ECF on Cybersecurity
Frequently Asked Questions

General

1.   Is there any Professional Qualification Programme Scholarship Scheme for the programme?

Each year, HKIB selects the top two candidates from Core Level and award them with the scholarship as recognition. This is the way for HKIB to promote academic excellence and motivate future students to push themselves to achieve same high level of performance.

The two top candidates in Core Level, provided that all other granting requirements are met, can be awarded with a cash incentive (HKD4,000 for Core Level), and a study coupon which can provide candidates to study one more professional qualification offered by HKIB with all training and examination fees waived.

2.   Is it mandatory for Relevant Practitioners (RPs) to take the ECF-Cybersecurity (Core Level) programme?

While the ECF-Cybersecurity (Core Level) programme is not intended to be mandatory, Authorized Institutions (AIs) are encouraged to make use of it to enhance the level of core competence and ongoing professional development of RPs.

3.   I am working in the Bank's Product Development Team, is this programme applicable to me?

Yes, this programme is designed for all learners who meet entry requirements, including the ones from non-IT background to acquire the fundamental knowledge related to cybersecurity.

4.   What is the difference between this programme and the cybersecurity programmes found in the market?

This is the banking specific programme with sharing of the common practices adopted in the banking industry. It will introduce the technical foundation of cybersecurity and the cybersecurity controls used in the banking environment.

Training

5.   I do not have any IT background, can I enrol in the ECF-Cybersecurity (Core Level)

programme?

Yes, you may enrol in the ECF-Cybersecurity (Core Level) programme which is designed for all learners who meet the entry requirements, including the ones from non-IT background to acquire the fundamental knowledge related to cybersecurity. For details, please refer to the ECF-Cybersecurity Programme Handbook which can be found in HKIB website.

For learners who don't have any IT background, they may acquire some basic IT knowledge and information through studying the recommended materials listed on supplementary reading list before the lessons. To provide additional learning support, an e-Learning course "Cybersecurity Essentials" is available at the HKIB e-learning portal at HERE.

6. **What documents do I need to submit for enrolment?**

Candidates are required to submit the following items for enrolment:

	Membership Application	Training Application	Examination Application
(i) Complete the online application form on MyHKIB	✓	✓	✓
(ii) Upload a copy of your identity card/passport	✓	✓	✓
(iii) Upload relevant documents for Entry Qualification assessment (e.g. academic certificates/reference letters)	N/A	✓	N/A
(iv) Settle payment by credit card / Alipay / WeChat Pay	✓	✓	✓

Applicants can submit the application via MyHKIB.

7. **How can I know if I have been successfully enrolled?**

An email will be sent to the applicant confirming the class details at least five working days prior to the training commencement date.

8. **Is there any arrangement if I am absent from a training session?**

There is no make-up session arranged for any absentees. However, they may send the questions to the trainers through HKIB staff for clarification during their studying if any.

9. **What should I do if I need to change the training date due to some unexpected circumstances?**

Generally, any change of the training date is NOT allowed. However, if a candidate is sick on the

training date and cannot attend the training, he/she should inform the Institute and provide a supporting document (e.g. sick leave certificate) for our reference. The candidate may be permitted to attend the next subsequent training, subject to the availability of seats.

10. Can I apply for a refund if I withdraw the training application?

Once the training application is confirmed, all fees are non-refundable or non-transferable.

11. Could a full-time student apply for the training?

One of the objectives of the ECF-Cybersecurity programme is to develop a sustainable talent pool of cybersecurity practitioners in order to meet the workforce demand in this sector. As such, registered HKIB student members or post-secondary full-time students are also welcome to enrol on the training. Upon completion of the training and passed the relevant examination, the "Advanced Certificate for ECF on Cybersecurity" will be awarded to learners. Learners will also be granted with the designation of ECF Affiliate for the first year.

12. What is the attendance requirement?

To facilitate the learning process for candidates, learners are expected to have full attendance before taking the examination. Attendance will be taken in every training session.

13. Can I obtain the training material before the training?

A digital version of training material (i.e. Study Guide and PPT Slides) will be provided to learners together with the training confirmation email which will be sent to learners at least five working days before the training commencement. Printed version will only be available at an additional cost of HKD600 (including delivery fee) on request by learners.

14. Can I apply for training after the application deadline?

Late training enrolment will be accepted after the stipulated application deadline up to seven working days before course commencement to allow us to administer the application. A late entry fee of HKD200 (in addition to the training fee) will apply.

Examination

15. Is there a limit on the number of attempts for the examination?

There is no limitation on the number of attempts for the examination. However, a candidate is not

allowed to re-sit the examination if he/ she has already achieved a "Pass" in the examination before. Nonetheless, the completion period is eight years.

16.   When can I obtain the examination results?

Candidates may check their examination results online through the HKIB online platform. Candidates will receive an email notification once the examination results are available. Results will be released within four weeks from the examination date for MCQ-type examinations, and around eight weeks from the examination date of the last module in each examination diet for other types of examinations. The online examination results will be removed one month after they are released.

Candidates will receive their results slip by e-mail within two weeks after the examination result is released through HKIB online platform.

17.   What should I do if I wish to change the examination date?

Generally, any change of examination date will NOT be allowed. However, if a candidate is sick on the examination date and cannot sit the examination, he/ she should inform the Institute and provide a supporting document (e.g. sick leave certificate) for our reference. The candidate may be permitted to sit the next subsequent examination subject to the availability of seats.

18.   How can I appeal against my examination results?

By submitting a written request via email to exam@hkib.org, candidates may request a rechecking or remarking of their examination scripts within ONE MONTH after the issue of the examination results. Please note that there is a rechecking fee of HKD500 per module and remarking fee of HKD1,700 per module. Rechecking is only applied to the type of MCQ examination while remarking is applied to other types of examination.

19.   Can I enrol on the examination without attending the training programme?

To facilitate candidates' learning and to meet the QF requirement, all candidates are required to enrol on and complete the training of the relevant modules before attending the examination.

20.   How will I know if my examination application has been accepted?

Once the completed application form has been submitted, applicants will receive an Acceptance Notification email within two weeks. An "Examination Attendance Notice" will also be sent two

weeks before the examination.

21. What certificate will be awarded after completion of the ECF-Cybersecurity training programme and examination?

After completion of the ECF-Cybersecurity (Core Level) training and passed the examination, learners will be awarded the "Advanced Certificate for ECF on Cybersecurity".

22. Can I apply for examinations after the application deadline?

Late entries for examinations may be accepted up to 14 days after the stipulated application deadlines, subject to the availability of seats. An additional late entry fee of HKD200 will apply.

23. What should I do if I am unable to login to check the online examination result?

The online examination result will only be available upon receipt of the notification from HKIBwhich is issued as per the result release timeline (i.e., mentioned in question no. 19). Either a candidate's Registration or Membership Number is stated on the notification and is used together with the first four digits of the candidate's HKID No. to login. However, if you are still unable to login, you may contact HKIB at (852) 2153 7800.

Certification

24. How can I attain the Professional Qualification of ACsP?

Relevant Practitioners[1] who

(A)   have completed the training programme and passed the examination for the Core Level
(B)   have less than five years of relevant work experience in the cybersecurity function
(C)   have maintained a minimum of 20 CPD hours each year, and a minimum of 120 CPD hours overevery three years period.

They are then eligible to submit certification applications to HKIB. You may download the application form by clicking HERE.

Note 1: A "Relevant Practitioner" is a new entrant or existing practitioner engaged by an Authorized Institution (AI) to perform in roles ensuring operational cyber resilience. For details, please refer to the HKMA circular on ECF-Cybersecurity.

25. **I have obtained ACsP in August this year. When and how will I be notified to renew my certification?**

The certification renewal fee for ACsP is on an annual basis and runs from 1 January to 31 December. Irrespective of the date of your first certification with HKIB, your certification will expire on 31 December of the same year. You are required to renew your certification annually and a renewal notice will be emailed to all PQ holders in December.

If you fail to renew the certification before 31 January, your certification will be suspended, and your name and status information will not appear on the Certified Individuals (CI) Register published on HKIB website. As a result, you will not be allowed to include the Professional Qualification on your name card or CV.

26. **Can I apply for ACsP certification if I have completed the trainings and examinations, but I am not currently a Relevant Practitioner?**

No, you cannot apply for ACsP certification if you are currently not a Relevant Practitioner. However, you are eligible to apply for the ECF Affiliate which is a designation targeted for learners who have yet to fulfil the requirement of Relevant Practitioners or required years of relevant work experience for certification.

For details about ECF Affiliate, please contact HKIB at (852) 2153 7800 or email at cs@hkib.org.

Continuing Professional Development (CPD)

27. **Do I need to fulfil CPD requirements after I have become a Professional Qualification holder of ACsP?**

ACsP holders are required to complete a minimum of 20 CPD hours each year and a minimum of 120 CPD hours over every three years period.

The CPD requirements will be waived for the first calendar year (ending 31 December) of certification.

28. **What if I fail to meet the annual CPD requirements?**

If ACsP holders fail to comply with the CPD requirements, it would result in the suspension of their Professional Qualifications. Their name and Professional Qualification status would not appear on the Certified Individuals (CI) Register published on the HKIB website, and they would not be allowed to include the Professional Qualification on their name cards or CVs.

For cases where there are special reasons to justify the failure to meet the annual CPD requirements, for example, due to an extended sick leave, HKIB may consider reinstating the RP's ACsP certification on a case-by-case basis.