



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

Corporate User User Guide for QA i-Portal

Version 1.1

Examples shown in this User Guide are for demonstration purpose only.
They might not reflect the actual information published on QA i-Portal.

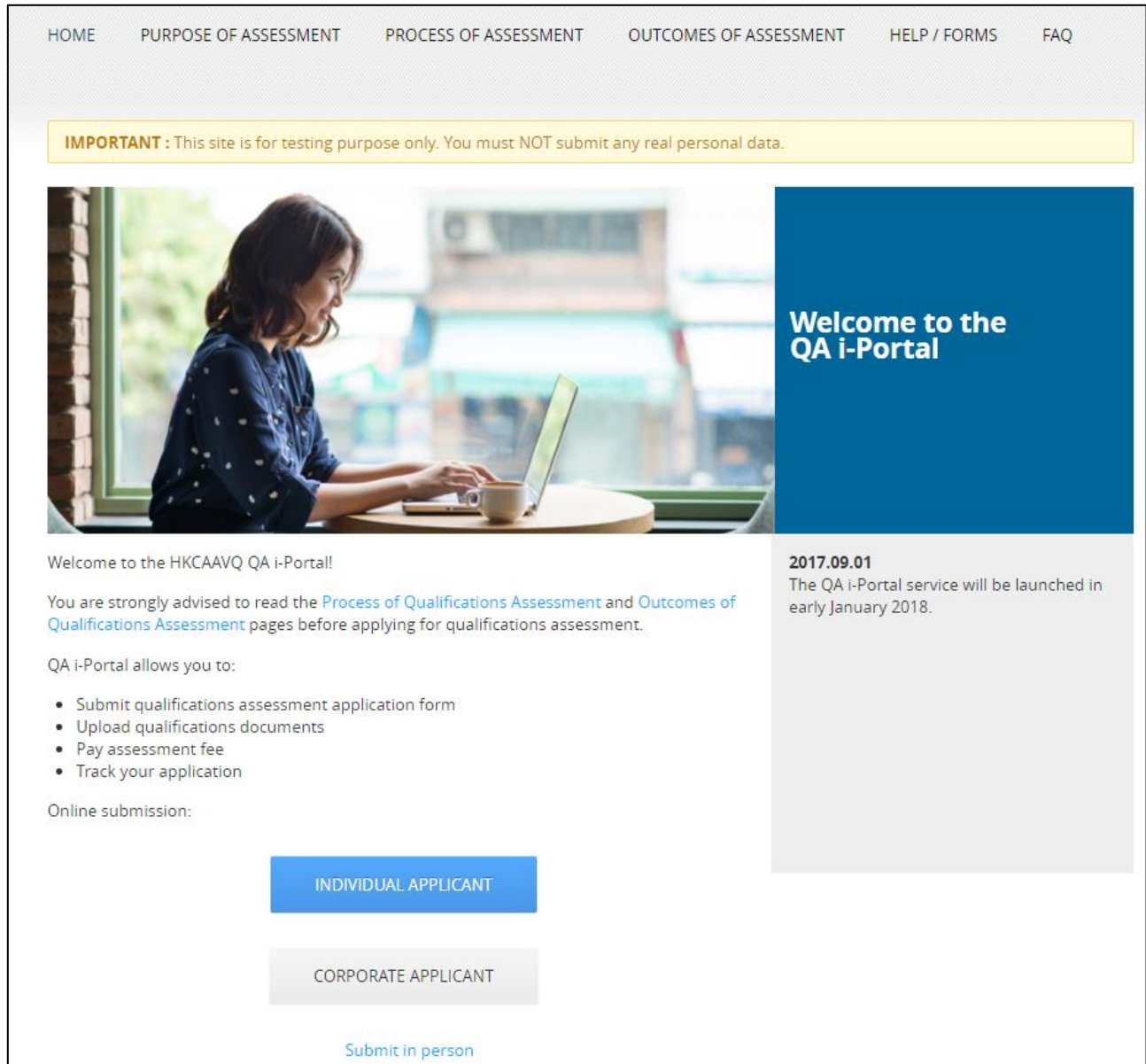
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1. Access the QA i-Portal

The Operating Systems supported by the QA i-Portal are Windows Vista, 7, 8, 8.1, 10; macOS Sierra, and the supported browsers are Firefox version 18-55, Chrome version 27-60, Safari version 6-10, Internet Explorer 11.

To visit the i-Portal as Applicant, open any supported browser and access QA i-Portal Home Page at <https://iportal.hkcaavq.edu.hk>.



The screenshot shows the QA i-Portal Home Page. At the top, there is a navigation menu with links: HOME, PURPOSE OF ASSESSMENT, PROCESS OF ASSESSMENT, OUTCOMES OF ASSESSMENT, HELP / FORMS, and FAQ. Below the menu is a yellow banner with the text: **IMPORTANT** : This site is for testing purpose only. You must NOT submit any real personal data.

The main content area features a large image of a woman sitting at a table by a window, working on a laptop. To the right of the image is a blue box with the text: **Welcome to the QA i-Portal**.

Below the image, the text reads: **Welcome to the HKCAAVQ QA i-Portal!** You are strongly advised to read the [Process of Qualifications Assessment](#) and [Outcomes of Qualifications Assessment](#) pages before applying for qualifications assessment.

QA i-Portal allows you to:

- Submit qualifications assessment application form
- Upload qualifications documents
- Pay assessment fee
- Track your application

Online submission:

INDIVIDUAL APPLICANT

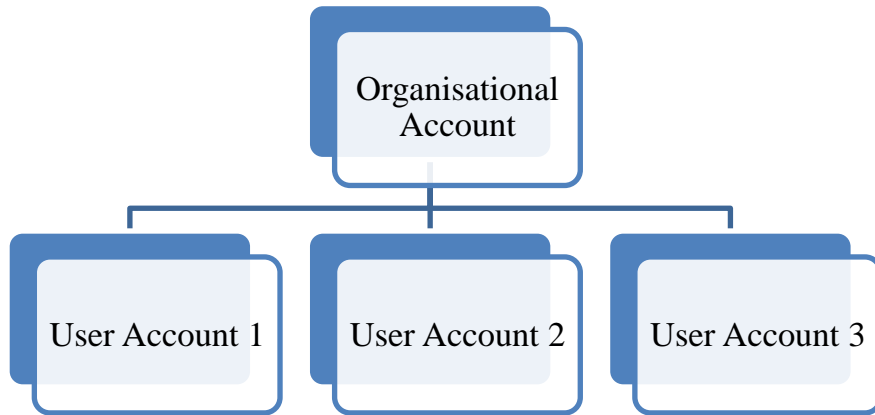
CORPORATE APPLICANT

[Submit in person](#)

On the right side, there is a grey box with the date **2017.09.01** and the text: The QA i-Portal service will be launched in early January 2018.

2. Create Organisational Account


All applicants are required to have an Account in order to submit Qualifications Assessment. Organisation wishing to submit Qualifications Assessment applications (i.e. corporate applicant) should contact HKCAAVQ at qainfo@hkcaavq.edu.hk to create an Organisational Account. Our staff will open an Organisational Account for your organisation with multiple user accounts under the Organisational Account as desired.



Note that under the same Organisational Account, user account could not see/edit other user account's application(s). Organisations are thus not encouraged to have too many user accounts.

Once the user account is opened by our staff, a confirmation email will be sent to the email of user by QA i-Portal. Click the verification link inside the confirmation email to confirm the user account and set up your password.

Verify email 驗證郵件

 **qaiportal@hkcaavq.edu.hk**
寄給我

Dear Ms Alice Chan,

Thank you for creating your HKCAAVQ's i-Portal account.

Please click the following link to verify your email address and set up your new password before making an application.

https://iportal.hkcaavq.edu.hk/iapp/jsp_dln/gen/gges0204c.jsp?EMAIL=zLkXtNDH2dmA1c1jhJ%2FQNwmE3C7zj382WtrzEUHdR%2B8%3D&ACCT_VERIFICATION_TOKEN=UKc0kh9195crlT4yrbVvk2ffrYtec1UUo1YEgSeaqXix3UUJdpZezEzFbKJwmpU1HFzyuz0kOdA0oDIYFRZX3lPaHxv mfiMWVg46w1511768660000&SET_LANGUAGE=US

This is a system generated email, please do not reply to this email. For enquiries about Qualifications Assessment service, please email qainfo@hkcaavq.edu.hk or call (852) 3658 0285.

Yours sincerely
HKCAAVQ QA i-Portal

Chan Alice女士：

你已建立了你的學歷評估服務平台帳戶。

請按以下連結確認你的電郵地址及設定新的密碼以建立申請。

https://iportal.hkcaavq.edu.hk/iapp/jsp_dln/gen/gges0204c.jsp?EMAIL=zLkXtNDH2dmA1c1jhJ%2FQNwmE3C7zj382WtrzEUHdR%2B8%3D&ACCT_VERIFICATION_TOKEN=UKc0kh9195crlT4yrbVvk2ffrYtec1UUo1YEgSeaqXix3UUJdpZezEzFbKJwmpU1HFzyuz0kOdA0oDIYFRZX3lPaHxv mfiMWVg46w1511768660000&SET_LANGUAGE=TW

這是電腦系統自動產生的電子郵件，請勿回覆此電郵。如你對學歷評估服務有任何查詢，可電郵至qainfo@hkcaavq.edu.hk或致電 (852) 3658 0285。

香港學術及職業資歷評審局學歷評估服務平台

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

Go Back | Welcome Fai Kwok | Logout | 中文

Appointment | My Profile | Search Application | System Administration | Contact Us

Setup Password *Required field

New Password: * (8-40 case-sensitive alphabets / numbers / symbols combination)

Re-type New Password: *

Save

QA i-Portal will take you direct to login page for Corporate Applicant.

Your account is activated. You can now login to the i-Portal.

Home 中文

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
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Login to Qualifications Assessment Online Application System

Your organisation needs an Account to submit application. If your organisation does not have an Account, please contact us at qainfo@hkcaavq.edu.hk for account creation.

Email Address: *

Password: *

[Forgot Password?](#)

Login

3. Login to corporate user account

To login, click <Corporate Applicant> on QA i-Portal Home Page.

HOME PURPOSE OF ASSESSMENT PROCESS OF ASSESSMENT OUTCOMES OF ASSESSMENT HELP / FORMS FAQ

IMPORTANT : This site is for testing purpose only. You must NOT submit any real personal data.

Welcome to the HKCAAVQ QA i-Portal!

You are strongly advised to read the [Process of Qualifications Assessment](#) and [Outcomes of Qualifications Assessment](#) pages before applying for qualifications assessment.

QA i-Portal allows you to:

- Submit qualifications assessment application form
- Upload qualifications documents
- Pay assessment fee
- Track your application

Online submission:

INDIVIDUAL APPLICANT

CORPORATE APPLICANT

[Submit in person](#)

2017.09.01
The QA i-Portal service will be launched in early January 2018.

Click <Login> after reading the Disclaimer.

WELCOME TO QUALIFICATIONS ASSESSMENT ONLINE APPLICATION SYSTEM!

Disclaimer

The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) endeavour to ensure the accuracy of the information in this website, HKCAAVQ make no warranties, representations and statements (whether express or implied) of any kind in relation to the information, including any warranties, representations and statements in respect of the accuracy, completeness, timeliness and fitness for a particular purpose of the information. In no circumstances shall the information (or any part thereof) be regarded as professional advice (whether legal or otherwise; and whether general or specific) or a substitute for such.

HKCAAVQ shall not in any circumstances or in any way be liable to any person (including any body of persons, corporate or unincorporated) for any loss or damage (including consequential, indirect, incidental and special loss/damage) arising out of or in connection with this website or the information contained in it, the use thereof, or the inability to use thereof.

This website is linked to sites provided by others. HKCAAVQ expressly state that they have not approved or endorsed the information provided by any other sites linked to this website and HKCAAVQ accept no responsibility or liability (howsoever caused) for such information.

Users are responsible for making their own assessment of the information and the information available through this website. Users are advised to verify the information and the information available through this website (i.e. by making reference to original publications) and obtain independent professional advice (including professional legal advice) before acting on any of them.

The HKCAAVQ shall not be held responsible for any consequential effect, nor be liable for any loss or damage, howsoever caused or arising from the use of or inability to use this website or use of or reliance upon any information or material provided on this website.


The HKCAAVQ endeavours to ensure that the information contained on this website is accurate as at the date of publication, but does not warrant its accuracy or accept any liability (including third party liability) for any loss or damage, whether or not arising from any error or omission in compiling such information.

By clicking Login, you agree to the terms of service.

Login

Input Email Address and Password and click <Login> to login to the system.

Home 中文

 香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
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Login to Qualifications Assessment Online Application System

Your organisation needs an Account to submit application. If your organisation does not have an Account, please contact us at qainfo@hkcaavq.edu.hk for account creation.

Email Address: *

Password: *

[Forgot Password?](#)

Login

4. Submit a new application

- i. Send Application Form to applicant

After log in, you will be lead to the ‘My Application’ page. Click the <Create New Application> button to start.

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

Welcome Alice Chan | Logout

My Application | My Online Payment | My Profile | Help / Useful Links | Contact Us

My Application

Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref
No records found.					

Delete Selected Application **Create New Application**

Fill in all required information. Click <Send Application Form to Applicant> button.

Create New Application *Required field x

Applicant's Email Address: *


Applicant's English Name: *

Title Surname Given Name

Additional Email:

Purpose of Qualifications Assessment: *

Assessment Fee (HKD): -

 Since Purpose of Qualifications Assessment is related to assessment fee, it could only be edited by you.

QA i-Portal will send an email with hyperlink accessing the Application Form to the Applicant's email address you have filled in. You might want to contact the Applicant yourself to ensure he/she does not miss the email and to remind him/her to check his/her junk mailbox as well in case he/she cannot not find it.

Application for Qualifications Assessment 申請學歷評估

qaiportal@hkcaavq.edu.hk
寄給我

Dear Mr Tai Man Chan

ABC School Association would like to submit a qualifications assessment application for you.

Please click the link below to complete the assessment form:
https://iportal.hkcaavq.edu.hk/iapp/jsp_dln/gen/gges0208.jsp?CORP_APP_TOKEN=d4L6fgoZ4Bj4nj7UTJ5O42bjdEb7VmFZn5OdZDC6qlwWELefUucntq6LYxj0Uk9nwR6fH0ua6Q5qiDPblSMjgnb6X7SVx5Kgrbl1511833451000&APPL_ID=61&ACTION=CORP_LOGIN&SET_LANGUAGE=US

When you have completed the application form, it will be sent back to ABC School Association for checking before submission to HKCAAVQ. If further information is required, you will be contacted later.

Please note that this link is only valid for 30 days. The supported system of the portal is Windows Vista, 7, 8, 8.1, 10, macOS Sierra. The supported browser for the portal is Firefox version 18, Chrome version 27, Safari version 6, Internet Explorer 8, 9, 10, 11.

If you cannot open the application form from the link above, please contact ABC School Association for assistance.

This is a system generated email, please do not reply to this email. For enquiries about Qualifications Assessment service, please email qainfo@hkcaavq.edu.hk or call (852) 3658 0285.

Yours sincerely
HKCAAVQ QA i-Portal

Chan Tai Man先生

ABC School Association擬為你提交一份學歷評估申請。

請按以下連結填寫申請表格：
https://iportal.hkcaavq.edu.hk/iapp/jsp_dln/gen/gges0208.jsp?CORP_APP_TOKEN=d4L6fgoZ4Bj4nj7UTJ5O42bjdEb7VmFZn5OdZDC6qlwWELefUucntq6LYxj0Uk9nwR6fH0ua6Q5qiDPblSMjgnb6X7SVx5Kgrbl1511833451000&APPL_ID=61&ACTION=CORP_LOGIN&SET_LANGUAGE=TV


當你完成申請表格的填寫後，申請表格會被發給 ABC School Association作核對，然後才會被提交至評審局。你可能會被要求提供更多的資料，屆時我們會通知 ABC School Association聯絡你。

請注意，此連接將於30天後失效。服務平台支援微軟視窗Vista、7、8、8.1、10，及macOS Sierra。電子服務平台的支援瀏覽器則為Firefox 18、Chrome 27以及IE8、9、10、11。

如果你無法打開此連結填寫申請表格，請與Carmel School Association聯絡以取得協助。

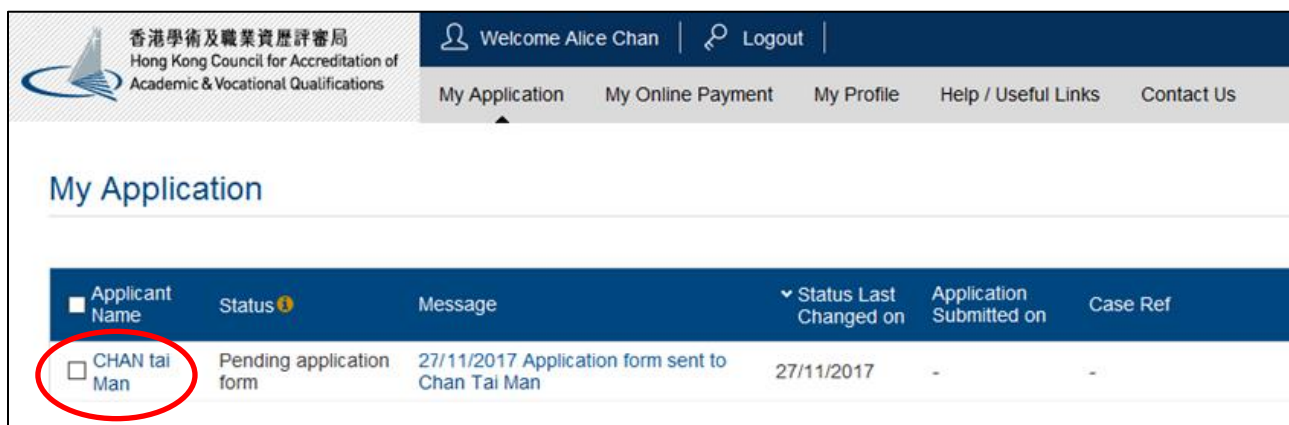
這是電腦系統自動產生的電子郵件，請勿回覆此電郵。如你對學歷評估服務有任何查詢，可電郵至qainfo@hkcaavq.edu.hk或致電 (852) 3658 0285。


香港學術及職業資歷評審局學歷評估服務平台

 If you would like to receive the email notifications sent from QA i-Portal other than the user account's email, please input your email address in <Additional Email>.

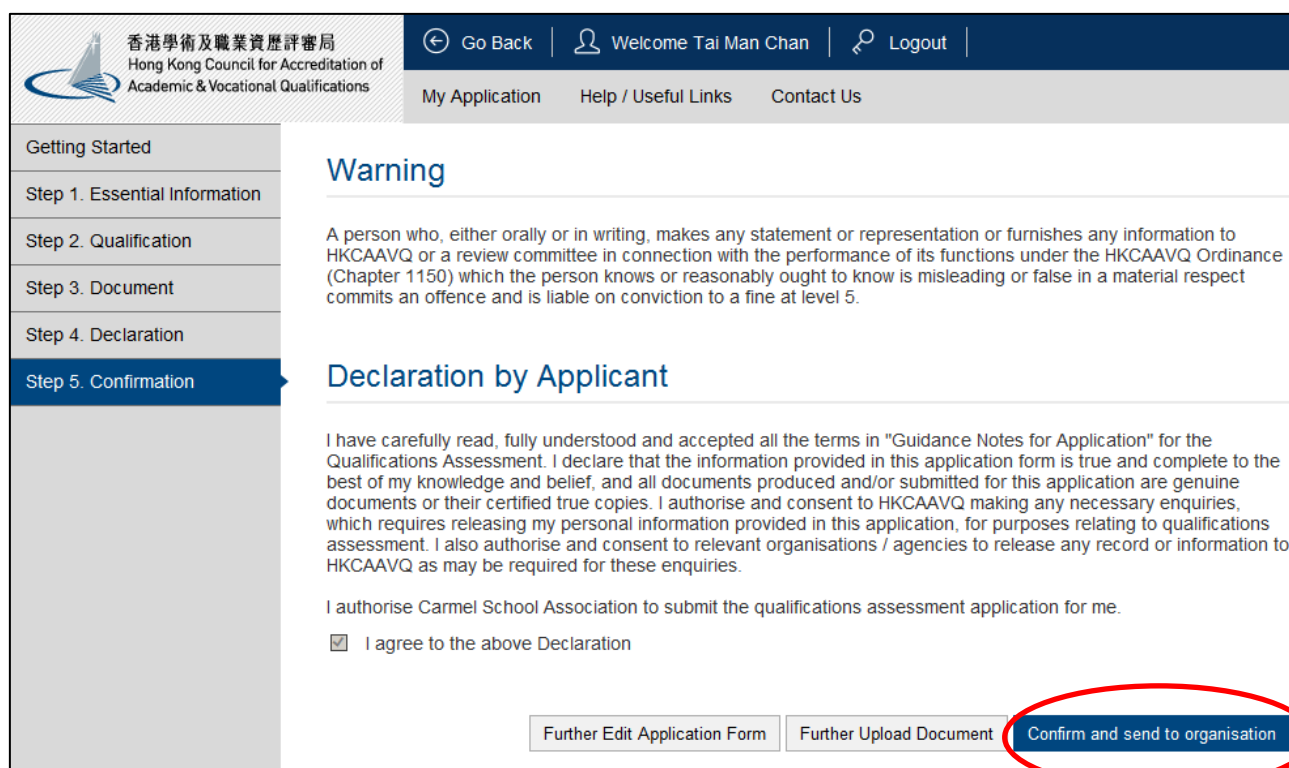
ii. Wait for Applicant to fill in the Application Form

When the Applicant is filling in the Application Form, you will be able to see what they have entered and saved even before they return the Application Form to you. You can see the Application Form in progress by clicking the name of the applicant under '**Applicant Name**'.



<input type="checkbox"/> Applicant Name	Status 	Message	▼ Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN tai Man	Pending application form	27/11/2017 Application form sent to Chan Tai Man	27/11/2017	-	-

Once the Applicant has completed filling in the Application Form, he/she can click the <**Confirm and send to organisation**> to send the Application Form back to you for review.



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Go Back | Welcome Tai Man Chan | Logout

My Application | Help / Useful Links | Contact Us

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Warning

A person who, either orally or in writing, makes any statement or representation or furnishes any information to HKCAAVQ or a review committee in connection with the performance of its functions under the HKCAAVQ Ordinance (Chapter 1150) which the person knows or reasonably ought to know is misleading or false in a material respect commits an offence and is liable on conviction to a fine at level 5.

Declaration by Applicant

I have carefully read, fully understood and accepted all the terms in "Guidance Notes for Application" for the Qualifications Assessment. I declare that the information provided in this application form is true and complete to the best of my knowledge and belief, and all documents produced and/or submitted for this application are genuine documents or their certified true copies. I authorise and consent to HKCAAVQ making any necessary enquiries, which requires releasing my personal information provided in this application, for purposes relating to qualifications assessment. I also authorise and consent to relevant organisations / agencies to release any record or information to HKCAAVQ as may be required for these enquiries.

I authorise Carmel School Association to submit the qualifications assessment application for me.

I agree to the above Declaration

Further Edit Application Form | Further Upload Document | **Confirm and send to organisation**

The Application Form will then be returned to you, you will receive an email notification from QA i-Portal, a message will also be displayed under **‘Message’**.

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Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Welcome Alice Chan | Logout

My Application | My Online Payment | My Profile | Help / Useful Links | Contact Us

My Application

Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN tai Man	Pending application form	27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man	27/11/2017	-	-

iii. Review the Application Form filled by applicant

Click the name of the Applicant under Applicant Name to access the Application Form.

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

Welcome Alice Chan | Logout

My Application | My Online Payment | My Profile | Help / Useful Links | Contact Us

My Application

Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN tai Man	Pending application form	27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man	27/11/2017	-	-

After reading the 'Notes for using Qualifications Assessment i-Portal', click <Next>.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 2a. Teacher Training Qualification

Step 3. Document

Step 4. Declaration

Notes for using Qualifications Assessment i-Portal

About application and submission of documents:

1. It normally takes around 30 minutes to review the application form and upload all required documents.
2. Most fields in the application form could only be filled by the applicant.
3. When submitting documents via the QA i-Portal, your organisation (you) are also declaring that you have seen the originals of all submit documents.
4. The following file formats are accepted: JPEG, JPG, PDF, PNG. Each file should be less than 5MB. The total size of all files should be less than 50MB.
5. Applications for assessing qualifications in relation to pre-primary teacher training qualifications can upload Word file under Syllabus field. The file size limit is 20MB.

About payment:

6. You will be allowed to pay online using credit card. Visa, MasterCard and JCB are accepted. You can download your receipt in the system after payment.
7. If you choose pay by cheque, please remember to write down for the name of the applicant(s) at the back of the cheque. Please refer to the "Guidance Notes for Application" for detailed payment instructions.

About online application system:

8. If you would like applicant to edit this application form, click the button at the bottom right hand corner to resend this application form to applicant. The hyperlink in the email previously sent to applicant will become invalid.
9. The system will time out automatically if it is idle for 2 hours.
10. Draft application not submitted within 1 year will be deleted automatically from the system without further notice.

Next



If your browser window is not in full-screen mode, you might not be able to see the <Next> button. Please maximize your browser window or reduce the zoom level in your browser window.

https://portal.hkcaav... Notes for using Qualifications A...

Go Back | Welcome | Logout | 中文

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Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 2a. Teacher Training Qualification

Step 3. Document

Step 4. Declaration

Notes for using Qualifications Assessment i-F

About application and submission of documents:

1. It normally takes around 30 minutes to review the application form and required documents.
2. Most fields in the application form could only be filled by the applicant.
3. When submitting documents via the QA i-Portal, your organisation (you) declaring that you have seen the originals of all submit documents.
4. The following file formats are accepted: JPEG, JPG, PDF, PNG. Each f less than 5MB. The total size of all files should be less than 50MB.
5. Applications for assessing qualifications in relation to pre-primary teacl qualifications can upload Word file under Syllabus field. The file size lir

About payment:

6. You will be allowed to pay online using credit card. Visa, MasterCard a accepted. You can download your receipt in the system after payment.
7. If you choose pay by cheque, please remember to write down for the n applicant(s) at the back of the cheque. Please refer to the "Guidance f Application" for detailed payment instructions.

About online application system:

8. If you would like applicant to edit this application form, click the button i right hand corner to resend this application form to applicant. The hyp email previously sent to applicant will become invalid.
9. The system will time out automatically if it is idle for 2 hours.
10. Draft application not submitted within 1 year will be deleted automatica system without further notice.

Review the Application Form filled by the Applicant.

Getting Started	Personal Particulars *Required field							
Step 1. Essential Information	Identity Document Type: <input type="text" value="Hong Kong Identity Card"/>							
Step 2. Qualification	ID / Passport No. <input type="text" value="A123456(7)"/>							
Step 3. Document	English Name (as appears on your ID or Passport above): <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><input type="text" value="Mr"/></td> <td style="width: 33%;"><input type="text" value="Chan"/></td> <td style="width: 33%;"><input type="text" value="Tai Man"/></td> </tr> <tr> <td style="font-size: small;">Title</td> <td style="font-size: small;">Surname</td> <td style="font-size: small;">First Name</td> </tr> </table> <small><i>If the name above is different from any of your qualification document, you need to submit proof of name change such as deed poll, adoption, marriage or divorce certificate.</i></small>		<input type="text" value="Mr"/>	<input type="text" value="Chan"/>	<input type="text" value="Tai Man"/>	Title	Surname	First Name
<input type="text" value="Mr"/>	<input type="text" value="Chan"/>	<input type="text" value="Tai Man"/>						
Title	Surname	First Name						
Step 4. Declaration	Chinese Name (as appears on your ID or Passport above): <input type="text"/>							
Step 5. Confirmation	Contact Phone No. <input type="text" value="852"/> <input type="text" value="98765432"/>							
Step 6. Payment	Country Code Telephone Number							
	Email Address: <input type="text" value="hkcaavqexuser2@yahoo.com"/>							
	Mailing Address: <input type="text" value="123 Street, Kowloon, Hong Kong"/>							
	Purpose of Assessment							
	Purpose of Qualifications Assessment <input type="text" value="For Teacher Registration or Teacher Appointment"/>							
	Assessment Fee (HKD): <input type="text" value="2,815.00"/>							

Getting Started	Educational Qualifications	
Step 1. Essential Information		
Step 2. Qualification	1 Do you possess any teacher training qualification? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Step 3. Document	2 Do you wish to take part in duties related to pre-primary education (nursery and kindergarten education)? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Step 4. Declaration	3 Please fill in your highest non-local qualification. If the qualification contains transfer credits/ credit exemption, please also fill in your prior qualification. Please also fill all your teacher training qualification(s) (if any).	
Step 5. Confirmation	Qualification 1 (Q1)	
Step 6. Payment	Country / Area of Award Granting Body <input type="text" value="Australia"/>	
	Award Granting Body: <input type="text" value="Royal Melbourne Institute of Technology"/>	
	Title of Qualification (as appears on your graduation certificate) <input type="text" value="Bachelor of Arts"/>	
	Major <input type="text"/>	
	Location of Study: <input type="text" value="Australia"/>	
	Year of Conferment (YYYY): <input type="text" value="2017"/>	
	Study period (MM/YYYY): <input type="text" value="9"/> / 2013 to <input type="text" value="7"/> / 2017	
	Duration: <input type="text" value="4"/> Year(s)	
	Mode of Study: <input type="text" value="Full-time"/>	
	Did you receive any credit exemption or transfer for this qualification? <input type="text" value="No"/>	

Under **‘Document’** screen, you will be allowed to upload documents on top of what the Applicant has uploaded. You can also delete documents that have been uploaded by the Applicant.

Please note that by choosing to upload documents, you are also certifying that you (or your organisation) have seen the originals of all the documents to be uploaded.

Under **‘Declaration’** screen, you can enter any special message you would like us to know about this Application under Remarks in **‘Message to HKCAAVQ from your organisation’**.

Click <Confirm> to confirm details entered.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Warning

A person who, either orally or in writing, makes any statement or representation or furnishes any information to HKCAAVQ or a review committee in connection with the performance of its functions under the HKCAAVQ Ordinance (Chapter 1150) which the person knows or reasonably ought to know is misleading or false in a material respect commits an offence and is liable on conviction to a fine at level 5.

Declaration by Applicant

I have carefully read, fully understood and accepted all the terms in "Guidance Notes for Application" for the Qualifications Assessment. I declare that the information provided in this application form is true and complete to the best of my knowledge and belief, and all documents produced and/or submitted for this application are genuine documents or their certified true copies. I authorise and consent to HKCAAVQ making any necessary enquiries, which requires releasing my personal information provided in this application, for purposes relating to qualifications assessment. I also authorise and consent to relevant organisations / agencies to release any record or information to HKCAAVQ as may be required for these enquiries.

I authorise Carmel School Association to submit the qualifications assessment application for me.

I agree to the above Declaration

Resend this application form to applicant Further Edit Application Form Further Upload Document **Confirm**

Choose a payment method and click <Pay and Submit Application> or <Submit Application>.

香港學術及職業資歷評審局
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Go Back | Welcome Alice Chan | Logout | 中文

My Application My Online Payment My Profile Help / Useful Links Contact Us

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Payment Summary *Required field

Charge Item	Amount (HKD)
Basic Application Fee (For Teacher Registration or Teacher Appointment)	2,815.00
Total: 2,815.00	

Please select payment method: Pay now using Credit Card (Visa, Master accepted) ▼

Submit Application

Application is submitted to HKCAAVQ.

The screenshot shows the top navigation bar of the HKCAAVQ i-Portal. The header includes the logo and name of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications, along with user information: 'Welcome Alice Chan' and 'Logout'. Below the header is a menu with 'My Application', 'My Online Payment', 'My Profile', 'Help / Useful Links', and 'Contact Us'. The main content area is titled 'Application Submitted' and contains the following text:

You have successfully submitted the application on 27/11/2017 04:43 PM. You can view this application under 'My Application' page anytime.

We will not review your application until all of the following has been received by us by post:


1. Certified true copies of the certificate and transcript of Q1 Bachelor of Arts of Royal Melbourne Institute of Technology
2. Teacher registration certificate (if any)
3. Photocopies of Hong Kong Identity Card
4. Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. (if applicable)
5. Translation of the above documents if any of it is not in English/ Chinese (For requirements of translation, please refer to Guidance Notes for Application)

Please send the above document(s) to our address at:
Hong Kong Council for Accreditation of Academic and Vocational Qualifications
10 Siu Sai Wan Road
Chai Wan
Hong Kong

Upon receiving the above, we will send you email within 5 working days informing you if any further document is required to start the assessment of this application. Please check your email, including your junk mailbox, regularly.

The above message will be sent to your email automatically.

At the bottom right, there are three buttons: 'Print This Page', 'Download Application Form', and 'Go to My Application'.

 Some information could only be filled by Applicant, e.g. their personal information, qualifications, their Declaration etc. If you would like Applicant to change anything in the Application Form after he/she has returned the Application Form to you, click **<Resend this application form to applicant>**. QA i-Portal will send another hyperlink to Applicant for access to the Application Form. The hyperlink in the email previously sent to applicant will become invalid.

The screenshot shows the 'Notes for using Qualifications Assessment i-Portal' page. The left sidebar contains a 'Getting Started' menu with steps 1 through 6. The main content area is titled 'Notes for using Qualifications Assessment i-Portal' and contains the following text:

About application and submission of documents:

1. It normally takes around 20 minutes to review the application form and upload all required documents.
2. Most fields in the application form could only be filled by the applicant.
3. Your organisation (you) can declare you have seen the originals of all submit documents, you will then be allowed to upload all required documents.
4. The following file formats are accepted: JPEG, JPG, PDF, PNG. Each file should be less than 5MB. The total size of all files should be less than 50MB.
5. Applications for assessing qualifications in relation to pre-primary teacher training qualifications can upload Word file under Syllabus field. The file size limit is 20MB.

About payment:

6. You will be allowed to pay online using credit card. Visa and MasterCard are both accepted. You can download your receipt in the system after payment.
7. If you choose pay by cheque, please remember to write down for the name of the applicant(s) at the back of the cheque. Please refer to the "Guidance Notes for Application" for detailed payment instructions.

About online application system:

8. If you would like applicant to edit this application form, click the button at the bottom right hand corner to resend this application form to applicant. The hyperlink in the email previously sent to applicant will become invalid.
9. The system will time out automatically if it is idle for 2 hours.
10. Draft application not submitted within 1 year will be deleted automatically from the system without further notice.

At the bottom right, there is a button labeled 'Resend this application form to applicant' which is circled in red, and a 'Next' button.

5. Find an application

After login, QA i-Portal will direct you to ‘My Application’ page.

Applications are displayed in chronological order based on the ‘Status Last Changed on’ column by default.

My Application							
<input type="checkbox"/> Applicant Name	Status ⓘ	Message	▼ Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-		
<input type="checkbox"/> YEUNG Ming	Pending application form	28/11/2017 Application form sent to Yeung Ming.	28/11/2017	-	-		
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filled by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-		
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document

To view the records in a specific order, you may change the sorting key by clicking a column heading. For example, once you click <Applicant Name>, the Applications will be ordered according to Applicant’s Name.

My Application							
<input type="checkbox"/> ^ Applicant Name	Status ⓘ	Message	Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filled by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-		
<input type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-		
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> YEUNG Ming	Pending application form	28/11/2017 Application form sent to Yeung Ming.	28/11/2017	-	-		

6. Submit additional documents after application is submitted

At the ‘My Application’ page, click <Upload Additional Document> at the end of the row of the Application you would like to upload additional document for.

My Application						
Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref	
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filled by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-	
<input type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-	
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form Upload Additional Document
<input type="checkbox"/> YEUNG Ming	Pending application form	28/11/2017 Application form sent to Yeung Ming.	28/11/2017	-	-	

Upload additional document in the appropriate row by using the ‘Select Files’ button.

Submit Additional Document

Case ID: 48623 Applicant Name: Mr Wong Chi Keung
 Application Submitted On: 27/11/2017

Please upload documents in appropriate field below.
 3.75MB out of 50MB used.

Q1 Bachelor of Arts (Granting Body: Melbourne State College)

Graduation Certificate and Transcript

Translation

Any relevant documents (e.g. letter of credit transfer, authenticity report)

Document Type	File Name	Uploaded Date and Time
No related documents uploaded.		

Other documents

Photocopies of Hong Kong Identity Card

Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate.

Teacher Training qualification documents

Teacher registration certificate (if any)

Document Type	File Name	Uploaded Date and Time
No related documents uploaded.		

After finish uploading all additional documents, click <Submit>.

Other documents

Photocopies of Hong Kong Identity Card ⓘ Select Files

Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. Select Files

Teacher Training qualification documents

Teacher registration certificate (if any) Select Files

Document Type	File Name	Uploaded Date and Time
<input type="checkbox"/> Evidence of name change	png file_2.93MB.png	29/11/2017 11:30:37

Download All Documents Delete Back **Submit**

Previously Submitted Document(s)

Document Type	Qual No.	File Name	Uploaded Date and Time
Graduation Certificate and Transcript	1	JPEG_1.20MB.jpeg	27/11/2017 16:52:09
Photocopies of ID Card / Passport	-	JPG file (verticle)_1.50MB.jpg	27/11/2017 16:52:26
Translation	1	JPG file (horizontal)_1.04MB.jpg	27/11/2017 16:52:14

7. Download payment receipt

You can only see payment receipt online if you have paid by credit card online. After login, QA i-Portal will direct you to 'My Application' page. Click <My Online Payment>.

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

Welcome Alice Chan | Logout

My Application **My Online Payment** My Profile Help / Useful Links Contact Us

My Application

Applicant Name	Status ⓘ	Message	Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-

When you are at ‘My Online Payment’ screen, click <View Receipt>.

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

Go Back | Welcome Alice Chan | Logout

My Application | My Online Payment | My Profile | Help / Useful Links | Contact Us

My Online Payment

Transaction Date Time	Applicant Surname	Applicant First Name	Payment Reference	Amount (HKD)	Status	
29/11/2017 12:10	Ho	Chui Ting	QAAPL_UATR356	2,815.00	Successful	View Receipt

[*Explanation of Status*](#)

HKCAAVQ would have sent the payment receipt to your registered email upon receiving the payment if you have settled the payment by other payment methods.

8. Resend Application Form to Applicant

After login, QA i-Portal will direct you to ‘My Application’ page. Click on the name of the Applicant you would like to resend the Application Form to.

My Application

<input type="checkbox"/> ^ Applicant Name	Status ⓘ	Message	Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filed by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filed by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-		
<input type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-		
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filed by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> YEUNG Ming	Pending application form	28/11/2017 Application form sent to Yeung Ming.	28/11/2017	-	-		

Click <Resend this application form to applicant> at the right hand corner.

Getting Started

Notes for using Qualifications Assessment i-Portal

Step 1. Essential Information

About application and submission of documents:

Step 2. Qualification

1. It normally takes around 20 minutes to review the application form and upload all required documents.
2. Most fields in the application form could only be filled by the applicant.
3. Your organisation (you) can declare you have seen the originals of all submit documents, you will then be allowed to upload all required documents.
4. The following file formats are accepted: JPEG, JPG, PDF, PNG. Each file should be less than 5MB. The total size of all files should be less than 50MB.
5. Applications for assessing qualifications in relation to pre-primary teacher training qualifications can upload Word file under Syllabus field. The file size limit is 20MB.

Step 3. Document

About payment:

Step 4. Declaration

6. You will be allowed to pay online using credit card. Visa and MasterCard are both accepted. You can download your receipt in the system after payment.
7. If you choose pay by cheque, please remember to write down for the name of the applicant(s) at the back of the cheque. Please refer to the "Guidance Notes for Application" for detailed payment instructions.

Step 5. Confirmation

About online application system:

Step 6. Payment

8. If you would like applicant to edit this application form, click the button at the bottom right hand corner to resend this application form to applicant. The hyperlink in the email previously sent to applicant will become invalid.
9. The system will time out automatically if it is idle for 2 hours.
10. Draft application not submitted within 1 year will be deleted automatically from the system without further notice.

Resend this application form to applicant

Next

9. Download submitted Application Form

After login, QA i-Portal will direct you to 'My Application' page. Click <Download Completed Form> on the row of the Application you would like to download submitted Application Form for.

My Application							
<input type="checkbox"/> ^ Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filled by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-		
<input type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-		
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document


The Application Form submitted will start to download immediately.

10. Download submitted documents

After login, QA i-Portal will direct you to ‘My Application’ page. Click <Upload Additional Document> on the row of the Application you would like to download submitted document.


My Application						
Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref	
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filled by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-	
<input type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-	
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form Upload Additional Document

You will be at ‘Submit Additional Document’ screen, scroll to the bottom of the screen. Click <Download All Documents>.

If you would like to download each file individually, you can click the  button next to the file name under ‘Previously Submitted Document(s)’.

Submit Additional Document

Other documents

Photocopies of Hong Kong Identity Card  Select Files

Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate. Select Files

Teacher Training qualification documents

Teacher registration certificate (if any) Select Files

Document Type	File Name	Uploaded Date and Time
No related documents uploaded.		

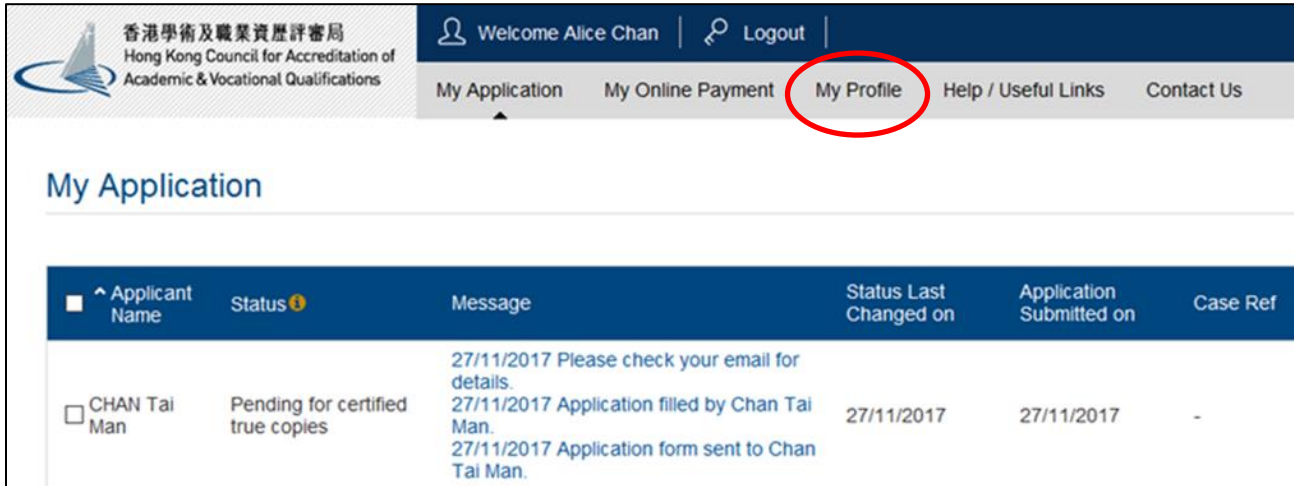
Download All Documents
Delete
Back
Submit

Previously Submitted Document(s)

Document Type	Qual No.	File Name	Uploaded Date and Time
Graduation Certificate and Transcript	1	JPEG_1.20MB.jpeg	27/11/2017 16:52:09
Photocopies of ID Card / Passport	-	JPG file (verticle)_1.50MB.jpg	27/11/2017 16:52:26
Translation	1	JPG file (horizontal)_1.04MB.jpg	27/11/2017 16:52:14

11. Change details of user account/password

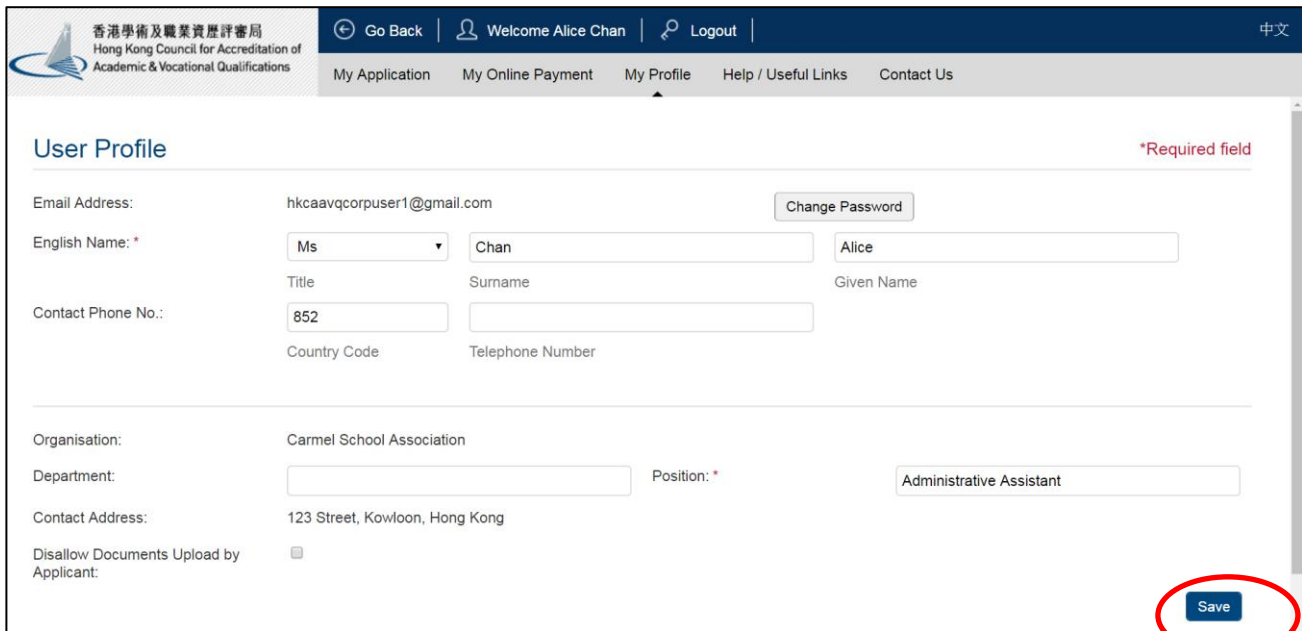
At the 'My Application' page, click <My Profile>.



The screenshot shows the top navigation bar of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications website. The user is logged in as Alice Chan. The 'My Profile' menu item is circled in red. Below the navigation bar, the 'My Application' section displays a table with the following data:

Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filed by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-

After changing the details under your account, click <Save>.



The screenshot shows the 'User Profile' page. The user is logged in as Alice Chan. The 'Save' button at the bottom right is circled in red. The form contains the following fields:

- Email Address: hkcaavqcorpuser1@gmail.com
- Change Password button
- English Name: * Ms (dropdown), Chan (Surname), Alice (Given Name)
- Contact Phone No.: 852 (Country Code), [] (Telephone Number)
- Organisation: Carmel School Association
- Department: []
- Position: * Administrative Assistant
- Contact Address: 123 Street, Kowloon, Hong Kong
- Disallow Documents Upload by Applicant:

If you would like to change your password, click <Change Password>.

The screenshot shows the 'User Profile' page of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications. The page includes a navigation bar with 'Go Back', 'Welcome Alice Chan', and 'Logout'. Below the navigation bar, there are links for 'My Application', 'My Online Payment', 'My Profile', 'Help / Useful Links', and 'Contact Us'. The main content area is titled 'User Profile' and contains several form fields: 'Email Address' (hkcaavqcorpuser1@gmail.com), 'English Name' (Ms Chan), 'Contact Phone No.' (852), 'Organisation' (Carmel School Association), 'Department', 'Position' (Administrative Assistant), and 'Contact Address' (123 Street, Kowloon, Hong Kong). A 'Change Password' button is circled in red. A '*Required field' label is visible in the top right corner.

Enter current password, and new password. Click <Save>.

The screenshot shows the 'Change Password' page. It features three password input fields: 'Current Password', 'New Password', and 'Re-type New Password'. A password strength indicator is present next to the 'New Password' field, stating '(8-40 case-sensitive alphabets / numbers / symbols combination)'. The 'Save' button is circled in red. A '*Required field' label is visible in the top right corner.

12. Disallow Documents Upload by Applicant

If you do not want applicants to upload documents themselves, check the box < **Disallow Documents Upload by Applicant**> and click <**Save**>. All applications created in your account will not allow applicants to upload documents.

The screenshot shows the 'User Profile' page of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) system. The page includes a navigation bar with 'Go Back', 'Welcome Alice Chan', and 'Logout'. Below the navigation bar, there are links for 'My Application', 'My Online Payment', 'My Profile', 'Help / Useful Links', and 'Contact Us'. The main content area is titled 'User Profile' and contains several form fields. The 'Email Address' field is filled with 'hkcaavqcorpuser1@gmail.com'. The 'English Name' field is split into 'Title' (Ms), 'Surname' (Chan), and 'Given Name' (Alice). The 'Contact Phone No.' field is split into 'Country Code' (852) and 'Telephone Number'. The 'Organisation' field is filled with 'Carmel School Association'. The 'Department' field is empty, and the 'Position' field is filled with 'Administrative Assistant'. The 'Contact Address' field is filled with '123 Street, Kowloon, Hong Kong'. The 'Disallow Documents Upload by Applicant' checkbox is checked and circled in red. A 'Save' button is located at the bottom right of the form.

In applicants' online application, the screen will be displayed as below. Step 3 is default set to < 2. Your organisation will upload the documents for me> and the applicants cannot choose to upload documents.

The screenshot shows the 'Supporting Document(s)' page of the HKCAAVQ system. The page includes a navigation bar with 'Go Back', 'Welcome Testing testing Testing', and 'Logout'. Below the navigation bar, there are links for 'My Application', 'Help / Useful Links', and 'Contact Us'. The main content area is titled 'Supporting Document(s)' and contains a form with a 'Please choose one of the following:' prompt. There are two radio button options: '1. I will upload documents below.' and '2. Carmel School Association will upload the documents for me.'. The second option is selected. A 'Back' button and a 'Save and Next' button are located at the bottom right of the form.

Please note if you have previously allowed applicants to upload documents, once you choose 'Disallow Documents Upload by Applicant', all documents previously uploaded by applicants will be purged without notification if he/she edit the application form him/herself.

13. Delete Application

After login, QA i-Portal will direct you to ‘My Application’ page. Check the box next to the Applicant’s name to select the Application you would like to delete. Click <Delete Selected Applications>.

My Application

<input type="checkbox"/> ^ Applicant Name	Status ⓘ	Message	Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Application filled by Ho Chui Ting. 27/11/2017 Application form sent to Ho Chui Ting.	27/11/2017	-	-		
<input checked="" type="checkbox"/> WILSON John	Pending application form	29/11/2017 Application form sent to Wilson John.	29/11/2017	-	-		
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> YEUNG Ming	Pending application form	28/11/2017 Application form sent to Yeung Ming.	28/11/2017	-	-		

Delete Selected Applications Create New Application

Click <OK> if you are sure you want to delete the selected Application.

My Application

<input type="checkbox"/> ^ Applicant Name	Status ⓘ	Message	Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> CHAN Tai Man	Pending for certified true copies	27/11/2017 Please check your email for details. 27/11/2017 Application filled by Chan Tai Man. 27/11/2017 Application form sent to Chan Tai Man.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> HO Chui Ting	Pending application form	27/11/2017 Ap 27/11/2017 Ap 27/11/2017 Ap			-		
<input checked="" type="checkbox"/> WILSON John	Pending application form	29/11/2017 Ap Wilson John.			-		
<input type="checkbox"/> WONG Chi Keung	Application submitted	27/11/2017 HKCAAVQ will contact you soon. 27/11/2017 Application filled by Wong Chi Keung. 27/11/2017 Application form sent to Wong Chi Keung.	27/11/2017	27/11/2017	-	Download Completed Form	Upload Additional Document
<input type="checkbox"/> YEUNG Ming	Pending application form	28/11/2017 Application form sent to Yeung Ming.	28/11/2017	-	-		

Message from webpage

Are you sure you want to delete the selected record(s)?

OK Cancel

Delete Selected Applications Create New Application