

HKIB Attendance Policy for SFC CPT / IA CPD / PWMA OPT / HKIB CPD

Introduction

The Hong Kong Institute of Bankers (HKIB) has been helping hundreds of thousands of practitioners and young graduates to join the banking industry through professional qualifications and supporting their professional continuing development. To facilitate the professional qualifications holders to maintain their professionalism, HKIB has developed the HKIB Attendance Policy for SFC CPT / IA CPD / PWMA OPT / HKIB CPD. The main objective is to provide clear attendance requirements and guidelines to the learners when attending the training conducted by HKIB.

General Guidelines:

- 1 CPD hour will be awarded for 1-hour of participation of an activity
- CPD hours will be awarded or deducted in 0.5-hour intervals for an activity
- No CPD hours will be awarded if there is an incomplete sign-in record

“Late”¹ Handling Guidelines:

- No CPD hours will be deducted for an activity if the total accumulated late time < 15 minutes. But such time will be counted as accumulated away time
- 0.5 CPD hours will be deducted for an activity if the total accumulated late time > 15 minutes but < 30 minutes
- No CPD hours will be awarded for an activity if the total accumulated late time > 30 minutes

“Away”² Handling Guidelines:

- No CPD hours will be deducted for an activity if the total accumulated away or absent time < 15 minutes
- 0.5 CPD hours will be deducted for an activity if the total accumulated away or absent time > 15 minutes but < 30 minutes
- 1 CPD hour will be deducted for an activity if the total accumulated away or absent time > 30 minutes but < 60 minutes

Remark: Please refer to Appendix I for the examples on CPD Calculation and Appendix II for other important Rules for Attendance Reminders.

¹ “Late” (applicable to both traditional classroom training and virtual classroom training) means learner who fails to sign-in on time at the beginning of the activity. Any late sign-in between break(s) does not count as “Late” but “Away”.

² “Away” (in virtual classroom training) means learner who fails to let HKIB virtual classroom training assistant(s) to identify his/her presence of the activity.
“Away” (in face-to-face classroom training) means learner who physically leaves the activity classroom.

Appendix 1: Examples on CPD Calculation

	Scenarios Details	Training Sign-in Time	Late Time	Training Sign-out Time	Away Time	Accumulated Late and/or Away Time	CPD Hour Awarded
Case 1	<ul style="list-style-type: none"> No late No away 	9:00	\	12:00	\	\	3 CPD Hours
Case 2	<ul style="list-style-type: none"> <15 mins late No away 	9:14	14 mins	12:00	\	14 mins	3 CPD Hours
Case 3	<ul style="list-style-type: none"> >30 mins late No away 	9:31	31 mins	12:00	\	31 mins	0 CPD Hour
Case 4	<ul style="list-style-type: none"> <15 mins late >30 but <=60 mins away 	9:10	10 mins	12:00	9:30 – 9:45 (15 mins)	25 mins	2.5 CPD Hours
Case 5	<ul style="list-style-type: none"> >15 but < 30 mins late >30 but <=60 mins away 	9:16	16 mins	12:00	9:30 – 10:15 (45 mins)	61 mins	1.5 CPD Hours
Case 6	<ul style="list-style-type: none"> >15 but < 30 mins late >60 but <=90 mins away 	9:16	16 mins	12:00	9:30 – 10:15 (45 mins) & 11:00 – 11:30 (30 mins)	91 mins	1 CPD Hours

Scenario	
Total CPD Hour	3 hours
Training Starts Time	9:00
Training Ends Time	12:00

Note: HKIB reserves the final right on the CPD calculation and CPD hours awarded.

Appendix 2: Rules for Training Attendance

- **Comply with the identity verification process**
 - **Face-to-face training:**
 - HKIB on-site staffs will ask learners to present the valid identification documentations for identity verification purpose prior entering the training venue
 - **Virtual classroom training:**
 - Learners will be contacted by HKIB Virtual Training Classroom Assistants (VTA) for identity verification purpose prior to the beginning of virtual classroom training
 - Learners are required to show face all times (except break time) during the virtual classroom training. Learners who fail to comply will be considered as **“Away”** and CPD hours will be deducted

- **Sign-in and sign-out time record**
 - **Face-to-face training:**
 - Sign-in and sign-out time records are based on the worldwide time
 - **Virtual classroom training:**
 - Sign-in and sign-out time records are based on the clock displayed (i.e. aligned with worldwide time) in the virtual classroom training platform (i.e. ZOOM)

- **Audio/video recording:** during the training is strictly prohibited with the exception that prior approval has been obtained from HKIB

- **Avoid disturbance to others:** Set your mobile phone or any electronic device on silent mode