

Glossary of Defined Terms

Reversion: 12 November 2025

JC Learning is operated by JC Human Resources Limited.

1. Purpose

This Glossary defines the capitalised terms used across the JC Learning Provider Legal Framework, including the Master Provider Agreement, Annex A – Plan Schedule, and all supporting policies.

Where a term is not defined here, its meaning is determined by context within the relevant document.

2. Defined Terms

“Agreement” means the Master Provider Agreement entered into between JC Learning (operated by JC Human Resources Limited) and the Provider, including its Annexes and referenced policies, as updated from time to time.

“Annex A” means the Plan Schedule attached to the Master Provider Agreement which defines Plan tiers, features, and revenue-sharing terms.

“Assessment” means any quiz, test, exercise, or written component required for completion of a course under the Platform, whether auto-graded or manually graded.

“Certificate” means the electronic certificate of completion or attendance issued through the Platform, showing the learner’s name, course title, completion date, and applicable logos.

“Certificate Verification” means the process provided by JC Learning that allows learners, employers, or third parties to verify the authenticity and validity of certificates issued through the Platform.

“Content Standards” means the standards and rules governing acceptable, accurate, and lawful content published by Providers on the Platform, as defined in the Content Standards & Acceptable Use Policy.

“Course” or **“CPD”** means a Continuing Professional Development programme, short course, webinar, or other learning activity listed and delivered through the Platform. This includes Free CPDs and other JC-approved sessions.

“Data Protection Laws” means all applicable laws relating to the protection of personal data and privacy in Hong Kong, including the Personal Data (Privacy) Ordinance (Cap. 486), and any updates thereto.

“Flex, Starter, Plus, and Pro Plans” mean the Provider participation plans defined in Annex A – Plan Schedule, each with different features, revenue shares, and operational inclusions.

“Free CPD” means a Continuing Professional Development course or webinar offered free of charge to participants with JC Learning’s approval, typically intended for later listing or sale as on-demand or replay versions.

“JC Learning” or **“the Platform”** means the online learning platform operated by JC Human Resources Limited, including its website, content delivery systems, and associated tools.

“Learner” means any individual registered on the Platform who enrolls in a course or CPD.

“Managed Operations” means the standard operational support provided by JC Learning as detailed in Clause 8 of the Master Provider Agreement, including enrolments, access links, notifications, and certificate automation.

“Net Receipts” means the total amount of course fees received by JC Learning from learners, less any payment-processor, wallet, or foreign exchange costs, as defined in the Master Provider Agreement.

“Plan” means the Provider’s selected participation level (Flex, Starter, Plus, or Pro) as defined in Annex A – Plan Schedule.

“Processing Costs” means all third-party payment processor fees, wallet handling charges, or FX conversion costs deducted from gross course fees prior to calculating revenue share.

“Provider” means any individual or organisation approved by JC Learning to deliver and list courses on the Platform under the terms of the Master Provider Agreement.

“Provider Content” means any video, text, assessment, or related materials uploaded or supplied by a Provider for publication on the Platform.

“Reversion Date” means the version date appearing in the header and footer of each policy or document, indicating its most recent revision.

“Revenue Share” means the allocation of Net Receipts between JC Learning and the Provider, based on the percentages defined under each Plan in Annex A.

“Verification Period” means the period of three (3) years from the date of issuance during which JC Learning maintains certificate verification availability, consistent with the Assessment & Certificate Terms.

3. Interpretation

3.1 Headings are for reference only and do not affect interpretation.

3.2 Words importing the singular include the plural and vice versa.

3.3 References to “including” mean “including without limitation.”

3.4 References to any policy or document are to that document as amended or replaced from time to time.

Notes

This Glossary forms part of the JC Learning Provider Legal Framework and applies to all associated agreements and policies.

It may be updated periodically; material changes will be notified in advance via the Platform.

In case of conflict, the specific policy or agreement provision shall prevail.

The latest versions of all documents are available at JC’s Provider Legal & Policy Page.

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