



Policy on Extension of Learning Programme Validity Period

Introduction

In light of developments of the Hong Kong education landscape, growing maturity of local operators, and an increasing number of local operators offering programmes in partnership with non-local operators, HKCAAVQ has reviewed the policy of extension of validity period and developed a process for operators to follow when applying for approval of extension of learning programme validity period.

Scope

This policy covers Learning Programme Re-accreditation.

Policy Principles

Accreditation is time specific with a specified validity period shown in the Qualifications Register. Re-accreditation is the normal means for extending the validity period.

Any request for extension of validity period, other than by re-accreditation, must be justified by unforeseen circumstances not within the control of the operator itself.

Any extension should not be granted for more than one year.

No substantial change to the learning programme is allowed during any extended period.

Application process

An operator that wishes to seek an extension of validity period for a learning programme is required to submit an application for extension of validity period, and provide the rationale and evidence to support the request for extension to

HKCAAVQ against the policy principles. If the application is not accompanied by the rationale and evidence to support the request, it will not be processed.

An application should be filed as soon as circumstances arise that may lead to a request for extension and ideally at least 9 months before the expiry of the validity period to allow sufficient time for re-accreditation to take place should the extension request not be approved.

The HKCAAVQ Council will make the final decision on the application for extension of validity period.

The Council meets three times a year, i.e. in January, May, and September. An application for extension request should reach HKCAAVQ by 1st April for the Council's meeting review in May, 1st August for the Council's meeting review in September, or 1st December for the Council's meeting review in January next year (if these dates fall on a non-working day, the deadline will be the following working day).

An operator will be notified of the outcome normally within two weeks after the Council's decision.

Processing fee

The processing fee is available on HKCAAVQ website: <https://www.hkcaavq.edu.hk/en/services/policies>. The fee listed is the processing fee for each programme. The fee should be sent to HKCAAVQ together with the application for extension of validity period.