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Application Form and Procedure
1. After HKCAAVQ have received my Qualifications Assessment (QA) application, will it be accepted straight away?

No. Upon receiving an application, it is checked thoroughly. Once the HKCAAVQ has confirmed that the payment has been settled and all the relevant documents are provided, a receipt and an acknowledgement are issued to the applicant to inform him/her the assessment can commence and the assessment will normally take 15 working days starting from the next working day of the acknowledgement. However, if further information or research is required during the assessment process, the applicant is required to provide further information if necessary and the assessment process may take longer. HKCAAVQ reserve the right to terminate the application if the required information/certification and/or documentary evidence cannot be provided by the
applicant or obtained from relevant bodies after a period of 2 months.

2. **Do I need to complete the Appendices A, B and C in the application form?**

   You MUST complete Appendix A if someone else is handling the application on your behalf, e.g. designated person, a school, or some other organisation.

   You MUST make use of Appendix B to check whether you have all the documents required for the prompt process of your application.

   You MUST make sure you fill in your name and address in the two mailing labels and in the acknowledgement slip in Appendix C.

3. **Do I need to include photocopies of my diplomas and transcripts in my QA application?**

   If you mail your QA application to our office, you must provide a complete set of photocopies; and if you choose for the results to be returned via mail, then the photocopies MUST be certified by the relevant authority.

   If you submit your QA applications in person, you must provide a complete set of photocopies and bring along their originals for verification by our staff.

4. **Which qualification(s) do I need to provide information about in the application?**

   The non-local qualification(s) and those qualification(s)/learning deemed to have a substantial bearing on the qualification(s) under assessment. For example, if you hold a sub-degree and top-up Bachelor Degree awards, the credential documents (e.g. Certificates and Transcripts) of both awards will be relevant. Also, if you are seeking teacher registration, information on your teacher training qualification will be relevant; or if you are a Quality Migration Admission Scheme applicant, information on both your Bachelor and Master Degrees will be relevant.

5. **Do I need to translate every document that is not in English/Chinese to English/Chinese?**

   Yes. Ideally, all documentary evidence not in English or Chinese must be accompanied by certified translations.
6. If the names on my Identification Document and other documents are different, what should I do?

In cases where the names are different, you MUST provide a deed poll or a marriage/divorce certificate. A declaration from a Notary Public Office will NOT serve to clarify your identity.

7. What are the QA procedures?

You may refer to the “Stages to QA” in our Qualification Assessment webpage: http://www.hkcaavq.edu.hk/en/services/assessment/individual-qualifications.

Also, applicants are advised to ensure that they have carefully read the “Guidance Notes for Application” before submitting an application.

Teacher Training Qualification(s)

8. I am a registered teacher in another country. Can I be registered as a teacher in Hong Kong too?

Not necessarily. The educational qualification of the applicant is assessed against the teacher training qualification requirements as stipulated by the Education Bureau. In the end, the Education Bureau is the decision making body for local teacher registration and will consider the assessment outcome as one of many factors to determine whether the applicant could be registered as a teacher in Hong Kong.

9. Do I need to provide supervised teaching practicum information for the assessment of my teacher training qualification?

Yes. You MUST provide information on the duration in terms of hours and weeks AND the exact location (i.e. a primary or secondary school or a pre-primary centre) where the practicum was conducted; otherwise your educational qualification may fail to meet the teacher training qualification requirements as stipulated by the Education Bureau.

10. If I want to assess my pre-primary teacher training qualification, do I need to provide the syllabus/synopsis of the content of each subject?

Yes. You MUST provide the information; otherwise your educational qualification may fail to meet the teacher training qualification requirements as stipulated by the Education Bureau.
11. If I have taken a short teacher training course, say 6 months in duration, can it be assessed?

No. Short courses leading to non-local teacher training qualifications do not meet the teacher training qualification requirements as stipulated by the Education Bureau since the minimum duration of study leading to local teacher training qualifications is at least one-year full-time in duration.

Supporting Documents Required

12. What supporting documentary evidence is required for the assessment?

In general, the requisite supporting evidence includes but is not limited to:

- the graduation certificate(s) / diplomas of the educational qualification(s);
- the full transcript(s) (final versions) of the qualification(s);
- the written evidence of any transferred credits from the relevant institution(s); and
- the brochure/pamphlet of the programme(s) leading to the qualification(s) under assessment, if available.

For applicants who need the Report for Qualifications Assessment for the purpose of teacher registration or teacher appointment, the following additional evidence will be needed:

- documentary proof of the supervised teaching practice/practicum issued by the qualification awarding body indicating the number of hours and weeks AND the setting(s) where the teaching practice/practicum was/were held;
- the certificate and transcript for the teacher training qualification(s) and Bachelor Degrees/Postgraduate Diplomas (if any).

For applicants who wish the HKCAAVQ to compare their pre-primary teacher training qualification(s) with the local pre-primary teacher training qualifications, the following additional evidence will be needed:

- the certificate and transcript of the teacher training qualification(s);
• proof of the supervised teaching practice/practicum issued by the qualification awarding body including the number of hours and weeks AND the setting(s) where the teaching practice/practicum was/were held
• the syllabus and the synopsis of the content of each subject/module of the teacher training programme and the course hours of each subject/module issued by the granting body/bodies

Please also refer to paragraphs 8 to 13 in the Guidance Notes for Application.

Policy and Criteria

13. What is the basis of the HKCAAVQ’s Qualifications Assessment?

The Qualifications Assessment (QA) is guided by the HKCAAVQ’s outcome-based assessment policy and guidelines which are developed and maintained with reference to international QA practices and developments.

14. What are the factors to be considered in the assessment?

The factors to be considered in the assessment include but are not limited to:

a. the accreditation/recognition status of the awarding institution(s) at the time when the applicant was admitted to the educational programme(s);
b. the accreditation/recognition status of the educational programme(s) leading to the qualification(s) being assessed at the time the applicant was admitted to the educational programme(s);
c. the entry requirements, exemption/advanced standing practice, curriculum, assessment and graduation requirements of the educational programme(s);
d. the accreditation/recognition status/details of credits relating to the qualification(s) under assessment which has/have a bearing on the learning outcome of the qualification;
e. the location of study of the educational programme(s) leading to credits relating to the qualification(s) being assessed;
f. the accreditation status of the operator when the programme leading to the
qualification being assessed is offered outside the place where the awarding institution operates;
g. the education regulatory framework in the place where the qualification being assessed is offered.
h. the Hong Kong education system and the Hong Kong Qualifications Framework (HKQF).

The QA Outcome

15. If I have received advanced standings based on my work experience, will the outcome of the assessment be affected?

Possibly. Work experience leading to advanced standing in a qualification is assessed on a case by case basis. However, the assessment does not consider work experience on its own.

16. If I have received advanced standings based on my professional qualifications, will the outcome of the assessment be affected?

Possibly. Professional qualification leading to advanced standing in a qualification is assessed on a case by case basis. However, the assessment does not consider professional qualification on its own.

17. If I have received advanced standings based on unrecognized prior study/studies, will the outcome of the assessment be affected?

Possibly. Unrecognized prior study/studies leading to advanced standing in a qualification is assessed on a case by case basis. However, the assessment does not consider unrecognized prior study/studies on its own.

18. How do I know whether my qualification is recognised in the country of study?

All qualifications must be recognised by their own national educational authority. For more information, you may consult the qualification register or the relevant education authority website of that country for more information. For the recognition status of local/non-local qualifications in Hong Kong, please consult the Hong Kong Qualifications Register.

19. What happens next if my qualification cannot be assessed?

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HKCAAVQ will contact the applicant to arrange for the application to be returned and the assessment fee to be refunded after the deduction of an administration fee of one-third of assessment fee.

20. **Is there an expiry date on the assessment outcome?**

No. Every assessment is conducted in accordance with the prevailing policy and guidelines at the time.

21. **What are the possible QA outcomes?**

The possible outcomes include:

- a statement that the totality of the educational qualification(s) meets the standard of a particular level of qualification in Hong Kong; and

- a statement (where appropriate) on whether the educational qualification(s) meets the requirements of a particular teacher training qualification in Hong Kong (for applicants seeking teacher registration only).

You may also refer to “Information Sheet on the possible outcomes for the ‘Totality’” in our Qualification Assessment webpage.

**Termination of Assessment**

22. **Under what circumstances will the assessment be terminated?**

When the HKCAAVQ determines that an application cannot be assessed either due to insufficient information or for a legitimate reason, the application would be returned to the applicant and an administrative fee of one-third of assessment fee will be deducted.

**Post-assessment Enquiry or Review**

23. **What can I do if I am not satisfied with my QA outcome?**

Should applicants for qualifications assessment wish to enquire about their own assessment outcomes, they may raise their questions in writing preferably within one week after the receipt of the Report for Qualifications Assessment so that a response from the HKCAAVQ can be obtained well in advance of the stipulated timeline (30-days) for applicants to submit an application for formal review of the assessment.
outcome. For details of the applications for review, please refer to “Application Form for Review of Qualifications Assessment” in our Qualification Assessment webpage.