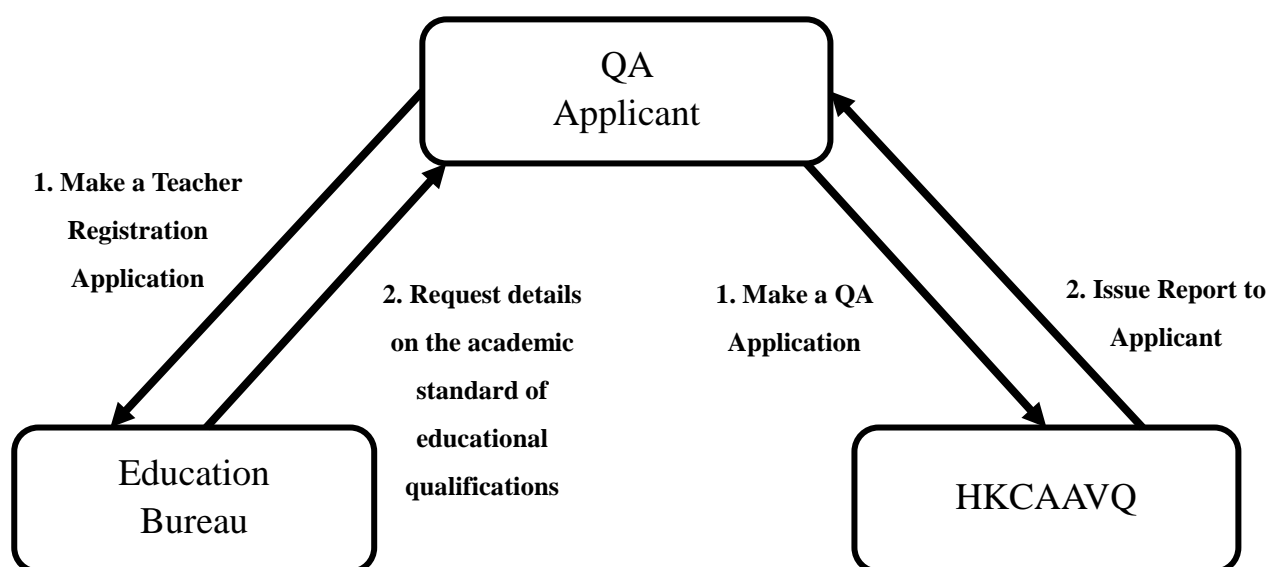


## Information Sheet for QA Applicants seeking to becoming teachers in Hong Kong

### 1. Role of the Hong Kong Council for Accreditation of Academic and Vocational Qualification (HKCAAVQ)

When you are applying to becoming a teacher in Hong Kong, you may be required to provide supporting evidence to the Education Bureau (EDB) on the academic standards of your educational qualifications. The Qualifications Assessment (QA) of HKCAAVQ provides an independent service to assess the academic standards of your educational qualifications as well as whether your teacher training qualification(s) meets a particular teacher training qualification standard in Hong Kong. The typical events between you, EDB, and HKCAAVQ are depicted as follows:



### 2. Details of the EDB and HKCAAVQ

HKCAAVQ is NOT a part of EDB. The essential facts of EDB and HKCAAVQ are as follows:

#### Teacher Registration Team, EDB

#### HKCAAVQ

<ul style="list-style-type: none"> <li>● A Department of the HKSAR Government</li> </ul>	<ul style="list-style-type: none"> <li>● An independent Statutory Body - <a href="#">HKCAAVQ Ordinance</a> (Chapter 1150)</li> </ul>
<ul style="list-style-type: none"> <li>● Approval Authority of Teacher Registration Applications</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the academic standard of educational qualifications of QA applicants</li> </ul>
<ul style="list-style-type: none"> <li>● Address: Teacher Registration Team, Education Bureau, 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon</li> </ul>	<ul style="list-style-type: none"> <li>● Address: G/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong</li> </ul>
<ul style="list-style-type: none"> <li>● Email: <a href="mailto:trt@edb.gov.hk">trt@edb.gov.hk</a></li> </ul>	<ul style="list-style-type: none"> <li>● Email: <a href="mailto:qainfo@hkcaavq.edu.hk">qainfo@hkcaavq.edu.hk</a></li> </ul>
<ul style="list-style-type: none"> <li>● Website: <a href="http://www.edb.gov.hk/en/teacher/qualification-training-development/qualification/teacher-registration/">http://www.edb.gov.hk/en/teacher/qualification-training-development/qualification/teacher-registration/</a></li> </ul>	<ul style="list-style-type: none"> <li>● Website: <a href="https://iportal.hkcaavq.edu.hk">https://iportal.hkcaavq.edu.hk</a></li> </ul>

**Please Turn Over**

### 3. Important Notes on Qualifications Assessment

#### Making a QA Application

**(a) Go to our QA webpage**

- Link: <https://iportal.hkcaavq.edu.hk>
- Read the '[PURPOSE OF ASSESSMENT](#)', '[PROCESS OF ASSESSMENT](#)' and '[OUTCOMES OF ASSESSMENT](#)' pages
- Read the *Guidance Notes for Application* under '[HELP/FORMS](#)' page

**(b) Submit application online via QA i-Portal. You will be required to submit the following:**

(i) QA Application Form	<ul style="list-style-type: none"><li>• Complete the form online at QA i-Portal (Please read User Guide for Individual Applicant for help in using the QA i-Portal under '<a href="#">HELP/FORMS</a>' page)</li></ul>
(ii) Credential Documents	<ul style="list-style-type: none"><li>• Graduation certificates and transcripts (including those of prior studies) showing all years of study with relevant grades</li></ul>
(iii) Identification Copy	<ul style="list-style-type: none"><li>• For verification of HKID/passport number</li><li>• Marriage certificate (or deed poll certificate) to show any change of name (if necessary)</li></ul>
(iv) Application fee	<ul style="list-style-type: none"><li>• Pay in QA i-Portal online with credit card or crossed cheque from a bank account in the HKSAR in Hong Kong currency</li><li>• Please refer Point 14 of the <a href="#">Guidance Notes for Application</a> for details.</li></ul>
(v) Essential Documents for Assessing Teacher Training Qualifications	<ul style="list-style-type: none"><li>• Please refer Point 10 of the <a href="#">Guidance Notes for Application</a> for details</li><li>• For Teaching in all settings (i.e. Pre-primary / Primary / Secondary)<ul style="list-style-type: none"><li>▪ Details (including location, age group of students, duration in weeks and hours) of the supervised teaching practice that is a part of the formal curriculum.</li></ul></li><li>• Additional Document For Teaching in Pre-Primary setting<ul style="list-style-type: none"><li>▪ The syllabus and the synopsis of the content of each subject of pre-primary teacher training programme(s) issued by the granting body(ies) is required.</li></ul></li><li>• <b>Special Note:</b> the omission of any of the above documents can prevent QA from assessing your qualification against local teacher training qualification standards in the relevant setting.</li></ul>

#### Acknowledging and Assessing a QA Application

**(d) An Acknowledgement email will inform you of the start of the assessment.**

- Prior to the start of the assessment, HKCAAVQ will check your application and where necessary more information will be requested from you.
- The assessment will start on the next working day after your receipt of the acknowledgement email, and it should take no more than 15 working days; complicated cases may take longer.

#### Assessment Results

**(e) An email or a telephone call from our staff will inform you that the assessment result is ready.**