



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

# Corporate Applicant User Guide for QA i-Portal

Version 1.0

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.

Unlike other users, you do not need an Account to access the QA i-Portal. The organisation that submits Qualifications Assessment application for you will use their corporate Account to create an Application for you to fill in.

Once the organisation has created an Application for you, you will receive an email from QA i-Portal. Click the hyperlink in the email to access the Application created for you.

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://portal.hkcaavq.edu.hk/iapp/jsp\\_dln/gen/qges0208.jsp?CORP\\_APP\\_TOKEN=d4L6foZ4BJ4nj7UTJ5O42bjdEb7VmFZn5QdZDC6qlwWELefUucntq6LYxgJ0Uk9nwR6fH0ua6Q5qiDPblSMJgnb6X7SVx5Kgrbl1511833451000&APPL\\_ID=61&ACTION=CORP\\_LOGIN&SET\\_LANGUAGE=US](https://portal.hkcaavq.edu.hk/iapp/jsp_dln/gen/qges0208.jsp?CORP_APP_TOKEN=d4L6foZ4BJ4nj7UTJ5O42bjdEb7VmFZn5QdZDC6qlwWELefUucntq6LYxgJ0Uk9nwR6fH0ua6Q5qiDPblSMJgnb6X7SVx5Kgrbl1511833451000&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](mailto: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://portal.hkcaavq.edu.hk/iapp/jsp\\_dln/gen/qges0208.jsp?CORP\\_APP\\_TOKEN=d4L6foZ4BJ4nj7UTJ5O42bjdEb7VmFZn5QdZDC6qlwWELefUucntq6LYxgJ0Uk9nwR6fH0ua6Q5qiDPblSMJgnb6X7SVx5Kgrbl1511833451000&APPL\\_ID=61&ACTION=CORP\\_LOGIN&SET\\_LANGUAGE=TW](https://portal.hkcaavq.edu.hk/iapp/jsp_dln/gen/qges0208.jsp?CORP_APP_TOKEN=d4L6foZ4BJ4nj7UTJ5O42bjdEb7VmFZn5QdZDC6qlwWELefUucntq6LYxgJ0Uk9nwR6fH0ua6Q5qiDPblSMJgnb6X7SVx5Kgrbl1511833451000&APPL_ID=61&ACTION=CORP_LOGIN&SET_LANGUAGE=TW)

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ABC 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](mailto: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

## 2. Fill in Application

- i. After clicking the hyperlink in email, you will be at the ‘Getting Started’ page of the Application Form. After reading the Notes for using QA i-Portal, click <Next>.

The screenshot shows the 'Getting Started' page of the QA i-Portal application form. On the left is a vertical sidebar with a list of steps: 'Getting Started' (highlighted with a blue box), 'Step 1. Essential Information', 'Step 2. Qualification', 'Step 3. Document', 'Step 4. Declaration', and 'Step 5. Confirmation'. The main content area is titled 'Notes for using Qualifications Assessment i-Portal'. It contains two sections of numbered instructions. The first section, 'About application and submission of documents:', lists four points regarding the time to complete the form, the declaration of terms, acceptable file formats (JPEG, JPG, PDF, PNG, max 5MB), and the option to submit documents to the organization. The second section, 'About online application system:', lists four points regarding the 90-day completion window, the ability to save and edit the form, the requirement to contact the organization for changes, and a 2-hour timeout. A red circle highlights the 'Next' button in the bottom right corner.

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

### Notes for using Qualifications Assessment i-Portal

About application and submission of documents:

1. It normally takes around 20 minutes to complete the whole application form.
2. At the end of this 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.
3. You might be able to choose to upload all required documents in i-Portal yourself. 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. 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.
4. If you are not allowed to choose to upload documents in i-Portal, you should submit all required documents to the organization submitting the application for you.

About online application system:

5. You can fill in this application form within 90 days after receiving the email notification.
6. Before submitting this application form back to the organisation, you can save and access this application form again for editing by clicking the link in your email.
7. After submitting this application form back to the organisation, if you would like to change information in this application, please contact the organisation that submits the application for you.
8. The system will time out automatically if it is idle for 2 hours.

Next

- ii. Fill in your personal particulars in appropriate field. Email address, Mailing Address and Purpose for Qualifications Assessment has been filled in by the organisation that is submitting the application for you.

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

The screenshot shows the 'Personal Particulars' page of the QA i-Portal application form. The left sidebar is the same as in the previous screenshot, with 'Step 1. Essential Information' highlighted. The main content area is titled 'Personal Particulars' and includes a red asterisk indicating required fields. It contains several form fields: 'Identity Document Type' (dropdown menu set to 'Hong Kong Identity Card'), 'ID / Passport No.' (text field with 'A123456(7)'), 'English Name' (split into Title, Surname, and Given Name; Title is 'Mr', Surname is 'Chan', and Given Name is 'Tai Man'), 'Chinese Name' (split into Name and Title; Name is '陳大文' and Title is '先生'), 'Contact Phone No.' (split into Country Code '852' and Telephone Number '98765432'), 'Email Address' (text field with 'hkcaavqexuser1@gmail.com'), and 'Mailing Address' (text area with '123 Street, Kowloon, Hong Kong'). Below this is the 'Purpose of Assessment' section, which includes 'Purpose of Qualifications Assessment' (dropdown menu set to 'For Teacher Registration or Teacher Appointment') and 'Assessment Fee (HKD):' (text field with '2,815.00'). At the bottom right, there are three buttons: 'Back', 'Save', and 'Save and Next' (highlighted with a red circle).

Getting Started

Step 1. Essential Information

Step 2. Qualification

Step 3. Document

Step 4. Declaration

Step 5. Confirmation

### Personal Particulars

\*Required field

Identity Document Type: \* Hong Kong Identity Card

ID / Passport No. \* A123456(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

Mailing Address: 123 Street, Kowloon, Hong Kong

### Purpose of Assessment

Purpose of Qualifications Assessment: For Teacher Registration or Teacher Appointment

Assessment Fee (HKD): 2,815.00

Back Save Save and Next

- iii. 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>.

The screenshot shows the 'Educational Qualifications' form. On the left is a sidebar with steps: Getting Started, Step 1. Essential Information, Step 2. Qualification (highlighted), Step 3. Document, Step 4. Declaration, and Step 5. Confirmation. The main area is titled 'Educational Qualifications' with a '\*Required field' note. It contains three questions: 1. Do you possess any teacher training qualification? (Yes selected), 2. Do you wish to take part in duties related to pre-primary education? (No selected), and 3. Please fill in your highest non-local qualification. Below this is a form for 'Qualification 1 (Q1)' with fields for Country/Area of Award Granting Body (United Kingdom), Award Granting Body (University of Sunderland), Title of Qualification (Postgraduate Certificate in Education), Major, Location of Study (United Kingdom), Year of Conferment (2017), Study period (9/2016 to 7/2017), Duration (1 Year(s)), Mode of Study (Full-time), Did you receive any credit exemption or transfer for this qualification? (No), and Is it a Teacher Training Qualification? (Yes selected). At the bottom right, the 'Add Additional Qualification' button is circled in red. Other buttons at the bottom are Back, Save, and Save and Next.

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

The screenshot shows the 'Educational Qualifications' form for 'Qualification 2 (Q2)'. The sidebar is the same as the previous screenshot. The main area shows the details for Q2: Country/Area of Award Granting Body (United Kingdom), Award Granting Body (The University of Leeds), Title of Qualification (Bachelor of Science), Major, Location of Study (United Kingdom), Year of Conferment (2016), Study period (9/2013 to 7/2016), Duration (3 Year(s)), Mode of Study (Full-time), Did you receive any credit exemption or transfer for this qualification? (No), and Is it a Teacher Training Qualification? (No selected). At the bottom right, the 'Save and Next' button is circled in red. Other buttons at the bottom are Back, Save, and Add Additional Qualification.

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? \* ☒ Yes ☐ No

2 How many weeks in total was the supervised teaching practice? \*

3 How many hours in total was the supervised teaching practice? \*

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. \* ☒ Yes ☐ No

i 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**

- iv. Under ‘Document’ screen, you might be allowed to upload documents yourself. If you intend to upload qualification documents yourself, try clicking the button next to ‘**I will upload documents below**’. If you are allowed to upload your qualification documents, appropriate fields for uploading will appear.

The screenshot shows the 'Supporting Document(s)' form. On the left is a sidebar with steps: Getting Started, Step 1. Essential Information, Step 2. Qualification, Step 2a. Teacher Training Qualification, Step 3. Document (highlighted with a blue box), Step 4. Declaration, and Step 5. Confirmation. The main content area is titled 'Supporting Document(s)' with a red asterisk indicating a required field. It contains two sections for document upload. The first section is for 'Q1 Postgraduate Certificate in Education (Granting Body: University of Sunderland)'. It has a heading 'Please choose one of the following: \*' with two radio buttons: '1. I will upload documents below.' (selected, circled in red) and '2. ABC School Association will upload the documents for me.'. Below this is a heading 'Please upload documents in appropriate field below:' followed by '0MB out of 50MB used.'. There are three rows for document types: 'Graduation Certificate and Transcript \*', 'Translation', and 'Any relevant documents (e.g. letter of credit transfer, authenticity report)', each with a 'Select Files' button. Below these is a table header with 'Document Type', 'File Name', and 'Uploaded Date and Time', followed by the text 'No related documents uploaded.' and a 'Delete' button. The second section is for 'Q2 Bachelor of Science (Granting Body: The University of Leeds)' and follows the same structure. At the bottom, there is an 'Other documents' section with two rows: 'Hong Kong Identity Card \*' and 'Evidence of name change such as deed poll, adoption, marriage certificate and/or divorce certificate.', each with a 'Select Files' button.



If you are not allowed to upload documents yourself, it means that the organisation submitting the application for you will submit the documents for you, click <**Save and Next**> to proceed.

This screenshot shows the same 'Supporting Document(s)' form, but with the radio button for '2. ABC School Association will upload the documents for me.' selected. The 'Save and Next' button at the bottom right is circled in red. The sidebar on the left is identical to the previous screenshot.

The following file formats are accepted in QA i-Portal: JPEG, JPG, PDF, PNG. Each file should be less than 5MB. 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)

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

Getting Started	<b>Supporting Document(s)</b> <span style="color: red;">*Required field</span>	
Step 1. Essential Information	Please choose one of the following: *	
Step 2. Qualification	<input checked="" type="radio"/> 1. I will upload documents below. <input type="radio"/> 2. ABC School Association will upload the documents for me.	
Step 2a. Teacher Training Qualification	Please upload documents in appropriate field below:	
<b>Step 3. Document</b>	0MB out of 50MB used.	
Step 4. Declaration	<b>Q1 Postgraduate Certificate in Education (Granting Body: University of Sunderland)</b>	
Step 5. Confirmation	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
	No related documents uploaded.	
	<b>Q2 Bachelor of Science (Granting Body: The University of Leeds)</b>	
	Graduation Certificate and Transcript *	Select Files
	Translation	Select Files
	Any relevant documents (e.g. letter of credit transfer, authenticity report)	Select Files



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 2a. Teacher Training Qualification
Step 3. Document
Step 4. Declaration
Step 5. Confirmation

### Supporting Document(s) \*Required field

Please choose one of the following: \*

☒ 1. I will upload documents below. ☐ 2. ABC School Association will upload the documents for me.

Please upload documents in appropriate field below:

1.2MB 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
<input type="checkbox"/> Graduation Certificate and Transcript	JPEG_1.20MB.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 2a. Teacher Training Qualification
Step 3. Document
Step 4. Declaration
Step 5. Confirmation

### Supporting Document(s) \*Required field

Please choose one of the following: \*

☒ 1. I will upload documents below. ☐ 2. ABC School Association will upload the documents for me.

Please upload documents in appropriate field below:

1.2MB 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
<input type="checkbox"/> Graduation Certificate and Transcript	JPEG_1.20MB.jpeg	28/12/2017 16:04:45

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 2a. Teacher Training Qualification

**Step 3. Document**

Step 4. Declaration

Step 5. Confirmation

### Supporting Document(s) \*Required field

Please choose one of the following: \*

☒ 1. I will upload documents below. ☐ 2. ABC School Association will upload the documents for me.

Please upload documents in appropriate field below:

1.2MB 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

<input type="checkbox"/> Document Type	File Name	Uploaded Date and Time
<input checked="" type="checkbox"/> Graduation Certificate and Transcript	JPEG_1.20MB.jpeg	28/12/2017 16:06:11

Delete

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

**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

<input checked="" type="checkbox"/> Document Type	File Name	Uploaded Date and Time
<input checked="" type="checkbox"/> Graduation Certificate and Transcript	JPEG_1.20MB.jpeg	28/12/2017 16:06:11

Delete

**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 2a. Teacher Training Qualification

**Step 3. Document**

Step 4. Declaration

Step 5. Confirmation

### Teacher Training qualification documents

Supervised Teaching Practicum Proof of Q1 - Postgraduate Certificate in Education \* Select Files

Teacher registration certificate (if any) Select Files

<input type="checkbox"/> Document Type	File Name	Uploaded Date and Time
<input type="checkbox"/> Supervised Teaching Practicum Proof	JPEG_3.12MB.jpeg	28/12/2017 16:30:09

Download All Documents Delete

Back **Save and Next**

- v. 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 2a. Teacher Training Qualification', 'Step 3. Document', 'Step 4. Declaration' (highlighted with a blue box and a right-pointing arrow), and 'Step 5. Confirmation'. 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 with up and down arrow icons on the right. Underneath the input box is a 'Warning' section with a blue header. The warning text states: '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.' Below the warning is a 'Declaration by Applicant' section with a blue header. The declaration text reads: '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.' Below the declaration text is a line 'I authorise ABC School Association to submit the qualifications assessment application for me.' followed by a checkbox labeled 'I agree to the above Declaration'. At the bottom right of the main content area are three buttons: 'Back', 'Save', and 'Save and Next' (highlighted with a red circle).

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 identical to the one above, showing the same web application interface. However, in this version, the checkbox labeled 'I agree to the above Declaration' under the 'Declaration by Applicant' section is checked and highlighted with a red circle. Additionally, the 'Save and Next' button at the bottom right is also highlighted with a red circle.

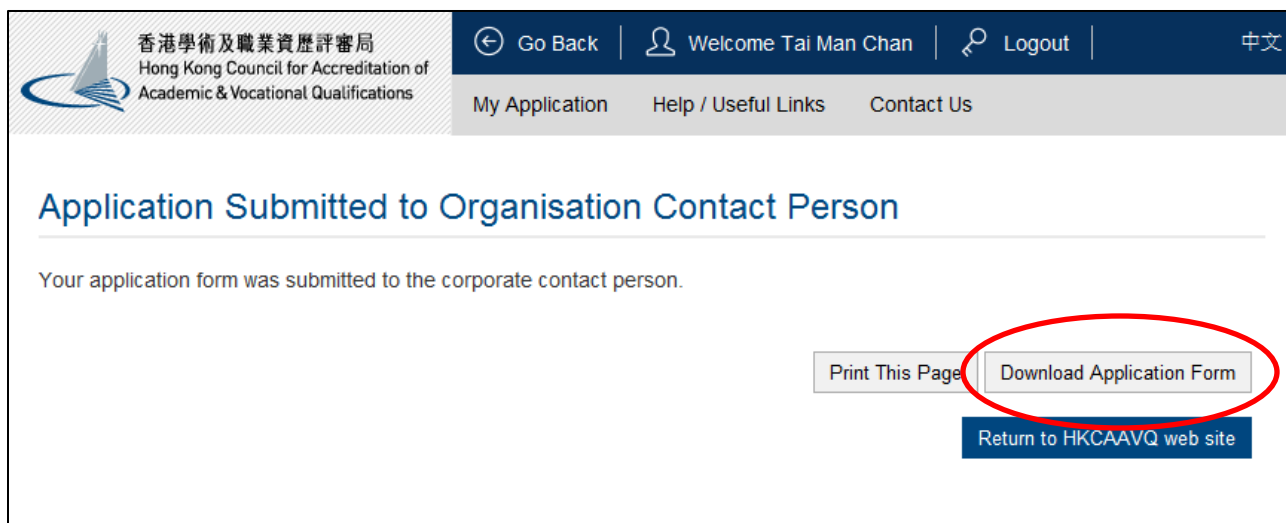
- vi. Review what you have entered or declared previously. Click **<Confirm and send to organisation>** to confirm details entered and send back the application to the organisation submitting the Application to you.

The screenshot shows a web application interface with a sidebar on the left containing a list of steps: 'Getting Started', 'Step 1. Essential Information', 'Step 2. Qualification', 'Step 2a. Teacher Training Qualification', 'Step 3. Document', 'Step 4. Declaration', and 'Step 5. Confirmation'. 'Step 5. Confirmation' is highlighted with a blue bar and a right-pointing arrow. The main content area has a 'Warning' section with text about HKCAAVQ and a 'Declaration by Applicant' section with a paragraph of text and a checkbox labeled 'I agree to the above Declaration' which is checked. At the bottom, there are three buttons: 'Further Edit Application Form', 'Further Upload Document', and 'Confirm and send to organisation'. The 'Confirm and send to organisation' button is circled in red.

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

This screenshot shows the same application form as the previous one, but with a modal dialog box open. The dialog box is titled 'Message from webpage' and contains a question mark icon and the text: 'You will not be allowed to edit the application further. Click OK to proceed or Cancel to edit your application.' The 'OK' button in the dialog box is circled in red. The background application form is partially visible, showing the same steps and declaration section as before.

- vii. You will be lead to the ‘**Application Submitted to Organisation Contact Person**’ page. For your own record, you can download the Application Form you just filled in by clicking **<Download Application Form>**.



### 3. Edit the Application Form after it is submitted back to the organisation

After submitting this application form back to the organisation, if you would like to change information in the application form, contact the organisation that submits the application for you. They can use their corporate Account to generate another email with new hyperlink for you to access and edit the application again. Please note that if they have submitted the application for you to HKCAAVQ already, they would not be able to do so.

### 4. Submit additional documents after application is submitted

During assessment process, you might be required to provide more documents. Please send the required documents to the organisation that submits the application for you.