



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

## **Guidance Notes**

**for**

**Vetting Qualifications Framework  
Accredited Learning Programmes as  
Qualified Continuing Professional  
Development (CPD) Activities under  
the CPD Programme of  
the Insurance Intermediaries Quality  
Assurance Scheme**

**Version 1.0**

**October 2018**

## 1. Background

- 1.1 The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is appointed by the Insurance Authority (IA) as the sole assessment authority for the Continuing Professional Development (CPD) Programme of the Insurance Intermediaries Quality Assurance Scheme (IIQAS). Under the CPD Programme of the IIQAS, insurance intermediaries are required to earn 10 CPD hours every year.
- 1.2 As stated in the CPD Information Sheet issued by the Insurance Authority (IA) ([https://www.ia.org.hk/en/supervision/reg\\_ins\\_intermediaries/files/CPD\\_Info\\_Sheet\\_Eng\\_Jun\\_2017.pdf](https://www.ia.org.hk/en/supervision/reg_ins_intermediaries/files/CPD_Info_Sheet_Eng_Jun_2017.pdf)), learning programmes accredited under the Qualifications Framework (QF) with specified course contents can be recognised as qualified CPD activities under the CPD Programme of the IIQAS. The HKCAAVQ will be responsible for publishing the lists of QF accredited learning programmes which have been recognised as qualified CPD activities under the CPD Programme of the IIQAS on its website (<https://www.hkcaavq.edu.hk/en/services/assessment/cpd-ia-programmes>). Insurance intermediaries attending these learning programmes will be considered as earning CPD hours under the CPD Programme of the IIQAS. These guidance notes are designed to assist Operators applying for their QF accredited learning programmes to be recognised as qualified CPD activities.
- 1.3 QF accredited learning programmes in the guidance notes refer to the following two types of qualifications on the Qualifications Register (QR):
- Qualifications accredited by the HKCAAVQ;
  - Qualifications quality assured by the Joint Quality Review Committee (JQRC) or institutions with self-accrediting status.

## 2. Vetting of Insurance-Related Learning Programmes (IRLPs) as Qualified CPD Activities under the CPD Programme of the IIQAS\*\*

- 2.1 Quality assured learning programmes listed on the QR but NOT categorised under the insurance industry may cover areas such as Company and Contract Law, Human Resources Management, Accounting, Marketing etc. which relate to the work of insurance intermediaries. Such Insurance-Related Learning Programmes (IRLPs) can be recognised as qualified CPD activities under the CPD Programme of the IIQAS subject to the vetting of the HKCAAVQ. These learning programmes must have at least 50% of the course contents in terms of QF credits falling within the **areas of coverage** listed in the Annex (adopted from the Appendix of the CPD Information Sheet issued by the OCI). Operators who would like their IRLPs be recognised as qualified CPD activities should submit applications to the HKCAAVQ for vetting.

\*\*QF accredited learning programmes categorised under the insurance industry on the QR will be directly recognised as qualified CPD activities under the CPD Programme of the IIQAS without the need to undergo the vetting process.

- 2.2 One application should be submitted for each qualification entry listed on the QR. Operators offering learning programme(s) embedded within intermediate exit award(s) or stream(s) listed on the QR as separate entries will need to submit a separate application for each entry.
- 2.3 Only QF accredited learning programmes which have indicated QF credits on the QR will be eligible for vetting as qualified CPD activities under the CPD Programme of the IIQAS.
- 2.4 For IRLPs of **three or more QF credits**, a maximum of 10 CPD hours will be awarded for each year of study within the study period for up to six years. For IRLPs with **less than three QF credits**, one CPD hour will be awarded for one contact hour for up to a maximum of 10 CPD hours. Insurance intermediaries attending these learning programmes will be considered as earning CPD hours within the study period by submitting evidence of examination results, coursework assessment or attendance as required by the respective self-regulatory organisations (SROs).
- 2.5 For IRLPs vetted and approved as qualified CPD activities under the CPD Programme of the IIQAS, the approval periods will be the same as the Registration Validity Periods of such learning programmes on the QR. Operators are required to apply for renewal of such learning programmes as qualified CPD activities at least one month before the end date of the Registration Validity Periods of the learning programmes on the QR.
- 2.6 Operators are required to seek prior approval from the HKCAAVQ on change(s) affecting 10% of QF credits or more of course contents at least one month prior to the implementation date of the change(s). For changes other than those in course contents such as changes in teaching venues or minimum appointment criteria of teaching staff, there will be no vetting but Operators should submit the relevant information to the HKCAAVQ for updating their records.
1. Application Forms for vetting, renewal and change are available on the HKCAAVQ website at <https://eportal.hkcaavq.edu.hk/>. Details of the learning programme such as the programme structure, the most up-to-date list of teaching venues and minimum appointment criteria of teaching staff are required. Please refer to the Annex to the Vetting Application Form (New Application) for advice on filling in the information.

2.7 Fee Schedule for One Application:

|                                | Vetting Fee   | Renewal Fee   | Change Fee  |
|--------------------------------|---|---|---|
| IRLP of 3 QF credits or more   | HK\$3,000   | HK\$2,000   | HK\$1,000   |
| IRLP of less than 3 QF credits | HK\$300 per CPD hour<br>(Maximum charge of \$3,000) | HK\$200 per CPD hour<br>(Maximum charge of \$2,000) | HK\$100 per CPD hour<br>(Maximum charge of \$1,000) |

- 2.8 The fee should be made payable to the 'Hong Kong Council for Accreditation of Academic and Vocational Qualifications', and it is non-refundable irrespective of the outcome of the vetting. Operators cannot withdraw their application once the application fees have been received by the HKCAAVQ. The HKCAAVQ reserves the right not to accept any request for vetting of the learning programme proposed.
- 2.9 Operators shall be responsible for providing all necessary and required information to the HKCAAVQ. The HKCAAVQ shall bear no responsibility for any delays to the process if any such required information is not provided.
- 2.10 Provided that all relevant information is submitted, Operators will normally receive an outcome letter from the HKCAAVQ advising the results of their application(s), successful or otherwise, 15 working days after the date of application(s). The HKCAAVQ will publish a monthly updated list of the approved IRLPs as qualified CPD activities under the CPD Programme of the IIQAS on its website.

### **3. Enquiries**

For enquiries, Operators may contact the HKCAAVQ at:-

10 Siu Sai Wan Road,  
Chai Wan, Hong Kong  
Tel: 3658 0176  
Fax: 2845 9910  
Email: [cpd\\_ia@hkcaavq.edu.hk](mailto:cpd_ia@hkcaavq.edu.hk)  
Website: <http://www.hkcaavq.edu.hk>

**Vetting of QF Accredited Learning Programmes  
as Qualified CPD Activities under the CPD Programme of the  
IIQAS**

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**Area of Coverage Code\***

| <u>Code</u>                               | <u>Code</u>   |
|---|---|
| 1. Accounting                             | 21. Liability insurance                               |
| 2. Actuarial science                      | 22. Life and disability insurance                     |
| 3. Annuity                                | 23. Life insurance                                    |
| 4. Aviation insurance                     | 24. Marine insurance                                  |
| 5. Business studies / practice            | 25. Marketing   |
| 6. Claims management                      | 26. Medical and health insurance                      |
| 7. Commerce                               | 27. Motor insurance                                   |
| 8. Communication                          | 28. Organisational behaviour and management           |
| 9. Company and contract law               | 29. Principles and practice of insurance              |
| 10. Economics                             | 30. Property and pecuniary insurance                  |
| 11. Engineering insurance                 | 31. Provident fund (mandatory) and retirement schemes |
| 12. Financial planning                    | 32. Quantitative methods                              |
| 13. General insurance                     | 33. Reinsurance                                       |
| 14. Human resources management            | 34. Risk management                                   |
| 15. Information systems                   | 35. Statistics  |
| 16. Insurance broking                     | 36. Strategic management                              |
| 17. Insurance law                         | 37. Underwriting management                           |
| 18. Investment                            |   |
| 19. Investment-linked long term insurance |   |
| 20. Law and legal studies                 |   |

*\*The areas of coverage are adopted from the Appendix of IA's CPD Information Sheet.*