



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 Type 4 Qualified CPD Activities for Licensed Insurance Intermediaries

Version 1.1

April 2020

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 Continuing Professional Development (CPD) Assessment Authority for assessing CPD activities for licensed insurance intermediaries.
- 1.2 As stated in the Guideline on Continuing Professional Development for Licensed Insurance Intermediaries (GL24) issued by the Insurance Authority (IA) (https://www.ia.org.hk/en/legislative_framework/files/Eng_GL24_CPD.pdf) learning programmes accredited under the Qualifications Framework (QF) but **NOT** categorised under the “Insurance” industry on the Qualifications Register can be recognised as Type 4 qualified CPD activities if they are approved by HKCAAVQ after undergoing a vetting procedure. These Guidance Notes are developed for Operators who wish to apply for vetting of their QF accredited learning programmes to be recognised as Type 4 qualified CPD activities.
- 1.3 The HKCAAVQ will be responsible for publishing the lists of QF accredited learning programmes which are currently recognised as Type 4 qualified CPD activities for licensed insurance intermediaries on its website (<https://www.hkcaavq.edu.hk/en/services/assessment/cpd-ia-programmes>). Licensed insurance intermediaries attending these learning programmes will be considered as earning CPD hours.
- 1.4 QF accredited learning programmes in these Guidance Notes refer to the following three types of qualifications on the Qualifications Register (QR):
- Qualifications accredited by HKCAAVQ;
 - Qualifications quality assured by institutions with Programme Area Accreditation status;
 - Qualifications quality assured by institutions with self-accrediting status.

2. Vetting of Insurance-Related Learning Programmes (IRLPs) as Type 4 Qualified CPD Activities for licensed insurance intermediaries¹

- 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 Type 4 Qualified CPD Activities 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 **Topics for Type 4 Qualified CPD Activities** listed in the Annex (adopted from Annex 1 (Schedule II) of the GL24 issued by the IA). Operators who would like their IRLPs be recognised as Type 4 Qualified CPD Activities should submit applications to the HKCAAVQ for vetting.
- 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

¹QF accredited learning programmes categorised under the insurance industry on the QR will be directly recognised as Type 3 qualified CPD activities without the need to undergo the vetting procedure.

- 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 In general, 5 CPD hours will be awarded for every 1 QF credit in IRLPs. For IRLPs of **three or more QF credits**, a maximum of 15 CPD hours (excluding the compulsory CPD hours on “Ethics or Regulations”²) will be awarded for each year of study within the study period for up to six years. Licensed 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 Insurance Authority.
- 2.5 If Operators want their IRLPs (or related modules) also to be separately listed under the category of “Ethics or Regulations” for the purpose of directly claiming the 3 CPD hours on “Ethics or Regulations”, they are required to submit a separate application for assessment of Type 1 Qualified CPD Activities. Please refer to the respective Guidance Notes at <https://www.hkcaavq.edu.hk/en/services/assessment/cpd-ia-programmes>.
- 2.6 For IRLPs approved as Type 4 Qualified CPD Activities, 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 Type 4 Qualified CPD Activities within one month after obtaining the Accreditation Report issued by HKCAAVQ for successful Learning Programme Re-accreditation. The approval periods shall continue to be the same as the Registration Validity Periods of the learning programmes on the QR.
- 2.7 Operators are required to seek prior approval from HKCAAVQ on change(s) affecting 10% of QF credits or more of the Insurance related course contents at least one month prior to the implementation date of the change(s). For other changes such as those in teaching venues or minimum appointment criteria of teaching staff, there will be no vetting required. But Operators should submit the Application Form (Change) together with evidence of internal or external approval obtained for such changes (depending on the accreditation status of the Operator) to HKCAAVQ for records. Operators accredited by HKCAAVQ should submit the Approval letter for Substantial Change issued by HKCAAVQ. For Self-accrediting Operators or those who awarded Programme Area Accreditation (PAA) status, they should provide the approval records of the proposed changes following their internal QA mechanism.
- 2.8 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.

² As to whether the CPD hours earned in the IRLP can also fulfill the requirement of 3 CPD hours on “Ethics or Regulations”, it will be up to individual licensees to prove to the IA’s satisfaction.

2.9 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\$1,000 per QF credit (Maximum charge of \$3,000)	HK\$700 per QF Credit (Maximum charge of \$2,000)	HK\$350 per QF Credit (Maximum charge of \$1,000)

2.10 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. HKCAAVQ reserves the right not to accept any application for vetting of the learning programme.

2.11 Operators shall be responsible for providing all necessary and required information. HKCAAVQ shall bear no responsibility for any delay to the process if any required information is not provided.

2.12 Provided that all required information is submitted, Operators will normally receive an outcome letter from HKCAAVQ advising the results of their application(s), successful or otherwise, 15 working days after the date of application(s). HKCAAVQ will publish a monthly updated list of the approved IRLPs as Type 4 Qualified CPD Activities for licensed insurance intermediaries 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
Website: <http://www.hkcaavq.edu.hk>

**Vetting of QF Accredited Learning Programmes
as Type 4 Qualified CPD Activities for Licensed Insurance
Intermediaries**

Topics for Type 4 Qualified CPD Activities*

1. Principles and Practice of Insurance
 - a) Basic Principle of Insurance
 - b) Claims Management
 - c) Insurance Broking
 - d) Policy Administration
 - e) Reinsurance
 - f) Risk Management
 - g) Underwriting Management
2. Insurance Laws and Regulations
3. Life Insurance
 - a) Annuity
 - b) Investment-Linked Long Term Insurance
 - c) Life and Disability Insurance
 - d) Provident Fund (Mandatory) and Retirement Schemes
4. General Insurance
 - a) Accident and Health Insurance
 - b) Aviation Insurance
 - c) Cargo Insurance
 - d) Engineering Insurance
 - e) Liability Insurance
 - f) Marine Insurance
 - g) Medical and Health Insurance
 - h) Motor Insurance
 - i) Property and Pecuniary Insurance
5. Ethical and Related Issues
 - a) Anti-Money Laundering and Counter-Terrorist Financing
 - b) Data Privacy
 - c) Professional Ethics
6. Related Topics
 - a) Accounting
 - b) Actuarial Science
 - c) Business Studies/Practice
 - d) Commerce
 - e) Communication
 - f) Company and Contract Law
 - g) Corporate Governance
 - h) Customer Services
 - i) Cybersecurity
 - j) Economics
 - k) Financial Planning
 - l) Human Resources Management
 - m) Information Technology
 - n) Insurtech
 - o) Investment
 - p) Law and Legal Studies
 - q) Marketing
 - r) Organisational Behavior and Management
 - s) Quantitative Methods
 - t) Statistics
 - u) Strategic Management
7. Any other topics the IA may add from time to time[^]

**The areas of coverage are adopted from the Annex 1 (Schedule II) of IA's Guideline on Continuing Professional Development for Licensed Insurance Intermediaries.*

[^]Any new topic to be added will be published on the IA's website.