



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

Guidance Notes on Vetting Qualifications Framework Accredited Learning Programmes for Compulsory CPD hours on Ethics or Regulations for Licensed Insurance Intermediaries

Version 1.2 | June 2023

Preamble

- (1) 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.
- (2) These Guidance Notes are developed for CPD Activity Providers who wish to apply for Vetting Qualifications Framework (QF) Accredited Learning Programmes as compulsory CPD hours on Ethics or Regulations under Type 3 or Type 4 Qualified CPD Activities for Licensed Insurance Intermediaries.
- (3) QF accredited learning programmes in these Guidance Notes refer to the following three types of qualifications on the Qualifications Register (QR):
 - (a) Qualifications accredited by HKCAAVQ;
 - (b) Qualifications quality assured by institutions/Operator with Programme Area Accreditation (PAA) status;
 - (c) Qualifications quality assured by institutions with self-accrediting status.
- (4) Application Forms for vetting, renewal and change in QF Accredited Learning Programmes as compulsory CPD hours on Ethics or Regulations under Type 3 or Type 4 Qualified CPD Activities are available on HKCAAVQ website at <https://portal.hkcaavq.edu.hk/>.
- (5) The HKCAAVQ will be responsible for publishing monthly updated lists of QF accredited or recognised learning programmes which are currently recognised as Type 3 and 4 Qualified CPD Activities for licensed insurance intermediaries on its website (https://www.hkcaavq.edu.hk/en/assessment/CPD_IA_prog/).
- (6) HKCAAVQ collaborates with the IA to oversee the CPD assessment work. When a CPD Activity Provider submits a CPD-related application, the CPD Activity Provider acknowledges and consents that HKCAAVQ may disclose the information related to the application with IA upon IA's request.
- (7) For enquiries, please contact HKCAAVQ by email at cpd_ia@hkcaavq.edu.hk, or by phone at (852) 3658 0137.

Table of Contents

1.	Introduction	4
2.	Vetting Criteria	5
3.	Fee Schedule	7

1. Introduction

- 1.1 These Guidance Notes are developed for CPD Activity Providers who wish to apply for Vetting QF Accredited Learning Programmes as compulsory CPD hours on “Ethics or Regulations” under Type 3 or Type 4 Qualified CPD Activities for Licensed Insurance Intermediaries.
- 1.2 The objective of CPD Activities is to ensure that individual licensees continuously update their technical and regulatory knowledge and refresh themselves on the ethical standards for carrying on the regulated activities. All individual licensees are required to comply with the CPD requirements stipulated by the IA. **Please refer to “GL24: Guideline on Continuing Professional Development for Licensed Insurance Intermediaries” (GL24)¹ issued by the IA for information on CPD requirements.**
- 1.3 Starting from 1 August 2021, individual licensees (except for travel agents) are required to earn not less than 15 CPD hours in each Assessment Period beginning on 1 August of a year and ending on 31 July of the following year (both days inclusive), including a minimum of 3 CPD hours related to a topic which falls under “Ethics or Regulations”.
- 1.4 Type 3 Qualified CPD Activities refer to learning programmes leading to qualifications in the Qualifications Register (QR) and categorised under the industry category of “Insurance”.
- 1.5 Type 4 Qualified CPD Activities refer to learning programmes leading to qualifications in the QR but **NOT** categorised under the industry category of “Insurance” (Insurance-Related Learning Programmes, IRLPs) upon vetting and approval by HKCAAVQ.
- 1.6 If Operators would like particular class(es) / session(s) / parts(s) in their QF accredited learning programmes be separately listed as a qualified CPD activity for the purpose of claiming CPD hours, 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/assessment/CPD_IA_prog/.

¹ Available at https://www.ia.org.hk/en/legislative_framework/guidelines.php and https://www.hkcaavq.edu.hk/en/assessment/CPD_IA_prog/.

2. Vetting Criteria

- 2.1 Learning programmes in QR and categorised under the industry category of “Insurance” (i.e. Type 3 Qualified CPD Activities) or IRLPs not categorised under the industry category of “Insurance” in the QR (i.e. Type 4 Qualified CPD Activities) could be vetted for recognition of compulsory CPD hours on “Ethics or Regulations”, if the relevant programmes or modules cover (para. 3 (b), Annex 1 to the GL24 issued by the IA):
- (a) contents in relation to “Ethics” including but not limited to ethical principles concerning integrity, fairness, due care and diligence, good faith and objectivity, best interests of clients, accurate representation, disclosure of clear, accurate and relevant information to clients, conflict of interest, confidentiality of clients’ information, professional competence, etc. and the application of the relevant principles or concepts;
 - (b) contents in relation to “Regulations” including but not limited to local legislations, rules, regulations, codes, guidelines, best practices, etc. directly related to the work of insurance intermediaries, such as guidelines on conduct requirements for insurance intermediaries, protection of personal data, equal opportunities, corruption prevention and prevention of money laundering and terrorist financing.
- 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 Operator must indicate the contact hours for the contents concerned to be vetted as qualified compulsory CPD hours on “Ethics or Regulations”. One compulsory CPD hour on “Ethics or Regulations” would be awarded for one contact hour with contents covered in Para 2.1 (a) or (b) attended. A maximum of 3 compulsory CPD hours on “Ethics or Regulations” could be approved for each programme or module.
- 2.4 QF accredited learning programmes recognised as Type 3 or 4 Qualified CPD Activities or modules of such programmes could be vetted and be eligible for recognition as compulsory CPD hours on ‘Ethics or Regulations’. Upon completion of these recognised programmes or a year of study in these programmes, individual licensees can earn a corresponding number of compulsory CPD hours on “Ethics or Regulations” (up to a maximum of 3 hours) for every hour of participation as:
- (a) Compulsory CPD hours under “Ethics or Regulations”; or
 - (b) A combination of CPD hours and compulsory CPD hours under “Ethics or Regulations”.

- 2.5 For an individual licensee studying a programme with a study period exceeding one year, a maximum of 15 CPD hours will be awarded for each year of study within the study period for up to six years. For earning compulsory CPD hours on “Ethics or Regulations”, the hours shall be granted according to the date(s) of participation during the course of study.
- 2.6 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, and/or other evidence indicating the name of module(s) and the date of attendance as required by the IA.
- 2.7 Approval period of Type 3 or Type 4 Qualified CPD Activities for recognition as compulsory CPD hours on “Ethics or Regulations” will be the same as the Registration Validity Periods of such learning programmes on the QR. For programmes accredited by HKCAAVQ or quality assured by institutions with PAA status, Operators are required to apply for renewal within one month after successful Learning Programme Re-accreditation (Re-LPA) or Periodic Institutional Review (PIR) by HKCAAVQ. The approval period shall continue to be the same as the Registration Validity Periods of the learning programmes on the QR.
- 2.8 Changes affecting the contact hours recognised as qualified compulsory CPD hours on “Ethics or Regulations” should be approved by HKCAAVQ 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, no vetting is required but Operator should report the change(s) with evidence of internal or external approval obtained for such change(s) (depending on the accreditation status of the Operator) to HKCAAVQ for records. Application Form (Change) should be used for seeking prior approval and reporting changes.
- 2.9 For changes to Type 3 or Type 4 Qualified CPD Activities as a whole, Operators should refer to the Guidance Notes concerned for details (https://www.hkcaavq.edu.hk/en/assessment/CPD_IA_prog/).
- 2.10 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, contact hours of “Ethics or Regulations” related content, the most up-to-date list of teaching venues and minimum appointment criteria of teaching staff, and details of attendance monitoring process are required.

3. Fee Schedule

- 3.1 The fee schedule for vetting QF accredited learning programme as compulsory CPD hours on Ethics or Regulations under Type 3 or Type 4 Qualified CPD Activities is shown in the table below:

	Vetting Fee	Renewal Fee	Change Fee
Each module of the programme or each programme with contents covering “Ethics or Regulations”	HK\$1030 per module / per programme	HK\$721 per module / per programme	HK\$361 per module / per programme

- 3.2 The vetting fee is applicable to each component vetted. As an example, the vetting fee for two modules in a programme with contents on Ethics or Regulations is HK\$2,060.
- 3.3 Change would be charged per module or per programme. As an example, change of CPD hours to two modules in a Type 3 or Type 4 Qualified CPD Activity approved for compulsory CPD hours on Ethics or Regulations, a total of HK\$721 will be charged.
- 3.4 The fee should be made payable to “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 HKCAAVQ. HKCAAVQ reserves the right not to accept any application for vetting of the learning programme.
- 3.5 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.
- 3.6 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).