



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

## Four-stage QA Process

### Statement of Intent (For Stage 1 & 2 only)

#### Notes to Operators

1. This Statement of Intent is for Operators to indicate their intention to seek accreditation service.
2. This Statement of Intent is applicable to Operators seeking accreditation service at any level under the Qualifications Framework (QF).
3. Based on the information provided in the Statement of Intent, the HKCAAVQ will determine and if necessary discuss with the Operators the exact scope of the specific accreditation exercise and the timeframe. Operators will be informed of the required accreditation fee for consideration.
4. **If the operator is a registered company under Cap 32, then the person to sign the service agreement must be an authorized person (i.e. a Director) by its Board of Directors.**
5. The actual conduct of the exercise will take effect upon the return to the HKCAAVQ of the signed Service Agreement and the settlement by the Operators of the accreditation fee as specified in the Service Agreement.
6. Please put down N/A in relevant boxes of the appropriate section (if applicable) and provide the required documentary evidence when submitting the Statement of Intent to facilitate the preparation of the Service Agreement.
7. Programme Validation service will ONLY be offered to operators intending to operate learning programmes leading to formal qualifications, which are granted on the basis of formal assessment.
8. Completed Statement of Intent should be sent to the HKCAAVQ (Enquiry hotline: 3658 0000):  
By Email: [info@hkcaavq.edu.hk](mailto:info@hkcaavq.edu.hk); or  
By Fax: 2845 9910; or  
By Post: 10/F Cambridge House, 979 King's Road, Quarry Bay, Hong Kong
9. Acknowledgement of receipt of the Statement of Intent will be provided by the HKCAAVQ after the receipt.

#### Part I Details of Operator <sup>[1]</sup>

Name in English	
Name in Chinese	
Address(es) of the operator for the operation of learning programme(s)	
<b>Status of Operator</b> [Please tick the appropriate box(es)] (if applicable) <input type="checkbox"/> accredited by the HKCAA since _____ with Institutional Review (IR) status <input type="checkbox"/> accredited by the HKCAAVQ since _____ with Initial Evaluation (IE) status at QF Level _____ <input type="checkbox"/> registered under CAP 279 Education Ordinance (please attach the registration certificate)	

#### Part II Stage to Enter [Please check the appropriate box(es)]

- Stage 1 Initial Evaluation (IE) at QF level(s) <sup>[2]</sup> \_\_\_\_\_ (please ignore Part III & IV if only IE is applied)
- Stage 2 Programme Validation (PV)

Upon successful Initial Evaluation accreditation, will apply to be a training body of the Employees Retraining Board?

Yes  No

**Part III Details of the Learning Programme(s)** <sup>[3]</sup>

*(Please provide separate set of information for each programme to be validated)*

Programme Title (English)			
Programme Title (Chinese)			
Qualification Title (English)			
Qualification Title (Chinese)			
Proposed QF level <sup>[2]</sup>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
	7 <input type="checkbox"/>		
Mode of Study	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Others (please specify):	Length of Study:	hours month(s)/year(s)
Proposed Commencement Date of the Programme: _____ (month) _____ (year)			
<input type="checkbox"/> Will apply for Continuing Education Fund (CEF) registration upon successful accreditation (Note: CEF registration and programme validation are two separate services.)			
<input type="checkbox"/> This is a joint programme with other body/bodies (Please provide the following details) <i>Name of the body/bodies:</i> <i>Nature of collaboration:</i>			
Programme Objectives			
Brief Syllabus or Programme Structure	<i>Please indicate the title of subject(s) or module(s) offered [including details of any concentration/stream]</i>		
Intended Learning Outcomes			

**Part IV SCS-based Programme<sup>[4]</sup>**

*If the learning outcomes are benchmarked against relevant Specification of Competency Standards (SCS), please provide the code(s) of Unit of Competency (UoC) in the following table. The Qualifications Guidelines require that 60% or above of the learning content should be drawn from the SCS.*

Code of UoC	QF Level	QF Credit

**Part V Contact Information (in both Chinese and English)**

<i>Executive head or an authorized person of the Operator</i>	<i>Other contact person (e.g. Programme Leader/ Co-ordinator)</i>
Name:	Name:
Title (e.g. Mr, Ms, Dr):	Title (e.g. Mr, Ms, Dr):
Position:	Position:
Contact Phone No.:	Contact Phone No.:
Email:	Email:
Contact address:	Contact address:

**Part VI Declaration**

I confirm and declare that:

- (a) The information provided in this Statement of Intent is true and accurate.
- (b) I have read and fully understood all the information required to be submitted for the purpose of accreditation and the accreditation procedures described in the Guidelines on the Four-stage QA Process.
- (c) I am responsible for the strict compliance with all the relevant and applicable laws of the Hong Kong Special Administrative Region and have obtained the necessary prior approval.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name in block letter

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Designation  
(Executive head or an authorized person of the Operator)

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Date

**Notes:**

- [1] Operator – means a person, school, institution, organization or other body which operates any learning programme or any part of a learning programme.
- [2] QF Level – the proposed QF level of the learning programme pitched against the Generic Level Descriptors (GLD) published by the Government at [http://www.hkqf.gov.hk/media/HKQF\\_GLD\\_e.pdf](http://www.hkqf.gov.hk/media/HKQF_GLD_e.pdf).
- [3] Learning Programme – a programme of studies or training defined by a curriculum (which may consist of one or more modules, units, subjects or courses or any combination of those elements) and includes, where context permits, any proposed programme of such studies or training.
- [4] If the learning programme is designed with reference to the Specification of Competency Standards (SCS) of relevant industry, please refer to the Qualification Guidelines for SCS-based Courses at [http://www.hkqf.gov.hk/guie/SCS\\_SCS-based.asp](http://www.hkqf.gov.hk/guie/SCS_SCS-based.asp)