

HKIB Attendance Policy for CPD Hours and Attendance Entitlement

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) hours / attendance requirements of HKIB, other professional institutes and regulators. HKIB has developed this “HKIB Attendance Policy for CPD Hours and Attendance Entitlement” (*the 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 a training / event conducted by HKIB with CPD hours and attendance awarded.

What is Attendance?

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

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

For learners who fail to sign in on time at the beginning of a training, 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 is a record issued by HKIB to confirm that a learner has fulfilled and complied with *the Policy*, the number of “CPD Hours” under which categories are awarded, and percentage of “Attendance Rate” achieved. Please refer to **Appendix I** Sample of the Certificate of Attendance for reference.

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 Subsidised Programme in HKIB: a) Pilot Green and Sustainable Finance Capacity Building Support Scheme = 70%

a) Identity Verification Requirements

Face-to-face training / event

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

Virtual classroom training / event

- Log in to the virtual classroom / venue 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 / venue.
Additional requirement for IA CPD and Pilot Green and Sustainable Finance Capacity Building Support Scheme virtual classroom training with regulator’s request:
 - Receive a call from HKIB Training Assistant(s) for identity verification purposes prior to the beginning of virtual classroom training / event.

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

b) Attendance Requirement

Face-to-face training / event

- Be physically present in the classroom / venue.
- Sign in and out on the Attendance Record Sheet whenever entering or leaving the classroom / venue.

Virtual classroom training / event

- Remain logged-in in the virtual classroom / venue throughout the training / event.
- Sign in and out in the “Chat Box” whenever entering or leaving the virtual classroom / venue.
Additional requirement for IA CPD and Pilot Green and Sustainable Finance Capacity Building Support Scheme virtual classroom training with regulator’s request:
 - Camera must be on and show your face (except during break) throughout the entire 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 training.

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

c) Calculation of CPD Hours / Attendance

General Principles:

- 1 CPD hour will be awarded for each hour of participation in the training session / event.
- 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 / event.
- No CPD hours will be awarded if late for more than 30 minutes per training session / event.

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 Examples on Calculation of CPD Hours / Attendance.

Appendix I: Sample of the Certificate of Attendance

香港銀行學會
The Hong Kong Institute of Bankers

出席證書
Certificate of Attendance

This is to certify that
XXX XXX XXX

has attended a XXXXX organised by The Hong Kong Institute of Bankers.

Date of Training:	D, D, D, D, D MMM YYYY	Attended Session:	1, 2, 3, 5
Total CPD Hours:	15 training hours	Training Mode:	Virtual Training
Total CPD Hours Awarded:	12 / 15	Attendance Rate:	80%

These training hours are applicable to:

- The professional qualification holders for complying with the Continuing Professional Development requirements under The Hong Kong Institute of Bankers (HKIB CPD) *except for the Core CPD hours required for AAMLP and CAMLP holders.*
- Licensed persons for complying with the Continuous Professional Training requirements under Securities and Futures Commission (SFC CPT).
- The professional qualification holders for complying with On-going Professional Training requirements under Private Wealth Management Association (PWMA OPT).

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證書編號 Certificate No ????????????????????

發出日期 Date of Issue DD MMMM YYYY

Authorised Signature
Carrie LEUNG, Chief Executive Officer

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.

$$\begin{aligned} &\text{CPD Hours Awarded} \\ &= 15 - 3 \\ &= 12 \end{aligned}$$

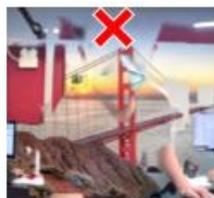
Attendance Rate: Calculation is based on the CPD Hours Awarded to the learner

$$\begin{aligned} \text{Example: } &12 / 15 \times 100\% \\ &= 80\% \end{aligned}$$

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 CPD Hour / Attendance

	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	<ul style="list-style-type: none"> No late No away 	9:00	\	12:00	\	\	3 CPD Hours	100%
Case 2	<ul style="list-style-type: none"> <=15 mins late No away 	9:14	14 mins	12:00	\	14 mins	3 CPD Hours	100%
Case 3	<ul style="list-style-type: none"> >30 mins late 	9:31	31 mins	12:00	\	31 mins	0 CPD Hour	0%
Case 4	<ul style="list-style-type: none"> <=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	<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	50%
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	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, the awarding of CPD hours and attendance, in accordance with the CPD guidelines of the respective institutes or regulators.*