



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

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

Second Edition

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Hong Kong

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1 INTRODUCTION

- 1.1 All individuals who are subsidiary intermediaries are required to comply with the continuing training requirements pursuant to Section 34ZP of the Mandatory Provident Fund Schemes Ordinance (Ordinance). For details of the continuing training requirements, please refer to the Guidelines on Continuing Training for Subsidiary Intermediaries (Guidelines) issued by the Mandatory Provident Fund Schemes Authority (MPFA).
- 1.2 An individual who is a subsidiary intermediary is required to undertake 10 hours of Continuing Professional Development (CPD) activities between 1 January and 31 December of each calendar year, of which 2 hours must be on core CPD activities.
- 1.3 Core CPD activities can only be offered by the MPFA or activity providers with the activity approved by the MPFA as a core CPD activity. All core CPD activities must be related to a core subject area as specified in the Guidelines. The prior approval of the MPFA must be obtained before the core status can be approved. The approval status of core CPD activities will lapse upon the expiry date specified in the approval letter. Activity providers should submit an application to renew the approval status at least two month before the expiry date if they wish to continue to provide their core CPD activities.
- 1.4 CPD activity providers must be able to demonstrate their ability and capacity to conduct relevant activities and should have access to suitable venues. To this end, CPD activity providers are required to submit documentation which details the objectives, content, number of CPD hours, nature of the CPD activity, admission and assessment requirements (if any), trainer / instructor CVs, facilities, quality assurance mechanisms, and draft publicity materials such as course / seminar / lecture / conference 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 activity to count for CPD purposes.

2 ASSESSMENT CRITERIA OF CORE CPD ACTIVITIES

2.1 Background of activity provider

2.1.1 A brief description and background of the activity provider should be provided during the application process. Contents should include the brief history of the organization, main business, experience in providing MPF core CPD activities or other continuing professional training/education, target customer groups etc.

2.2 Objective and content

2.2.1 MPF core CPD activities must be related to a core subject as specified in the Guidelines. A core subject involves training in any of the following areas:

- (i) the Ordinance;
- (ii) any codes and guidelines issued by the MPFA; and
- (iii) any topics related to the understanding of the MPF System, MPF products and/or relevant concepts not covered in (i) and (ii), which are relevant to compliance with the performance requirements to be met by a subsidiary intermediary as set out in the Ordinance (e.g. reference materials and various tools on the MPFA website).

2.3 Training material

2.3.1 The training materials including activity 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 activity for assessment purposes. Training details such as duration, objective and methodology should be included in the activity plans.

2.3.2 The training materials should align with the activity title and objectives.

2.3.3 The training materials must contain correct and updated information.

2.3.4 The training contents must be sufficient to sustain the number of core CPD hours applied for.

2.4 Mode of delivery

2.4.1 Although activity providers are free to offer training in different formats (including course, seminar, lecture or conference), a higher rating will be awarded to training that adopts two-way learning approaches and introduces an assessment component to test the understanding of participants.

2.5 Qualifications and experience 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:

(a) Qualification

- 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

(b) Experience

- possess at least 5 years' industry experience in employee benefits, investment / asset management, banking, insurance planning, financial planning or legal practice and relevant training experience in total, or
- possess at least 3 years' relevant training experience

2.5.2 An individual should be designated as the person-in-charge to be responsible for the overall management of training quality. The responsible individual should have a detailed knowledge of training activities and preferably, be a senior member of the organization providing the activity.

2.6 Training arrangement

2.6.1 Activity providers should ensure that proper attendance monitoring procedures are in place, including verification of participants' identity against their photo bearing identification document. The MPFA will assess the effectiveness of attendance monitoring procedures. 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 activities. 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 activity.

2.7 Quality assurance mechanism

- 2.7.1 Activity providers should have in place a comprehensive mechanism for monitoring the quality of the activity. Details of the measures to monitor the quality of the activity provided and the performance of trainers before and after the activity, feedback provided by participants or the sponsoring corporation for any in-house training (if applicable) should be provided. The MPFA will assess the effectiveness of the planned quality assurance mechanism.

3 ON-GOING QUALITY ASSURANCE ARRANGEMENT

3.1 Class visits by MPFA staff

- 3.1.1 The MPFA may attend activities conducted by activity providers without prior notice. Activity providers should co-operate with the MPFA in this which is designed to help ensure the quality of such activities.

3.2 On-going monitoring / communication

- 3.2.1 If problems are identified by activity providers or the MPFA, appropriate remedial action(s) should be taken as soon as practicable. Activity providers should ensure that any changes do not adversely affect the objectives, key messages or duration of the approved activity. Any major changes require the prior approval of the MPFA.
- 3.2.2 Activity providers should submit a consolidated evaluation report to the MPFA in January and July of every year. Contents of the report should cover the number of participants, average evaluation rating from participants, summary of participants' feedback, quality assurance measures in place and quality restoration / follow up action taken by the activity provider in the case of negative feedback received from activity participants and / or the MPFA.
- 3.2.3 Activity providers should maintain attendance registers with particulars of each participant. The MPFA may inspect these registers, if necessary.
- 3.2.4 The MPFA will hold regular meetings with activity providers or when the MPFA considers necessary.

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MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

Assessment Application Form

Core Continuing Professional Development Activities for MPF Intermediaries

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

SECTION I ACTIVITY PROVIDER

1 Organization name in English and Chinese

2 Years of experience in providing MPF core CPD activities _____

3 Years of experience in providing other continuing
professional training/education _____

4 Please provide information on your organization and information on MPF core CPD
activities/ continuing professional training offered in the past.

5 Responsible persons

	Head of organization/ department	Person-in-charge	Contact person (if different from person-in-charge)
Name			
Position			
Organization			

Address			
Phone			
Fax			
E-mail			

SECTION II ACTIVITY INFORMATION

1 Activity name in English and Chinese

2 Objectives of the activity

3 Activity contents

- | | |
|--|--|
| <input type="checkbox"/> MPF legislation | <input type="checkbox"/> Relevant codes and guidelines |
| <input type="checkbox"/> Latest developments in the MPF system | <input type="checkbox"/> Investment knowledge |
| <input type="checkbox"/> Retirement planning | <input type="checkbox"/> MPF products |
| <input type="checkbox"/> Other (Please specify) | |

4 Type of activity

- | | | | |
|---|----------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Course | <input type="checkbox"/> Seminar | <input type="checkbox"/> Lecture | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Other (Please specify) | | | |

- 5 **Language of activity materials** English Chinese
(Please provide copies of all activity materials, including lesson plans, presentation slides, handouts, exercises and tests (if applicable))
- 6 **Activity 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 activity** _____ (days / weeks)
- 10 **Frequency of the activity per year** _____
- 11 **Proposed date and time** _____
- 12 **Activity venue address**

- 13 **Target participants**
 General public (Please provide website address for publicity, if any)

 In-house (e.g., employees of activity provider)
 Other (Please specify) _____
- 14 **Number of participants per activity** _____
- 15 **Attendance monitoring mechanism**
(Please provide details of the attendance monitoring procedure and a sample of the attendance certificate)

SECTION III STAFF PROFILE

1 Trainers/ Instructors

Name, Current Position & Title	Academic Qualification & Awarding Institution	Professional Qualification & Awarding Institution	Relevant Working Experience (Please state number of years, job title and organization)	Experience in Conducting Similar Activities (Please state number of years, job title and organization)

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

2 Person-in-charge

Name & Position (Please state whether full-time / part-time)	Academic Qualification & Awarding Institution	Professional Qualification & Awarding Institution	Years of Experience in Managing or Conducting Training Activities

SECTION IV QUALITY ASSURANCE

According to the Quality Assurance Aid for MPF core CPD Activities, participant evaluations should be carried out at the end of all such activities. 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 _____

Information on approved core CPD activities will be posted on the MPFA website.

~ END ~