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

Guidance Notes on Assessment of Structured Type 1 Qualified CPD Activities for Licensed Insurance Intermediaries

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Table of Contents

1.	Introduction	4
2.	Assessment Criteria	6
3.	Fee Schedule	21
4.	Assessment Outcomes	27
5.	Application Procedures and Timeline	29
6.	Other Obligations of the CPD Activity Providers	31
7.	Points to Note	33
Annex A	Suggested Arrangement for Structured Activities in times of Typhoons and Rainstorms	34

Preamble

(1) Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) has been appointed by the Insurance Authority (IA) as the Continuing Professional Development (CPD) Assessment Authority for assessing CPD activities for licensed insurance intermediaries since June 2001. HKCAAVQ is responsible for setting the assessment criteria and conducting assessment for Type 1 Qualified CPD Activities. The list of approved Type 1 Qualified CPD Activities is available on HKCAAVQ website at https://www.hkcaavq.edu.hk/en/assessment/CPD_IA_prog/

(2) These Guidance Notes are developed for CPD Activity Providers who wish to apply for assessment of their CPD activities in order to be qualified as Structured Type 1 Qualified CPD Activities.

(3) These Guidance Notes supersede any previous versions of "Assessment Criteria for the Continuing Professional Development Programme" that HKCAAVQ or the former Hong Kong Council of Academic Accreditation (HKCAA) published or issued previously regarding the CPD activities assessment or CPD programmes accreditation.

(4) The online Application Forms for Assessment, Re-assessment and Change in Type 1 Qualified CPD Activities are available on HKCAAVQ website at https://eportal.hkcaavq.edu.hk/.

(5) 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. If, at any time, there is a breach of this guidance note or the approval conditions, HKCAAVQ may take appropriate action, including varying the approval period, suspending the CPD Activity Provider from offering approved CPD activities for a specified period, or terminating the approval of relevant CPD activities, and may report the case to the IA.

(6) For enquiries, please contact HKCAAVQ by email at cpd_ia@hkcaavq.edu.hk, or by phone at (852) 3658 0234.

1. Introduction

1.1 These Guidance Notes give an overview of the assessment process of Structured Type 1 Qualified Continuing Professional Development (CPD) Activities (hereinafter "Structured Activities"), and particularly the assessment criteria, fee schedule, assessment outcomes, application procedures and timeline, other obligations and points to note, with a view to providing a comprehensive guide to CPD Activity Providers.

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[2]) 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 "Structured Activities" refer to CPD activities in the form of traditional lecture-based courses while "E-learning Activities" [3] refer to CPD activities in the form of online courses. CPD hours can be earned through participation in Qualified CPD Activities either in the form of Structured Activities or E-learning Activities[4].

1.5 Structured Activities which are delivered via **virtual classrooms** (e.g. Microsoft Teams, Cisco Webex, Zoom) are regarded as an acceptable form of structured CPD activity but not classified as E-learning Activities.

1.6 CPD Activity Providers who wish to apply for assessment of their Structured Activities should read these Guidance Notes before submitting their applications.

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[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] Travel agents are required to earn not less than 3 CPD hours in each Assessment Period and they are not required to earn compulsory CPD hours relating to a topic which falls under "Ethics or Regulations".

[3] Please refer to the "Guidance Notes on Assessment of Type 1 Qualified E-learning Activities for Licensed Insurance Intermediaries" for more information.

[4] The cap applicable to Type 1 and Type 7 Qualified E-learning activities has been lifted permanently since 2022. Please refer to the IA's circular on "Continuing Professional Development ("CPD") Requirements for Insurance Intermediaries – Assessment Period 2021/2022" issued on 25 March 2022.

1.7 These Guidance Notes cover three types of CPD assessment services provided by HKCAAVQ, namely, i) Assessment of a new Structured Activity; ii) Re-assessment of an approved Structured Activity; and iii) Assessment of Change in an approved Structured Activity.

1.8 Structured Activities approved by HKCAAVQ will be granted a one-year approval period and included in the "List of Currently Approved Type 1 Qualified CPD Activities" which can be found on HKCAAVQ website at https://www.hkcaavq.edu.hk/en/assessment/CPD_IA_prog/.

1.9 Approved Structured Activities will be subject to re-assessment by HKCAAVQ on an annual basis. CPD Activity Providers should apply for re-assessment between one to three months before expiry of the approval period, otherwise, the approval status of the activity will automatically lapse at the end of the approval period. For details, please refer to Paras. 2.43 to 2.46.

1.10 If there are any substantial changes to be made to an approved Structured Activity, the CPD Activity Provider should submit an Application for Change and obtain HKCAAVQ's prior approval before implementation. If there are proposed changes to the Structured Activity to be implemented in the next approval period, please specify the details of the proposed changes in the re-assessment application. For details, please refer to Paras. 2.47 to 2.50.

2. Assessment Criteria

Introduction

2.1 CPD Activity Providers are required to submit relevant supporting documents against the following assessment criteria to substantiate their application. For details about the supporting documents required, please refer to the Checklist available on the HKCAAVQ website (https://www.hkcaavq.edu.hk/en/assessment/CPD_IA_prog/). The assessment fee schedule can be found in Chapter 3.

Assessment Criteria for Structured Activities

2.2 Structured Type 1 Qualified CPD Activities refer to activities in the form of traditional lecture-based courses, which normally involve interactive elements. Structured Activities can be conducted face-to-face, and/or via virtual classroom. The teaching and learning of a Structured Activity must take place at the same time, and there must be live interaction between the instructor(s) and the participants; in other words, recorded lectures are not accepted. The following domains and criteria specified are applicable to assessment of a new Structured Activity, re-assessment of an approved Structured Activity and change in an approved Structured Activity, where appropriate.

CPD Activity Provider

2.3 CPD Activity Providers can be insurance companies, insurance brokers, insurance agencies, insurance associations, educational/training institutes or commercial companies. Eligible CPD Activity Providers must have established business operations in Hong Kong.

2.4 In addition to provision of a valid Certificate of Incorporation (CI) and/or Business Registration Certificate (BR) showing their legal status in Hong Kong, eligible CPD Activity Providers should also provide sufficient support to their target participants. For example, they should have a local office in Hong Kong with designated contact person for organising the CPD activities and handling participants' enquiries.

2.5 CPD Activity Providers should be able to demonstrate their capabilities and capacities for conducting relevant activities through providing their background and track records of conducting similar CPD activities or courses in Hong Kong.

For adoption of virtual classroom

2.6 CPD Activity Providers who would like to adopt virtual classroom as a delivery mode of a Structured Activity should provide track records to demonstrate their capabilities of conducting similar activities using virtual classroom.

Aims and Objectives of a CPD activity

2.7 In general, the objective of a CPD activity should be related to the maintenance and improvement of knowledge and skills, and/or the development of the personal qualities necessary for licensed insurance intermediaries to execute their professional duties.

2.8 Each CPD activity should have clear, specific and attainable aims and objectives. Activity titles as well as the activity contents should align with the stated aims and objectives.

Target Participants

2.9 Qualified CPD Activities should be designed for individual licensees to continuously update their technical and regulatory knowledge and refresh themselves on the ethical standards. Against this background, the target participants of Structured Type 1 Qualified CPD Activities are categorised into three major groups:

(a) General Public: Including but not limited to all individual licensees. The admission to a Structured Activity should be open to all possible parties.

(b) In-house: Individual licensees who are appointed by the CPD Activity Provider. The admission to a Structured Activity should be limited to in-house participants.

(c) Commissioning Body: An organisation(s) which commissioned a CPD Activity Provider to offer a Structured Activity to its Individual licensees. For instance, the principals[5] may invite a third-party training organisation to design and deliver a CPD activity for their individual licensees. The admission to a Structured Activity should be limited to the individual licensees of the commissioning body.

2.10 A Structured Activity may be offered to more than one group of participants, if appropriate. Nevertheless, the design of the CPD activity should take into consideration and tie in with the target participants.

[5] Principals refer to authorized insurers, licensed insurance agencies and licensed insurance broker companies. (Source: GL24, IA)

Attendance monitoring and the number of CPD hours to be earned

2.11 The duration of a Structured Type 1 Qualified CPD Activity and its modules must be at least one hour long and can be approved for a multiple of 0.5 hour thereafter. Time spent by participants on recess, lunch or end-of-activity assessment such as test or examination is not included in the CPD hour(s) to be awarded.

2.12 Participants should complete either a module in a Structured Activity or a Structured Activity in full to attain the CPD hours. A rigorous attendance monitoring process should be in place to record the actual time of participation in a Structured Activity. The process should include verification of participants' identity and "sign-in and sign-out" procedures. CPD Activity Providers should report to the IA any impersonation in attendance identified in a Structured Activity.

2.13 The following principles set out the baseline for CPD hour calculation in a Structured Activity:

(a) In general, one CPD hour will be awarded for one hour of participation.

(b) For any participant who is late for class for 30 minutes or above, no CPD hour should be awarded for the whole activity.

(c) A participant can be awarded full CPD hours for the CPD activity if the cumulative absence duration is less than 15 minutes.

(d) The total duration of absence including lateness and being away from classroom during a CPD Activity will be cumulative**.** If the total absence duration is 15 minutes or more, CPD hour(s) will be deducted, and the minimum unit of CPD hour to be deducted is 0.5 hour.

2.14 The following examples are for illustration of CPD hour calculation:

- *Example 1*: if a participant is late for class AND/OR leaves the classroom during a Structured Activity for less than 15 minutes in total, he/she will be awarded full CPD hours for the approved CPD activity.

- *Example 2*: if a participant is late for class AND/OR leaves the classroom for 20 minutes during a Structured Activity, 0.5 CPD will be deducted; in other words, he/she will be awarded 4.5 CPD hours upon completion of a 5-hour CPD activity.

- *Example 3*: if a participant leaves the classroom for 35 minutes in total during a Structured Activity, he/she will be awarded 4 CPD hours upon completion of a 5-hour CPD activity.

- *Example 4*: if a participant is late for 15 minutes and then leaves the classroom for another 10 minutes during a Structured Activity, he/she will be awarded 4.5 CPD hours upon completion of a 5-hour CPD activity.

- *Example 5*: if a participant is late for 35 minutes, NO CPD hour will be awarded regardless of the total number of CPD hours of a Structured Activity.

2.15 CPD Activity Providers should have their own written policy on attendance requirements which can be more stringent than the above and participants should be well informed of such policy before enrolment to the CPD activity.

For adoption of virtual classroom

2.16 In addition to the above criteria applicable to Structured Type 1 Qualified CPD Activities in general, for those which will be solely or partly delivered via virtual classroom as a delivery mode, they should also fulfil the following requirements:

(a) An effective attendance monitoring system should be in place to log participants' attendance throughout the virtual classroom delivery, which should include the sign-in/sign-out procedure, verification of participants' identity, arrangements for tracking participants' attendance and recording their cumulative duration of absence during class for CPD hour calculation.

(b) To ensure the integrity and professionalism of CPD activities conducted via virtual classrooms, CPD Activity Providers must develop a set of class rules covering the following implementation requirements:

(i) The CPD Activity Providers must clearly outline the expected behaviours of participants in virtual classrooms with a list of Dos and Don'ts for the participants to follow. Examples are as follows:

Dos
- Attend the virtual classroom activity in an indoor setting conducive to learning, such as at home or office
- Face the camera directly in the virtual classroom without any virtual or real coverup for verification purposes

Don'ts
- Don't perform multi tasks, such as attending the CPD activity while driving, taking transportation, walking or engaging in other activities concurrently
- Don't fake attendance by using virtual images or video as background
- Don't attend the CPD activity in an environment unsuitable for learning

(ii) The CPD Activity Provider must ensure that the participants are well informed of the virtual classroom rules and the possible consequences of non-compliance with the rules prior to the commencement of the CPD activity. Apart from sending the rules to participants in advance, the CPD Activity Provider should also provide the participants with a short briefing of the rules, through which the participants are given opportunities to ask questions or seek clarifications regarding the rules.

(iii) The CPD Activity Provider should regularly review and update the virtual classroom rules based on stakeholder feedback and the changing needs of virtual learning.

(iv) The CPD Activity Provider must actively monitor participants' adherence to the virtual classroom rules throughout the CPD activity. Proper follow-up actions, such as issuance of reminder and/or warning to the participants violating the rules, should be taken in a timely manner. For serious and/or prolonged non-compliance cases, the CPD Activity Provider should take further actions, such as disqualifying the participants concerned from receiving CPD hours for the module/activity they are attending.

(v) The CPD Activity Provider should use software features, such as attendance tracking and monitoring, to aid the effective enforcement of the rules and implement effective interventions to address non-compliance cases without disrupting the learning environment.

(vi) The monitoring mechanism should be effective in minimising improper behaviours in virtual classrooms. If video monitoring is employed, participants must be fully informed about how their video feed will be used, stored, and protected. This should align with relevant privacy regulations, including the Personal Data (Privacy) Ordinance, by obtaining consent from participants before the session starts. A clear policy should be in place for the safe destruction of these records after the specified retention period.

(vii) The CPD Activity Provider must collect feedback from participants about the effectiveness and fairness of the monitoring process to facilitate continuous improvement of the system and report during the annual reassessment on the number of participants violating virtual classroom rules. The report should include a brief description of each case, the actions taken, and any patterns or trends observed. Providers should also outline any improvements or adjustments made to the monitoring mechanisms in response to these cases.

(c) The CPD Activity Provider should submit information about the software application(s) adopted for the virtual classrooms and how the attendance monitoring system described above works effectively with the software application(s).

(d) For tracking participants' attendance and duration of absence, the CPD Activity Provider should describe the arrangements, e.g. number of virtual classroom assistants / administrators to be deployed, and the methods / tools used to effectively log the attendance records in the application.

(e) To ensure participants adhere to the virtual classroom rules, the CPD Activity Provider must assign administrators to perform the following duties and clearly specify the roles of the administrators. The administrator-to-participant ratio should be at least 1:50. HKCAAVQ may not approve CPD activities that fail to meet this requirement.

Duties of administrators

- Actively monitoring participants' adherence to the virtual classroom rules throughout the CPD activity;
- Taking proper follow-up actions, such as issuance of reminders and/or warnings to the participants violating the rules in a timely manner; and
- Reporting serious and/or prolonged non-compliance cases to the CPD provider for further actions, such as disqualifying the participants concerned from receiving CPD hours for the module/activity they are attending.

(f) In the case of participants' personal data being kept by the CPD Activity Provider for various purposes, there should also be appropriate policies / guidelines / methods for maintaining integrity and security of participants' data so collected to ensure compliance with the relevant data privacy legislation.

Activity Structure and Contents

2.17 Three types of Structured Activity are recognised under Type 1 Qualified CPD Activities, namely training courses, seminars, or workshops:

(a) Training Courses are usually of longer duration, often with a formal curriculum and leading to an award-bearing qualification such as certificate or diploma.

(b) Seminars refer to information dissemination sessions which are usually larger in size and possibly with some discussions and participation.

(c) Workshops are usually smaller in size, with emphases on interactive elements, participation and hands-on training.

2.18 CPD Activity Providers must submit the lesson/activity plan(s) with detailed breakdown showing the distribution of contact hours and clear description of the corresponding learning and teaching activities, together with the full set of instructional materials, e.g. lecture notes, PowerPoint slides, worksheets, etc. to HKCAAVQ at the time of application.

2.19 Spoken and written language used in the Structured Activities must be indicated in the Application Form. It is expected that a single language should be used in the instructional materials throughout a module or the whole CPD activity for consistency.

For adoption of virtual classroom

2.20 Virtual classroom may be adopted for the above-mentioned three types of Structured Activity, but the CPD Activity Provider should demonstrate the delivery arrangement appropriate for the activity type when adopting virtual classroom. For instance –

(a) When the CPD Activity Provider of a Structured Activity in the form of a training course consider adopting virtual classroom as a delivery mode, the CPD Activity Provider should demonstrate that the delivery arrangement is appropriate and effective for the duration of the training course.

(b) When the CPD Activity Provider of a Structured Activity in the form of a seminar consider adopting virtual classroom as a delivery mode, the CPD Activity Provider should demonstrate that the delivery arrangement is appropriate and effective for accommodating the proposed number of participants.

(c) When the CPD Activity Provider of a Structured Activity in the form of a workshop consider adopting virtual classroom as a delivery mode, the CPD Activity Provider should demonstrate that the adoption of virtual classroom is appropriate and effective in delivering the activity content through the learning activities, which are usually hands-on and interactive.

Topics for Qualified CPD Activities

2.21 Contents of Type 1 Qualified CPD Activities must be related to the following topics as set out in GL24 issued by the IA. **Contents relating to company-specific incentive schemes and promotional strategy, general language and generic IT skills** do not fall within the scope and therefore will not be considered by the Assessment Authority as part of a Type 1 Qualified CPD Activity**.**

(a) Local insurance (or related) legislation;
(b) Regulatory aspects of insurance practice in Hong Kong (including industry updates);
(c) Insurance (including topics relating to product knowledge, policy provision, underwriting, policy administration, claims management, Insurtech, information technology or other technical knowledge related to insurance but excluding topics relating to company-specific incentive schemes and promotion strategy);
(d) Actuarial science;
(e) Risk management;
(f) Financial planning;
(g) Ethics;
(h) Regulations;
(i) Other disciplines which are directly related to the work of insurance intermediaries, such as investment, law and legal knowledge, finance, Fintech, business, commerce, management, technical subjects (such as engineering, medical knowledge and health science) or communication skills, or
(j) Any other topics the IA may add from time to time.

Topics relating to Ethics or Regulations

2.22 With effect from 1 August 2021, all individual licensees (except for travel agents) are subject to the requirement to earn compulsory CPD hours relating to a topic which falls under "Ethics or Regulations".

2.23 Qualified CPD Activities for earning CPD hours on "Ethics or Regulations" must cover contents under either or both of the following:

(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 interest 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 requirement for insurance intermediaries, protection of personal data, equal opportunities, corruption prevention and prevention of money laundering and terrorist financing.

2.24 For a CPD activity to be approved under the category of "Ethics or Regulations", all the contents of the whole activity should be related to "Ethics or Regulations". In other words, a combination of different topics in a modular or non-modular Structured Activity is not allowed under this category.

Modular Designed Structured Activities

2.25 Structured Activities that involve standalone but interrelated topics, can adopt a modular design and participants may obtain CPD hours by attending individual modules, or the Structured Activities as a whole. Nevertheless, approval will only be granted to the CPD activities as a whole.

2.26 Modules within the same activity must align with the stated aims and objectives. In general, a Structured Activity can be approved with a modular structure with CPD hours assigned for individual modules if it meets all of the following criteria:

(a) Each module aligns with the aims and objectives of the CPD activity;

(b) Each module provides complete content in relation to the designated topic(s);

(c) Each module can be individually delivered to achieve the learning outcomes of the module without requiring any pre-requisite for other modules in the same activity; and

(d) Each module must last for at least one contact hour.

For adoption of virtual classroom

2.27 Virtual classroom may be adopted as a delivery mode for the whole Structured Activity or for individual module(s) therein. The CPD Activity Provider should specify the content / module that will be delivered via virtual classroom in the lesson/activity plan and make appropriate arrangement for effective delivery. For instance –

(a) When the same content / module will be delivered both face-to-face and via virtual classroom, the CPD Activity Provider should demonstrate that the delivery arrangement is appropriate and effective for both delivery modes; or the CPD Activity Provider should make appropriate arrangements for the respective delivery modes.

Delivery of Structured Activity

2.28 CPD Activity Providers are encouraged to take into consideration participants' needs to schedule the Structured Activity, such as conducting the activity in daytime and evenings, weekdays and weekends, day-release, and/or holidays.

2.29 CPD Activity Providers are encouraged to use a variety of learning activities such as case studies, group discussions and presentations, role plays, or other interactive elements to help learners achieve the intended learning outcomes.

For adoption of virtual classroom

2.30 In addition to the above criteria applicable to Structured Type 1 Qualified CPD Activities, for those which will be solely or partly delivered via virtual classroom as a delivery mode, they should also fulfil the following requirements:

(a) No matter what software application is used as the virtual classroom platform, both the instructors and participants must turn on the camera on their devices throughout the CPD activities. They should ensure their faces are clearly seen by the virtual classroom assistants/administrators for effective attendance monitoring. To reduce the risk of exposing personal data, such as participants' images, it is good practice to enable settings or features that restrict participants from viewing each other, allowing only the instructors and administrators to see the participants' faces, where feasible.

(b) CPD Activity Providers should provide clear instructions to the participants prior to the commencement of the CPD activities and have technical support in place to ensure a smooth delivery of the virtual classroom.

Assessment component

2.31 Assessment is not mandatory for Structured Activities; however, consideration should be given to the need for an assessment to ensure the learning outcomes are achieved by individual participant. The assessment may take the form of a one-sitting examination or continuous assessment or both. If there is more than one assessment component, their respective weighting should be indicated. There should be a fair and consistent assessment scheme. Requirements and regulations should be well presented to both participants and instructors. Time spent on assessment is not included in the CPD hour(s) to be awarded.

2.32 If assessment components are included, CPD Activity Providers should provide the following evidence for review by HKCAAVQ:

(a) assessment method(s) to be adopted for the related CPD activities;

(b) whole set of question bank / question papers of the related CPD activities; and

(c) method / arrangement being adopted to maintain fairness of the assessment.

2.33 For award-bearing CPD activities such as Diploma/ Certificate courses, participants should be given attendance/graduation certificates and/or transcripts showing their assessment results, and dates of course completion.

For adoption of virtual classroom

2.34 To maintain fairness and integrity of the assessment, the CPD Activity Provider should make appropriate and effective arrangements for Structured Activities to be delivered via virtual classroom. For instance:

(a) If the assessment takes place at the end of the virtual classroom session, the CPD Activity Provider should demonstrate effective measures to conduct remote invigilation.

(b) If participants are required to submit their assessment through online platform or e-mail, the CPD Activity Provider should take necessary measures to ensure the participants' identity and avoid impersonation.

Activity Venue

2.35 CPD Activity Providers should provide suitable venue(s)[6] with adequate facilities and equipment for the delivery of the Structured Activities. The maximum capacity of each venue in different settings, such as theatre seating style, classroom seating style or boardroom seating style, should be clearly specified in the Application Form. Supporting documents such as the floor plan, rental agreement, insurance coverage for third party liability and other relevant evidence should be submitted at the time of application for review.

For adoption of virtual classroom

2.36 For Structured Activities to be delivered via virtual classroom, the CPD Activity Provider should adopt a suitable software application as the virtual classroom platform and fulfil the following requirements:

(a) The maximum capacity of the virtual classroom should be commensurate with the maximum number of participants allowed for the software application used.

(b) There should be a sufficient number of classroom assistants/ administrators deployed to effectively monitor participants' attendance throughout the delivery.

(c) The CPD Activity Provider should ensure the software application adopted for the virtual classroom has the required functions for the proposed delivery arrangements. For instance, if group discussion is included in a

[6] If the teaching venue is located in an industrial building, please provide supporting documents to demonstrate using the venue for conducting CPD activities does not breach land lease conditions.

Structured Activity, the virtual classroom platform should have such function to enable participants to undertake the learning activity.

Instructors and Person-in-Charge

2.37 CPD Activity Providers must have adequate number of qualified instructors for the delivery of their Structured Activities.

2.38 A qualified instructor should possess relevant academic and/or recognised professional qualifications[7], and have an appropriate level of training experience and/or industry experience. CPD Activity Providers should set appropriate appointment criteria of instructors taking into consideration the respective content of the Structured Activities; where the specific requirement for relevant academic qualifications, recognised professional qualifications, training experience and/or industry experience should be clearly stated.

2.39 Detailed information about appointed instructors, including their names, relevant academic qualifications, recognised professional qualifications including the awarding institutions/organisations, and number of years of experience in related training and/or industry fields, should be submitted at the time of application for review.

2.40 CPD Activity Providers are required to establish and maintain an internal mechanism for ensuring the integrity and professionalism of instructors. They are expected to submit a brief description of the internal mechanism, which may include, for example:

- Self-declaration forms completed by the instructors confirming whether they have been subject to any regulatory, professional, or criminal disciplinary action within the past five years before conducting CPD activities;
- Instructors' regular updates on the self-declaration;
- Measures to review the instructors' self-declaration and approve the engagement of instructors;
- Maintenance of relevant records for inspection upon request.

2.41 For all Structured Activities, there should be a person-in-charge who is responsible for the overall quality and management of the activity. He/she should possess relevant experience in delivering and/or managing similar activities.

[7] Professional qualifications refer to titles or awards granted by recognised professional bodies. Hence, the result of public examinations and general membership of associations are not considered as professional qualifications.

Quality Assurance

2.42 CPD Activity Providers should have a comprehensive and self-contained quality assurance (QA) mechanism in place. The QA mechanism should include –

(a) clear and documented procedures for the development, approval and review of Structured Activities;

(b) measures to review activity content and monitor instructors' performance to ensure quality delivery of the activity;

(c) clearly defined roles and responsibilities of involved personnel and/or committees and the segregation of their duties to achieve reasonable extent of checks and balances; and

(d) details of other QA measures such as regular class observation, CPD review meetings and procedures for follow up on participants' feedback.

2.43 To collect feedback from participants, CPD Activity Providers should conduct evaluation survey at the end of CPD activities[8]. The evaluation form should be submitted to HKCAAVQ at the time of application for review.

Re-Assessment of Structured Activities

2.44 Approved Structured Activities will be subject to re-assessment on an annual basis. Re-assessment is to ascertain whether approved Structured Activities continue to meet the stated objectives and the criteria as determined in the last assessment. CPD Activity Providers should apply for re-assessment one to three months before expiry of the approval period, otherwise, the approval status of the activity will automatically lapse at the end of the approval period. HKCAAVQ will not accept re-assessment application submitted more than three months in advance of the expiry of the approval period as implementation and quality assurance details of the activities covering the approval period will not be fully available.

2.45 Another one-year approval period will be given to the Structured Activities that have successfully completed a re-assessment.

2.46 Applications for re-assessment submitted within six months after expiry of the approval period will be accepted. But in such cases, the new approval period will not cover the period that has been lapsed. Applications for re-assessment submitted six months after expiry will not be accepted. New applications for

[8] There should be a statement on the evaluation form indicating that dissatisfied participants can approach HKCAAVQ with the specified contact details if they have any complaints.

assessment will be required. Fees will be charged according to the assessment fee schedule listed in Chapter 3.

2.47 CPD Activity Providers are required to indicate any proposed changes to be implemented in the next approval period, and provide the related supporting document(s) in the re-assessment application for approval by HKCAAVQ. They should also provide records and data collected with regard to the implementation of the Structured Activities seeking re-assessment, such as completion rate, assessment pass rate (if applicable), sample issued certificate (if applicable), meeting minutes / discussion notes of quality assurance measures implementation, e.g. class observation, review of activity content and instructional materials, participants' evaluation and any follow-up actions taken to improve the overall quality of the Structured Activity. The latest lesson/activity plan (no matter with or without changes to the activity in the new approval period) with hourly breakdown and instructor list should be provided in the re-assessment application.

Substantial Change in Structured Activities

2.48 If there are significant changes to the Structured Activities during the approval period, e.g. changes to the activity title, contact hours, contents, assessment requirements, training venues, nature of the activity, instructor appointment criteria or addition of instructors, the CPD Activity Providers are required to obtain prior approval from HKCAAVQ through a Substantial Change Application. The fee required for a Substantial Change Application is listed in Chapter 3. For changes to be implemented in the next approval period, please refer to Para. 3.9.

2.49 Substantial Change application is divided into four types:

(a) Change in activity content – If the change in activity content involving 21% to 50% of a module (if applicable) or of the whole CPD activity (for non-modular design), an application for change is required. For changes less than or equal to 20% of activity content within the same module or the whole activity without changing the total CPD hours, applications for change are not required but the changes should be reported in the next re-assessment application. If there is more than 50% change in the content within the same module, the involved module should be replaced by a new module and that will be regarded as an addition of CPD hours.

(b) Change in CPD hours – If there are changes in CPD hours, an application for change is required.

(c) Adoption of virtual classroom – for approved Structured Activities which will add virtual classroom as a delivery mode in the middle of the approval period, an application for change is required.

(d) Other changes – Substantial changes not related to activity content or CPD hours are categorised as “others”, such as changes in activity venues, class size and instructors. An application for substantial change is also required except for minor changes mentioned in Para. 2.50.

2.50 If there is more than 50% change in the content of the whole Structured Activity or change of the category of the content, e.g. changing an approved CPD activity to fall under the category “Ethics or Regulations”, an application for assessment of a new Structured Activity should be submitted.

2.51 Where the changes are not significant, CPD Activity Providers are not required to make an application for change but should notify HKCAAVQ at the time of Re-assessment of the changes made during the approval period. The following examples of minor changes are for illustration:

- update of market data and figures in the instructional materials
- change in format in the instructional materials
- change in Head of Organisation and/or Contact Person
- update of participants’ feedback form

3. Fee Schedule

3.1 The cost of assessment will be borne by CPD Activity Providers concerned according to the fee schedule promulgated by HKCAAVQ and paid to HKCAAVQ at the time of application. The fees are charged for the assessment work irrespective of the assessment outcome.

Assessment Fee

3.2 The fee schedule for different types of CPD assessment is shown in the table below:

CPD Hours of a Structured Activity	Types of Application					
	Assessment of a new CPD activity*	Re-assessment of a CPD activity*	Substantial Change in a CPD activity			
			Change in activity contents (involve 21%- 50% change)	Change in CPD hours	Adoption of virtual classroom*	Other changes
8 or below	HK$8,670	HK$4,560	HK$2,280	HK$1,300 for each hour	HK$2,280	HK$550 for each application per activity
9	HK$9,970	HK$5,110	HK$2,540		HK$2,540	
10	HK$11,270	HK$5,660	HK$2,800		HK$2,800	
11	HK$12,570	HK$6,210	HK$3,060		HK$3,060	
12	HK$13,870	HK$6,760	HK$3,320		HK$3,320	
13	HK$15,170	HK$7,310	HK$3,580		HK$3,580	
14	HK$16,470	HK$7,860	HK$3,840		HK$3,840	
⋮	⋮	⋮	⋮		⋮	

*The amount shown in the "Adoption of virtual classroom" column will be charged as the one-off additional fee for Assessment or Re-assessment of a CPD activity with virtual classroom as a newly added delivery mode. Please refer to the last part of this section for more details.

3.3 The assessment fee for the first 8 CPD hours of a new CPD activity is HK$8,670 and an addition of HK$1,300 is charged for each additional CPD hour thereafter. For re-assessment of an approved CPD activity, the fee for the first 8 CPD hours is HK$4,560 with HK$550 for each additional hour thereafter.

3.4 For change application, assessment fee is charged according to the type of change. Please refer to the following scenarios regarding the change in activity contents for the calculation of assessment fee.

- *Scenario 1*: If there is a change in activity contents involving 21% to 50% of a module (if applicable) or of the whole CPD activity (for non-modular design activities), HK$2,280 will be charged for a CPD activity with 8 or below CPD

hour(s) and an addition of HK$260 for each additional CPD hour thereafter. In the online application form, please select “Activity Contents”.

- *Scenario 2*: For changes less than or equal to 20% in activity contents within the same module (if applicable) or the whole CPD activity (for non-modular design activities) without changing the total CPD hours, no application is required but the changes should be reported in the next re-assessment application.

- *Scenario 3*: If the activity contents will be changed for more than 50% within the same module, the involved module should be replaced by a new module and will be treated as addition of CPD hours. For example, if there is a 60% change in the contents of a module with 2 CPD hours, that module will be treated as a new module and an addition of 2 CPD hours, i.e. HK$2,600 will be charged. In the online application form, please select “CPD Hours” instead of “Activity Contents”; then input the CPD hours of the new module.

- *Scenario 4*: If there is a change involving over 50% of the contents of the whole CPD activity, an application for a new CPD activity assessment should be submitted and the assessment fee is charged according to the total number of CPD hours of the new CPD activity.

- *Scenario 5*: (i) changing or adding delivery language; and (ii) adding a new set of instructional materials in another language. Generally, changes in delivery language are classified as "other change" while the fee for revising or adding language in instructional materials is charged as “addition of CPD hours”. The different scenarios are illustrated below.

Changes		**Classification**
(i) Changing or adding delivery language		• Other change
(ii) Adding a new set of instructional materials in another language	(a) CPD Activity Providers opting not to add a new module must adhere to the following criteria. • Literal translation [i.e. line-to-line or slide-to-slide translation (Chinese and English) with the number of slides remains unchanged as far as practicable.	• Fee charged as “addition of CPD hours” • Upon approval, no change in total CPD hours
	(b) CPD Activity Providers opting to add a new module must adhere to the following criteria. • CPD Activity Providers should ensure participants are well informed that the added	• Deemed as an addition of a new module and addition of total CPD hours

	module is a translated version of an existing one.	
	(c) The changes only involve the conversion between traditional and simplified Chinese characters, and the contents of the text remains unchanged, or only some words have been altered (e.g. due to cultural differences) with a clear comparison table reflecting the change in relevant vocabularies as evidence.	• Other change • Upon approval, no change in total CPD hours

3.5 If there is a change in CPD hours, HK$1,300 will be charged for each hour. For example, for 2 hours to be added to an approved CPD activity, a total of HK$2,600 will be charged.

3.6 If there are changes both in activity contents and CPD hours of an approved CPD activity in one single change application within the same CPD activity, only the highest amount will be charged. For example, if an approved CPD activity has 10 CPD hours in the current approval period, the CPD Activity Provider submits an application to add a new module with 2 CPD hours (fee for this item: HK$1,300 x 2 = HK$2,600) and to change 35% of activity contents (fee for this item: HK$2,800) in one application, the assessment fee for this application will be based on the higher amount, i.e. HK$2,800.

3.7 A nominal fee of HK$550 is charged for processing a change application other than changes in activity contents and CPD hours, such as change in venues, instructors, instructors' appointment criteria, target participants and class size. A single fee of HK$550 is charged for one application under the same CPD activity regardless of the number of "other" changes involved. For instance, the assessment fee for one change application involving adding 3 instructors, adding a new venue and changing the class size for the same CPD activity, will still be HK$550. However, if the above changes apply to two different CPD activities, HK$1,100 will be charged.

3.8 If there are changes in activity contents, CPD hours and instructors in one single change application for the same CPD activity, the fee will be charged according to Paras. 3.4 to 3.6 plus a nominal fee of HK$550 for "Other Changes" according to Para. 3.7.

3.9 For re-assessment of a CPD activity, no additional fee will be charged for "Other Changes" to be approved in the next approval period or deletion of activity contents (e.g. a module). Changes in activity contents and/or CPD hours will be charged according to the fee schedule with reference to Paras. 3.4 to 3.6. For

example, if there are changes in instructors, venues or contact details in a re-assessment application with 10 CPD hours approved previously, the re-assessment fee will be HK$5,660. However, if the changes involve a change in activity contents between 21% and 50% (fee for this item: HK$2,800) and addition of 3 CPD hours (fee for this item: HK$3,900), an additional fee of HK$3,900 on top of the re-assessment fee will be applied. Therefore, the total re-assessment fee will be HK$9,560. Please refer to Paras. 3.4 to 3.6 for details of the additional fee.

For adoption of virtual classroom

3.10 For adoption of virtual classroom as a delivery mode in Structured Activities, an additional fee will be charged in accordance with the total number of CPD hours of the activity. This additional fee for adoption of virtual classroom is one-off. The following scenarios are for illustration:

- *Scenario 1*: For a new Structured Activity of 10 CPD hours which will adopt virtual classroom (no matter partially or wholly for the activity), on top of the assessment fee of HK$11,270, an additional fee of HK$2,800 will be charged. The additional fee will not be charged again in re-assessment.

- *Scenario 2*: For an approved Structured Activity of 10 CPD hours which will adopt virtual classroom for a 3-hour module at the time of annual re-assessment, on top of the re-assessment fee of HK$5,660, an additional fee of HK$2,800 will be charged (based on the total number of CPD hours of the activity). The additional fee will not be charged again in the next re-assessment.

- *Scenario 3*: For an approved Structured Activity of 10 CPD hours which will add virtual classroom as a delivery mode (no matter partially or wholly for the activity) in the middle of the approval period, an additional fee of HK$2,800 will be charged for the substantial change application. No additional fee will be charged in the re-assessment.

Express Service

3.11 An Express Service, with an additional fee, is an optional service for CPD Activity Providers who wish to obtain the assessment outcome of their application within a short period of time to meet the class schedule or other reasons. This service is only applicable to those CPD Activity Provider who have at least one-year track record and 2 CPD activities currently on offer. Notwithstanding the above, HKCAAVQ reserves the right not to accept any requests for express service.

3.12 Express Service is not available for assessment applications involving adoption of virtual classroom for the first time, request for changes in activity contents and changes in CPD hours.

3.13 Additional fee should be paid on top of the original assessment fee at the time when the express service application is accepted by HKCAAVQ.

3.14 The additional fees and the corresponding processing time of the Express Service are shown in the table below. Normal processing time means the turnaround time of processing an application upon receiving all necessary supporting documents under the normal situation.

Express Service			
Types of CPD Assessment	**Additional Fee**	**Express Processing Time**	**Normal Processing Time**
Assessment of a new CPD activity	HK$4,340	10 working days	4 weeks
Re-assessment of an approved CPD activity	HK$2,280	7 working days	3 weeks
Substantial Changes in a CPD activity *(not applicable to changes in activity contents / CPD hours / adoption of virtual classroom)*	HK$260	3 working days	2 weeks

Certificate of Approval

3.15 An outcome letter will be issued to the CPD Activity Provider for each CPD activity. The letter serves as an evidence of approval. A Certificate of Approval for a CPD activity will be issued to the CPD Activity Provider upon request. A fee of HK$160 will be charged for each Certificate of Approval for one CPD activity. A Certificate of Approval is optional and is mainly for display purpose.

Payment Method

3.16 All applications should be submitted online through HKCAAVQ e-portal (hereafter “e-Portal”). Two types of payment methods are available as follows:

(a) By bank deposit: please direct deposit the required assessment fee to “Industrial and Commercial Bank of China (Asia) Limited” a/c No. 072-861-502020073 (a/c holder: Hong Kong Council for Accreditation of Academic and Vocational Qualifications). Please upload the proof of payment to the e-Portal in the online Application Form.

(b) By cheque: please send a cheque made payable to "Hong Kong Council for Accreditation of Academic and Vocational Qualifications" together with the

online Application Form printout (available after submission of an application on e-Portal) by post to the following address:

HKCAAVQ
10 Siu Sai Wan Road,
Chai Wan, Hong Kong
"Application for CPD assessment"

Others

3.17 In the case of withdrawal or termination of an application after commencement of the assessment work, a refund of 50% of the paid assessment fee will be made upon the request by CPD Activity Provider and the approval of HKCAAVQ.

4. Assessment Outcomes

4.1 HKCAAVQ makes a determination upon completion of the assessment taking into consideration all the available information and supporting documents provided by the CPD Activity Provider. The assessment outcomes can be one of the followings:

Types of Application	Assessment Outcomes
Assessment of a new CPD activity	Approval Non-approval
Re-assessment of an approved CPD activity	
Substantial Changes in a CPD activity	Approval to all proposed changes Approval to some proposed changes Non-approval

4.2 During the assessment process, HKCAAVQ assessors may invite the CPD Activity Providers concerned to respond to questions in relation to identified issues. Approval is granted only to CPD activities meeting all relevant assessment criteria stated in Chapter 2. An outcome letter stating the assessment outcomes with details of the approved items will be issued.

4.3 Upon receiving the approval issued by HKCAAVQ, CPD Activity Providers may indicate the CPD activity concerned as “approved by HKCAAVQ as Structured Type 1 Qualified CPD Activity for licensed insurance intermediaries” or “approved by HKCAAVQ as Structured Type 1 Qualified CPD Activity for licensed insurance intermediaries with compulsory CPD hours on “Ethics or Regulations”” where appropriate, in their marketing / advertising / promotional materials / literature.

4.4 All promotional and marketing materials must be accurate, comprehensive, and must not mislead readers into believing any information or approval conditions that deviate from the facts or the actual approval granted. HKCAAVQ will continuously monitor promotional information issued by CPD Activity Providers. In cases of non-compliance, HKCAAVQ will handle the matter in accordance with Clause (5) of the Preamble of this Guidance Note.

4.5 HKCAAVQ shall monitor the progress of the approved activities and may, if necessary, request CPD Activity Providers to follow certain conditions or directions relating to the operation of the activities which are aimed at maintaining the activity within the assessment criteria.

4.6 In the event of non-approval, CPD Activity Providers may submit a new application after making appropriate improvement.

Appeal

4.7 Under the HKCAAVQ Ordinance (Cap. 1150), an operator that is aggrieved by the determination and/or decision(s) of HKCAAVQ as stated in the outcome letter of assessment of the specified CPD activities may apply to HKCAAVQ for review. An application for review under Cap. 1150 must be made on a designated Application Form and within 30 days of receipt of the outcome letter. The Application Form is available on HKCAAVQ website at https://www.hkcaavq.edu.hk/en/forms_and_guidance_notes/accreditation_academic_vocational_professional_accreditations/.

5. Application Procedures and Timeline

5.1 All Type 1 Qualified CPD Activities applications including assessment of a new Structured Activity, re-assessment of an approved Structured Activity and changes in a Structured Activity should be submitted through the e-Portal. A Quick Guide on the use of e-Portal is available on HKCAAVQ website at https://eportal.hkcaavq.edu.hk/help.

5.2 Online Application Forms for the three types of applications are available on the e-Portal. CPD Activity Providers are required to fill in the necessary information, upload supporting documents and arrange the payment of assessment fee via e-Portal.

5.3 Please refer to the checklist available on the HKCAAVQ website for supporting documents that must be submitted with an application for assessment of a new Structured CPD Activity, re-assessment, or change of an approved Structured CPD Activity.

5.4 The following table shows the step-by-step application procedures of CPD assessments.

Step	Item
(1)	Read the "Guidance Notes on Assessment of Structured Type 1 Qualified CPD Activities for Licensed Insurance Intermediaries".
(2)	Create a new user account on the e-Portal and activate the CPD service *<for new e-Portal user only>.*
(3)	Login to the e-Portal user account.
(4)	Choose the appropriate Online Application Form (Assessment, Re-assessment or Change Online Application Form) and Mode of Delivery (Structured Activity or E-learning Activity). *Remarks: Re-assessment application should be submitted one-three month(s) before expiry.*
(5)	Complete and submit Online Application Form with supporting documents and fee payment. For adoption of Virtual Classroom, please add "*Virtual Classroom*" in the field of "Addresses of Teaching Venues" under different Online Application Forms.
(6)	HKCAAVQ will send a notification email together with a receipt for assessment fee to the CPD Activity Provider once the application is accepted.

(7)	An assigned case officer of HKCAAVQ will conduct the assessment and may request additional information from the CPD Activity Provider by email.
(8)	An outcome letter showing the assessment results and details will be issued to the CPD Activity Provider by fax and by post or by email and by post.

5.5 Provided that all the required documents and the fee payment are received by HKCAAVQ, it would normally take about 4 weeks or 3 weeks to complete an assessment of a new CPD activity or a re-assessment of an approved CPD activity respectively. For an application in respect of a change / changes in an approved CPD activity, it normally takes about 2 weeks to complete the process.

Type of Application	Normal Processing Time
Assessment of a new CPD activity	Within 4 weeks upon receipt of required documents and payment of fee
Re-assessment of an approved CPD activity	Within 3 weeks upon receipt of required documents and payment of fee
Substantial Changes in a CPD activity	Within 2 weeks upon receipt of required documents and payment of fee

6. Other Obligations of the CPD Activity Providers

6.1 A CPD Activity Provider should cooperate with HKCAAVQ and the IA during the process of assessment. It should allow members or representatives of HKCAAVQ and the IA to attend any of the approved CPD activities free of charge for quality assurance purposes, including but not limited to the inspection of the attendance monitoring procedures of the activities. HKCAAVQ and the IA reserve the right to obtain independent feedback from activity participants during or after the CPD activities.

6.2 Upon approval, a CPD Activity Provider should provide accurate and adequate information about the approved Structured Activity to the prospective participants including but not limited to activity title, CPD reference number assigned by HKCAAVQ, aims and objectives, number of CPD and contact hours, admission and attendance requirement, fees and refund policy, if any.

6.3 The IA may conduct class visit / inspection of the approved Structured Activities with or without prior notice. Upon the IA's request, a CPD Activity Provider should provide the **schedule / timetable of the Structured Activity(ies)** to the IA. The schedule should include the following information:

(a) Name of CPD Activity Provider
(b) Title of the Structured Activity
(c) Reference number of the approved Structured Activity assigned by HKCAAVQ
(d) Date and time of the CPD activity
(e) Venue of the Structured Activity (full address should be provided)
(f) Number of CPD hours to be granted to participants
(g) Contact person and his/her telephone numbers

6.4 A CPD Activity Provider is required to retain all the activity records (in hard copy and/or in soft copy), including but not limited to enrollment records, attendance registers, instructional materials, instructor lists, assessment records, receipts of payment of tuition fee (if any), summaries of participants' evaluation, for a minimum of 4 years starting from the date of the CPD activity concerned for scrutiny at the class visit / inspection. A CPD Activity Provider should develop its own record-keeping system for quality assurance.

6.5 An **attendance certificate** either in hard copy or soft copy should be provided to each participant. A CPD Activity Provider should include the following information in the certificate:

(a) Name of CPD Activity Provider
(b) Title of the Structured Activity (if the participants did not attend the full activity, then the modules attended should also be indicated.)
(c) Reference number of the approved Structured Activity assigned by HKCAAVQ
(d) Current approval period of the approved Structured Activity

(e) Date(s), start time and end time of the Structured Activity
(f) Mode of Delivery (i.e. Structured Activity)
(g) Type of Qualified CPD Activity (i.e. Type 1)
(h) Full name of the participant as shown on the identification document
(i) CPD hours (or Compulsory CPD hours on "Ethics or Regulations" as the case may be) awarded to the participant
(j) Signature, name and title of a responsible person (e.g. the head of organisation or person-in-charge), as well as the stamp of the CPD Activity Provider; and
(k) Certificate issue date and a unique certificate number

6.6 A CPD Activity Provider should re-issue, with or without charges, the attendance certificate/ attendance record upon the request made by a participant within 4 years of the date of CPD activity held. The charge, if any, should be of a reasonable amount.

6.7 Upon request, a CPD Activity Provider should provide the IA with a confirmation as to whether a participant has attended a particular Structured Activity as mentioned in an attendance certificate or record that is claimed to be issued by the said CPD Activity Provider.

6.8 Reasonable notice should be given to the participants where a CPD activity is changed or postponed. A CPD Activity Provider should have in place guidelines on adverse weather arrangements for CPD activities stating clearly the class arrangement and to reschedule the activities, if needed. Such arrangements should be made known to the participants before the date of the CPD activity. Suggested arrangements for CPD activities in times of typhoons and rainstorms can be found in Annex A.

7. Points to Note

7.1 HKCAAVQ reserves the right not to accept any requests for assessment of all or any part of a proposed CPD Activity. An application will not be processed if no or insufficient payment and/or insufficient documents are received by HKCAAVQ.

7.2 At any time during the approval period, if the CPD Activity Provider fails to, or is unable or unwilling to comply with any directions or conditions stipulated by HKCAAVQ, HKCAAVQ may suspend or revoke the approval status of the approved CPD activity after a reasonable period of notification.

7.3 In any event, HKCAAVQ shall not be held responsible for any consequences arising from the assessment process, including any delay or any cessation of the process however these may be caused.

Annex A

Suggested Arrangement for Structured Activities in times of Typhoons and Rainstorms

If a Structured Activity has to be postponed / cancelled due to typhoons or rainstorms warning, the CPD Activity Provider should inform the participants as soon as possible and reschedule the activities in due course.

If the typhoon signals or rainstorm warning signal is issued or in force at the following hours, Structured Activities are suggested to be arranged as below:

Activity Day	Amber or Red Rainstorm Warning / Typhoon Warning Signal Nos. 1 or 3	Black Rainstorm Warning	Typhoon Warning Signal No. 8 or above / Pre-No. 8 Special Announcement
(1) The warning / signal is issued or in force at 7:00 am	• All Structured Activities should be conducted as usual	• The whole Structured Activity should be suspended and rescheduled.	• The whole Structured Activity should be suspended and rescheduled.
(2) The warning / signal is issued or in force at 11:00 am	• All Structured Activities should be conducted as usual	• If the Structured Activity has already commenced, it should be continued unless it is dangerous to do so. Outdoor activities should be suspended and rescheduled, where necessary. • PM session (1:00 pm and after): If the Structured Activity commences in the afternoon, the whole activity should be suspended and rescheduled.	• If the Structured Activity has already commenced, it should be suspended and rescheduled. • PM session (1:00 pm and after): If the Structured Activity commences in the afternoon, the whole activity should be suspended and rescheduled.
(3) The warning / signal is issued or in force at 4:00 pm	• All Structured Activities should be conducted as usual	• The Structured Activity should be continued unless it is dangerous to do so. Outdoor activities should be suspended and rescheduled, where necessary • Evening session (6:00 pm and after) of the Structured Activity should be suspended and rescheduled.	• If the Structured Activity has already commenced, it should be suspended and rescheduled. • Evening session (6:00 pm and after) of the Structured Activity should be suspended and rescheduled
(4) The warning / signal is cancelled before or at 11am	• All Structured Activities should be conducted as usual.	• Afternoon and Evening session (1:00 pm and after) of the Structured Activity should be continued.	• Afternoon and Evening session (1:00 pm and after) of the Structured Activity should be continued.