

# Recognition of Prior Learning Electrical and Mechanical Services

## **Application Guide and Application Form for Assessment Recognition of Prior Learning Unit (Assessment Office)**

## 1. Purpose of RPL Mechanism

Recognition of Prior Learning (RPL) is a mechanism whereby participation is on a voluntary basis. It aims to enable practitioners with various backgrounds to receive formal recognition of their knowledge, skills and experience under the Qualifications Framework (QF) with a view to promoting continuing education and lifelong learning. Aspiring practitioners can determine their starting points for learning and progression based on the qualification levels they have already acquired to minimise the need for repetitious training of the same skills.

## 2. Eligibility to Apply

The applicant must meet the following requirements:

- 2.1 be currently or previously in employment with the Electrical and Mechanical Services industry;
- 2.2 be a Hong Kong resident having the right of abode, the right to land or to stay in Hong Kong without restriction, i.e. either one of the symbols “A” (right of abode), “R” (right to land) or “U” (right to stay without any restrictions) should appear under the date of birth on his/her Hong Kong Identity Card (“HKID Card”). For interpretation of the symbols, please visit the website of the Immigration Department at <http://www.immd.gov.hk>. Holders of one-way permit who come to settle in Hong Kong from Mainland China can also apply. Those who are unable to present their one-way permits and HKID Cards in person for verification by the RPL Unit (Assessment Office) (“**the Assessment Office**”) should attach the photocopies of the same to the application forms for submission by mail; and
- 2.3 have reached the minimum requirement for years of working experience and relevant experience of the specific cluster of units to be recognized.

## 3. Application Procedures

- 3.1 Applications can be submitted in person, by proxy or by mail.
- 3.2 The completed application forms must be submitted together with the assessment fees and **photocopies** of supporting documents for years of working experience and relevant experience. (For applications by mail, only crossed cheques or bank cashier orders made payable to the “Vocational Training Council” will be accepted. Do not submit any original copies of the supporting documents. For applications in person or by proxy, original copies of the supporting documents should be produced for verification).
- 3.3 Applicants who are unable to present their HKID Card to the Assessment Office in person for verification should attach a **photocopy** of the same to the application forms for submission by mail.
- 3.4 To avoid any leakage of personal data, the photocopy of HKID Card provided by the applicant will be destroyed once the verification is completed.
- 3.5 Applicants must provide documentary proof of years of working experience and relevant experience issued by the employer or an authorised person (e.g. department heads or supervisors). The third party reference should include the applicant’s post title, scope of duty, years of working experience and relevant experience to prove that the functional areas he/she has previously engaged in tally with the clusters of units that have been applied for recognition.
- 3.6 If the aforesaid evidence of years of working experience are unavailable, applicants may submit other supplementary evidences (e.g. attestation of jobs issued by registered trade associations or labour unions, tax demand notes, payroll slips, or business registration certificates of the self-employed) to the Assessment Office for consideration.
- 3.7 The applicant must present the original copies of the supporting documents and HKID Card to the Assessment Office in person for verification within a specified time limit (one month from the issue date of the Confirmation Notice). Otherwise, the application shall be regarded as “unsuccessful case” and the **application fee paid will not be refunded**.
- 3.8 For applicants who need special arrangement and assistance, they should specify it clearly in Part I of the Application Form. The Assessment Office will assist to make the necessary arrangement as far as possible.

## 4. Fee Payment

The applicant may choose to pay the assessment fees through one of the following methods:

- (i) By cheques or bank cashier orders which must be crossed and made payable to the “Vocational Training Council”;
- (ii) By cash at the Assessment Office.

## 5. Clusters of Units of Competency and Assessment Fee

- 5.1 RPL assessment services are provided on a non-profit making basis. Applicants who request special service in the course of assessment may be asked to pay a surcharge based on the “user-pay” principle.
- 5.2 The RPL mechanism is conducted in the form of clusters of competency units. For details of the clusters of units, please visit the website of the Assessment Office at <http://rpl.vtc.edu.hk>.
- 5.3 The RPL mechanism of the Electrical and Mechanical Services industry is implemented with effect from 15 December 2015 (for Electrical Engineering and Welding branches) and 29 January 2018 (for Lift and Escalator Engineering, and Plumbing Engineering branches). During the five-year transitional period, applicants may apply for recognition of QF qualifications through the following means:

### **QF Levels 1 to 3**

Applicants apply for QF qualifications at Levels 1 to 3 may opt for:

- 1) Verification of the supporting documents of years of working experience and relevant experience; **or**
- 2) The assessment of the respective cluster of units. For enquiry about the assessment fees, please call the RPL hotline at 3907 6868 or visit the website of the Assessment Office at <http://rpl.vtc.edu.hk>.

## Electrical Engineering

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience
Low Voltage Electrical Installation	1	One year of work experience related to electrical supply facilities
Low Voltage Electrical Installation	2	Three years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Low Voltage Electrical Installation	3	Five years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Design for Low Voltage Electrical Supply Facilities	3	Five years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Repair and Maintenance for Low Voltage Electrical Supply Facilities	2	Three years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Repair and Maintenance for Low Voltage Electrical Supply Facilities	3	Five years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Repair and Maintenance for Electrical Equipment	2	Three years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Repair and Maintenance for Electrical Equipment	3	Five years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Electrical and Mechanical Assembly	2	Three years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical and mechanical assembly
Electrical and Mechanical Assembly	3	Five years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical and mechanical assembly
Motor Control Installation	2	Three years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Motor Control Installation	3	Five years of work experience in the Electrical and Mechanical Industry, with at least one year engaged in practical tasks relating to electrical supply facilities
Electrical Installation Operation and Management	3	Five years of work experience in the Electrical and Mechanical Industry, with three years engaged in tasks relating to the operation and management of electrical installations

## Welding

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience
Welding (MMAW)	2	Three years of work experience in the Electrical and Mechanical Industry, of which two years in electric welding
Welding (OAW)*	2	Three years of work experience in the Electrical and Mechanical Industry, of which two years in electric welding
Welding (Automatic Butt Fusion Method)	2	Three years of work experience in the Electrical and Mechanical Industry, of which two years in electric welding
Welding (MMAW)	3	Five years of work experience in the Electrical and Mechanical Industry, of which three years in electric welding
Welding (OAW)*	3	Five years of work experience in the Electrical and Mechanical Industry, of which three years in electric welding
Welding (MIG)	2	Three years of work experience in the Electrical and Mechanical Industry, of which two years in MIG welding
Welding (MIG)	3	Five years of work experience in the Electrical and Mechanical Industry, of which three years in MIG welding
Welding (TIG)	2	Three years of work experience in the Electrical and Mechanical Industry, of which two years in TIG welding
Welding (TIG)	3	Five years of work experience in the Electrical and Mechanical Industry, of which three years in TIG welding
Welding (Welding Inspection)	1	One year of work experience in the Electrical and Mechanical Industry, of which six months in welding
Welding (Welding Inspection)	2	Three years of work experience in the Electrical and Mechanical Industry, of which two years in welding

## Lift Engineering

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience
Lift Installation	1	One year's working experience in lift installation
Lift Installation	2	Three years' working experience in lift installation
Lift Installation	3	Five years' working experience in lift installation, including one year in supervision
Lift Repair	1	One year's working experience in lift maintenance and repair
Lift Repair(Machine Room & Lift Well Mechanical Installation)	2	Three years' working experience in lift maintenance and repair
Lift Repair(Machine Room & Lift Well Mechanical Installation)	3	Five years' working experience in lift maintenance and repair, including one year in supervision
Lift Repair(Electrical and Mechanical Installation)	2	Three years' working experience in lift maintenance and repair
Lift Repair(Electrical and Mechanical Installation)	3	Five years' working experience in lift maintenance and repair, including one year in supervision
Lift Testing	1	One year's working experience in lift testing
Lift Testing	2	Three years' working experience in lift testing
Lift Testing	3	Five years' working experience in lift testing, including one year in supervision

## Escalator Engineering

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience
Escalator Installation	1	One year's working experience in escalator installation
Escalator Installation	2	Three years' working experience in escalator installation
Escalator Installation	3	Five years' working experience in escalator installation, including one year in supervision
Escalator Repair	1	One year's working experience in escalator maintenance and repair
Escalator Repair	2	Three years' working experience in escalator maintenance and repair
Escalator Repair	3	Five years' working experience in escalator maintenance and repair, including one year in supervision
Escalator Testing	1	One year's working experience in escalator testing
Escalator Testing	2	Three years' working experience in escalator testing
Escalator Testing	3	Five years' working experience in escalator testing, including one year in supervision

## Plumbing Engineering

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience
Pipe Installation	1	One year's work experience in plumbing
Pipe Installation	2	Three years' work experience in plumbing
Pipe Installation	3	Five years' work experience in plumbing (including one year of relevant supervisory experience)
Pipe Testing	2	Three years' work experience in plumbing
Practices for Plumbing System	2	Three years' work experience in plumbing
Pipe Repair and Maintenance	3	Five years' work experience in plumbing (including one year of relevant supervisory experience)
Pipe Design	2	Three years' work experience in plumbing (including two years of relevant experience)
Pipe Design	3	Five years' work experience in plumbing (including three years of relevant experience)

### Notes:

Applicants applying the clusters with \* are required to provide relevant registration certificates /cards required for the work. Applicants applying clusters other than those with \* are advised to provide relevant registration certificates / cards possessed already for reference to facilitate the applications submitted.

### **Fees for Verification of Supporting Documents**

For recognition of QF qualifications at Levels 1 to 3 through verification of documents, the following assessment fees shall apply:

QF Level	One Cluster	# Two Clusters	# Three Clusters	# Four Clusters or More
Level 1 to Level 3	\$290	\$490	\$690	\$890

# Discount rates are offered on the condition that the applicant submits application for more than one cluster of the same industry at one time.

## QF Level 4

For recognition of QF qualifications at Level 4, the following assessment fees shall apply:

### Electrical Engineering

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee
Low Voltage Electrical Installation	4	Six years of work experience in the Electrical and Mechanical Industry, with at least four years engaged in practical tasks relating to electrical supply facilities	Interview and written test	\$1,200
High Voltage Electrical Installation*	4	Six years of work experience in the Electrical and Mechanical Industry, with at least four years engaged in practical tasks relating to electrical supply facilities and at least one year engaged in practical tasks relating to high voltage electrical supply facilities	Interview and written test	\$1,200
Design for Low Voltage Electrical Supply Facilities	4	Six years of work experience in the Electrical and Mechanical Industry, with at least four years engaged in practical tasks relating to electrical supply facilities	Interview and written test	\$1,200
Design for High Voltage Electrical Supply Facilities*	4	Six years of work experience in the Electrical and Mechanical Industry, with at least four years engaged in practical tasks relating to electrical supply facilities and at least one year engaged in practical tasks relating to high voltage electrical supply facilities	Interview and written test	\$1,200
Repair and Maintenance for Low Voltage Electrical Supply Facilities	4	Six years of work experience in the Electrical and Mechanical Industry, with at least four years engaged in practical tasks relating to electrical supply facilities	Interview and written test	\$1,200
Repair and Maintenance for High Voltage Electrical Supply Facilities*	4	Six years of work experience in the Electrical and Mechanical Industry, with at least four years engaged in practical tasks relating to electrical supply facilities and at least one year engaged in practical tasks relating to high voltage electrical supply facilities	Interview and written test	\$1,200
Electrical Installation Operation and Management	4	Six years of work experience in the Electrical and Mechanical Industry, with four years engaged in tasks relating to the operation and management of electrical installations	Interview and written test	\$1,200

### Plumbing Engineering

Cluster – Title	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee
Pipe Installation	4	Six years' work experience in plumbing (including three years of relevant supervisory experience)	Interview and written test	\$1,200
Pipe Repair and Maintenance	4	Six years' work experience in plumbing (including three years of relevant supervisory experience)	Interview and written test	\$1,200
Pipe Testing	4	Six years' work experience in plumbing (including three years of relevant supervisory experience)	Interview and written test	\$1,200
Pipe Design	4	Six years' work experience in plumbing (including four years of relevant experience)	Interview and written test	\$1,200
Pool Design	4	Six years' work experience in plumbing (including four years of relevant experience)	Interview and written test	\$1,200
Pool Installation	4	Six years' work experience in plumbing (including four years of relevant experience)	Interview and written test	\$1,200
Pool Testing	4	Six years' work experience in plumbing (including four years of relevant experience)	Interview and written test	\$1,200
Pool Maintenance	4	Six years' work experience in plumbing (including four years of relevant experience)	Interview and written test	\$1,200

#### Notes:

1. Applicants seeking recognition of QF qualifications at Level 4 can download the “Self-Assessment Form” of the respective cluster from the website of the Assessment Office at <http://rpl.vtc.edu.hk> or call the hotline at 3907 6868 to obtain a copy of the same. This form can be used as a reference guide for applicants to check their own competency level against the requirements of QF Level 4.
2. The interview assessments will be audio-video recorded for verification and appeal purposes.
3. Applicants applying the clusters with \* are required to provide relevant registration certificates /cards required for the work. Applicants applying clusters other than those with \* are advised to provide relevant registration certificates / cards possessed already for reference to facilitate the applications submitted.

## 6. Notification of Assessment Results and Issue of Certificates

- 6.1 The successful applicant will be awarded a Statement of Attainment. The applicant may choose to collect the Statement in person or by proxy at the Assessment Office (an authorisation letter and a photocopy of the applicant's HKID Card are required).
- 6.2 For applications for recognition of QF qualifications at Levels 1 to 3 through verification of supporting documents, the Statement of Attainment will be issued within eight weeks provided that all application materials are in order and all prescribed requirements are met.
- 6.3 In the case that recognition is sought by assessment, all assessments will be completed within three months from the issue of the Confirmation Notice of Application.

## 7. Reimbursement of Assessment Fees

Upon successful recognition of the RPL qualifications, applicants may apply for reimbursement of 75% of RPL assessment fees. After completing a QF-recognised training course, they may apply for reimbursement of the remaining 25%. For details of reimbursement, please contact Qualifications Framework Secretariat (QFS) at 3793 3957.

## 8. Personal Information Collection Statement

- 8.1 The personal data requested in this form and any other additional documentary evidence as may be requested will be treated as confidential and used for purposes relating to the application for Recognition of Prior Learning (RPL) only. The Assessment Office will be unable to process this application if the information required is not provided / incomplete or the documentary evidence fails to prove that the applicant meets the requirements of the specific cluster of units to be recognized.
- 8.2 The applicant's personal data may be provided to authorised government departments and other organisations or agencies for matters relating to RPL application, e.g. reimbursement of assessment fee.
- 8.3 For correction of or access to personal data after submission of the application form or enquiries on assessment matters, please write to the Recognition of Prior Learning Unit (Assessment Office).

## 9. Enquiry

For enquiries about RPL, please contact the Assessment Office.

**Recognition of Prior Learning Unit (Assessment Office)**  
**Unit A, 29/F, Billion Plaza II,**  
**10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong**  
**(near Exit A of Lai Chi Kok MTR Station)**

Website: <http://rpl.vtc.edu.hk>  
Hotline: 3907 6868  
Fax No.: 3755 4522  
Email: [qfrpl@vtc.edu.hk](mailto:qfrpl@vtc.edu.hk)  
Office Hours: Monday to Friday: 9:00 am to 1:00 pm; 2:00 pm to 5:30 pm  
Closed on Saturday Sundays and Public Holidays



**Recognition of Prior Learning Unit  
(Assessment Office)**

**Application Form for RPL  
Assessment  
Electrical and Mechanical Services**



Please refer to the “Application Guide” before filling in this Form. Please fill in the form with **BLOCK** letters using a black or blue ball pen.

Note: Applications for recognition of QF qualifications at Levels 1 to 3 may be made either through verification of documents or assessments. For recognition of QF qualification at Level 4, assessment will be conducted in addition to the provision of documents. Please note that the assessments of certain clusters may have additional requirements, apart from general interview, practical assessment or written test. For example, applicants may be required to present their design portfolio or do a simple demonstration during the interview. Please refer to the Application Guide for details.

For Use of the Assessment Office Only

Temporary No.: \_\_\_\_\_  
 File No.: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Part I: Personal Data (Personal Data must be the same as those shown on the applicant’s HKID Card)**

Name in Chinese: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_  
 Name in English: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_  
 HKID Card No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Date of Birth: DD MM YY Gender: Male  Female   
 Correspondence Address: \_\_\_\_\_

To facilitate the arrangement of assessment. Please put a “✓” as appropriate:  
 Do you need any special assistance? Yes  No   
 Please specify the assistance or translation services required: \_\_\_\_\_  
 (For example, enlarged text font size or reading services for people with visual impairment, barrier-free environment which allows the access of people using wheelchairs, English translation services for people with no knowledge in Chinese/Cantonese.)

Note 1: The Assessment Office provides the RPL assessment services on a non-profit making basis and the fees shall be determined by the assessment methods and cost required. If special services are needed in the course of assessment, the applicant may be required to pay a surcharge based on the “user-pay” principle. Applicants could ask for the details when they submit the applications to the Assessment Office.  
 Note 2: The applicant may be required to submit a medical certificate as a proof of disability so that the Assessment Office can make appropriate arrangements as and when required.

**Part II: Clusters of Units of Competency under which recognition is being sought (Fill in the cluster - titles. You can apply for recognition for more than one cluster.)**

Cluster - Title	QF Level	Years of relevant working experience	Opt for Assessment* (Applicable to Levels 1 to 3)	Re-assessment #	Fee
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Accumulated years of working experience in the Electrical and Mechanical Services industry : \_\_\_\_\_ Total: \_\_\_\_\_

\*During the five-year transitional period of the RPL mechanism for the Electrical and Mechanical Services industry (which starts from 15 December 2015 for Electrical Engineering and Welding branches and from 29 January 2018 for Lift and Escalator Engineering, and Plumbing Engineering branches), applicants seeking recognition of qualifications at Levels 1 to 3 may opt for verification of supporting documents or assessment. If you opt for assessment, please put a “✓” in the  as appropriate.  
 #For re-assessment, please put a “✓” in the  of the cluster concerned.



**Part III: Relevant Working Experiences (Photocopies of supporting documents for such working experiences should be attached hereto)**

In chronological order (Give the details on a separate sheet if needed.)

Name and Address of Company / Organisation	Position Held	Scope of Duty and Description*	From (DD/MM/YY)	To (DD/MM/YY)

\* To prove that the prescribed requirements are met, please specify the scope of duty and experience which are relevant to the clusters under which you seek recognition.

**Part IV: Collection of Statement of Attainment**

I wish to collect the Statement of Attainment by the following means:

- in person at the Assessment Office or by proxy.
- through my present employer.

**Part V: Other Documents or Professional Qualifications Relevant to the Assessment (Photocopies of which must be submitted)**

In chronological order (Give the details on a separate sheet if needed.)

**Part VI: Declaration**

- I declare that all information submitted above is true and accurate and agree that it can be used for related purposes pursuant to the personal data policy of the Assessment Office. I understand that providing false or misleading information will result in disqualification of my application and the Assessment Office has the right to take legal action against me for my liability.
- I agree that the Assessment Office may contact the officer-in-charge of the company(ies)/organisation(s) concerned to verify my documentary proof of years of working experience and relevant experience.
- I understand that I must not offer any gifts or hospitality to any staff of the Assessment Office or related persons directly or by whatsoever means. An act otherwise may be a breach of the law and the qualifications recognised may be revoked.
- I agree to compensate for any damage of machinery, tools or equipment in the course of my assessment. I also agree that the Assessment Office and VTC shall take no responsibility in respect of any of my personal injury or death caused by any negligence on my part.
- I agree that the interviews will be audio-video recorded for documentation and verification purposes.
- I have read the provisions set out in the Application Guide and agree to abide by the regulations set out therein.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_