



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

Individual 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>.

[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 QA i-Portal

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.


2. Create an Account

All applicants are required to have an Account in order to submit Qualifications Assessment.

To create an Account, click <**Individual Applicant**> on QA i-Portal Home Page.

[HOME](#) [PURPOSE OF ASSESSMENT](#) [PROCESS OF ASSESSMENT](#) [OUTCOMES OF ASSESSMENT](#) [HELP / FORMS](#) [FAQ](#)

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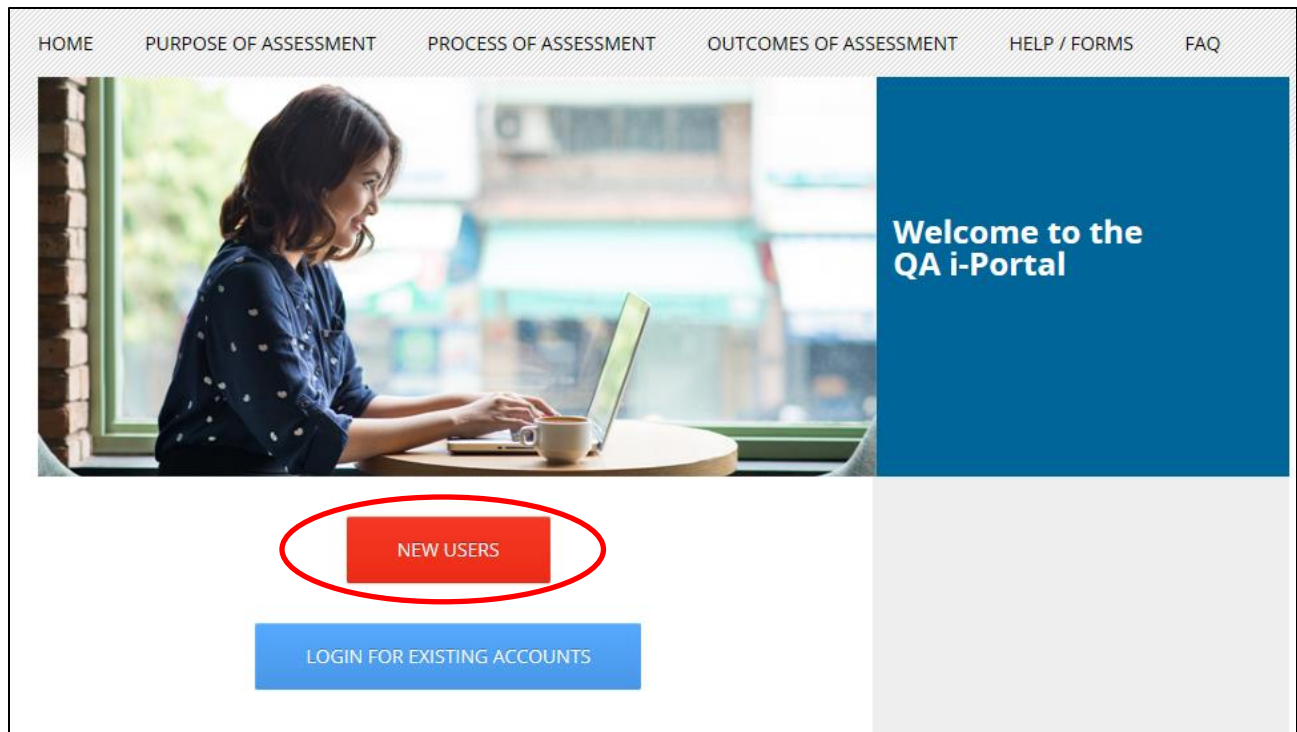
Online submission:

INDIVIDUAL APPLICANT

CORPORATE APPLICANT

[Submit in person](#)

Click <New Users>.



Fill in all information as required. The email address filled in here will be used to login and receive notification from QA i-Portal. Click the box next to 'I'm not a robot'.

New User Registration *Required field

Email Address: *

Re-type Email Address: *

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

Re-type Password: *


English Name: *

Mr <input checked="" type="checkbox"/>	<input type="text" value="Chan"/>	<input type="text" value="Tai Man"/>
Title	Surname	Given Name

Contact Phone No.:

Country Code Telephone Number

Verification

☒ I'm not a robot  [Privacy - Terms](#)

Follow the instruction to complete the Verification.

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
New

Select all squares with
street signs
If there are none, click skip

Email Address: _____
Re-type _____
Password: _____ (8-40 case-sensitive alphabets / numbers / symbols combination)
Re-type _____
English Name: _____
Contact Phone No.: _____
Verif _____

Chan
Surname
98765432
Telephone Number

Tai Man
Given Name

Go Back NEXT

Click <Submit>.

New User Registration *Required field

Email Address: * hkcaavqexuser1@gmail.com
Re-type Email Address: * hkcaavqexuser1@gmail.com
Password: * (8-40 case-sensitive alphabets / numbers / symbols combination)
Re-type Password: *
English Name: *
Title Mr Chan Surname Tai Man Given Name
Contact Phone No.: 852 98765432
Country Code Telephone Number

Verification

I'm not a robot reCAPTCHA Privacy - Terms

Go Back Submit

A confirmation email will be sent to your email by QA i-Portal. Click the verification link inside the confirmation email to confirm your email address.

Verify email 驗證郵件

 **qaiportal@hkcaavq.edu.hk**

Dear Mr Tai Man Chan,

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

Please click the following link to verify your email address before making an application.

https://portal.hkcaavq.edu.hk/iapp/jsp_dln/gen/qges0204i.jsp?EMAIL=pMCLnVEz0hx%2BfgocIF61U%2FYyZfUdghAg34tlUQa8vn4%3D&ACCT_VERIFICATION_TOKEN=2EbX9osfuXRcZS9fe1N1b1YOaHUmNtNIQOMCIKZOD5Y5qALTdDsVNBOPuT1iUdn7hJV6BYnxTbn4V6kVDDJnemYfytS9mqpSYap1513747794000&ACTION=ACT_ACCOUNT_VERIFICATION&SET_LANGUAGE=US

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

Yours sincerely
HKCAAVQ QA i-Portal

Chan Tai Man先生：

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以建立申請。

https://portal.hkcaavq.edu.hk/iapp/jsp_dln/gen/qges0204i.jsp?EMAIL=pMCLnVEz0hx%2BfgocIF61U%2FYyZfUdghAg34tlUQa8vn4%3D&ACCT_VERIFICATION_TOKEN=2EbX9osfuXRcZS9fe1N1b1YOaHUmNtNIQOMCIKZOD5Y5qALTdDsVNBOPuT1iUdn7hJV6BYnxTbn4V6kVDDJnemYfytS9mqpSYap1513747794000&ACTION=ACT_ACCOUNT_VERIFICATION&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gainfo@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

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

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

[Home](#)[中文](#)



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Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Login to Qualifications Assessment Online Application System

If you do not have an Account, please click [here](#) to Create New Account.

Email Address: *

Password: *

[Forgot Password?](#)


Login

3. Login to Account

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

[HOME](#) [PURPOSE OF ASSESSMENT](#) [PROCESS OF ASSESSMENT](#) [OUTCOMES OF ASSESSMENT](#) [HELP / FORMS](#) [FAQ](#)

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- Submit qualifications assessment application form
- Upload qualifications documents
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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

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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](#)



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Hong Kong Council for Accreditation of
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Login to Qualifications Assessment Online Application System

If you do not have an Account, please click [here](#) to Create New Account.

Email Address: *

Password: *

[Forgot Password?](#)

4. Submit a new application

- i. If you/your authorised person could come to our office to show the originals of all documents when collecting the Report for Qualifications Assessment (i.e. the assessment result), you will be allowed to upload documents in the QA i-Portal, to prepare for uploading, scan or take photos of the following in separate files:
1. ID card or passport;
 2. Graduation certificate;
 3. Official final transcript

Depending on the purpose of qualifications assessment, you might need to scan or take photos of the following in separate files as well:

1. Documentary proof(s) of supervised teaching practice(s) (Only for the purpose of teacher registration or teacher appointment)
2. Syllabus showing the content and course hours of each subject of your pre-primary teacher training programme (Only for applicants who wish to assess qualifications in relation to pre-primary teacher training)
3. Signed Application Form for Community Care Fund (CCF) Subsidy for Holders of Non-local Qualifications for Conducting Qualifications Assessment (Only for CCF scheme applicants)
4. Evidence of subsidy scheme approval (Only for CCF scheme applicants)

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

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Welcome Tai Man 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

- iii. You will then at the ‘Getting Started’ page of the Application Form. After reading the Notes for using Qualifications Assessment i-Portal, click <Next>.

Getting Started

- Step 1. Essential Information
- Step 2. Qualification
- Step 3. Document
- Step 4. Declaration
- Step 5. Confirmation
- Step 6. Payment

Notes for using Qualifications Assessment i-Portal

About application and submission of documents:

1. At the end of the online application, you will be required to declare you have read and agree to all the terms in "Guidance Notes for Application", which is available here.
2. If you/your authorized person can come to our office to show the originals of all documents for verification when collecting your assessment report, you would be allowed to upload your documents. 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.
3. Applicants who wish to assess qualifications in relation to pre-primary teacher training qualifications can upload Word file under Syllabus field. The file size limit is 20MB.

About payment:

4. You will be allowed to pay online using credit card. Visa, MasterCard, JCB are accepted. You can download your receipt in the system after payment.
5. If you choose to pay by cheque or telegraphic transfer, please remember to write your name at the back of the cheque/remarks field in the transfer. Please refer to the "Guidance Notes for Application" for detailed payment instructions.

About online application system:

6. It normally takes around 30 minutes to complete the whole Application Form.
7. The system will time out automatically if it is idle for 2 hours.
8. You can save at anytime and return to complete this application later.
9. Draft application not submitted within 1 year will be deleted automatically from the system without further notice.

Next

Fill in your personal particulars in appropriate field. Choose your Purpose for Qualifications Assessment.

After filling all required information, click <Save and Next>.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Personal Particulars

*Required field

Identity Document Type: *

Hong Kong Identity Card

ID / Passport No. ⓘ: *

Y123456(7)

English Name (as appears on your ID or Passport above): *

Mr

Chan

Tai Man

Title

Surname

Given Name

ⓘ 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.

Chinese Name (as appears on your ID or Passport above):

陳大文

先生

Contact Phone No. ⓘ: *

852

98765432

Country Code

Telephone Number

Email Address:

hkcaavqexuser1@gmail.com

Additional Email:

Mailing Address: *

Flat 1, 1/F, Block 1, 123 Street, Kowloon

Purpose of Assessment

Purpose of Qualifications Assessment ⓘ: *

General Purpose

Assessment Fee (HKD):

2,545.00

Back

Save

Save and Next



The difference between different Purpose for Qualifications Assessment is illustrated under ‘Purpose of Assessment’ page in homepage.



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Purpose of Qualifications Assessment

Purpose of Qualifications Assessment

General Purpose

The assessment will assess whether the totality of applicants' educational qualifications meets the standard of a particular level of qualification in Hong Kong. For example, Bachelor Degree at Level 5 of the [Hong Kong Qualifications Framework](#).

Teacher Registration/ Teacher Appointment Purpose

Other than totality as stated above, the assessment also assess whether a teacher training qualification can make reference to Hong Kong's teacher training qualification:

- Information Sheet for QA Applicants seeking to becoming teachers in Hong Kong | [PDF](#)
- General Information on local Teacher Training Qualifications | [PDF](#)

Quality Migrant Admission Scheme (QMAS) Purpose

Qualifications assessment for the purpose of admission to Hong Kong under the Quality Migrant Admission Scheme (QMAS), Report for Qualifications Assessment will be fax to Hong Kong Immigration Department direct:

- Information Sheet for QMAS Applicant seeking the QA Service | [PDF](#)

Community Care Fund – Subsidy for Conducting Qualifications Assessment

Community Care Fund will subsidize people with economic needs to conduct qualifications assessment during September of 2017 to August of 2020. Please visit [Education Bureau's website](#) to know more about the criteria and coverage of the Subsidy Scheme. Eligible participants must fill in the following application form and submit it with their qualifications assessment application:

- CCF Subsidy for Persons Holding Non-local Qualifications to Conduct Qualifications Assessment Application Form | [PDF](#)

- iv. Under ‘**Qualification**’ screen, follow instructions on screen to answer question(s) and enter qualifications information. You could add more qualification by clicking <**Add Additional Qualification**>.

Getting Started	<h2>Educational Qualifications</h2> <p>*Required field</p> <p>1 Please fill in your highest non-local qualification. If the qualification contains transfer credits/ credit exemption, please also fill in your prior qualification.</p> <h3>Qualification 1 (Q1)</h3> <p>Country / Area of Award Granting Body ⓘ : * <input type="text" value="United Kingdom"/></p> <p>Award Granting Body: * <input type="text" value="Edinburgh Napier University"/></p> <p>Title of Qualification (as appears on your graduation certificate) ⓘ : * <input type="text" value="Bachelor of Science"/></p> <p>Major ⓘ : <input type="text"/></p> <p>Location of Study: * <input type="text" value="Hong Kong"/></p> <p>Year of Conferment (YYYY): * <input type="text" value="2017"/></p> <p>Study period (MM/YYYY): * <input type="text" value="9"/> / 2016 to <input type="text" value="7"/> / 2017</p> <p>Duration: * <input type="text" value="1"/> Year(s) <input type="text"/></p> <p>Mode of Study: * <input type="text" value="Full-time"/></p> <p>Name of operator in Hong Kong (if any): <input type="text"/></p> <p>Did you receive any credit exemption or transfer for this qualification? ⓘ : * <input type="text" value="No"/></p> <p><input type="button" value="Add Additional Qualification"/></p>
Step 1. Essential Information	
Step 2. Qualification	
Step 3. Document	
Step 4. Declaration	
Step 5. Confirmation	
Step 6. Payment	

After filling in all required information, click <**Save and Next**>.

Getting Started	<p>Mode of Study: * <input type="text" value="Full-time"/></p> <p>Name of operator in Hong Kong (if any): <input type="text"/></p> <p>Did you receive any credit exemption or transfer for this qualification? ⓘ : * <input type="text" value="No"/></p> <p><input type="button" value="Delete Qualification"/></p> <h3>Qualification 2 (Q2)</h3> <p>Country / Area of Award Granting Body ⓘ : * <input type="text" value="Hong Kong"/></p> <p>Award Granting Body: * <input type="text" value="Vocational Training Council"/></p> <p>Title of Qualification (as appears on your graduation certificate) ⓘ : * <input type="text" value="Higher Diploma in Science"/></p> <p>Major ⓘ : <input type="text"/></p> <p>Location of Study: * <input type="text" value="Hong Kong"/></p> <p>Year of Conferment (YYYY): * <input type="text" value="2016"/></p> <p>Study period (MM/YYYY): * <input type="text" value="9"/> / 2014 to <input type="text" value="7"/> / 2016</p> <p>Duration: * <input type="text" value="2"/> Year(s) <input type="text"/></p> <p>Mode of Study: * <input type="text" value="Full-time"/></p> <p>Did you receive any credit exemption or transfer for this qualification? ⓘ : * <input type="text" value="No"/></p> <p><input type="button" value="Add Additional Qualification"/></p> <p><input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Save and Next"/></p>
Step 1. Essential Information	
Step 2. Qualification	
Step 3. Document	
Step 4. Declaration	
Step 5. Confirmation	
Step 6. Payment	

If your Purpose of Qualifications Assessment is For Teacher Registration or Teacher Appointment, and you possess teacher training qualification, you will be lead to ‘**Teacher Training Qualification**’ page, follow instructions on screen to answer questions and/or enter information about your supervised teaching practice.

After filling in all required information, click <**Save and Next**>.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 2a. Teacher Training Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Teacher Training Qualification *Required field

1 Please answer below questions for each teacher training qualification:

Q1 Postgraduate Certificate in Education (Granting Body: University of Sunderland)


1 Have you completed supervised teaching practice during the study of this qualification? ⓘ *	<input checked="" type="radio"/> Yes <input type="radio"/> No
2 How many <u>weeks</u> in total was the supervised teaching practice? *	<input type="text" value="12"/>
3 How many <u>hours</u> in total was the supervised teaching practice? *	<input type="text" value="98"/>
4 Would you provide supervised teaching practice proof issued by University of Sunderland? Please note that without the document, your assessment result could be affected. *	<input checked="" type="radio"/> Yes <input type="radio"/> No

ⓘ Supervised teaching practice proof must be issued by the granting body of the qualification with an official letterhead and stamp, and include the following content:

1. the number of weeks and hours of all supervised teaching practice(s);
2. the setting, i.e. kindergarten, primary or secondary schools, of all supervised teaching practice(s);
3. the range(s) of age and grade of the students taught in all supervised teaching practice(s) (for applicants who possess teacher training qualifications in pre-primary or primary education)

Back Save **Save and Next**

- v. Under ‘**Document**’ screen, you will be allowed to upload your qualification documents if you/your authorised person could come to our office to show the originals of all documents when collecting your assessment result.

 If you/your authorised person could not come to our office to show the originals of all documents, you will be required to send us certified true copies of all documents submitted by post. All certified true copies should be certified by a notary office, a law firm, the relevant granting body/bodies or consulate.

Click <**Select Files**> in appropriate field to choose the file you would like to upload.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Supporting Document(s) *Required field

Would you/your authorized person come to our office to show the originals of all documents when collecting your assessment result? (Our office hours is Monday to Friday, 8:45 am to 1:00 pm, 2:00 pm to 5:45 pm. Office is closed on public holidays.) *

☒ Yes ☐ No

Please choose one of the following: *

☒ I will upload documents below. ☐ I will submit documents by post in one batch.

Please upload documents in appropriate field below:

OMB out of 50MB used.

Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)

Graduation Certificate and Transcript *	Select Files
Translation	Select Files
Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files


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

Q2 Higher Diploma in Science (Granting Body: Vocational Training Council)

Graduation Certificate and Transcript *	Select Files
Translation	Select Files
Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files

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

Other documents

Hong Kong Identity Card  *	Select Files
Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate.	Select Files

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

Download All Documents Delete

Back Save and Next

QA i-Portal will begin to upload your file once you select the file(s). Status of uploading will be shown in the row under the Section.

Getting Started
Step 1. Essential Information
Step 2. Qualification
Step 3. Document
Step 4. Declaration
Step 5. Confirmation
Step 6. Payment

Supporting Document(s) *Required field

Would you/your authorized person come to our office to show the originals of all documents when collecting your assessment result? (Our office hours is Monday to Friday, 8:45 am to 1:00 pm, 2:00 pm to 5:45 pm. Office is closed on public holidays.) *

☒ Yes ☐ No

Please choose one of the following: *

☒ I will upload documents below. ☐ I will submit documents by post in one batch.

Please upload documents in appropriate field below:

3.13MB out of 50MB used.

Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)

Graduation Certificate and Transcript *	Select Files
Translation	Select Files
Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files

Document Type	File Name	Uploaded Date and Time
Graduation Certificate and Transcript	JPEG_3.12MB.jpeg	90%

Delete

Once the file is successfully uploaded, it will show the Uploaded Date and Time.

Getting Started
Step 1. Essential Information
Step 2. Qualification
Step 3. Document
Step 4. Declaration
Step 5. Confirmation
Step 6. Payment

Supporting Document(s) *Required field

Would you/your authorized person come to our office to show the originals of all documents when collecting your assessment result? (Our office hours is Monday to Friday, 8:45 am to 1:00 pm, 2:00 pm to 5:45 pm. Office is closed on public holidays.) *

☒ Yes ☐ No

Please choose one of the following: *

☒ I will upload documents below. ☐ I will submit documents by post in one batch.

Please upload documents in appropriate field below:


1.2MB out of 50MB used.

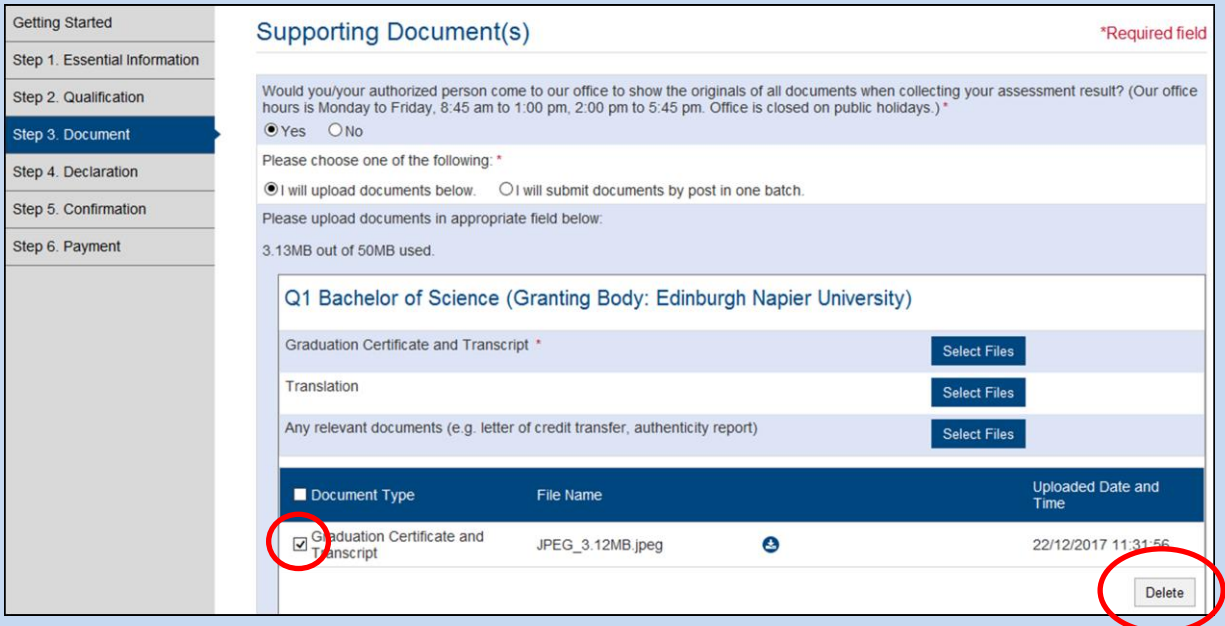
Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)

Graduation Certificate and Transcript *	Select Files
Translation	Select Files
Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files

Document Type	File Name	Uploaded Date and Time
<input type="checkbox"/> Graduation Certificate and Transcript	JPEG_1.20MB.jpeg	22/12/2017 11:28:03

Delete

 If you would like to delete the file that has been uploaded, click the box on the left hand side of the file and click **<Delete>** button.



Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Supporting Document(s) *Required field

Would you/your authorized person come to our office to show the originals of all documents when collecting your assessment result? (Our office hours is Monday to Friday, 8:45 am to 1:00 pm, 2:00 pm to 5:45 pm. Office is closed on public holidays.) *

☒ Yes ☐ No

Please choose one of the following: *

☒ I will upload documents below. ☐ I will submit documents by post in one batch.

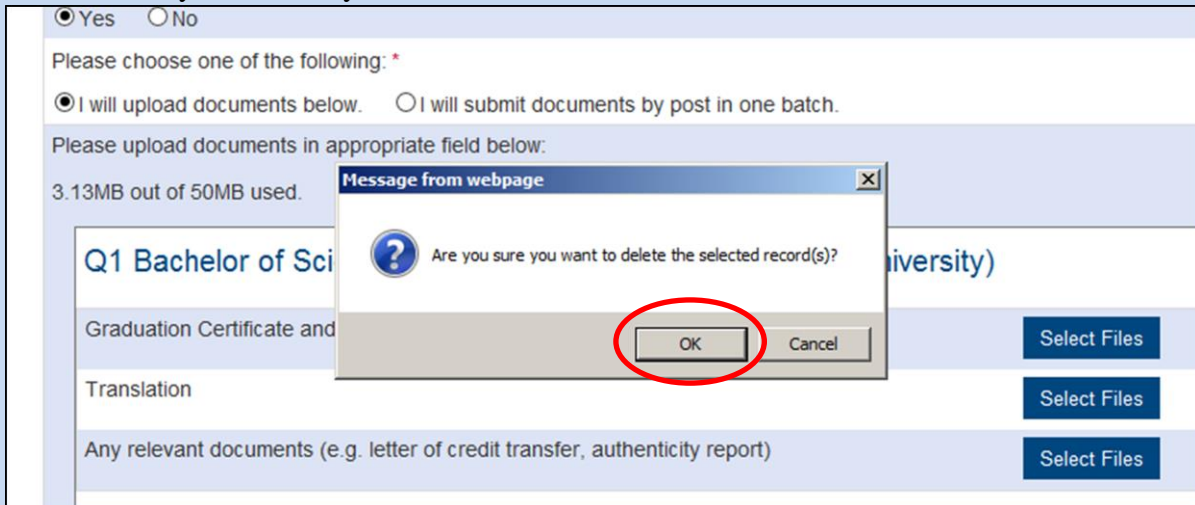
Please upload documents in appropriate field below:

3.13MB out of 50MB used.

Document Type	File Name	Uploaded Date and Time
<input checked="" type="checkbox"/> Graduation Certificate and Transcript	JPEG_3.12MB.jpeg	22/12/2017 11:31:56

Delete

Click **<OK>** if you are sure you want to delete the file.



☒ Yes ☐ No

Please choose one of the following: *

☒ I will upload documents below. ☐ I will submit documents by post in one batch.

Please upload documents in appropriate field below:

3.13MB out of 50MB used.

Q1 Bachelor of Science (Granting Body: Edinburgh Napier University)

Graduation Certificate and Transcript **Select Files**

Translation **Select Files**

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

Message from webpage

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

OK **Cancel**

After uploading all required information, click **<Save and Next>**.



Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

Step 6. Payment

Other documents

Hong Kong Identity Card i *

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

Document Type	File Name	Uploaded Date and Time
<input type="checkbox"/> ID Card / Passport	JPEG_1.20MB.jpeg	22/12/2017 11:43:04

Download All Documents **Delete**

Back **Save and Next**

- vi. Under ‘**Declaration**’ page, you can enter any special message you would like us to know about this Application under Remarks in ‘**Any Other Information**’.

The screenshot shows a web application interface. On the left is a vertical sidebar with a list of steps: 'Getting Started', 'Step 1. Essential Information', 'Step 2. Qualification', 'Step 3. Document', 'Step 4. Declaration', 'Step 5. Confirmation', and 'Step 6. Payment'. 'Step 4. Declaration' is highlighted with a blue background and a white arrow pointing right. The main content area is titled 'Any Other Information' with a blue header and an information icon. Below the header is a 'Remarks:' label followed by a large, empty text input box. Further down is a 'Warning' section with a paragraph of text. Below that is a 'Declaration by Applicant' section with another paragraph of text and an unchecked checkbox labeled 'I agree to the above Declaration'. At the bottom right are three buttons: 'Back', 'Save', and 'Save and Next'.

Read the Warning and Declaration by Applicant paragraph. Click the box to declare if you agree to the Declaration. Click <**Save and Next**>.

This screenshot is similar to the one above, showing the same 'Any Other Information' page. However, in this version, the checkbox 'I agree to the above Declaration' in the 'Declaration by Applicant' section is checked and circled in red. Additionally, the 'Save and Next' button at the bottom right is also circled in red. The 'Step 4. Declaration' menu item remains highlighted in the sidebar.

Review what you have entered or declared previously. 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 agree to the above Declaration

Further Edit Application Form Further Upload Document **Confirm**

Click **<OK>** to acknowledge that you understand that you would not be allowed to edit the Application Form further.

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 agree to the above Declaration

Further Edit Application Form Further Upload Document **Confirm**

Message from webpage

You will not be allowed to edit the application further. Click OK to proceed or Cancel to edit your application.

OK Cancel

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

Getting Started	<h3>Payment Summary</h3> <p style="text-align: right;">*Required field</p> <table border="1"><thead><tr><th>Charge Item</th><th>Amount (HKD)</th></tr></thead><tbody><tr><td>Basic Application Fee (For Teacher Registration or Teacher Appointment)</td><td>2,815.00</td></tr><tr><td colspan="2" style="text-align: right;">Total: 2,815.00</td></tr></tbody></table> <p>Please select payment method: *</p> <div style="border: 2px solid red; padding: 5px; display: inline-block;"><input type="text"/></div> <div style="border: 2px solid red; border-radius: 15px; padding: 5px; display: inline-block; margin-top: 10px;">Submit Application</div>	Charge Item	Amount (HKD)	Basic Application Fee (For Teacher Registration or Teacher Appointment)	2,815.00	Total: 2,815.00	
Charge Item		Amount (HKD)					
Basic Application Fee (For Teacher Registration or Teacher Appointment)		2,815.00					
Total: 2,815.00							
Step 1. Essential Information							
Step 2. Qualification							
Step 2a. Teacher Training Qualification							
Step 3. Document							
Step 4. Declaration							
Step 5. Confirmation							
Step 6. Payment							

If you choose to pay online, it will lead you to payment gateway where you enter your credit card information.

HKCAAVQ

Secure payment

Card number *

Expiry month * **Expiry year ***

MM

YY

Cardholder name *

Security code *

 3 digits on back of your card

The next screen you see may be payment card verification through your card issuer.

[Cancel](#) [Pay now](#)

Once the payment is successful, it will lead to Application Submitted Screen.

Application Submitted

You have successfully submitted the application on 21/12/2017 12:09 PM. You can view this application under 'My Application' page anytime.

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.

If you do not receive email after 5 working days, you may contact us at qainfo@hkcaavq.edu.hk or call us at 3658 0285 to follow up on your application.

The above message will be sent to your email automatically.

[Print This Page](#)[Download Receipt](#)[Download Application Form](#)

[Go to My Application](#)

If you choose to pay by other method, it will lead you to Application Submitted Screen direct.

Application Submitted

You have successfully submitted the application on 22/12/2017 03:11 PM. You can view this application under 'My Application' page anytime.

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

1. Original payment evidence
Payment Instruction:
Crossed cheque from a bank account in the HKSAR in Hong Kong currency to "Hong Kong Council for Accreditation of Academic and Vocational Qualifications"

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.

[Print This Page](#)[Download Application Form](#)

[Go to My Application](#)

5. 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

<input type="checkbox"/> Applicant Name	Status ⓘ	Message	▼ Status Last Changed on	Application Submitted on	Case Ref	
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.	21/12/2017	21/12/2017	-	Download Completed Form Upload Additional Document

Delete Selected ApplicationsCreate New Application

Upload additional document in the appropriate row by using the <Select Files> button.

Submit Additional Document

Case ID: 48660 Applicant Name: Mr Chan Tai Man
Application Submitted On: 21/12/2017

Please upload documents in appropriate field below:
6.88MB out of 50MB used.

Q1 Postgraduate Certificate in Education (Granting Body: University of Sunderland)

Graduation Certificate and Transcript	Select Files
Translation	Select Files
Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files

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

Delete

Q2 Bachelor of Arts with Honours (Sociology) (Granting Body: University of Leeds)

Graduation Certificate and Transcript	Select Files
Translation	Select Files
Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files

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

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

Other documents

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

Supervised Teaching Practicum Proof of Q1 - Postgraduate Certificate in Education	Select Files
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 ⓘ	21/12/2017 12:25:00

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 ⓘ	21/12/2017 12:00:08
Graduation Certificate and Transcript	2	JPEG_3.12MB.jpeg ⓘ	21/12/2017 12:00:11
ID Card / Passport	-	JPG file (horizontal)_1.04MB.jpg ⓘ	21/12/2017 12:00:13
Supervised Teaching Practicum Proof	1	JPG file (verticle)_1.50MB.jpg ⓘ	21/12/2017 12:00:19

6. 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

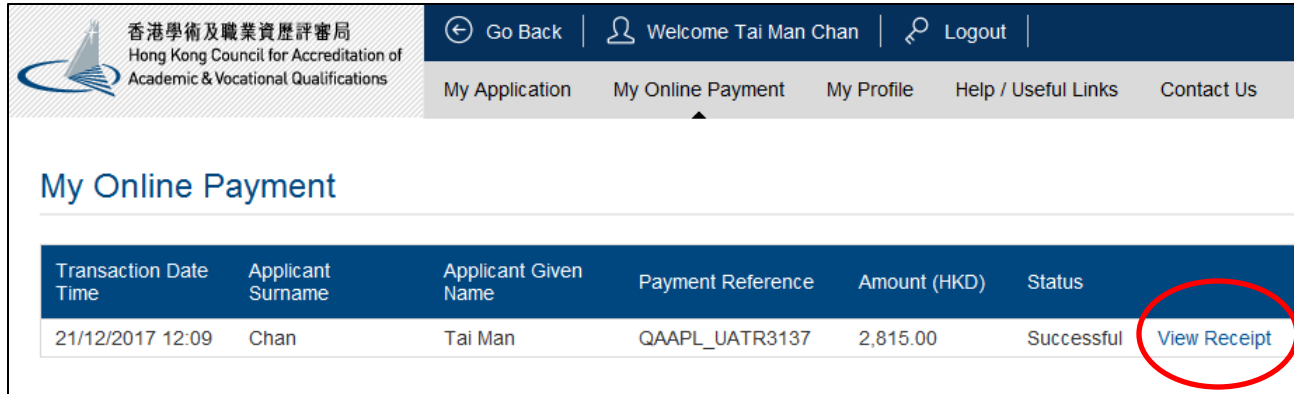
Welcome Tai Man Chan | Logout

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

My Application

<input type="checkbox"/> Applicant Name	Status ⓘ	Message	▼ Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.	21/12/2017	21/12/2017	-

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



Transaction Date Time	Applicant Surname	Applicant Given Name	Payment Reference	Amount (HKD)	Status	
21/12/2017 12:09	Chan	Tai Man	QAAPL_UATR3137	2,815.00	Successful	View Receipt

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.

7. 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.



Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref	
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.	21/12/2017	21/12/2017	-	Download Completed Form Upload Additional Document

[Delete Selected Applications](#) [Create New Application](#)

The Application Form submitted will start to download immediately.


8. 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.

Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref	Download Completed Form	Upload Additional Document
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.	21/12/2017	21/12/2017	-	Download Completed Form	Upload Additional Document


[Delete Selected Applications](#) [Create New Application](#)

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

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

Supervised Teaching Practicum Proof of Q1 - Postgraduate Certificate in Education [Select Files](#)

Teacher registration certificate (if any) [Select Files](#)

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

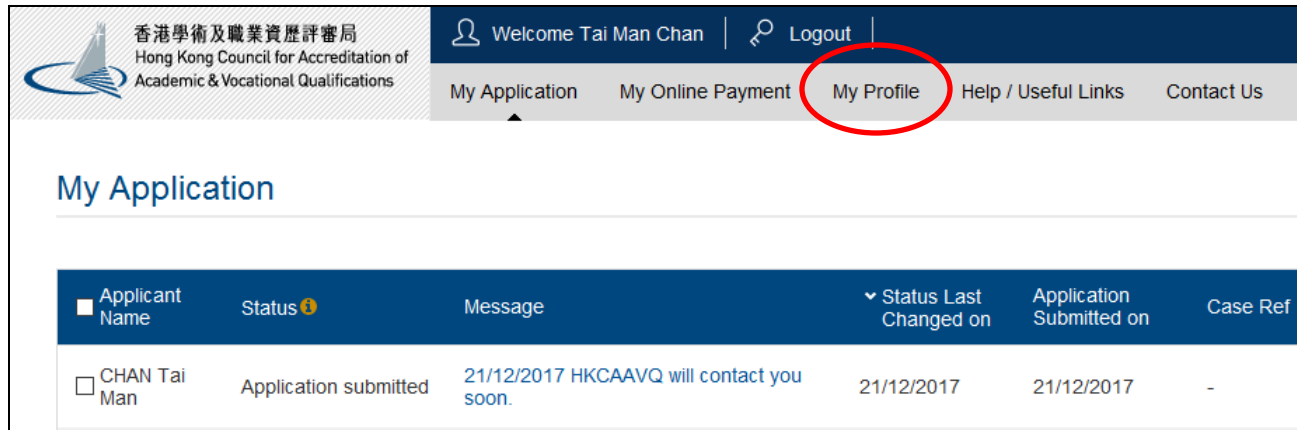
[Download All Documents](#) [Delete](#) [Back](#) [Submit](#)

Previously Submitted Document(s)

Document Type	Qual No.	File Name	Uploaded Date and Time
Graduation Certificate and Transcript	1	JPEG_1.20MB.jpeg	21/12/2017 12:00:08
Graduation Certificate and Transcript	2	JPEG_3.12MB.jpeg	21/12/2017 12:00:11
ID Card / Passport	-	JPG file (horizontal)_1.04MB.jpg	21/12/2017 12:00:13
Supervised Teaching Practicum Proof	1	JPG file (verticle)_1.50MB.jpg	21/12/2017 12:00:19

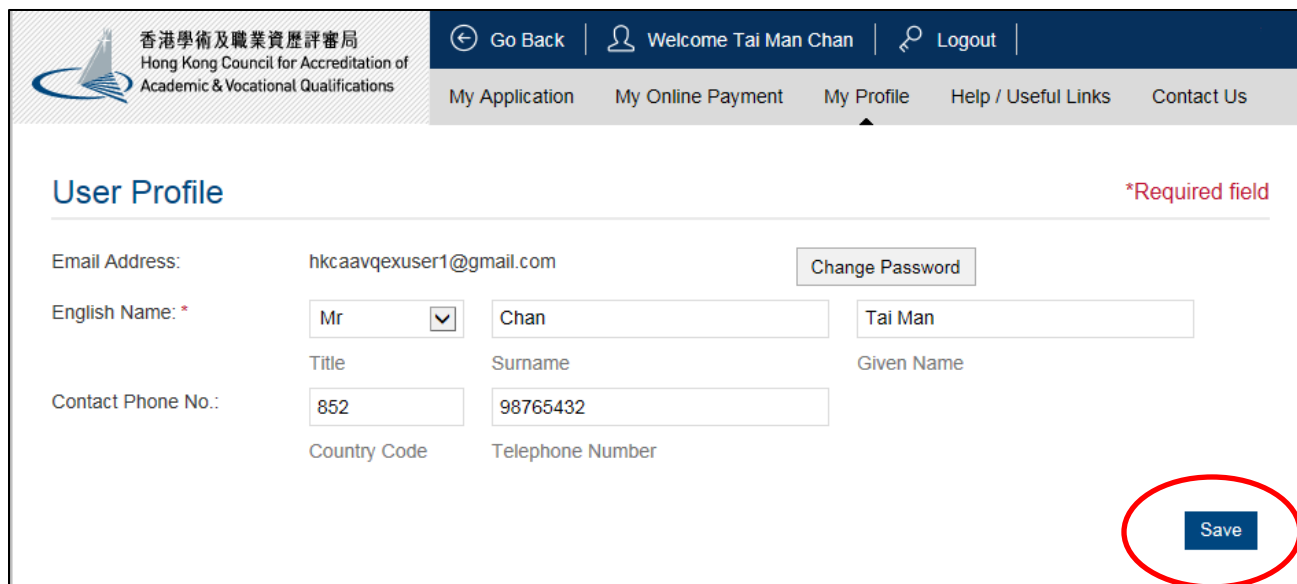
9. Change details of user account / password

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



Applicant Name	Status	Message	Status Last Changed on	Application Submitted on	Case Ref
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.	21/12/2017	21/12/2017	-

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



User Profile *Required field

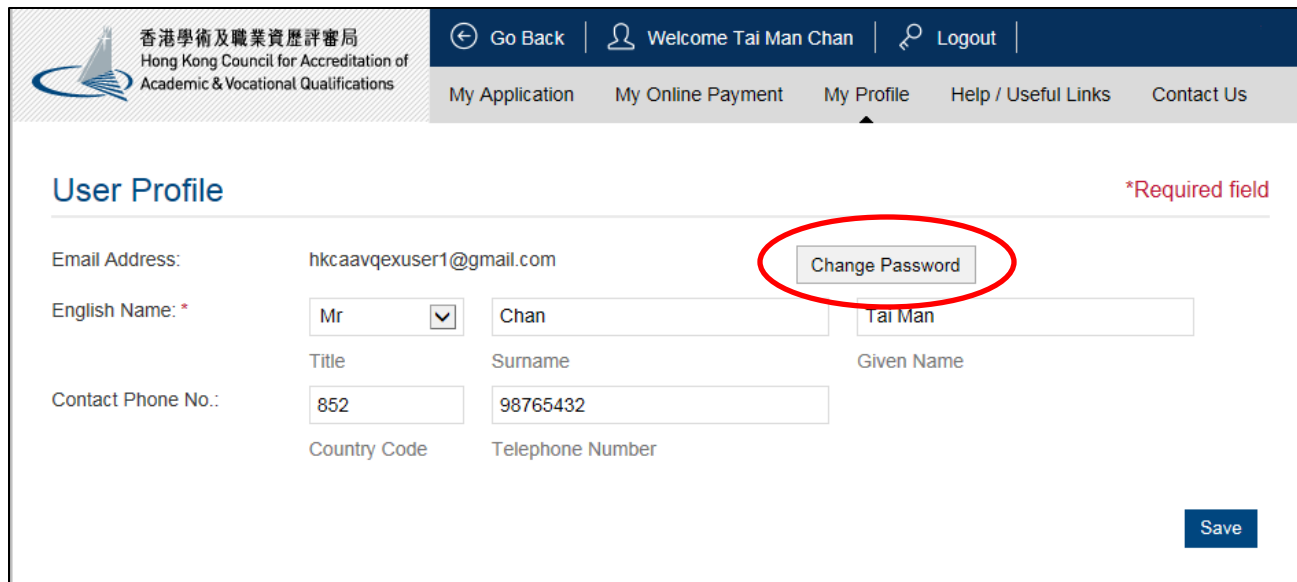
Email Address: hkcaavqexuser1@gmail.com Change Password

English Name: *
Title: Mr Chan Tai Man
Surname: Given Name

Contact Phone No.:
Country Code: 852 Telephone Number: 98765432

Save

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

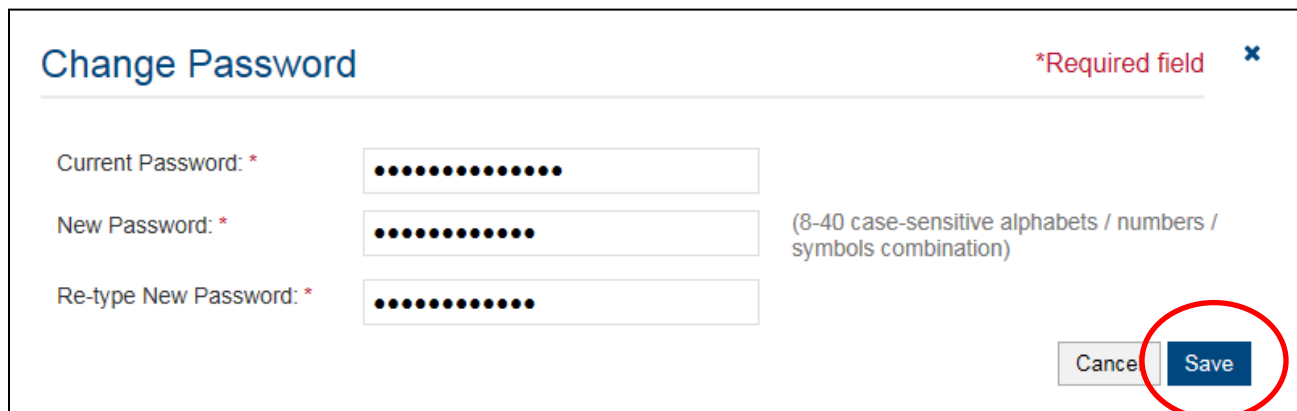


The screenshot shows the 'User Profile' page of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ). The page header includes the HKCAAVQ logo and name, and a navigation bar with links: Go Back, Welcome Tai Man Chan, Logout, My Application, My Online Payment, My Profile, Help / Useful Links, and Contact Us. The 'User Profile' section contains the following fields:

- Email Address: hkcaavqexuser1@gmail.com
- English Name: * (Title: Mr, Surname: Chan, Given Name: Tai Man)
- Contact Phone No.: (Country Code: 852, Telephone Number: 98765432)

A 'Change Password' button is circled in red. A 'Save' button is located at the bottom right. A red asterisk indicates a required field.

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



The screenshot shows the 'Change Password' page. It contains three password input fields:

- Current Password: *
- New Password: *
- Re-type New Password: *

Each field is represented by a series of dots. To the right of the input fields, the password requirements are listed: (8-40 case-sensitive alphabets / numbers / symbols combination). At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red. A red asterisk indicates a required field.

10. 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 checked="" type="checkbox"/> CHAN Tai Man	Pending application form	-	23/12/2017	-	-		
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.	21/12/2017	21/12/2017	-	Download Completed Form	Upload Additional Document

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 checked="" type="checkbox"/> CHAN Tai Man	Pending application form	-			-		
<input type="checkbox"/> CHAN Tai Man	Application submitted	21/12/2017 HKCAAVQ will contact you soon.			-	Download Completed Form	Upload Additional Document

Message from webpage

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

OK Cancel

Delete Selected Applications Create New Application

11. Status of Application

After application is submitted, HKCAAVQ will check the application thoroughly. If HKCAAVQ can start the application, you will receive an acknowledgement email and the status of the application will be changed to '**Assessment started**'. Normally, we will send you email around 7 working days informing you if any further document is required; please check your email, including your junk mailbox, regularly. If you do not receive email after 10 working days, you may contact us at qainfo@hkcaavq.edu.hk.

My Application							
<input type="checkbox"/> Applicant Name	Status ⓘ	Message	▼ Status Last Changed on	Application Submitted on	Case Ref		
<input type="checkbox"/> CHAN Tai Man	Assessment started (Est. Completion: 17/01/2018)	21/12/2017 HKCAAVQ will contact you soon.	22/12/2017	21/12/2017	-	Download Completed Form	Upload Additional Document
						Delete Selected Applications	Create New Application