Important points to note on operating Continuing Education Fund courses

To strengthen the understanding of Continuing Education Fund (CEF) requirements among CEF course providers, the Government has compiled the following list of important points to note on course operations for course providers’ reference.

1. Course Promotion

Dos

✓ Do use the following CEF standard wordings in all your promotional materials or any other related documents in relation to your CEF course(s).

“The course has been included in the list of reimbursable courses for Continuing Education Fund purposes”

“課程已加入持續進修基金可獲發還款項課程名單內”

✓ Do place the CEF logo and the CEF course code next to the CEF course title.

✓ Do present the CEF course title in any promotional materials in Chinese and/or English which should be the same as that approved by the Labour and Welfare Bureau (LWB).

✓ Do distribute a course brochure/leaflet outlining the approved entry requirements, course contents, contact hours, tuition fees, administrative fees (if any) and standard refund policy of CEF courses to the participant of CEF courses upon enrollment, and send a copy of such information to the Office of the Continuing Education Fund (OCEF) for record purpose.

Don’ts

✗ Don’t offer any gifts, discount, rebates or any other concession or financial inducements of whatsoever form to participants of CEF courses.

✗ Don’t promote a CEF course together with a non-CEF course without prior written approval from LWB.

✗ Don’t bundle a CEF course with a non-CEF course.

✗ Don’t provide inaccurate and misleading information when promoting CEF courses.
× Don’t hold yourself out as an agent, employee, servant, representative or partner, of the Government or imply that the Government is in any way responsible for your acts and/or omissions.
× Don’t use the CEF logo and/or CEF course code to promote any non-CEF course.
× Don’t promote a CEF course before details of the course have been publicized on the OCEF website.

2. Teaching Venues
Dos
✓ Do ensure all teaching venues comply with the CEF conditions and all relevant ordinances/rules.
✓ Do secure LWB’s prior written approval before changing the teaching venues.
✓ Do send the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAQV) a copy of documentary evidence (e.g. receipts) of your subscription of a public liability insurance policy and the Certificate of Fire Service Installations and Equipment for each teaching venue of the CEF course(s) for record purposes.
Don’ts
× Don’t hold any CEF course at a venue that is not registered under the CEF scheme.

3. Enrolment Records/Procedures:
Dos
✓ Do present in the enrolment form the institution name and CEF course title, which should be the same as those approved by LWB.
✓ Do ensure that the CEF applicants have signed on the enrolment forms and specified their enrolment date.
✓ Do keep all records related to the admission/placement test(s), if any, for inspection purpose.
✓ Do ensure that the CEF applicants have stated clearly all the required information in the enrolment forms for verifying whether they have met the stipulated entry requirements of the CEF courses
✓ Do complete the enrolment procedures before a course commences.
Don’ts

✗ Don’t enroll CEF applicants who do not meet the stipulated entry requirements or who fail to provide sufficient documentary proof to show that they have met the requirements.

✗ Don’t process incomplete enrolment forms submitted by the CEF applicants.

4. Collection of Tuition Fee:

Dos

✓ Do collect tuition fees from all participants of your CEF courses by equal monthly instalments.

✓ Do present on the official receipts the institution name and CEF course title which should be the same as those approved by LWB.

✓ Do state on the official receipt the tuition fees paid, payment date and payment method.

✓ Do adopt the CEF standard refund policy for all CEF courses.

✓ Do keep LWB informed of any changes in tuition fees before implementation.

✓ Do keep copies of cheques, credit card/EPS/bank-in vouchers and other payment records submitted by course participants for inspection purpose.

Don’ts

✗ Don’t collect tuition fees by a single lump sum or non-monthly instalments (e.g. quarterly, bi-monthly, etc.).

✗ Don’t collect the second monthly instalment before the commencement of a course.

5. Attendance Records:

Dos

✓ Do present in the attendance register the name of the course provider and the CEF course title which should be the same as those approved by LWB.

✓ Do indicate clear lesson dates (also specifying the time of lunch/dinner break and examination included) and instructor’s verification for every lesson in the record.

✓ Do ask both the participants and instructors to sign on the attendance record sheet.

✓ Do keep the attendance record in an accurate manner that shows
clearly the attendance attained by every participant.

Don’ts

✗ Don’t change the stipulated attendance requirement without LWB’s prior written approval.

6. Assessment Records:
Dos

✓ Do keep proper records of all CEF applicants’ marked assessments (with applicants’ full names, markers’ names and the assessment dates), results, question papers and assessment criteria for every CEF course clearly showing their full names and assessment dates for all types of assessments.
✓ Do present in all assessment records the institution name and the CEF course title which should be the same as those approved by LWB.
✓ Do accurately and consistently mark the assessment scripts completed by the CEF applicants.

Don’ts

✗ Don’t change any assessment criteria without LWB’s prior written approval.

7. Quality Assurance Mechanism:
Dos

✓ Do keep proper record e.g. notes of course review meetings, evaluations by participants and the results/ analyses and associated follow-up actions and record of class visit, etc. as documentary proof of implementation of a quality assurance mechanism.

Don’ts

✗ Don’t change any course specifications without LWB’s prior written approval.

8. Proof of Completion:
Dos

✓ Do include in the Proof of Completion correct information of the course including the institution name, full CEF course title, the course commencement date, course completion date, passing mark and attendance rate. The institution name and CEF course title should be the same as those approved by LWB.
Don’ts
✗ Don’t issue the Proof of Completion to CEF claimants if they haven’t satisfied all the course requirements approved by LWB.

9. Certification of CEF Application/ Reimbursement Claim Form:
Dos
✔ Do check the accuracy of the information shown on the forms before making certification.
✔ Do remind all CEF applicants that application of CEF must be submitted to OCEF before the course commencement unless they already have opened CEF accounts.
Don’ts
✗ Don’t certify a CEF Application/Reimbursement Claim Form if the information provided is inaccurate.

10. Enquiries:
Dos
✔ Do study carefully and adhere to all the requirements stated in the CEF conditions.
✔ Do contact LWB at 2810 3877 or enquiry@lwb.gov.hk, OCEF at 3142 2277 or cef_sfo@wsf aa.gov.hk, and HKCAAVQ at 3658 0000 or info@hkcaav q.edu.hk in case of enquiries or in doubt of the CEF requirements.