



Category I : HKIB Talent Development Award (HKIB 人才發展獎) 2021 Application Form

Submission Guidelines

1. ALL questions should be answered for the purposes of assessment.
2. Please indicate your answers by checking the appropriate boxes.
3. All measures submitted should refer to the action completed between **1 January 2019 and 31 December 2020 (two calendar years)**.
4. The completed form should be submitted to The Hong Kong Institute of Bankers (“HKIB”) **on or before 8 February 2021** in one of the following ways:
By e-mail: tdaward@hkib.org
(Subject: Application for “HKIB Talent Development Award 2021”)
By post: HKIB, 3/F, Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong
(Ref: Application for “HKIB Talent Development Award 2021”)
5. For enquiries, please email us at tdaward@hkib.org or by calling us at (852) 2153 7800.

Assessment of Category I

Financial Institutions meeting the following requirements during the assessment period are eligible to apply for the Category I Award:

- **At least 50% of the measures** (21 out of 42 measures) have been achieved between **1 January 2019 and 31 December 2020**; and
- **Each assessment area** contains **at least 3 measures**.

Applicants will be evaluated in 3 assessment areas – **Engagement, Enabler and Encouragement (3Es)**.

Definitions

1. **PQP** = Professional Qualifications Programme including training and examination
2. **HKIB PQP** includes HKIB's Certified Banker (CB), Enhanced Competency Framework (ECF), Certified Financial Management Planner (CFMP™) and Certified Private Wealth Professional (CPWP).
3. **"Certificate"** refers to the awards conferred to those candidates who have successfully completed one or more of the HKIB PQP and/or other recognised banking and finance related training and have been awarded with respective certificates/ diplomas.
4. **"Professional Qualifications"** refer to the professional qualifications conferred by HKIB or other recognised banking and financial training bodies. To apply for HKIB professional qualifications, candidates have to be HKIB Members and relevant practitioners (where applicable); must have completed one or more of the HKIB PQP; and must possess the required banking and finance related work experience.
5. **CB Awards** include Advanced Diploma for CB, Professional Diploma for CB and Postgraduate Diploma for CB.
6. **CB Professional Qualifications** include CB, CB (Stage II) and CB (Stage I).
7. **ECF programmes** include:
 - ECF on Anti-Money Laundering and Counter-Financing of Terrorism;
 - ECF on Credit Risk Management;
 - ECF on Cybersecurity;
 - ECF on Retail Wealth Management; and
 - Any ECF programmes supported by other professional institutions.
8. **ECF Professional Qualifications** include:
 - **CAML**P = Certified Anti-Money Laundering Professional
 - **AAML**P = Associate Anti-Money Laundering Professional
 - **CCRP**(CL) = Certified Credit Risk Management Professional (Commercial Lending)
 - **CCRP**(CPM) = Certified Credit Risk Management Professional (Credit Portfolio Management)
 - **ACRP** = Associate Credit Risk Management Professional
 - **ACsP** = Associate Cybersecurity Professional
 - **CRWP** = Certified Retail Wealth Professional
 - **ARWP** = Associate Retail Wealth Professional
9. **CDP** = Continuing Development Programme
10. The **'Register of Certified Individuals'** includes designation holders of CB, CB (Stage II), CB (Stage I), CAMLP, AAML P, CCRP(CL), CCRP(CPM), ACRP, ACsP, CRWP, ARWP, CFMP, etc.

I. Application Information

Organisation

Name of Organisation

Authorized Institution under the HKMA

HKIB Corporate Membership/Corporate
Affiliate Number (if applicable)

Employee Size

- Below 100 Between 100 & 1,000
 Between 1,001 & 5,000 Above 5,000

Main Contact Person

Title

Name

Position

Department

Telephone

E-mail

II. Measures Achieved

A. Engagement

This part of measures should demonstrate how your organisation attracts the right talent by recognising holders of relevant Professional Qualifications/ Awards/ Certificate. Please indicate your answers by checking (✓) the boxes for measures that apply to your organisation.

Measures	Achieved (✓)
HKIB focused	
1. Engage holders of CB Professional Qualifications and/or Awards through recruitment advertisements	
2. Engage holders of ECF Professional Qualifications and/or Certificates through recruitment advertisements	
3. Engage holders of CB Professional Qualifications and/or Awards by recognising them as preferred candidates	
4. Engage holders of ECF Professional Qualifications and/or Certificates by recognising them as preferred candidates	
Others	
5. Engage holders with other banking and finance related Professional Qualifications, and/or Certificates through recruitment advertisements (please specify the Professional Qualifications and/or Certificates):	

6. Engage holders with other banking and finance related Professional Qualifications and/or Certificates by recognising them as preferred candidates (please specify the Professional Qualifications and/or Certificates):	
7. Engage undergraduates studying banking and finance related qualifications through internship/placement programmes for the sake of attracting young talent (please specify requirements of the internship/placement programmes, universities involved, etc.):	
8. Participating banks in the HKMA's Banking Talent Programme (BTP)	
9. Other measures related to "Engagement" (please specify):	
<i>Sub-total:</i>	<i>(out of 9)</i>

B. Enabler

This part of measures should demonstrate how your organisation enables employees to become banking professionals and to maintain their professional status. Please indicate your answers by checking (✓) the boxes for measures that apply to your organisation.

Measures	Achieved (✓)
HKIB focused	
1. Facilitate employees to be included on HKIB's 'Register of Certified Individuals (CI)'	
2. Have a mechanism to record employees who are on HKIB's 'Register of Certified Individuals (CI)'	
3. Have a policy to enable employees to pursue CB programmes (e.g. offering flexible working hours, examination leave, study leave, etc.)	
4. Have a policy to enable employees to pursue ECF programmes (e.g. offering flexible working hours, examination leave, study leave, etc.)	
5. Incorporate the CB and/or ECF programme as part of the Management Trainee	

programme/ new joiners' development programme to enable them to become banking professionals	
6. Include CB and/or ECF designations on employees' name cards to show their professional status	
7. Enable employees to serve HKIB on Sub-Committee Members and panels , or as subject experts to enhance their professional network (e.g. allowing them to attend meetings during working hours, nominating employees to actively serve HKIB, etc.)	
8. Enable employees to serve HKIB as trainers, examiners, moderators, reviewers, writers and award judges/assessors to enhance their professional standing (e.g. allowing them to attend meetings during working hours, nominating employees to actively serve HKIB, etc.)	
9. Enable employees to serve as speakers at HKIB career talks and seminars to enhance their professional standing (e.g. allowing them to serve HKIB during working hours, nominating employees to be HKIB's speakers, etc.)	
10. Have a mechanism to enable employees to connect with HKIB (e.g. a communication mechanism to disseminate HKIB's latest news, training and examination schedules, and information on industry awards, the Annual Banking Conference, workshops, seminars, etc.)	
11. Have a mechanism to enable employees to take part in the HKIB Outstanding Financial Management Planner Awards (Hong Kong and Mainland China).	
Others	
12. Have a policy to enable employees to pursue other banking and finance related qualifications (please specify):	
13. Incorporate other banking and finance related qualifications programmes as part of the Management Trainee programme/new joiners' development programme to enable them to become banking professionals (please specify):	
14. Enable employees to serve as speakers, trainers, examiners, reviewers and award judges/assessors in other programmes and events for the benefit of the banking industry (please specify):	

15. Support the Capacity Building Project by allowing the employees to understand the development of the organisations and the banking industry in the next five years, and to commit to the mission to fill in the talent gaps as listed in the project.	
16. Other measures related to “Enabler” (please specify):	
<i>Sub-total:</i>	<i>(out of 16)</i>

C. Encouragement

This part of measures should demonstrate how your organisation encourages employees to pursue a lifelong learning journey through talent management measures. Please indicate your answers by checking (✓) the boxes for measures that apply to your organisation.

Measures	Achieved (✓)
HKIB focused	
1. Offer rewards (e.g. bonuses, salary increments, etc.) to employees attaining HKIB PQP qualifications and/or designations	
2. Reserve training budget for employees to pursue CB training and/or examinations (e.g. offering education subsidies to employees)	
3. Reserve training budget for employees to pursue ECF training and/or examinations, including grandfathering applications (e.g. offering education subsidies to employees)	
4. Reserve budget for employees to apply for HKIB Membership	
5. Reserve budget for employees to renew their HKIB Membership	
6. Reserve budget for employees to apply for ECF certificate	
7. Reserve budget for employees to renew their ECF certificate	
8. Reserve budget for employees to participate in HKIB CDP activities or programmes (e.g. the Annual Banking Conference, CDP seminars and training sessions, etc.)	
9. Promote CB programmes in your financial institution’s office premises or branches (e.g. notices, posters, intranet, introduction of the programmes by team heads, etc.) to encourage employees to pursue a lifelong learning journey	
10. Promote ECF programmes in your financial institution’s office premises or branches (e.g. notices, posters, intranet, introduction of the programmes by team heads, etc.) to encourage employees to pursue a lifelong learning journey	
11. Recognise HKIB PQP Professional Qualifications and/or Certificate holders as one of the criteria for promotion	
12. Recognise those employees who have attained CB Professional Qualifications and/or Awards in internal employee communications (e.g. through e-mails from team heads,	

the in-house magazine, HR circulars, announcements at internal meetings, etc.)	
13. Recognise those employees who have attained ECF Professional Qualifications and/or Certificates in internal employee communications (e.g. through e-mails from team heads, the in-house magazine, HR circulars, announcements at internal meetings, etc.)	
Others	
14. Offer rewards (e.g. bonuses, salary increments, etc.) to employees to attain other banking and finance related qualifications and/or designations (please specify):	
15. Reserve training budget for employees to pursue other banking and finance related qualifications programmes and events (please specify):	
16. Recognise those employees who have attained other banking and finance related qualifications programmes (e.g. through e-mails from team heads, the in-house magazine, HR circulars, announcements at internal meetings, etc.) (please specify):	
17. Other measures related to “Encouragement” (please specify):	
<i>Sub-total:</i>	<i>(out of 17)</i>

Declaration

- I declare that the information contained in this application form is truthful and complete, and will be used for the purposes of Award assessment, administration and communication by HKIB.
- I agree to notify HKIB of any material changes to the responses to any of the questions in this application, including my contact details. I understand and agree that HKIB may verify the statements I have made with respect to this application, and that my organisation may be disqualified for any misrepresentation in this application.
- I understand and agree to comply with all conditions, requirements, policies and procedures established by HKIB as may be amended from time to time.

Authorised Signature with Company Chop

Position

Name of Signatory

Date