Certified Trust Practitioner™ Accreditation Programme – Trust Training Certificate ("TTC") (version 2.0)

User Guide

Table of Content

Overview

- This is the [Certified Trust Practitioner™ Accreditation Programme – Trust Training Certificate ("TTC") (version 2.0)](#).

- Upon **completion** of the **FULL** TTC (Part A & B) and the respective examinations, eligible individuals may apply for the **Certified Trust Practitioner™** designation.

- You are **required** to:
  - Read the **study materials**, including Study Guide & Legislative Examples, slides, sample examination questions, and Summary of Changes (if any).

  - Complete the **eCourses** within **180-day** access period, which are the recorded version of the **TTC (version 2.0)** webinar session that ran during April to May 2024.

  - You will be **eligible** to sit for the Post-Training Examination after all the eCourses are fully completed. You must **schedule and choose** any available examination session **within 180 days** of your eCourse completion via the [HKSI Institute Online Portal](#).

- You, especially those who will take the examination, may download the study materials **before** you start this eCourse so that you could easily refer to it throughout the eCourse. The same materials are also downloadable via the Examination page (both Part A and B) after registration.

Launch the eCourse via HKSI Institute Online Portal

- Log in to the HKSI Institute Online Portal with your registered credentials.
- Click on **"CPT/Non-CPT Activity"** under **"UPCOMING ACTIVITY"** tab on right-hand panel
- Click the **"Launch Online"** button to be redirected to the Learning Management System ("LMS") page.
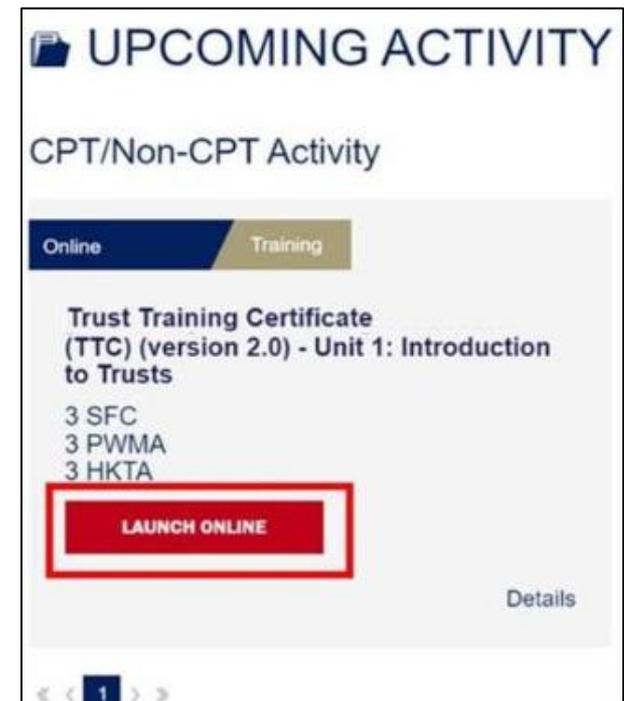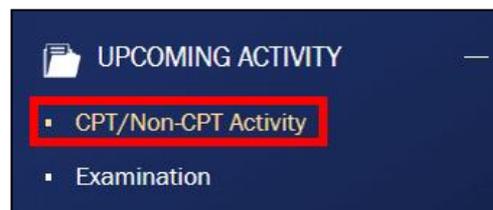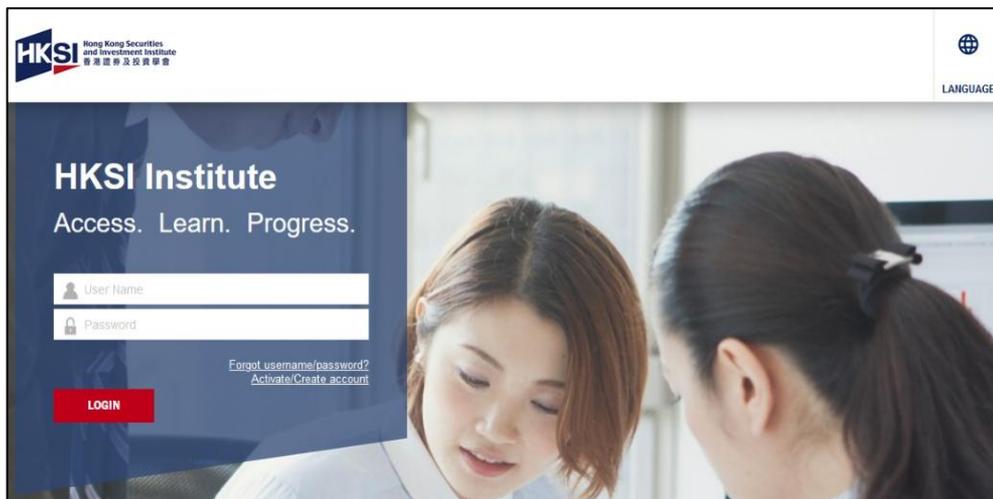
Launch the eCourse via HKSI Institute Online Portal

- On the LMS, view the course details and the **180-day completion deadline**. Ensure you **finish** the course **before the deadline**, as access will **expire** afterward.

Unit 1
Introduction to Trusts

Trust Training Certificate (TTC) (version 2.0) - Unit 1: Introduction to Trusts

Type: eLearning course

CPT Hour: 3.0

Completion deadline: Until 2026-06-29 23:59:59

Status: Completed

Description: This is Unit 1 of the "Trust Training Certificate" ("TTC") (version 2.0) training programme.

This eCourse is based on the rec...   More ⌄

👍 Like(5)   ★ Favourites(0)

- The following items are included in eCourse of each unit, and are **accessible within the 180-day access period**:
  - Study Material;
  - Course video in full version, with a final assessment; and
  - Course video in "Unlocked" version for revision purpose.

Navigate the eCourse

- You **must** go through the module(s) **in sequence** and **cannot skip any part** of the video if you view the Unit for the **first time**.

Hide or show the menu (the section and module(s)) of the Unit

Click to save progress when Exit course

Next will only be activated after viewing the video of the section

Indicate section(s) viewed / locked

Progress bar (Non-draggable)

Volume control

Exit the eCourse

- If you wish to exit anytime while completing the Unit, follow the steps below and your progress will be saved.

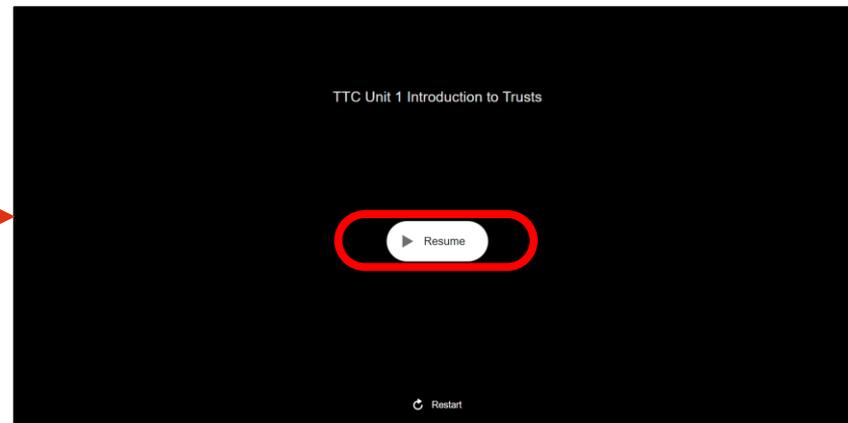Click "**Exit and save my progress**", then click "**Exit the course**".
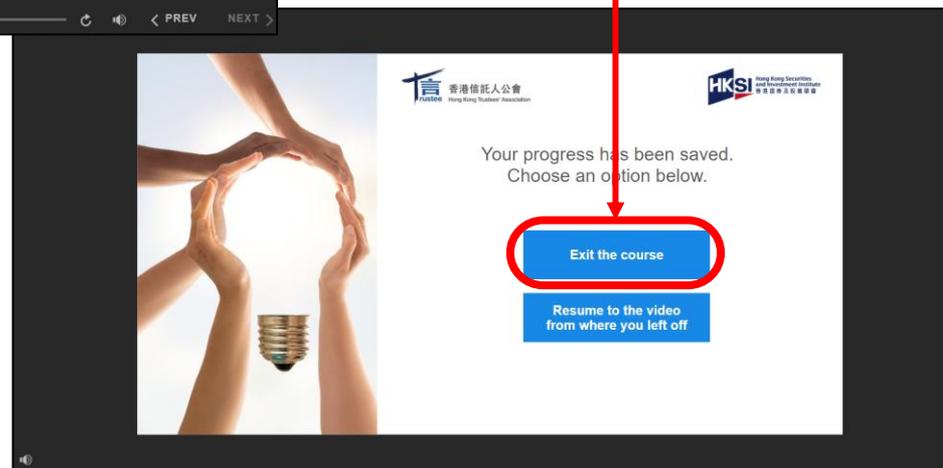
Resume to the eCourse

- You can resume to where you last viewed.

Name	Last Access Date	Best score	Status
TTC Unit 1 Introduction to Trusts	2021-07-22 23:14:12	0	In progress

Click the Unit to resume to the part where you last viewed, then click "**Resume**", followed by
"**Resume to the video from where you left off**"

Complete the eCourse

- Apart from viewing the course video of each unit, you have to complete a **10-question final assessment** and **achieve a minimum passing score of 80%** to complete the eCourse.
- You have **unlimited attempts** in the assessment until you pass it.
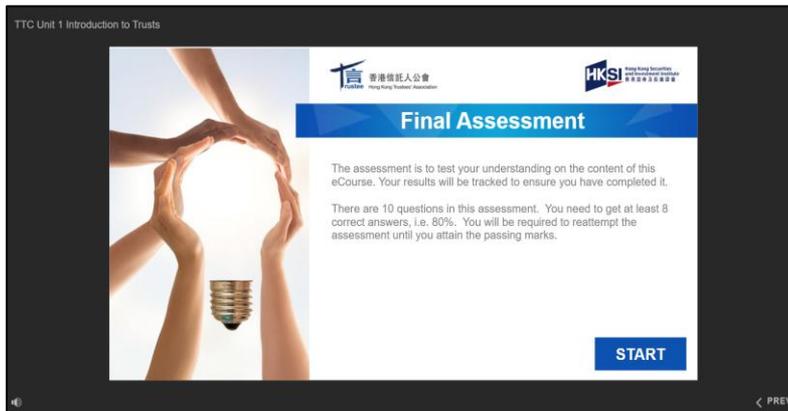
- If you did not pass the assessment, you can either click "**Retry**" to re-attempt the assessment or "**Restart**" the course.

- If you pass the assessment, you can either "**Review results**" or "**Revisit**" the course.
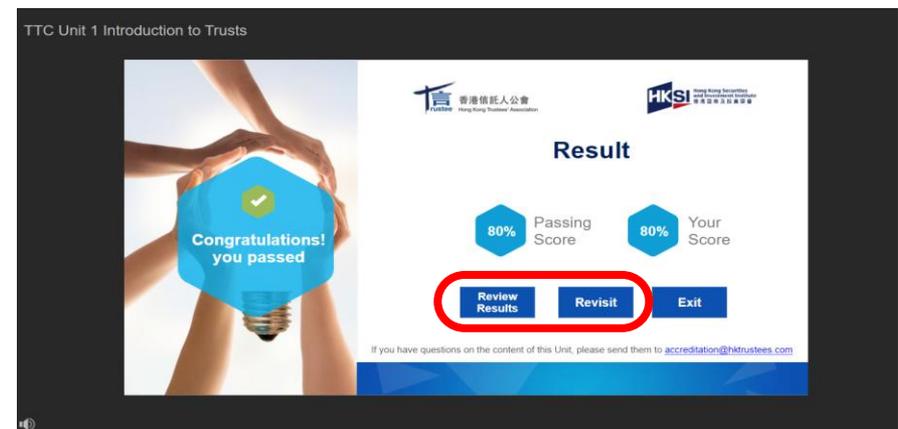
Check Unit Completion on LMS

- Under "**Content**" tab, you will see the Status as "**Passed**".
- In addition, you can go to "**My status**", the progress bar will be filled and there is a ✔ in the last column to indicate your completion.

Access Completed eCourse on LMS

- Once the course has been **completed** on the LMS, the course link will be **inaccessible**. To **review** the completed content **immediately after completing eCourse on LMS,**
    - Navigate to "**Content**" tab and locate the "**Review**" button next to the "**Learning Report**" for each module.

| TTC Unit 1 - Introduction to Trusts | 2026-02-11 21:32:40 | 80 | Completed |

| TTC Unit 1 - Introduction to Trusts |
| Maximum score: 100 | Passing score: 80 |
| Minimum learning duration: 0 min(s) |
| Review | Learning report |

- There is also an "**unlocked**" version of the eCourse in each Unit, i.e., without navigation control, which you can go to **any** section of the Unit in any sequence. Click "**Review**" to start the course video. (Note: The unlocked version is **accessible ONLY after** you have **completed** the eCourse.

| (Unlocked) TTC Unit 1 - Introduction to Trusts | -- | -- | Not started |

This version is for revision purposes with no navigation controls, i.e. you can navigate to any part of the video in the module. If you have met the completion criteria in this course, you need to click the "Review" button below to view it.

| Maximum score: 100 |
| Minimum learning durati | Review |

| [Unlocked] TTC Unit 1 Introduction to Trusts | | -- | -- | Not started |

Prerequisition reminder: You should finish ' TTC Unit 1 Introduction to Trusts ' before taking following modules.

| Maximum score: 100 | Passing score: 80 |
| Minimum learning duration: 0 min(s) |

Access Completed eCourse via the HKSI Institute Online Portal

- After completing an eCourse, you are still able to access and review the course content again **within the 180-day access period** via the HKSI Institute Online Portal, the procedures are as follows:

  – Login to HKSI Institute Online Portal.

  – Click on "**CPT Activity**" under "**RECORD**" on the right-hand panel.

  – Scroll down to the bottom of the screen and click on "**eCourses/eSeminars**". You will be redirected to the LMS.

  Review your completed eCourses/eSeminars before the access period expiry date

Access Completed eCourse via the HKSI Institute Online Portal (con't)

- Once on the LMS, if you have **completed** all the enrolled courses, the Enrolled courses page will **appear blank**.

- To proceed, click "**Learning**" > "**Enrolled Course**". Then, go to the "**Completed**" tab to select the completed unit you wish to review and click on the unit title.

- Click "**Review**" to start your course review on either the completed full version or unlocked version of course video *(refer to page 11 "Access Completed eCourses on LMS" for details)*.

Download the Certificate of Attendance

- Upon completion of an eCourse, a Certificate of Attendance will be available for download. The procedures are as follows:

  – Login to [HKSI Institute Online Portal](#).

  – Click on "**RECORD**" > "**CPT Activity**".

  – **Select your completion date** in the calendar and click "**SEARCH**" button to view the corresponding activity record(s).

  – In the search results, locate the course and click "**Print**" to print the certificate(s).

Support

- If you encounter technical problems or enquiries, please contact HKSI Institute at **education@hksi.org**.

- If you have questions related to the content of each Unit, please contact HKTA Secretariat at **accreditation@hktrustees.com**. You will get a reply within seven (7) working days.