HKIB Attendance Policy

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 fulfill the Continuous Professional Development (CPD) attendance requirements of other institutes and regulators, HKIB has developed this HKIB Attendance Policy. It will be applicable for SFC CPT / IA CPD / PWMA OPT / HKIB CPD and for government subsidies application. The main objective of this Policy is to provide clear attendance requirements and specific guidelines to the learners when attending the training 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. classroom training or virtual classroom training. The measure includes:

a)   Identification 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 (applicable to classroom training and virtual classroom training) or event, they will be considered "Late". For learners who sign out but sign in late after break(s), it will be considered as "Away/Absent Time".

a) Identification Verification Requirements

Face-to-face training
− Present valid identification documentation (e.g. HKID, Passport, etc.) 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 with Regulator Request:
− Receive a call from HKIB Training Assistant(s) for identity verification purposes prior to the beginning of virtual classroom training.

b) Attendance requirement

Face-to-face training
– Be present in the training venue throughout the entire session.
– Sign in and out on the attendance record sheet whenever entering or leaving the training 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 with Regulator Request:
– Show your face at all time (except during break) during the virtual classroom training.

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

c) Calculation of Attendance/CPD Hours

General Principles:
– 1 hour will be awarded for each hour of participation in the training.
– Hour calculation is based on 0.5-hour intervals.

For "Late" situation:
– No hour will be deducted if late by less than 15 minutes, but the time will be accumulated as away/absent time.
– 0.5 hour will be deducted if late by more than 15 minutes but less than 30 minutes.
– No CPD hour will be awarded if late by more than 30 minutes at the beginning of the training.

For "Away/Absent Time" situation:
– No hour will be deducted if the total accumulated away/absent time is less than 15 minutes.
– 0.5 hour will be deducted if the total accumulated away/absent time is more than 15 minutes but less than 30 minutes.
– 1 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 I for the examples on Attendance/CPD Hour Calculation

Appendix 1: Examples on Attendance/CPD Hour Calculation

	Scenarios Details	Training Sign-in Time	Late Time	Training Sign-out Time	Away Time (Duration)	Accumulated Late and/or Away Time	CPD Hour Awarded
Case 1	• No late • No away	9:00	\	12:00	\	\	3 CPD Hours
Case 2	• <15 mins late • No away	9:14	14 mins	12:00	\	14 mins	3 CPD Hours
Case 3	• >30 mins late • No away	9:31	31 mins	12:00	\	31 mins	0 CPD Hour
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
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
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

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 calculations and the awarding of CPD hours, in accordance with the CPD guidelines of the respective institutes or regulators.