

(version July 2025)

- the group size: **3- 15 higher trainees**
 - Minimum 40 hours per year & minimum 20 sessions per year
 - Minimum 6 hours per 2-month & **Maximum 1 session per day**
 - Minimum 8 hours in total per module within the 2-year higher training period
 - As the Board will randomly select the recorded video files for checking per month.
- For the higher SEP video recording,

Before the seminar,

Organizer must submit the SEP pre-approval application to BVTs@hkcfp.org.hk not less than 2 weeks before seminar starts.

If there's any change on date/topic/venue/speaker, please be reminded to inform BVTs before the seminar starts.

If the SEP seminar is not suitable for video-recording, you are required to grant BVTs pre-approval 7 days before the seminar starts.

During the seminar,

Organizer must take place the SEP seminar with video-recording.

- Please make sure your video-recording equipment is functional.
- Please ensure the videos submitted are in good sound and image quality. The video should show the faces of all SEP members.
- The actual time duration of the SEP should be in par to the time duration of the applied SEP
- The members should have discussion during the SEP activities.

After the seminar,

Please retain the recorded video files on your own up to 6 months. The Board will randomly select the recorded video files for submission for checking. Organizer must submit the designated attendance form set by BVTs together with Synopsis within 1 month as usual.

Record SEP according to the approval code in the modular sheet from your higher training logbook and to be confirmed by course organizer.

The related period SEPs would be disqualified if fail to comply with the regulations.