

Please scroll down for the English version. 本文件英文版載於中文版後。

線上 CPD/CPT 課程通過要求

本線上課程已通過香港學術及職業資歷評審局(評審局) 審批，並獲得保險業監管局(保監局) 的 CPD 時數和證券及期貨事務監察委員會(證監會) 的 CPT 時數。請閱讀以下有關 CPD/CPT 課程通過證要求。

CPD/CPT 課程通過要求

您必須親自完成課程內所有內容和活動，才可獲得由評審局所批准的 CPD/CPT 時數。如本院得知當中有任何部份是由他人代為完成，本院有權不授予任何 CPD/CPT 時數，而所繳款項亦一概不獲發還。

此外，您必須成功達到以下第(1)項及第(2)項準則，才可獲得由評審局所批准的 CPD/CPT 時數。

(1) 達到 CPD/CPT 指定時數

- ✓ 進行學習時，請留意課程所設定的時數（瀏覽 [網站](#) 或 課程的第一頁），因為此時數是已獲評審局、保監局及證監會審批的 CPD 時數，所以必須以此時數作課程完成時間的標準，方能獲得預期學習成果。
例如：該課程設定 CPD/CPT 時數為 2 小時，則您最少用 2 個小時來完成。(總測驗時間不作計算)

(2) 總測驗

- ✓ 總測驗分數最少達到 50%。

獲取審批的 CPD/CPT 時數	(1) 達到 CPD/CPT 指定時數	(2) 通過 總測驗	情景
能夠	✓	✓	1. 您用了 2 個小時或以上 來完成原本設定為 2 個小時的課程，並 通過總測驗 ，您最多可獲得的 CPD / CPT 時數是 2 小時。
未能	✗	✓	2. 課程設定的 CPD / CPT 時數是 2 小時，您用了 1 小時 45 分鐘 來完成並 通過總測驗 ，但您將 不會 獲得任何 CPD / CPT 時數。
未能	✓	✗	3. 您用了 3 個小時 來完成原本設定為 2 個小時的課程，但 沒有通過總測驗 ，您將 不會 獲得任何 CPD / CPT 時數。

測驗

每個線上 CPD/CPT 課程，均設有小測驗和總測驗，測驗的模式為多項選擇題 (Multiple-choice Questions MCQ)。

1. 小測驗

課程內的小測驗，旨在確保您能充分理解該部分的內容。CPD/CPT 課程通過要求不會包括小測驗成績。

2. 總測驗

課程結尾的總測驗 (合格分數為 50%)，旨在評估您對整體課程的領會及應用。總測驗成績必須合格，才能通過 CPD/CPT 課程要求。

課程詳情

您將會有 3 個星期的時間去完成整個課程及課程內的總測驗。若學員於總測驗 (合格分數為 50%) 中未能取得合格，將會於一星期內 (第四週) 透過電郵收到補測安排通知。學員可直接進行補測，毋須再次參加線上課程。

課程修讀期 (第一、二、三週)

1. 加入課程

學員將收到邀請電郵，主題為：“INVITATION to join the PolyU IAEE eLearning Portal”。



2. 開始上課

完成所有課程內容，包括文字、影片及測驗等。



3. 課程總測驗

學員需完成選擇題總測驗。



4. 合格 - 收到課程結果通知

若學員符合該課程的指定時數要求，並於總測驗取得合格，將能夠於線上學習平台下載結業證明信。

課程修讀期 (第四週)

5. 總測驗補測

若學員於總測驗取得的成績低於 50%，將會於一星期內 (第四週) 透過電郵收到補測安排通知。注意只有此次補測是免費。



6a. 合格 - 收到課程結果通知

若學員符合該課程的指定時數要求，並於總測驗補測取得合格，將能夠於線上學習平台下載結業證明信。



6b. 不合格 - 重新報讀課程

為了獲得由評審局所批准的 CPD/CPT 時數，學員須重新報讀該課程，並完成整個課程及課程內的總測驗。[按此](#)報讀課程。

身份驗證

您需要先輸入 **課程啟動驗證碼** 以作雙重認證。請以閣下電話的 WhatsApp 提取驗證碼。點擊「START QUIZ」，然後在指定的位置輸入課程啟動驗證碼。

課程啟動驗證碼



請以 Whatsapp 發送「**OTP to start course for** 加 **您電話號碼首四個數字**」到 +852 65227108 提取你的課程啟動驗證碼。

請參考以下例子：

OTP to start course for 5432 (5432 = 您電話號碼首四個數字)

START QUIZ >

請點擊「START QUIZ」完成課前學員聲明。

課前學員聲明

學員需完成聲明才能開始課堂。

Warning: For impersonation, or any other incidents of allowing an impostor to take E-learning Activity on the participants' behalf for the purpose of claiming CPD hours under the CPD Guideline, will be reported to the IA and/or other law enforcement agencies. E-learning Activity Providers should report to the IA all incidents of impersonation or abuse involving individual licensees as soon as reasonably practicable.

注意：任何人士若故意冒充學員身份或容許他人冒充其學員身份進行此網上課程，從而成功獲得相關的持續專業發展（CPD）時數，本院（香港理工大學企業發展院）將會直接向保險業監管局及相關的執法機構舉報。


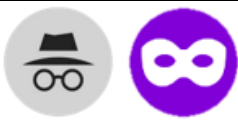




START QUIZ >

線上 CPD/CPT 課程常見問題

1. 我應該使用哪個瀏覽器進入線上學習平台？

為確保閣下能有一個愉快的網上學習體驗，

- 本院強烈建議您使最新版本的 **Google Chrome** 或 **Firefox** 來完成整個線上課程，Internet Explorer 或 Edge 則不建議使用。
- 此外，Chrome 無痕式視窗或 Firefox 隱私瀏覽視窗**均不建議使用**，以免影響閣下學習時數的相關紀錄。

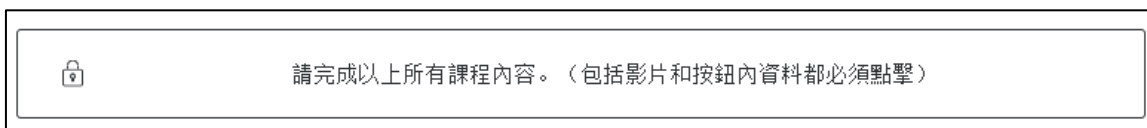
		
 Google Chrome/ Firefox 建議使用	 Chrome 無痕式視窗/ Firefox 隱私瀏覽 視窗不建議使用	 Internet Explorer/ Edge 不建議使用

2. 如果我在 線上課程的某一頁面上停留 1 小時，並同時在另一個窗口/瀏覽器上工作，我的學習時數記錄是 1 小時嗎？

不是，請注意如閣下在線上學習平台的頁面**靜止超過 2 分鐘**，線上學習系統將未能記錄閣下的學習時數。系統只會記錄閣下**在線上學習平台的相關學習時間**，即閣下**參與課程活動的時間**。

3. 我可以略過課程內的影片 / 語音資料不看 / 不聽嗎？

不可以。您必須瀏覽及閱讀課程內全部影片和語音資料的所有內容，否則系統會出現以下「阻止前進」的訊息：



4. 為什麼我無法進入下一部分課程？

課程內通常設有不同的線上學習環節，以確保學員能掌握到所有內容。如您尚未完成所在章節內的所有環節，將不能進入下一部分的課程。如遇到以上情況，請檢查您是否已經閱讀所有頁面（包括標籤、內容氣泡、時間軸等）、觀看所有影片及聆聽所有語音資料。

5. 我有多少時間完成課程？

您將有 3 星期完成課程（包括總測驗）。若您的總測驗分數低於 50%，您將會透過電郵收到補測安排通知，並需於 1 星期內完成補測。（只有一次補測機會）。

6. 系統會否計算閒置時間為 CPD/CPT 時數？

不會，系統只會根據您參與課程活動的時間，例如觀看影片、閱讀內文等，計算 CPD 時數。

7. 若我只用了 1.5 小時完成一個 2 小時的 CPD/CPT 課程，可獲得多少 CPD/CPT 時數？

您將無法獲得任何 CPD/CPT 時數。以一個 2 小時的課程為例，課程的最低學習時數要求為 2 小時。若您只用了 1.5 小時完成課程，即代表您未能達成最低學習時數要求，因此，將不會獲得任何 CPD/ CPT 時數。

8. 若我用 4 小時去完成一個 2 小時的 CPD/CPT 課程，我會否獲得 4 小時的 CPD/CPT 時數嗎？

不會，您所獲得的學習時數並不會超過課程指定的時數。以一個 2 小時的課程為例，您能獲得的 CPD/CPT 時數不會多於 2 小時。

9. 總測驗問題在哪裏？

如課程設有總測驗，問題將會在您完成課程後才顯示。

10. 我需要一次性完成總測驗嗎？能否中途退出線上學習平台？

您可以隨時登出線上學習平台。系統會記錄您已提交的答案。在課程修讀期間，您將可以再次登入繼續作答餘下問題。

11. 如何知道每個線上課程的學習進度？

您將於每週透過電郵收到學習進度報告，以顯示正在進行的所有課程。如果您連續 4 週沒有登入線上學習平台，您將不會收到此電郵，直到您再次登錄。

12. 總測驗合格分數是多少？

合格分數為 50%。

13. 我如何知道自己是否已完成了線上課程及總測驗分數？

完成所有問題後，系統便會顯示您的成績。當閣下符合該課程的指定時數要求及完成總測驗，正式結果通知將會發送至您的電郵信箱。

14. 如第一次總測驗不合格，會有補測機會嗎？

有，如您於第一次的總測驗中不合格（即分數低於 50%），將有一次補測機會，而無需重新閱讀課程內容。

15. 我和其他學員的總測驗問題會否相同？

不會，總測驗問題和答案次序也是隨機抽取的。

16. 第一次總測驗和第二次測驗（即補測）的問題會否相同？

不會，兩次測驗的問題和答案並不相同。

17. 如我在第二次測驗（即補測）仍然不合格，仍會有再次補測的機會嗎？

不會，若您的補測仍然不合格，便需要重新報讀該課程。

課程查詢

若閣下對線上課程或學習平台有任何疑問或查詢，歡迎致電 +852 3400 2773 (香港時間 星期一至五上午 9:00 至下午 5:30) 或電郵至 elarning.iaee@polyu.edu.hk 與我們聯絡。

Please scroll up for the Chinese version. 本文件中文版載於英文版前。

Online CPD/CPT Course Pass Requirements

The online CPD/CPT courses have been approved by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) authorised by the Insurance Authority (IA), and the Securities and Futures Commission (SFC). Please refer to the following pass requirements.

CPD/CPT Course Pass Requirement

In order to receive the full CPD/CPT hours, you will need to read all the designed contents and to complete all the activities in the course. We reserve the right to withhold the CPD/CPT hours if we notice another person completed any part of the course on your behalf. Paid fee will not be refunded.

Learners are required to meet both (1) and (2) requirements below to receive the approved CPD/CPT hours.

(1) Learning Time

- ✓ Refer to the minimum designated hours of the course on the [website](#), or the first page of the eLearning course in the eLearning portal. The number of hours has been approved by IA and SFC based on the expected learning outcomes of the course. E.g. If the course is set for 2 hours, you should use at least 2 hours to learn the course. (Time spent on the End-of-module (EoM) assessment will not be counted).

(2) End-of-module Assessment (EoM) Score

- ✓ Attain at least 50% in the EoM assessment.

Receive Approved CPD/CPT Hours	(1) Learning Time	(2) Pass End-of-module Assessment Score	Scenarios
Yes	✓	✓	1. You spent 2 hours or more to complete a 2-hour course; you also passed the EoM assessment, you will receive a maximum of 2 CPD/CPT hours.
No	✗	✓	2. The course is a 2-hour course, you used 1 hour 45 minutes to complete the course and passed the EoM assessment, you will <u>not</u> receive any CPD/CPT hours.
No	✓	✗	3. You spent 3 hours to complete a 2-hour course but you failed the EoM assessment, you will <u>not</u> receive any CPD/CPT hours.

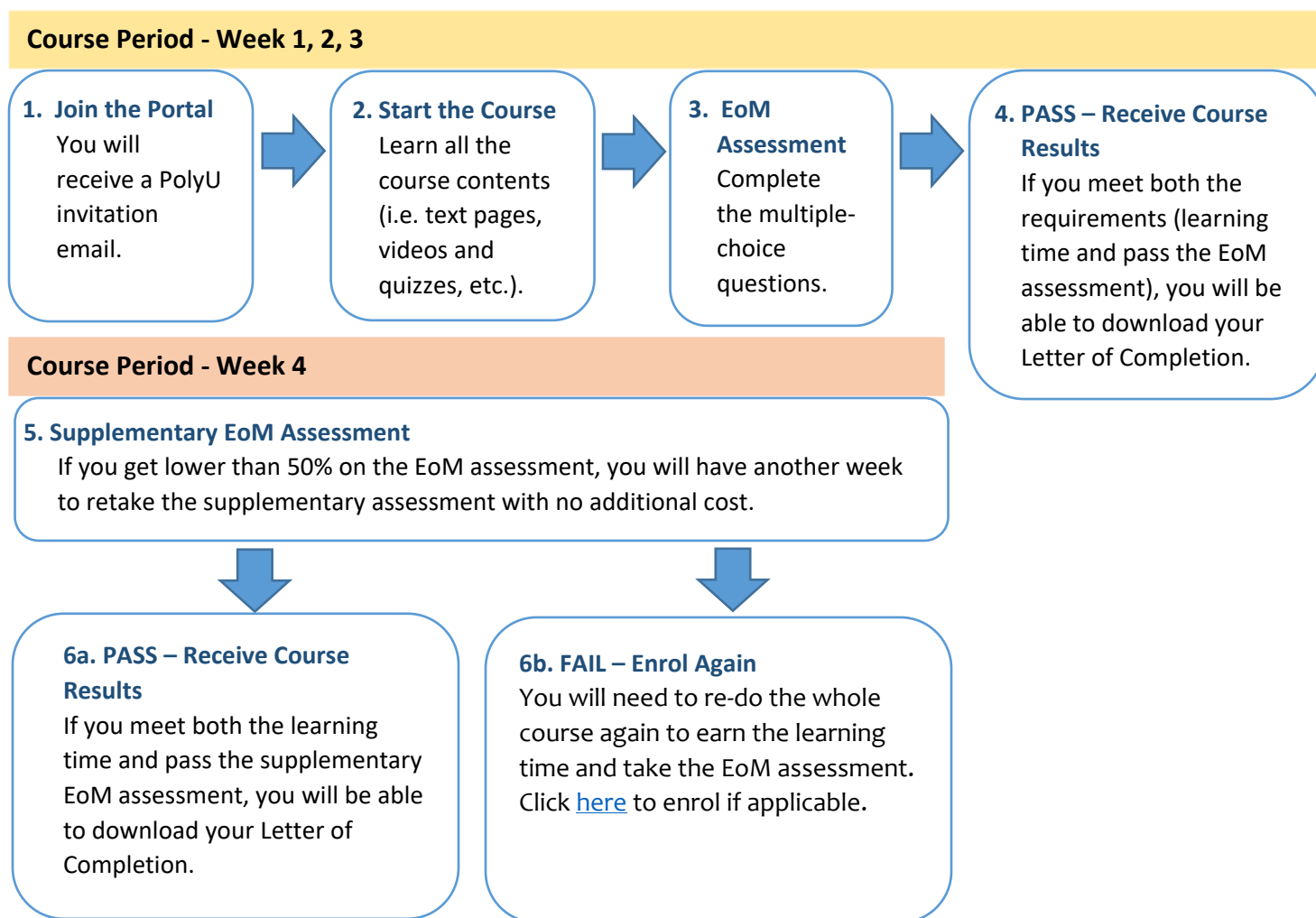
Assessments

In each eLearning CPD/CPT course, there are two types of quiz questions; Section Knowledge Check and End-of-module (EoM) Assessment. The quiz format is multiple-choice question (MCQ) style.

1. Section Knowledge Check - The MCQ in the Section Knowledge Check are used throughout the eLearning course to make sure you understand the key messages well in the sections of the course. The results of these questions will not be recorded.
2. EoM Assessment - The MCQ in the EoM Assessment is placed at the end of the eLearning course. The questions aim to assess your overall understanding and application of the course contents. The results of these questions in the EoM assessment will be recorded for the CPD/CPT course pass requirements. Pass mark is 50%.

Course Journey

You will have 3 weeks to learn the eLearning CPD/CPT courses and complete the EoM assessment. If you failed the first attempt on the EoM assessment (pass mark is 50%), a supplementary assessment will be provided to you in Week 4. You can go straight to the supplementary assessment without going through the learning hours again.



Identity Verification

As part of the verification process, you will need to use your mobile phone to get your one-time password.

Then click 'START QUIZ' and a box will appear for you to enter the one-time password.

課程啟動驗證碼

 Finance CDT

請以 Whatsapp 發送「**OTP to start course for** 加 **您電話號碼首四個數字**」
到 +852 65227108 提取你的課程啟動驗證碼。

請參考以下例子：
OTP to start course for 5432 (5432 = 您電話號碼首四個數字)

START QUIZ >

Click 'START QUIZ' to complete the Learner's Declaration.

課前學員聲明

學員需完成聲明才能開始課堂。

Warning: For impersonation, or any other incidents of allowing an impostor to take E-learning Activity on the participants' behalf for the purpose of claiming CPD hours under the CPD Guideline, will be reported to the IA and/or other law enforcement agencies. E-learning Activity Providers should report to the IA all incidents of impersonation or abuse involving individual licensees as soon as reasonably practicable.

注意：任何人士若故意冒充學員身份或容許他人冒充其學員身份進行此網上課程，從而成功獲得相關的持續專業發展 (CPD) 時數，本院 (香港理工大學企業發展院) 將會直接向保險業監管局及相關的執法機構舉報。







START QUIZ >

FAQ for eLearning CPD/CPT Courses

1. Which browsers are recommended to take the eLearning courses?

To ensure a good experience throughout the eLearning course, you are reminded to update the browser you plan to use to the latest version.

- **Google Chrome** or **Firefox** is recommended.
- **Do not use** Chrome Incognito or Firefox Private Window because these windows may not log the learning time accurately.
- **Do not use** Internet Explorer or Edge.

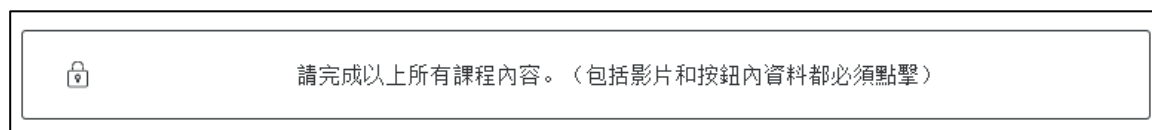
		
 Google Chrome/ Firefox Recommended	 Chrome Incognito/ Firefox Private Window Not Recommended	 Internet Explorer/ Edge Not Recommended

2. If I stay on the same page in the eLearning course for 1 hour and work on another window/ browser at the same time, would the learning time on the eLearning page still be logged for 1 hour?

No, learning time log will be suspended if your eLearning page is idled for **more than 2 minutes**. Our system will only track learning time if you are **active on the eLearning page**.

3. Can I skip the videos or audio clips?

You can't. It is important to go through all the video and audio clips. If you don't watch the full videos or listen to the full audio clips, you will see a "block" message like this:



4. Why can't I go forward to the next section in the eLearning course?

In some courses, there are different features to make sure the learners go through all the designed contents. Learners could be blocked from going forward to the next section if the activities set in the current section are not completed. Please go back to the previous pages to make sure you have read all the items (including the tabs, image bubbles, timelines, etc.), completed all the activities, watched all the videos, and listened to all the audio clips.

5. How long do I have to complete the course?

Learners will have 3 weeks to complete the course, including the end-of-module (EoM) assessment. If your EoM assessment score is less than 50%, you will have one week to re-take the assessment (ONCE only).

6. Would the system count the idle time towards the CPD/CPT hours?

No, only the active learning time spent on the course, e.g. watching videos, reading the text etc., will be logged in the system and counted towards the CPD/CPT hours.

7. If it only took me 1.5 hours to finish a 2-hour CPD/CPT course, how many CPD/CPT hours will I get?

You will not get any CPD/CPT hour. The CPD/CPT hours reflect the minimum amount of time designed for learners to learn the entire course and meet the learning outcomes. In this case, if you only spent 1.5 hours in a 2-hour course, you will not get any CPD/CPT hour.

8. If it took me 4 hours to finish a 2-hour CPD/CPT course, do I get 4 CPD hours?

You will only get the set hours of the course, i.e. 2 hours in this example.

9. Where can I find the EoM assessment?

If there is an EoM assessment in the course, you will see it at the end of the course.

10. Can I leave the portal half way through the EoM assessment?

Yes, the answered questions will be logged in the system. You can come back to complete the remaining questions within the course period.

11. How do I know the study progress of each eLearning course?

Progress Report email will be emailed to you once a week and show all the courses you are undertaking. The completed courses will not be shown in this progress report. If you don't log in to the portal for 4 consecutive weeks, these emails will be suspended until you log in the portal again.

12. What is the pass mark for the EoM assessment?

The pass mark is 50%.

13. How do I find out if I have completed the eLearning courses and the assessment results?

The result of the assessment will be shown after submission. The learning time and assessment result of each course will be shown in the Course Completion email.

14. Would I have a second chance to retake the assessment if I failed on the first attempt?

Yes, you will have one more chance to retake the assessment if your score is lower than 50%. You can take the supplementary assessment without learning the course from the beginning again.

15. Will my colleagues doing the same course have the same questions in the EoM assessment?

No, the questions and answers are randomised.

16. Are the questions in the supplementary assessment the same as the first attempt paper?

No, the questions and answers are different.

17. Would I be able to re-take the EoM assessment again if I failed the second attempt?

No, you will not have the third attempt to take the assessment. You will have to re-enrol again as a new learner.

Enquiry

Should you have any questions about the eLearning courses or the portal, please contact us on +852 3400 2773 (Monday to Friday 9:00am to 5:30pm Hong Kong time) or elearning.iaee@polyu.edu.hk.