online / telephone booking for a time slot to submit application and assessment fees in person or by an authorized representative OR submit the application and assessment fees by mail

- Online booking: http://qabooking.hkcaavq.edu.hk/; telephone booking: (852) 3658 0000
- For details of submitting the application, please refer to Paragraph 17 of the "Qualifications Assessment – Guidance Notes for Application"
- For the assessment fees, please refer Paragraphs 14 to 16 of the "Qualifications Assessment – Guidance Notes for Application" for details.

Step 3:
Assessment conducted by HKCAAVQ

- For criteria considered during the assessment process, please refer to Paragraphs 1 to 7 of the "Qualifications Assessment – Guidance Notes for Application"
- The assessment will normally be completed within 15 working days after receiving the full application (please refer to Paragraph 7 of the "Qualifications Assessment – Guidance Notes for Application". However, the assessment may take longer if the institutions are contacted for additional information, in which case the applicant will be notified in writing via postal or electronic mail.

Step 4:
Issue of Report for Qualifications Assessment or other form of written statement by HKCAAVQ to applicant or organisation.

- For details, please refer to Paragraphs 18 to 19 of the "Qualifications Assessment – Guidance Notes for Application".

Application for Review
(applicant who is aggrieved by the HKCAAVQ's assessment determination may apply for a review)

- For details, please refer to Paragraphs 27 to 29 of the "Qualifications Assessment – Guidance Notes for Application" or http://www.hkcaavq.edu.hk/en/services_review.asp.