



**Application Form for Exception Deviation (January 2022)
(with or without Retrospective Effect)**

**Special Arrangements for the Reimbursable Courses of
Continuing Education Fund (January 2022)**

Points to Note

1. Please read the relevant “Notice to Course Providers and Applicants under Continuing Education Fund (January 2022)” (the Notice) before completing this application form.
2. The special arrangement set out below will only be applicable, on an exceptional basis, to CEF courses with classes affected during the period from **1 January 2022 to 28 February 2022**.

Operational Detail of One-off Special Arrangements

Course specifications

3. On top of the prevailing practice as enshrined by the CEF Terms and Conditions, regarding classes of CEF courses which were genuinely affected by the COVID-19 pandemic situation during the period from **1 January 2022 to 28 February 2022**, a course provider concerned may submit an application for **Exceptional Application (with or without Retrospective Effect)** via this designated form with provision of details of the affected lessons **by 28 February 2022 (Monday)** for the **classes concerned** to register for deviations from the existing approved requirements in the following areas to –
 - (a) **Delivery of a maximum of 70% of the total approved teaching and learning hours on alternate online platforms offering interactive learning experiences (e.g. live video streaming / video conferencing)**
Course providers should take and keep attendance record of learners at all lessons, including both face-to-face and online (e.g. roll calling at live video streaming or account log-in / log-off record, etc.) sessions. The attendance of such online activities will be counted towards learners’ attendance requirement concerned for the purpose of claiming CEF reimbursement. Any application for conducting the classes concerned online for more than 70% of the total approved teaching hours would normally not be considered.
 - (b) **change in the teaching venue to other qualified location(s);**
 - (c) **adjustment of the assessment methods (including their weightings) as appropriate.**

In implementing these deviations, course providers shall strive to uphold the following two principles: (i) structured quality teaching and learning can be sustained and (ii) teacher-student interactions can be ensured. Course providers shall facilitate the spot checks to be conducted by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and Office of CEF (OCEF) (including online class observations and examinations of attendance records). The Labour and Welfare Bureau (LWB), the HKCAAVQ and the OCEF reserve the right to reject any Application for Exceptional Deviation or invalidate any approved Application for Exceptional Deviation if any violation of the above two basic principles was found.

Areas (b) and (c) above may be amended via this simplified template. Due to the temporary nature of such deviations, HKCAAVQ recognised that they will not be considered as substantial changes to the accredited course under Qualifications Framework as long as the course provider has the same commitment to quality when offering the course with the proposed deviations. For courses that have to meet professional accreditation requirements (under the specific trades concerned), licencing requirements, statutory requirements, and the like, course providers should not apply for any deviation that will affect the meeting of such requirements.

Assistance to course participants

4. On the course participants' side, with the necessary supporting or documentary proofs, CEF applicants might be granted an exceptional approval of a lower attendance requirement (i.e. not less than 60% of the total contact hours, face-to-face and online teaching-and-learning classes inclusive) of the CEF course.
5. In this light, a **course provider should provide an Exceptional Certification Letter** (template at *Annex*) to a CEF applicant who was genuinely affected by the pandemic situation and was absent from any CEF class scheduled during the period from 1 January 2022 to 28 February 2022 to the extent that his / her attendance has not met the minimum attendance requirement of 70% or such higher attendance requirement as prescribed for the course (whichever is higher). In gist, the Exceptional Certification Letter should specify –
 - (a) The exact attendance rate attained by the applicant – course providers should note that the Exceptional Certification Letter should only be issued when a learner's attendance rate is **at or over 60%** but below the registered minimum requirement of the course concerned; and
 - (b) Certification of the applicant attaining an at least 50% or such higher overall passing mark or grade equivalent (including any examination and assignment requirements with approved weighting) as prescribed for the approved CEF reimbursable course.

Further Points to Note

6. For the submission of Exceptional Applications, course providers should also note the following points –
 - (a) The special arrangement above will only be applicable to CEF courses which classes were affected during the period from 1 January 2022 to 28 February 2022.
 - (b) The Exceptional Applications shall only be applicable to the **specified classes** of the CEF courses concerned. In other words, separate course amendment applications should be

submitted in accordance with the Registration Guide if a course provider would like to amend the course specifications concerned permanently. Given the temporary nature of the alterations proposed, the approval of the exceptional applications should not be regarded as setting a precedent for future course amendment application(s).

- (c) The LWB, the HKCAAVQ and the OCEF reserve the right to reject any Application for Exceptional Deviation or seek supplementary supporting or documentary proofs from course providers. In this light, the course provider concerned is responsible to keep all relevant documents for possible inspection by the authority before and after the approval is granted.
- (d) The Applications for Exceptional Deviation are only accepted upon issuance of the written approval notice from the LWB and all unauthorised change(s) made to a registered course will be considered as non-compliance with the *CEF Terms and Conditions*, which may lead to the issue of a warning or reprimand.
- (e) Upon the approval of the authority (as confirmed by the issuance of a written approval notice), the course provider concerned should announce the details as soon as possible for the information of CEF course participants of the classes concerned.
- (f) Course providers must ensure the accuracy of any information provided to the LWB, the HKCAAVQ and the OCEF. The authority reserves the right to take legal and / or administrative action against any errors in, omissions from, or misstatements or misrepresentations concerning any such information provided by course providers.

Remarks

1. An application form can contain more than one deviation item. Please add additional space if necessary.
2. Completed application form should be submitted to HKCAAVQ via the e-Portal (<https://eportal.hkcaavq.edu.hk/>).
3. Acknowledgement will be provided by HKCAAVQ upon the receipt of the application.

1. Course provider

Name in English / Chinese			
Institution Code			
Name of Contact Person			
Contact Number		Email Address	

2. Course(s) seeking approval for exceptional deviation(s)

CEF Course Code	QR Registration No. (for courses accredited by HKCAAVQ only)^	Course Title (English / Chinese)	Course Director(s)		
			Name	Phone	Email Address

			(Prof/Dr/Mr/Miss/Ms*)		
			(Prof/Dr/Mr/Miss/Ms*)		

*Delete as appropriate

^The information provided in this Form may be used by the HKCAAVQ for the purpose of verification of accreditation under the Hong Kong Qualifications Framework.

3. Details of exceptional deviation(s)

(i) Please check the box(es) to indicate the type of exceptional deviation(s)

<input type="checkbox"/> (1) Teaching Venue <input type="checkbox"/> (2) Assessment Methods & its Weightings <input type="checkbox"/> (3) Partial Course Delivery on Alternate Online Platform <input type="checkbox"/> (4) Others: (please specify) _____

(ii) Courses and Type and scope of exceptional deviation(s)

CEF Course Code	Class(es) concerned (indicate the class commence ment date)	Serial Number of Form for Exceptional Application for One-off Special Arrangement (1 Jan 2022 to 28 Feb 2022), if any	Exceptional deviation(s) type (indicate the number provided at 3(i))	From (note 1)	To (note 1)	Suggested or planned implementation period	No. of lessons involved in the deviations	Rationale (including the reasons / necessity to make such deviations)

(iii) Additional information required for the following type of exceptional deviation(s):

(a) Teaching Venue [for non-self-accrediting course providers only]:

- Please check the following box(ex) to confirm the following statement(s):
 - I confirm that the premises of the proposed teaching venue(s) listed in table of Section 3 (ii) satisfy the statutory requirements for fire and building safety for the purpose of delivering CEF reimbursable courses.

Note: A course provider should ensure that all teaching venues have obtained the valid Certificate of Fire Service Installations and Equipment issued by a Fire Service Installation Contractor registered under the Fire Services (Installation Contractors) Regulations (Cap. 95A), and public liability insurance issued by an authorised insurer under the Insurance Companies Ordinance (Cap. 41). For the current application, the authority may request the course provider to provide such documentary proof as and when necessary.

- I confirm that the premises of the proposed teaching venue(s) listed is/are the approved premises of other registered CEF course(s). [Please provide one of the CEF course codes here: _____]

(iv) **[Only to be filled for CEF courses accredited by HKCAAVQ for HKCAAVQ’s follow-up as appropriate]**

Information on any applicable professional accreditation requirements, licensing requirements, statutory requirements, and the like:

- Please check a box below to confirm the corresponding statement and provide relevant details as appropriate:

I confirm that the no professional accreditation requirement, licensing requirement, statutory requirement, and the like are applicable to the course(s) listed in Section 2; or

I confirm that the meeting of any applicable professional accreditation requirements, licensing requirements, statutory requirements, and the like by the course(s) listed in Section 2 will not be affected by the proposed deviation(s) listed in Section 3(ii). Details of the applicable requirements are as follows:

Requirement	Reason for not affecting the meeting of the requirement

4. Declaration

I / We^(note 2) confirm and declare that:

- (a) The information provided in this Form is true and accurate. We have kept the relevant supporting or documentary proofs for possible inspection by the authority before and after the approval is granted.
- (b) I / We^(note 2) have read and fully understood the procedures and the Points to Note described in the Notice to Course Providers and Applicants under Continuing Education Fund (January 2022) and this Form for the purpose of applying for exceptional deviation(s).
- (c) I / We^(note 2) have read and fully understood paragraph 3 above, and undertook to adhere to the two basic principles of (i) sustaining structured quality teaching and learning and (ii) ensuring teacher-learner interactions when implementing deviations as set out in paragraph 3 above.
- (d) We confirm that we will provide necessary assistance to the course participants of the classes concerned and produce all documentary proofs to the authority upon request.

Signature of Responsible Person /
Course Director (notes 3, 4 and 5)

Name in block letter

Course provider seal / chop

Date

Notes:

1. For addition of a new item, please indicate “to be added” under “From” and provide details of the new item under “To”. If an item is to be removed with no replacement, please indicate “to be removed” under “To”. For exceptional deviation concerning “Partial Course Delivery on Alternate Online Platform”, please indicate the percentage of approved teaching hours to be conducted online under “To”. Please note that application for conducting the classes concerned online must not be more than 70% of the total approved teaching and learning hours.
2. Please delete as appropriate.
3. For exceptional deviation type (1) listed in 3(i), the application must be signed by Responsible Person.
4. For other types of exceptional deviations, the application can be signed either by the Course Director(s) of the course(s) listed in Section 2 or by the Responsible Person.
5. Please add extra row if the application is made by more than one Course Director.