

HKIB Attendance Policy for CPD Activities

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 attaining professional qualifications and supporting their professional continuing development. To facilitate the professional qualifications holders to maintain their professionalism and fulfil the Continuous Professional Development (CPD) attendance requirements of HKIB, other professional institutes and regulators. HKIB has developed *this Policy*, which is applicable for SFC CPT / IA CPD / PWMA OPT / HKIB CPD and for government subsidies (e.g. Pilot Scheme on Training Subsidy for Fintech Practitioners and Pilot Green and Sustainable Finance Capacity Building Support Scheme... & etc.) application. The main objective of *this Policy* is to provide clear attendance requirements and specific guidelines to the learners when attending the CPD activities conducted by HKIB with CPD hours offering.

What is Attendance?

Attendance refers to the act of being present at a specific training / event or location. It is a measure of participation and presence in defined settings, e.g. Face to Face Classroom Training (FTF), Virtual Classroom Training and Events...etc. The measure includes:

- a) Identity verification
- b) Attendance requirements
- c) Calculation of attendance/CPD hours

For learners who fail to sign in on time at the beginning of the training or event, they will be considered as "Late". For learners who sign out but sign in late after break(s), it will be considered as "Away / Absent Time".

Remark: HKIB reserves the right to make final decision on the attendance arrangement for all the CPD activities without prior notice. Please refer to the HKIB Website for the latest update.

What is Certificate of Attendance?

The Certificate of Attendance issued by HKIB confirms that a learner has fulfilled and complied with HKIB Attendance Policy for a CPD activity organised by HKIB, with a certain number of "CPD Hours" and "Attendance Rate" awarded. Please refer to **Appendix I** for the sample of the Certificate of Attendance.

Remark: The "Attendance Rate" requirement differs across CPD activities, depending on the eligibility criteria of various subsidy schemes.¹

¹ Attendance Rate Requirement for Government Subsidized Programme in HKIB:
(a) Pilot Green and Sustainable Finance Capacity Building Support Scheme = 70%

a) Identity Verification Requirements

Face-to-face training

- Present valid photo ID (e.g. HKID, Passport, etc.) / Staff ID card (applicable for inhouse CPD activity only) to HKIB Training Assistant for identity verification prior to entering the training venue.

Virtual classroom training

- Log in to the virtual classroom using the unique Meeting ID and Meeting Password provided by HKIB.
- Rename your display name as “Assigned code + SURNAME + Given Name” in the virtual classroom.

Additional requirement for IA CPD and Pilot Green and Sustainable Finance Capacity Building Support Scheme with regulator's request:

- Receive a call from HKIB Training Assistant(s) for identity verification purposes prior to the beginning of virtual classroom training.

Remarks: *The above identity verification requirement does not apply to 1) HKIB Annual Banking Conference, 2) HKIB Cybersecurity Solutions Day, and 3) Regulator's Dialogue for Directors and Practitioners organised by HKIB of which different verification process applies.*

b) Attendance Requirement

Face-to-face training

- Be present in the CPD activity throughout the training.
- Sign in and out on the Attendance Record Sheet whenever entering or leaving the venue.

Virtual classroom training

- Remain logged in throughout the virtual classroom training.
- Sign in and out in the “Chat Box” whenever entering or leaving the virtual classroom training.

Additional requirement for IA CPD and Pilot Green and Sustainable Finance Capacity Building Support Scheme with regulator's request:

- Camera must be on and show your face (except during break) throughout the whole virtual classroom training period. Please refer to Appendix II Showing Face Guidelines for Virtual Classroom Training to ensure clear and full face are shown during the CPD activity.

Remark: *Audio / video recording is strictly prohibited from participants during the training unless prior approval has been obtained from HKIB.*

c) Calculation of Attendance / CPD Hours

General Principles:

- 1 CPD hour will be awarded for each hour of participation in the training.
- Calculation of CPD hours is based on 0.5-hour intervals.

For “Late” situation:

- No CPD hours will be deducted if late for less than 15 minutes, but the time will be accumulated as away/absent time.
- 0.5 CPD hours will be deducted if late for more than 15 minutes but less than 30 minutes per training session.
- No CPD hours will be awarded if late for more than 30 minutes per training session.

For “Away/Absent Time” situation:

- No CPD hours will be deducted if the total accumulated away/absent time is less than 15 minutes.
- 0.5 CPD hours will be deducted if the total accumulated away/absent time is more than 15 minutes but less than 30 minutes.
- 1 CPD hour will be deducted if the total accumulated away/absent time is more than 30 minutes but less than 60 minutes, and so on.

Remark: Please refer to Appendix III for the examples on Attendance/CPD Hour Calculation.

Appendix I: Sample of the Certificate of Attendance



Scenario	CPD Hour per Session	3 hours
Number of Session	5	

CPD Hours Awarded: Calculation is based on the learner's attendance in all training sessions.

Example: Learner A missed one of the five sessions and got full attendance in the remaining four sessions.

CPD Hours Awarded

= 15 - 3

= 12

Attendance Rate: Calculation is based on the CPD Hours Awarded to the learner

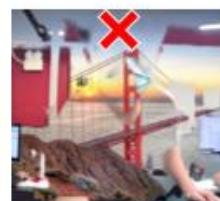
Example: 12 / 15 x 100%

= 80%

Appendix II: Showing Face Guidelines for Virtual Classroom Training

Don'ts

1. Show **only part of your face, part of your body, virtual background, profile picture, live video feed of your face, etc.**



✗ Show physical or virtual background only

✗ Virtual background covers your face

✗ Show part of your head only



✗ Show part of your body only



✗ Show profile picture only

✗ Show live video feed of your face

2. **Record** (including but not limited to audio, video and still photography) the training **without obtaining written consent** from HKIB
3. **Perform other activities** while participating in virtual classroom activity is prohibited.

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Appendix III: Examples on Calculation of Attendance/CPD Hour

	Scenarios Details	Training Sign-in Time	Late Time (Duration)	Training Sign-out Time	Away Time (Duration)	Accumulated Late and/or Away Time (Duration)	CPD Hour Awarded	Attendance Rate of that session
Case 1	• No late • No away	9:00	\	12:00	\	\	3 CPD Hours	100%
Case 2	• <=15 mins late • No away	9:14	14 mins	12:00	\	14 mins	3 CPD Hours	100%
Case 3	• >30 mins late	9:31	31 mins	12:00	\	31 mins	0 CPD Hour	0%
Case 4	• <=15 mins late • <=30 mins away	9:10	10 mins	12:00	9:30 – 9:45 (15 mins)	25 mins	2.5 CPD Hours	83%
Case 5	• >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	50%
Case 6	• >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	33%

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

Note: HKIB reserves the final right to determine CPD hour calculations and the awarding of CPD hours, in accordance with the CPD guidelines of the respective institutes or regulators.