**THE LAW SOCIETY OF HONG KONG**

**DEPARTMENT OF STANDARDS AND DEVELOPMENT**

# APPLICATION FOR ACCREDITATION OF RISK MANAGEMENT EDUCATION ELECTIVE COURSE

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|  |  |  | Tel:  Fax:  Email: | |  | |  | FOR OFFICE USE Action taken on application: | | | |  | |
|  | Application Date |  | Tel, Fax and Email of Applicant | |  | |  | **Approved: credited with \_\_\_CPD**  **points** | | | |  | |
| 1. | Name and address of Applicant (person completing the form) | | | |  | |  |  | | | |  | |
|  |  | |  | Accreditation denied, no CPDcredit is granted | | | |  | |
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| 2. | Name of firm | | | |  | |  | Comments (see attached): | | | |  | |
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| 3. | Title of educational activity  **RISK MANAGEMENT**  \* Category :  \* Code :  Level:  Language (Medium of Instructions) : | | | | 4. | | Date and location of course | | | | | | |
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| 5. | Application Fee (attached, if applicable)  Yes No | | | | | | | | | | | | |
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| 6. | Name, professional / educational background, practical / teaching experience, relevant experience in risk management issues (if any) and current employment of tutor(s) (short C.V.'s may be submitted in lieu of description) | | | | | | | | | | | | |
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| 7. | Please provide a complete description of all materials to be distributed to participants Looseleaf Bound Typewritten Typeset Total Pages (estimated) \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
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| 8. | Description of physical facilities (check all that apply) Classroom Theatre Writing Surface Other – describe:  Seating Seating available | | | | | | | | | | | | |
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| 9. | Target Audience: | | | 10. | | Estimated Number of Participants: | | | | | | | |
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| 11. | Method of evaluation of programme (check all that apply)  Participant critique Independent evaluation form Other – describe:  (Law Society form) | | | | | | | | | |
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| 12. | Has a course or any part of a course of a similar nature been offered and accredited as an RME course before? Yes No  If yes, please indicate title, dates and sponsoring agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  If yes, please indicate no. of any CPD points awarded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Were the same tutors used? Yes No  If no, list new presenter(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | | | | | |
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| 13. | I have reviewed the criteria for accreditation and made them known to each of the tutors.    Yes No | | | | | | | | | |
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|  | OUTLINE OF COURSE PRESENTATION | | | | | | | | | |
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|  | Please also provide detailed outline of course on reverse side, and attach programme agenda / brochure. | | | | | | | | | |
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| 14. | Time during which each segment will be offered | Subject content of each segment | | | Presenter(s) | | Teaching technique used in each segment | | | Total amount of time devoted to each segment |
|  |  |  | | |  | |  | | |  |
|  | Registration fee to be charged your registrants in HK dollars: $ | | | | | | Total hours  (excl. breaks) | | |  |

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| 15. | For Live Webinars and Multimedia, Audio-visual, Audio or Visual courses only:  (Please refer to guideline 5 of the Mandatory CPD Information Package for details)  I also provide the following to the Law Society in support of my application:  i. A copy of the course material;  ii. For Webinars: Log in I.D. and password or other means for access to the course on-line in order that the Law Society can monitor the course;  iii. Evidence that the course is real time and interactive. The interactive elements include but are not limited to question and answer session(s), group work, quizzes and exercises. |
| 16. | For Recorded courses only:  (Please refer to guideline 7 of the Mandatory CPD Information Package for details)  I also provide the following to the Law Society in support of my application:  i. A copy of the course material;  ii. Log in I.D. and password or other means for access to the course on-line in order that the Law Society can monitor the course;  iii. Evidence that the course is interactive. The interactive elements include but are not limited to quizzes and exercises; and  iv. Details of the technical support services available to the participants. |
| 17. | Enhanced CPD points  For the development of practical skills, courses requiring delegates’ active participation, for example through workshops, will be more effective than more traditional lecture-based courses.  Where at least 1/3 of the tuition time is spent in such small group work, participants may add 25% to the actual time of the course. For example, a 4-hour workshop comprising 2 hours of small group work qualifies for 1 additional CPD point giving a total of 5 CPD points.  Please refer to Guideline 4.9 of the Mandatory CPD Information Package. |
| 18. | In consideration of the Law Society accrediting this course, the sponsoring organisation agrees (1) to meet the criteria for RME and CPD accreditation, (2) to offer the course materially in the way presented in this application, (3) to allow the Law Society of Hong Kong, a member thereof or such other person(s) as it shall designate, to attend, audit and view the programme (on the internet if it is a webinar or recorded course), (4) to submit promptly to the Law Society all materials and information relating to its provision of the course upon request,  (5) provide attendance records after the conduct of the course verifying that a participant has completed the course in full upon the request of the Law Society, and (6) to transmit an evaluation summary to the Department of Standards and Development of the Law Society by email within **seven (7) days** following the completion of the course, as detailed in this form.  Signature of applicant for and on  behalf of the firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  | **Personal Information Collection Statement**  The personal data (“the data”) collected in this application form (“this Application”) for accreditation of Risk Management Education Core Programme for Principals will be used by the Law Society of Hong Kong (“the Society”) for the purposes of processing this Application, evaluating the merits of this Application, auditing performance of the accredited courses, compiling statistics and keeping records of the accredited courses and other related matters.  In making this Application, it is obligatory for you to supply the Society with the data requested in this application form except as otherwise indicated. The consequence for you if you fail to supply such data is that the Society will not be able to process this Application.  The data may be provided to such persons within the Society whose proper business it is to have access to and assist in the processing of this Application and related matters. The data may also be provided to the Hong Kong Academy of Law Limited and to other persons who may help the Society in attaining the purposes above mentioned.  Any data that is provided to anyone outside of the Society will be restricted to what is necessary and not excessive to achieve any intended purpose.  You have the right to request access to and correction of the data. Any such request should be addressed to the Secretary General, the Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.  The Privacy Policy Statement of the Society is available on its website at [www.hklawsoc.org.hk](http://www.hklawsoc.org.hk) |