

# HKQAA Modular Integrated Construction (MiC) Personnel Registration Scheme Handbook

香港品質保證局「組裝合成」建築法 (MiC) 人員註冊計劃

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Hong Kong Quality Assurance Agency

香港品質保證局

**HKQAA MODULAR INTEGRATED CONSTRUCTION (MiC) PERSONNEL REGISTRATION SCHEME**  
**(“Scheme”)**

**香港品质保证局「组装合成」建筑法 (MiC) 人员注册计划 (“计划”)**

The Scheme was developed by Hong Kong Quality Assurance Agency (“HKQAA”) in 2024 to acknowledge individuals’ knowledge and competence in different sectors. This registration handbook outlines the registration processes and registration requirements under the Scheme.

本计划由香港品质保证局于 2024 年制订，用以确认个人在不同范畴的知识和能力。本手册订明本计划下的注册流程和注册要求。

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# 1. Introduction 简介

The Modular Integrated Construction (MiC) Personnel Registration Scheme is part of the HKQAA Hong Kong Registration - Personnel Series, which aims to recognize individuals' knowledge and competence in various positions within the construction technology field. Specifically, the MiC Personnel Registration Scheme focuses on enhancing the skills and knowledge of practitioners in different positions within the construction industry.

「组装合成」建筑法(MiC)人员注册计划是香港品质保证局（HKQAA）香港注册－人员系列的一部分，旨在认识个人在建筑科技领域各个职位中的知识和能力。具体而言，MiC 人员注册计划旨在提升建筑行业中不同职位的从业人员的技能和知识。

The scheme targets practitioners involved in Modular Integrated Construction (MiC) and welcomes the participation of the following roles:

该计划针对从事「组装合成」建筑法（MiC）的从业人员，以下职位均可参与：

- **Designers:** Responsible for architectural structures, spatial layouts, and interior design.  
设计师：负责建筑结构、空间布局和室内设计。
- **Engineers:** Engaged in engineering and design tasks, such as structural, electrical, and HVAC engineering.  
工程师：从事结构、电气和暖通空调工程等工程设计任务。
- **Construction Personnel:** Involved in actual construction work, including workers, welders, and installation technicians.  
施工人员：参与实际施工工作，包括工人、焊工和安装技术人员。
- **Quality Control Personnel:** Responsible for supervising quality control and ensuring compliance with standards.  
质量控制人员：负责监督质量控制，确保符合标准。
- **Project Management Personnel:** Engaged in project planning, scheduling, and resource allocation.  
项目管理人员：参与项目计划、进度安排和资源分配。

By encouraging these practitioners to register voluntarily, the scheme aims to establish minimum requirements, enhance their expertise, and gain HKQAA recognition within the industry. The registration handbook provides details on the registration processes and requirements for MiC personnel.

通过鼓励这些从业人员自愿注册，该计划旨在确立最低要求，提升他们的专业知识，并获得香港品质保证局的行业认可。注册手册详细介绍了 MiC 人员的注册流程和要求。

## 2. Terms and Definitions 术语和定义

Terms 术语	Definitions 定义
<b>Modular Integrated Construction (MiC)</b> 「组装合成」建筑法	One of the most advanced off-site construction methods, is defined as “a game-changing disruptively-innovative approach to transforming fragmented site-based construction of buildings and facilities into integrated value-driven production and assembly of prefinished modules with the opportunity to realise enhanced quality, productivity, safety and sustainability.” 最先进的场外建造方法之一被定义为「一种具有颠覆性创新的改变性方法，将建筑和设施的分散现场施工转变为整合价值驱动的预制模块生产和组装，实现卓越的质量、生产力、安全性和可持续性」 <sup>1</sup>
<b>Applicant</b> 申请人	Refers to an individual or organization that makes a request or applies during the application process. They are the party that has not yet received formal approval or registration but is seeking the corresponding recognition. 是指在进行申请时提出请求的个人或机构。他们是尚未获得正式批准或注册的一方，但他们正在寻求相应的认可。
<b>Registrant</b> 注册人	Refers to an individual who has completed the registration process and has been formally registered or recognized. They have gone through the required procedures and obtained the relevant registration certificate and registration number to verify their identity and qualifications. 是指已经完成注册程序并被正式注册或认可的个体。他们已经通过所需的程序，并获得相应的注册证书及注册号码，以证明他们的身份及资格。
<b>Initial application</b> 首次申请	Refers to the applicant's first-time registration for personnel registration services within a specific category under this scheme. 是指的是申请人首次在此计划下特定类别中进行人员注册。
<b>Renewal application</b> 续期申请	Refers to the applicant's renewal of registration for personnel registration services within a specific category under this scheme. 是指的是申请人对特定类别的人员注册服务进行续期注册。
<b>Additional application</b> 附加申请	Denotes the applicant's supplementary registration for personnel registration services in other categories under this scheme. 表示申请人额外注册此计划其他类别的人员注册服务。
<b>MiC Management Officer</b> 管理主任	A person who is responsible for overseeing and coordinating the management tasks of MiC projects, including project planning, resource allocation, and schedule control. 负责监督和协调 MiC 项目的管理工作，包括项目计划、资源分配、进度控制等。
<b>MiC Quality Management Officer</b> 质量管理主任	A person who is responsible for supervising and managing the quality control and assurance activities of MiC projects, ensuring that products or components meet relevant standards and specifications. 负责监督和管理 MiC 项目的质量控制和质量保证工作，确保产品或组件符合相关标准和规范。

<sup>1</sup> Pan, W., and Hon, C.K. (2018). “Modular integrated construction for high-rise buildings.” Proceedings of The Institute of Civil Engineers – Municipal Engineer. M046-LS-MIC-HKOCMO-1ESC-OB

<p><b>MiC Production Technician</b> 生产技术人员</p>	<p>A person who is responsible for technical operations and supervision during the MiC production process, ensuring smooth operation of the production line and quality control of products. 负责在 MiC 生产过程中的技术操作和监督，确保生产线的顺利运行和产品质量的控制。</p>
<p><b>MiC Engineering Technician</b> 工程技术人员</p>	<p>A person who is able to provide engineering technical support in MiC projects, participating in design, construction, and acceptance activities to ensure smooth progress of engineering processes. 在 MiC 项目中提供工程技术支持，参与设计、施工和验收等工作，确保工程过程的顺利进行。</p>
<p><b>MiC Supply Chain Management Officer</b> 供应链管理主任</p>	<p>A person who is able to coordinate and manage the supply chain activities of MiC projects, including material procurement, inventory management, and logistics transportation, to ensure smooth operation of the project's supply chain. 负责协调和管理 MiC 项目的供应链活动，包括物料采购、库存管理、物流运输等，以确保项目的供应链运作顺利。</p>
<p><b>MiC Installation Safety Management Officer</b> 安装安全管理主任</p>	<p>A person who is responsible for managing and supervising the safety aspects of the installation process in MiC projects, ensuring the implementation and compliance of safety measures during construction. 负责管理和监督 MiC 项目中的安装过程的安全工作，确保施工过程中的安全措施得到执行和遵守。</p>

### 3. Expected Benefits 计划预期效益

Expected benefits for Scheme registrants include:

本計劃預期為註冊者帶來以下效益：

- Showcase Career Development Competency;  
展示职业发展能力；
- Display the Registration Mark on your CV or business card; and  
在个人简历或名片上展示注册标志；以及
- HKQAA recognition for capabilities in MiC.  
获得香港品质保证局对于 MiC 能力的认可。

## 4. Scope and Limitations 范围及限制

- **Voluntary Basis:** The scheme operates on a voluntary basis, meaning that in-service practitioners have the option to register for the MiC personnel positions. It is not mandatory for all practitioners in the construction industry to participate in the scheme.  
自愿性：该计划是自愿性的，意味着在职从业人员可以选择注册 MiC 人员职位。所有建筑行业从业人员并非必须参与该计划。
- **Limited to MiC Personnel:** The scheme is designed for practitioners related to Modular Integrated Construction (MiC). It is not extended to encompass professionals from other areas within the construction industry.  
限于 MiC 人员：该计划专为「组装合成」建筑法（MiC）相关的从业人员设计，并未延伸至建筑行业其他领域的专业人士。
- **Fulfilment of Preset Requirements:** Applicants are required to demonstrate that they have fulfilled the preset requirements outlined in the registration handbook. The scheme's limitation lies in the fact that practitioners must meet these specific requirements to be eligible for registration.  
预设要求的履行：申请人需要证明他们已经满足注册手册中概述的预设要求。该计划的限制在于从业人员必须符合这些特定要求才有资格进行注册。
- **Geographical limitation:** The scheme is specifically available for individuals located in Mainland China, Hong Kong, and Macau. It is not open to individuals from other regions or countries.  
地理限制：该计划仅适用于中国大陆、香港和澳门地区的个人。其他地区或国家的个人无法参与该计划。
- **Training format:** The scheme primarily utilizes online platforms for conducting training sessions. This allows applicants to access training materials, lectures, and resources remotely through internet-based platforms. Additionally, there may be plans to develop other seminars or workshops in the future, expanding the range of learning opportunities for applicants.  
培训形式：该计划的培训课程主要以在线方式进行。这意味着申请人大多可以通过互联网平台远程访问培训材料、讲座和资源。未来我们可能会开展其他研讨会或工作坊，扩大申请人的学习机会。

## 5. MiC Registration Types 「组装合成」建筑法注册类别

Details are referred to Section 2.

详情请参阅第 2 节。

#	MiC Registration Types 「组装合成」建筑法注册类别	Abbreviation 类别缩写
1	MiC Management Officer 「组装合成」建筑法管理主任	HKRMO
2	MiC Quality Management Officer 「组装合成」建筑法质量管理主任	HKRMQO
3	MiC Production Technician 「组装合成」建筑法生产技术员	HKRMPN
4	MiC Engineering Technician 「组装合成」建筑法工程技术员	HKRMETN
5	MiC Supply Chain Management Officer 「组装合成」建筑法供应链管理主任	HKRMSCO
6	MiC Installation Safety Management Officer 「组装合成」建筑法安装安全管理主任	HKRMISO



## 6. Registration Requirements 注册要求

To be eligible for registration, an applicant shall satisfy the following criteria for the corresponding types of MiC personnel. Detailed information about the courses and credit content can be obtained from the HKQAA.

申请人必须符合以下有关「组装合成」建筑法人员类别的注册要求及提交相关证明文件，方可符合注册资格。有关课程和学分内容的详细信息可与香港品质保证局索取。

#	MiC Registration Type 「组装合成」建筑法注册类别	Registration Requirements 注册要求	Information Required 所需资料
1	MiC Management Officer 「组装合成」建筑法管理主任	<ul style="list-style-type: none"> <li>The applicant shall be at least 18 years old; and 申请人须年满 18 岁；和</li> <li>The applicant shall have completed the <b>MiC Management Certificate Course</b> and obtain a minimum of 12 credits in relevant courses. 申请人需要完成「组装合成」建筑法管理证书课程，并取得相关课程不少于 12 个学分。</li> </ul>	<ul style="list-style-type: none"> <li>F1-Application Form (Individual) F1-个人申请表</li> <li>F1712-Course Completion Declaration Form F1712-课程完成申报表格</li> </ul>
2	MiC Quality Management Officer 「组装合成」建筑法质量管理主任	<ul style="list-style-type: none"> <li>The applicant shall be at least 18 years old; and 申请人须年满 18 岁；和</li> <li>The applicant is required to complete the <b>MiC Quality Management Certificate Course</b> and obtain a minimum of 12 credits in relevant courses. 申请人需要完成「组装合成」建筑法质量管理证书课程，并取得相关课程不少于 12 个学分。</li> </ul>	<ul style="list-style-type: none"> <li>F1-Application Form (Individual) F1-个人申请表</li> <li>F1712-Course Completion Declaration Form F1712-课程完成申报表格</li> </ul>
3	MiC Production Technician 「组装合成」建筑法生产技术人员	<ul style="list-style-type: none"> <li>The applicant shall be at least 18 years old; and 申请人须年满 18 岁；和</li> <li>The applicant is required to complete the <b>MiC Production Technology Certificate Course</b> and obtain a minimum of 12 credits in relevant courses. 申请人需要完成「组装合成」建筑法生产技术证书课程，并取得相关课程不少于 12 个学分。</li> </ul>	<ul style="list-style-type: none"> <li>F1-Application Form (Individual) F1-个人申请表</li> <li>F1712-Course Completion Declaration Form F1712-课程完成申报表格</li> </ul>

#	MiC Registration Type 「组装合成」建筑法注册类别	Registration Requirements 注册要求	Information Required 所需资料
4	MiC Engineering Technician 「组装合成」建筑法工程技术人员	<ul style="list-style-type: none"> <li>The applicant shall be at least 18 years old; and 申请人须年满 18 岁; 和</li> <li>The applicant is required to complete the <b>MiC Engineering Technology Certificate Course</b> and obtain a minimum of 12 credits in relevant courses. 申请人需要完成「组装合成」建筑法工程技术证书课程, 并取得相关课程不少于 12 个学分。</li> </ul>	<ul style="list-style-type: none"> <li>F1-Application Form (Individual) F1-个人申请表</li> <li>F1712-Course Completion Declaration Form F1712-课程完成申报表格</li> </ul>
5	MiC Supply Chain Management Officer 「组装合成」建筑法供应链管理主任	<ul style="list-style-type: none"> <li>The applicant shall be at least 18 years old; and 申请人须年满 18 岁; 和</li> <li>The applicant is required to complete the <b>MiC Supply Chain Management Certificate Course</b> and obtain a minimum of 12 credits in relevant courses. 申请人需要完成「组装合成」建筑法供应链管理证书课程, 并取得相关课程不少于 12 个学分。</li> </ul>	<ul style="list-style-type: none"> <li>F1-Application Form (Individual) F1-个人申请表</li> <li>F1712-Course Completion Declaration Form F1712-课程完成申报表格</li> </ul>
6	MiC Installation Safety Management Officer 「组装合成」建筑法安装安全管理主任	<ul style="list-style-type: none"> <li>The applicant shall be at least 18 years old; and 申请人须年满 18 岁; 和</li> <li>The applicant is required to complete the <b>MiC Installation Safety Management Certificate Course</b> and obtain a minimum of 12 credits in relevant courses. 申请人需要完成「组装合成」建筑法安装安全管理证书课程, 并取得相关课程不少于 12 个学分。</li> </ul>	<ul style="list-style-type: none"> <li>F1-Application Form (Individual) F1-个人申请表</li> <li>F1712-Course Completion Declaration Form F1712-课程完成申报表格</li> </ul>

## 7. Registration Process 注册流程

### 7.1 Application 申请

7.1.1 The application form (F1) can be obtained from HKQAA website ([Registration Services: Personnel Series](#)).

可从本局网站 ([注册服务: 人员系列](#)) 获取申请表格 (F1)。

	Individual Application 个人申请	Organization Application 机构申请	Registration Validity Period 注册有效年期
<b>Initial 首次</b>	<p><u>For individual applicants, the initial application includes both training services and personnel registration services.</u> 对于个人申请者, 首次申请包括培训服务和人员注册服务。</p> <p>Including</p> <ol style="list-style-type: none"> <li>12-month period of access to pre-recorded courses on HKQAA LightShare platform for the Modular Integrated Construction (MiC) training programme;</li> <li>an electronic copy of the training series completion certificate upon successful completion of training courses and registration; and</li> <li>an electronic copy of personnel registration certificate upon successful registration.</li> </ol> <p>包括:</p> <ol style="list-style-type: none"> <li>12个月期间内在 HKQAA LightShare 平台上取得并观看「组装合成」建筑法 (MiC) 培训课程系列的影片。</li> <li>乙张培训系列修业证书的电子正本(成功完成培训及注册后); 以及</li> <li>乙张人员注册证书的电子正本(成功完成注册后)。</li> </ol>	<p><u>For organization applicants who have already acquired relevant training courses, the initial application for organization employees solely encompasses personnel registration services.</u> 对于已获得相关培训课程的机构申请者, 机构员工的首次申请仅包括人员注册服务。</p> <p>Including</p> <ol style="list-style-type: none"> <li>an electronic copy of the training series completion certificate upon successful completion of training courses and registration; and</li> <li>an electronic copy of personnel registration certificate upon successful registration.</li> </ol> <p>包括:</p> <ol style="list-style-type: none"> <li>乙张培训系列修业证书的电子正本(成功完成培训及注册后); 以及</li> <li>乙张人员注册证书的电子正本(成功完成注册后)。</li> </ol>	1 year (1 年)
<b>Renewal 续期</b>	<p><u>For individual applicants, the renewal application includes both training services and personnel registration services.</u> 对于个人申请者, 续期申请包括培训服务和人员注册服务。</p> <p>Including</p> <ol style="list-style-type: none"> <li>12-month period of access to pre-recorded courses on HKQAA LightShare platform for the Modular Integrated Construction (MiC) training programme;</li> <li>an electronic copy of personnel registration certificate upon successful registration.</li> </ol> <p>包括:</p> <ol style="list-style-type: none"> <li>12个月期间内在 HKQAA LightShare 平台上取得并观看「组装合成」建筑法 (MiC) 培训课程系列的影片。</li> <li>乙张人员注册证书的电子正本(成功完成注册后)。</li> </ol>	<p><u>For organization applicants who have already acquired relevant training courses, the renewal application for organization employees solely encompasses personnel registration services.</u> 对于已获得相关培训课程的机构申请者, 机构员工的续期申请仅包括人员注册服务。</p> <p>Including</p> <ol style="list-style-type: none"> <li>an electronic copy of personnel registration certificate upon successful registration.</li> </ol> <p>包括:</p> <ol style="list-style-type: none"> <li>乙张人员注册证书的电子正本(成功完成注册后)。</li> </ol>	1 year (1 年)

<b>Additional 附加</b>	<p>Including</p> <ol style="list-style-type: none"> <li>1. an electronic copy of the training series completion certificate upon successful completion of training courses and registration; and</li> <li>2. an electronic copy of personnel registration certificate upon successful registration.</li> </ol> <p>包括:</p> <ol style="list-style-type: none"> <li>1. 乙张培训系列修业证书的电子正本(成功完成培训及注册后); 以及</li> <li>2. 乙张人员注册证书的电子正本(成功完成注册后)。</li> </ol>	<p>Including</p> <ol style="list-style-type: none"> <li>1. an electronic copy of the training series completion certificate upon successful completion of training courses and registration; and</li> <li>2. an electronic copy of personnel registration certificate upon successful registration.</li> </ol> <p>包括:</p> <ol style="list-style-type: none"> <li>1. 乙张培训系列修业证书的电子正本(成功完成培训及注册后); 以及</li> <li>2. 乙张人员注册证书的电子正本(成功完成注册后)。</li> </ol>	<p>1 year (1 年)</p>
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7.1.2 The applicant should select his/ her preferred MiC Personnel Registration Service and registration type(s) in F1. The completed application form (F1) should be emailed to HKQAA.

申请人应在表格 1 中选择其首选的 MiC 人员注册服务和注册类型，然后通过电子邮件将填写完整的申请表格（表格 1）提交给香港品质保证局（HKQAA）。

#### Organization Application 机构申请

If assisting employees in applying for personnel registration services as an organization, the company representative should obtain the Individual Application Form (F1), the Organization Application Form (F1714) and the Course Completion Declaration Form (F1712) from the Hong Kong Quality Assurance Agency (HKQAA).

如果以机构形式协助员工申请人员注册服务，公司代表应向香港品质保证局（HKQAA）获取个人申请表格（表格 1）、机构申请表（表格 1714）及课程完成申报表（表格 1712）。

The company representative should distribute the F1 and F1712 forms to the employees and have them complete the F1 form. The F1712 form serves the purpose of declaring the employees' accumulated course credits. Once the company representative has received all the completed F1 forms from the employees, they must fill out and sign the F1714 form accordingly. This indicates that the company representative will be assisting colleagues in the company with their personnel registration service applications on behalf of the company.

公司代表应将（表格 1）和（表格 1712）表格提供给有意参加的员工。员工应先填写并签署（表格 1），而（表格 1712）则用于员工申报已完成的累积课程学分。公司代表在收集到填写完整的（表格 1）后，根据该表格中的信息填写并签署（表格 1714）。这表示公司代表将代表公司协助同事进行人员注册服务的申请。

Finally, the company representative should email the completed F1 and F1714 forms to HKQAA. After completing the previous procedures, the company representative ensures that the organization's personnel registration applications are processed correctly.

最后，公司代表应通过电子邮件将（表格 1）和（表格 1714）提交给 HKQAA。在完成前述程序之后，公司代表确保机构的人员注册申请得到正确处理。

If an organization has assisted an employee in applying for personnel registration services, but the employee leaves the company before completing the registration process, to continue availing themselves of the personnel registration services, the employee must reapply for the service as an individual.

若机构已协助员工申请人员注册服务，然而该员工在完成注册手续之前离职，如欲继续享有人员注册服务，该员工需以个人身份重新申请该服务。

7.1.3 Payment can only be made by cheques or bank account transfer. Cheques shall be crossed and made payable to "Hong Kong Quality Assurance Agency". Post-dated cheque will not be accepted. A copy of the remittance advice shall be submitted together with the application by email when pay by bank account transfer. Payment details shall be referred to relevant invoice.

只接受支票或银行入数或转账的付款方式。如选择以支票付款，支票抬头请注明「香港品质保证局」并予划线。期票恕不接受。如选择以银行入数或转账付款，须电邮递交入数纸副本。付款详情请参阅发票。

## 7.2 Review of Application Information 申请资料审查

Upon receipt of the application and required fee, the information will be reviewed by HKQAA to confirm its accuracy and adequacy. Applicants and/or their company representatives will be contacted if further information is required. After review, formal approval will be arranged.

在收到申请及费用后，本局将进行相关资料审查，以确认其准确性和充分性。如有需要，本局会联络申请人及/或其公司代表提供进一步的资料。审核后，便会安排正式审批。

## 7.3 Confirmation of Registration Application and / or Training 人员注册和/或培训确认

Applicants and/or their company representatives will be notified of the registration application and training confirmation by email.

本局将会以电邮形式通知申请人 / 或其公司代表有关人员注册和培训确认。

## 7.4 Acquire Login Credentials for the Online Learning Platform 获取在线学习平台的登入信息

Once the applicant receives their learning account called "LightShare," they need to activate it within 24 hours to ensure creating a secure password and login successfully. Upon successful activation, the applicant view the online MiC training courses available on the LightShare platform. These courses cover a wide range of MiC and are designed to enhance knowledge, and professional development. They include pre-recorded videos, quizzes, and other learning materials.

申请人一旦收到名为「LightShare」的学习账号，需要在 24 小时内启用以确保创建一个安全密码和成功登入。成功启用后，申请人将完全可以观看位于 LightShare 平台上的在线 MiC 培训课程。这些课程涵盖了广泛的 MiC 知识，旨在提升知识水平和专业发展。课程内容包括预先录制的视频、测验和其他学习材料。

Applicants have the flexibility to select the training videos that align with their specific certificate course. Applicants are required to complete the training within the specified timeframe and submit this form to apply for personnel registration services. Once the purchase date expires, access to training videos, notes, and other learning materials will no longer be available for viewing, downloading, or retrieval. Detailed information about the courses and credit content can be obtained from the HKQAA.

申请人可以从感兴趣的证书课程中选择相关培训影片观看。申请人应在指定时间内完成培训并提交本表格以申请人员注册服务。购买日期到期后，培训影片、笔记及其他教材将无法继续观看、下载或索取。有关课程和学分内容的详细信息可与香港品质保证局索取。

## 7.5 Declaration of Course Credits 申报课程学分

Applicants are expected to complete the training videos required by the designated certificate courses. As part of the assessment process, applicants are required to submit a Course Completion Declaration Form (F1712) via email, indicating a minimum of 12 credits. Applicants might be required to provide supporting documentation as evidence of their fulfilment of the required training credits.

申请人需要完成相应证书课程内的培训影片。申请人需要电邮提交不少于 12 个学分的课程完成申报表格（表格 1712）作为评估依据。申请人可能需要提供证据来证明已完成所需的培训学分。

### Organization Submission 机构递交

The company representative is required to ensure the collection of all completed Course Completion Declaration Form (F1712) for training credit and submit them to HKQAA via email. Upon receipt, our organization will initiate the assessment and verification process.

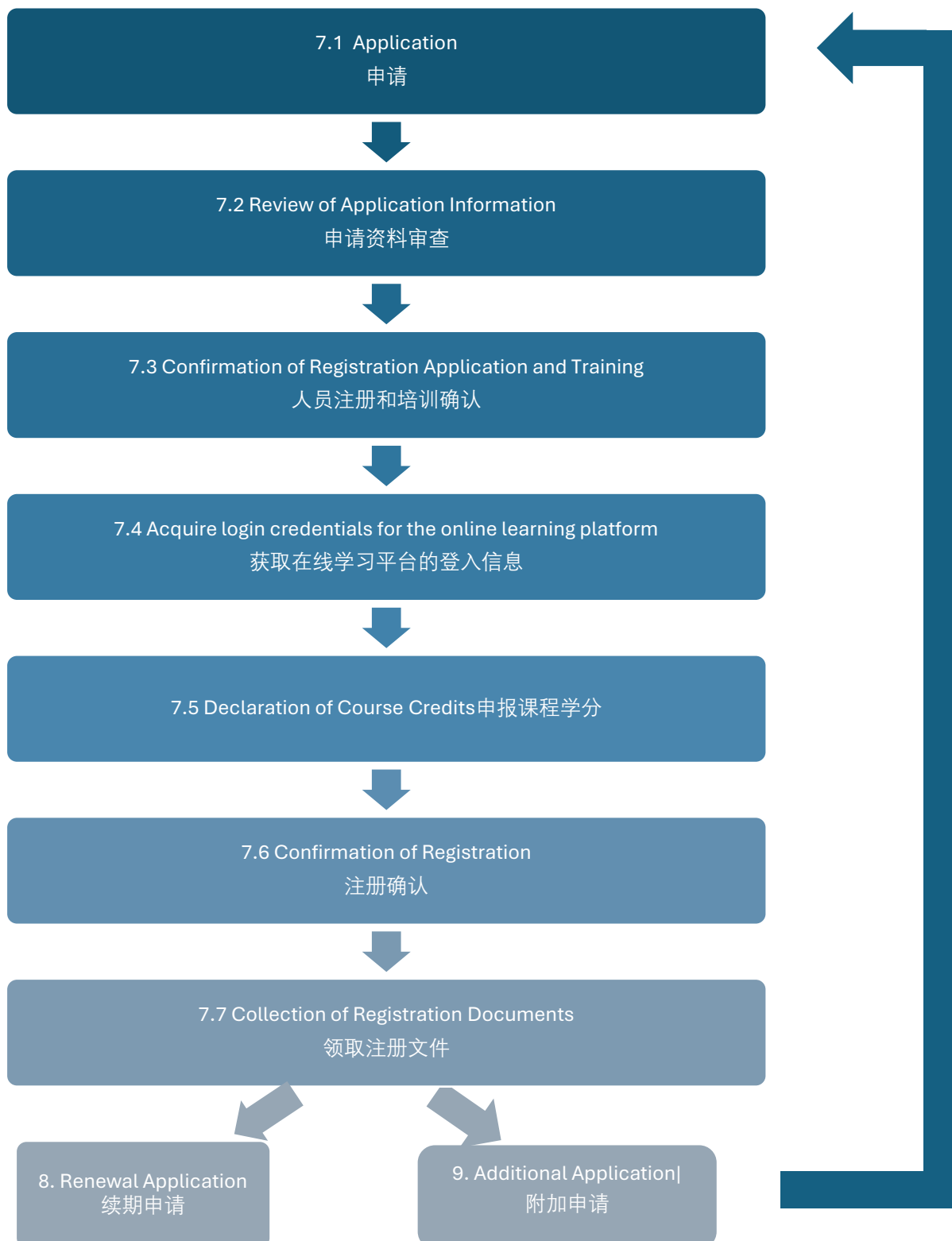
公司代表需要确保收集所有已完成的课程完成申报表格（表格 1712），并以电邮提交给 HKQAA。我们将进行评估和验证的程序。

## 7.6 Confirmation of Registration 注册确认

Applicants and/or their company representatives will be notified of the review registration results in email.  
本局将会以电邮形式通知申请人 / 或其公司代表有关申请注册结果。

Figure 1. Registration Process

图 1. 注册流程





## 7.7 Collection of Registration Documents 领取注册文件

Upon approval of application, a training completion certificate, registration certificate and registration mark for each type of MiC personnel, in addition to a registration letter, will be issued to the registered personnel. The registered personnel's registration details, including the name, registered personnel type, registration number and registration expiry date will be displayed on the registration letter. All documents will be provided in **electronic format**. HKQAA will send them to the registered applicant's designated email address.

在申请获得批准后，将向申请人发放相关 MiC 人员的培训修业证书、注册证书、注册标志，以及注册信函。注册人的注册详细信息，包括姓名、注册人员类型、注册编号和注册到期日期，将显示在注册信上。HKQAA 将上述文件以电子格式发送到注册申请人指定的电子邮件地址。

## 8. Renewal Application 续期申请

Regarding the renewal of personnel registration training, applicants are required to complete relevant Continuing Professional Development (CPD) courses annually. Applicants are expected to submit a MiC Course Completion Declaration Form (Form 1712) with a minimum of 6 credits as an evaluative criterion. Successful applicants will be granted a one-year extension to the validity period of their personnel registration. It should be noted that previously declared course credits cannot be double counted towards the renewal requirements. Applicants may be requested to provide substantiating evidence to demonstrate the fulfilment of the requisite training credits.

关于人员注册培训的续期，申请人需要每年完成相应的持续专业发展（CPD）课程。申请人需要提交不少于 6 个学分的课程完成申报表（表格 1712）作为评估依据。成功申请人可以延长其人员注册资格的有效期一年。已经申报过的课程学分不能够再次计算在续期要求中。申请人可能需要提供证据来证明已完成所需的培训学分。

If an applicant fails to renew their personnel registration within the valid period of the registration certificate, they may still apply within a six-month grace period following the certificate's expiration. However, late applications beyond this grace period will not be accepted. It is recommended that applicants carefully select and enrol in relevant courses anew to satisfy the renewal prerequisites.

如果申请人未能在人员注册证书的有效期内完成续期，仍可在证书到期后的六个月内提交申请。然而，逾期申请将不被受理。建议重新选择相应的课程并重新报名以满足续期要求。

The process of renewing personnel registration through the completion of CPD courses ensures that individuals remain abreast of the latest industry practices and developments. It also serves as a testament to their unwavering commitment to continuous professional development and their dedicated efforts in augmenting their skill set and knowledge base.

通过完成 CPD 课程来续期人员注册，确保个人能够与行业的最新实践和发展保持同步。同时，这也展示了个人对持续专业发展的承诺，以及不断提升技能和知识的意愿。

## 9. Additional Application 附加申请

Applicants can apply multiple personnel registration. The additional application process is similar to the initial application. Applicants will continue to use the existing online learning platform, therefore, the procedure 7.4 - Acquire Login Credentials for the Online Learning Platform would be skipped. Please note that applicants are required to re-apply personnel registration according to the requirements of the application process for a successful application.

申请人可同时申请多个人员注册类别。申请流程与首次申请相似。由于申请人将继续使用原有的网上学习平台，因此无需进行程序 7.4 - 获取在线学习平台的登入信息。请注意，申请人需要按照申请流程的要求重新申请人员注册，以确保申请成功。

## 10. Withdrawal of Registration 取消注册

If registrants intend to withdraw their registration before the current registration expires, they can choose to submit a withdrawal request via email. The request should include the registrant's personal information (full name, personnel registration number, telephone number, email address) and a clear statement indicating their desire to withdraw the registration or the nature of their request.

如注册人有意在当前注册到期前取消注册，可选择通过电子邮件发送退出请求。请求中应包括注册人的个人资料（全名、人员注册号码、电话号码、电子邮件地址）以及明确表明其希望取消注册或请求的清晰陈述。

Please note that registrant in the " withdrawn " state are not permitted to continue using the registration mark associated with the program, and the registration certificate will become invalid. Once the registration is withdrawn, it cannot be reactivated.

请注意，处于「取消」状态的注册人不得继续使用该计划下的注册标志，并且注册证书将变为无效。取消注册后将无法恢复注册。

## 11. Replacement of Certificate, Registration Letter and / or Mark 补领证书, 注册信函及/或标志

Any applicant who has lost/ changed personal information and requests for the re-issuance of the Certificate, Registration Letter and / or Registration Mark shall email the request to HKQAA. The email should include the following information:

任何申请人如有遗失或更改个人资料，并需要重新补领证书、注册信函和/或注册标志，应向香港质量保证（HKQAA）发送电子邮件。邮件应包括以下信息：

1. Applicant's full name  
申请人的全名
2. Personnel registration number  
人员注册号码
3. Reason for the request  
请求的原因
4. Content of the request  
请求的内容

The required fee for the replacement of Certificate, Registration Letter and / or Registration Mark is HK\$ 300.

补领证书、注册信函和/或注册标志所需的费用为港币 300 元。

## 12. Refund Arrangement 退款安排

Application fees are non-refundable. Regardless of whether the application is approved or not, whether due to the applicant not meeting the requirements or other reasons, the paid fees will not be refunded.

不论申请是否获准或因为申请人未达到要求或其他原因，申请费用概不发还。

## 13. De-registration or Denial of Application

### 撤销注册或拒批申请

HKQAA is entitled, at its sole and absolute discretion, to (i) deregister the registrant; or (ii) reject the application lodged by the Applicant by issuing a written notice to the Applicant if:

遇到下述情况时，香港品质保证局有权(i)立即撤销注册人在本计划下的注册；或(ii)以书面通知申请人拒批其申请：

- If the Applicant/ Registrant fails to comply with the requirements stated on this Handbook and the relevant Terms and Conditions;  
若申请人/注册人未能遵守本计划的注册手册和相关的条款及条件列明的指引；
- If the Applicant/ Registrant commits misconduct or neglect in a professional respect;  
若申请人/注册人在专业方面，有失当或疏忽行为；
- If the Registrant was obtained registration by misrepresentation or fraud;  
若注册人是以失实陈述或欺诈手段获得注册的；
- If the Applicant/ Registrant is charged with professional-related laws;  
若申请人/注册人被控违反专业相关的法例；
- If the Applicant/ Registrant is convicted of any offence which may bring the profession into disrepute;  
若申请人/注册人被裁定犯刑事罪行，而该罪行可能损及服务专业的声誉；
- If the Applicant fails to pay any charges or fees as required under Terms and Conditions and/ or this Handbook;  
若申请人未能缴付本条款及条件及/或注册手册内要求的费用；
- If the Registrant does not timely submit the renewal application before the expiration of the registration; or  
若注册人未能在注册有效期届满前成功完成续期注册；或
- If there develop any events, matters or circumstances which, in the opinion of HKQAA, make or may make it inadvisable, inexpedient, or impracticable for the Registrant to remain registered under the Scheme or for HKQAA to proceed with the Application.  
若发生任何事件、事宜或情况导致香港品质保证局认为注册人在本计划下持续注册或继续处理注册人的申请可能或有可能是不合宜、不适宜或不切实可行。

## 14. Complaint Handling 投诉处理

Details of complaint shall be submitted in writing by post, by e-mail [hkqaa@hkqaa.org](mailto:hkqaa@hkqaa.org) to HKQAA. The Applicant registered under the Scheme will be asked to respond to questions from HKQAA regarding the complaint where necessary.

请以书面形式透过邮寄或电子邮件（[hkqaa@hkqaa.org](mailto:hkqaa@hkqaa.org)）向香港品质保证局（HKQAA）提交详细投诉内容。在必要时，参与计划的申请人将被要求回答 HKQAA 对投诉的相关问题。

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