



強制性公積金計劃管理局  
MANDATORY PROVIDENT FUND  
SCHEMES AUTHORITY

**QUALITY ASSURANCE AID  
FOR  
MPF CORE CPD COURSES**

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Hong Kong

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## 1 INTRODUCTION

- 1.1 All MPF registered intermediaries are required to comply with the Continuing Professional Development (CPD) requirement with effect from January 2002. The objectives of the CPD programme are to enhance the technical knowledge and professional expertise of individual intermediaries about the MPF system and related areas, and to provide a reasonable assurance to MPF scheme participants and the public at large, that individual intermediaries remain fit and proper to be registered.
- 1.2 An individual intermediary is currently required to undertake a minimum of 10 hours of CPD courses in each calendar year. Currently, at least 20% of the minimum CPD hour requirement must be devoted to core subject areas such as MPF legislation, relevant codes and guidelines, or the latest developments in the MPF system.
- 1.3 Core CPD courses can only be offered by the Mandatory Provident Fund Schemes Authority (MPFA); or the relevant regulators including Insurance Authority (IA), Hong Kong Monetary Authority (MA), Securities and Futures Commission (SFC); or institutions or professional bodies recognized by the MPFA as core CPD course providers; or institutions at which the courses must be accredited under the IA's CPD programme; or recognized institutions approved under SFC's Continuous Professional Training (CPT) programme. CPD courses offered by these providers must be related to core subject areas in order to earn core CPD hours. All core CPD courses must obtain prior recognition from the MPFA in order to be recognized as such.
- 1.4 CPD course providers should be able to demonstrate their ability and capacity to conduct relevant courses and should have access to suitable venues. To this end, CPD course providers are required to submit documentation which details the objectives, content, number of CPD hours, nature of the CPD courses, admission and assessment requirements (if any), trainer / instructor CVs, facilities, quality assurance mechanisms, and draft publicity materials such as course / seminar / workshop brochure by completing the Assessment Application Form (at Annex). MPFA may request further information and clarify with the responsible trainers / instructors and other personnel as required when assessing the suitability of the course for CPD purposes.

## **2 ASSESSMENT CRITERIA FOR NEW OR RENEWAL APPLICATION**

### **2.1 Background of the CPD course provider**

2.1.1 To ensure the quality of MPF core CPD courses, all activities should be conducted by experienced and reliable course providers. In this regard, a brief description and background of the course provider must be submitted during the application process. Contents should include the brief history of the organization, main business, target customer group etc.

### **2.2 Objective and content**

2.2.1 Qualified MPF core CPD courses are structured training activities and must be related to MPF legislation; relevant codes and guidelines; or the latest developments in the MPF system. One MPF core CPD hour can be earned for each hour's participation in these activities.

2.2.2 Courses with only minor changes are regarded as the same course. Participants who attend the same course again are therefore not eligible to earn core CPD hours.

### **2.3 Training material**

2.3.1 Training materials including lesson plans, presentation slides, handouts, exercises and tests (if applicable) should be submitted to the MPFA at least two months before the scheduled start date of the course for assessment purposes. Training details such as duration, objective and methodology should be included in lesson plans.

2.3.2 Training materials should align with the key training objectives. The overall objective of the course should be the maintenance and improvement of MPF knowledge and skills for MPF individual intermediaries. Course titles should reflect the course content.

2.3.3 Training materials must contain correct and updated information.

2.3.4 Course providers should provide documentary evidence to the MPFA to justify the number of core CPD hours applied for.

## 2.4 Mode of delivery

- 2.4.1 Course providers are free to offer training in different formats. Seminars and workshops are two possible formats. Seminars refer to information dissemination sessions possibly with some discussion and participation. Workshops are more interactive emphasizing more on participation and hands-on training.
- 2.4.2 Course providers are encouraged to adopt two-way learning approaches in their courses. Q&A sessions, exercises and quizzes are tools to execute the interactive approaches.
- 2.4.3 Where appropriate, consideration should be given to introducing an assessment component to test the understanding of participants. If the assessments are undertaken, course providers should keep a record of the assessment questions, and results of each participant, which may be inspected by the MPFA.

## 2.5 Qualifications and experiences of trainers and instructors

- 2.5.1 Trainers or instructors must possess the relevant academic or professional qualifications and relevant teaching or work experience.

The minimum requirements of qualify trainers / instructors are:

- possess a recognized degree or
- possess internationally recognized professional qualifications in Law, Accounting, Financial Planning or Insurance such as ACCA, CPA, CIIA, CFA, CFP, CII, CLU etc and
- possess at least 5 years' industry experience in employee benefits, investment / asset management, banking, insurance planning, financial planning or legal practice or
- possess at least 3 years' training experience

- 2.5.2 There should be a person-in-charge who is responsible for the overall management, quality and conduct of the course. The individual should have a detailed knowledge of training activities and preferably, be a senior member of the organization providing the course.

## 2.6 Training arrangement

- 2.6.1 Course providers should ensure that proper attendance monitoring procedures are in place, including, verification of the identity of participants. An attendance record / certificate should be provided to each of the participants. A sample attendance certificate should be submitted to the MPFA for reference.
- 2.6.2 Participant evaluations should be carried out at the end of all MPF core CPD courses. A sample evaluation form should be submitted to the MPFA for reference.
- 2.6.3 The proposed training schedule should be sent to the MPFA as part of the application assessment process. Written notice of any changes to the time schedules should be given to the MPFA, at least seven working days prior to the commencement of the course.

## 2.7 Quality assurance mechanism

- 2.7.1 Course providers should have in place a comprehensive mechanism for monitoring the quality of the course. Details of the quality assurance mechanism including course end evaluation monitoring on trainers, participants and sponsoring corporation feedbacks for in-house training (if applicable) should be submitted to the MPFA as part of the application process.

### **3 ON-GOING QUALITY ASSURANCE ARRANGEMENT**

#### **3.1 Class visit by MPFA staff**

3.1.1 The MPFA may attend courses or individual classes conducted by core CPD providers without prior notice. Course providers should co-operate with the MPFA in this which is designed to help ensure the quality of such courses.

#### **3.2 On-going monitoring / communication**

3.2.1 If problems are identified during the conduct of a course, the appropriate remedial action should be taken as soon as practicable. Course providers should ensure that any changes do not adversely affect the objectives, key messages or duration of the approved course. Any major changes require the prior approval of the MPFA.

3.2.2 Course providers should submit a consolidated evaluation report to the MPFA in January and July every year commencing in July 2010. Contents of the report should cover the number of participants, average evaluation rating from participants, summary of participants' feedback and any quality restoration / follow up action taken by the course provider.

3.2.3 Course providers should maintain attendance registers with particulars of each participant. The MPFA may inspect these registers, if necessary.

3.2.4 A regular communication channel will be established between the MPFA and course providers and details will be notified to all parties concerned in advance of the introduction of this new arrangement.

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**MANDATORY PROVIDENT FUND SCHEMES AUTHORITY****Assessment Application Form****Core Continuing Professional Development Courses  
for MPF Intermediaries**


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\*\* Please refer to the Quality Assurance Aid for MPF Core CPD Courses \*\*

**SECTION I COURSE PROVIDER**

- 1 Please provide background information about the provider.
- 2 Years of experience in providing core CPD or related courses \_\_\_\_\_
- 3 Responsible Persons

	<b>Head of organization/ department</b>	<b>Person-in-charge</b>	<b>Contact person (if different from person-in-charge)</b>
Name			
Position			
Organization			
Address			
Phone			
Fax			
E-mail			

## SECTION II COURSE INFORMATION

1 Name of the course

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2 Aims and objectives

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3 Course contents

MPF legislation

Relevant codes and guidelines

Latest developments in the MPF system

Investment knowledge  Retirement planning

Other (Please specify)

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4 Type of course

Presentation with Q&A  Seminar  Workshop

Others (Please specify)

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5 Language of course materials:  English  Chinese

(Please provide copies of all course materials)

6 Course delivery language  English  Cantonese  Putonghua

7 Modular (Yes/No)

If "Yes", module(s) by number of hours \_\_\_\_\_ (Please also provide module details)

8 Number of core CPD hours applied for \_\_\_\_\_

(Please provide a lesson plan with time breakdown)

9 Duration of the course \_\_\_\_\_ (days/weeks/months)

10 Frequency of the course per year \_\_\_\_\_

11 Proposed date and time \_\_\_\_\_

12 Course venue address

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13 Target participants

In-house (employees of Course Provider)

General Public

Others (Please specify): \_\_\_\_\_

14 Number of participants per course

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15 Attendance monitoring mechanism

(Please provide attendance monitoring procedure and a sample of the attendance certificate)

### SECTION III STAFF PROFILE

1 Trainers / Instructors

Name, Current Position And Title	Academic Qualification & Awarding Institution	Professional Qualification & Awarding Institution	Years of Experience in Conducting Similar Courses

(Please provide the information on a separate sheet if there is insufficient space.)

2 Person-in-charge

<b>Name &amp; Position</b> (Please state whether full-time / part-time)	<b>Academic Qualification &amp; Awarding Institution</b>	<b>Professional Qualification &amp; Awarding Institution</b>	<b>Years of Experience in Managing or Conducting Training Courses</b>

**SECTION IV QUALITY ASSURANCE**

According to the Quality Assurance Aid for MPF Core CPD courses, participant evaluations should be carried out at the end of all such courses. Please provide a copy of the evaluation form and a quality assurance plan together with this application.

**SECTION V SIGNED BY HEAD OF ORGANIZATION / DEPARTMENT**

All the information provided in the application form is accurate to the best of my knowledge.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

~ END ~