

Note: 1. Please complete this form in black/blue ink and block letters. 2. Please sign to confirm each amendment made in this form. 3. Please read the "Notes to Applicants" on the RPL Unit website and the "Guide to RPL Application" before filling in this form.	Official Use Only	
	File No.: _____	Fee: _____
	Receipt No.: _____	Date: _____

1. Personal Data (Personal data must be the same as stated on Hong Kong Identity Card (HKID))			
Chinese Name	Mr/Ms*	HKID No.	
English Name		Date of Birth	(DD) (MM) (YYYY)
Res. Phone No.		Mobile Phone No.	
Email Address			
Correspondence Address			
Do you need special assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No *Please delete as appropriate Please specify the assistance or translation services required: _____ (For example, to enlarge text font size or reading services for people with visual impairment, a barrier-free environment which allows the access of people using wheelchairs, English translation services for people who cannot read Chinese, etc.) The Recognition of Prior Learning (RPL) Unit, VTC provides assessment services on a non-profit making basis. If special services are needed, the applicants may be required to pay a surcharge based on the "user-pays" principle. Applicants may be required to submit related proof documents in order that the RPL Unit can make appropriate arrangements.			

2. Industry (Please fill in a separate application form for each industry)				
<input type="checkbox"/> Automotive	<input type="checkbox"/> Catering	<input type="checkbox"/> Electrical & Mechanical Services	<input type="checkbox"/> Hairdressing	<input type="checkbox"/> Jewellery
<input type="checkbox"/> Printing & Publishing	<input type="checkbox"/> Property Management	<input type="checkbox"/> Retail	<input type="checkbox"/> Watch & Clock	

3. Application Item (Please attach a separate sheet if required)						
Cluster Name	QF Level	Total no. of Years in the Industry	Years of Relevant Work Experience	Choose Assessment*	Retake #	Fee
Total						

* If applying for recognition through assessment instead of verification of documents, please add a "✓" to the "Choose Assessment" column (Verification of documents is only applicable to particular clusters of QF Levels 1-3 in the Catering, Jewellery and Automotive industries.)

Please add a "✓" if applying for retake. Please contact RPL staff for the retake fee.

4. Relevant Working Experiences in chronological order (Please attach photocopies of the supporting documents)
(Please attach a separate sheet if required)

Name of company/organisation	Position	Scope and description of job duties*	Date (DD/MM/YY)	
			From	To

* Applicants should state the relevant scope of work and experience to demonstrate that the requisite requirements for applying for recognition are met.

5. Other Documents or Professional Qualifications Relevant to Assessment Application (Please attach photocopies of the supporting documents)

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6. Collection of Statement of Attainment

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

- In person or by proxy
- Authorise my present employer to collect the Statement and all documents including the admission letter, official receipt, assessment result notification letter, etc.

7. Declaration

- I declare that all information submitted above is true and complete. I understand that the Recognition of Prior Learning (RPL) Unit, VTC has the right to request me to provide the original documents for verification and/or review. I consent that the RPL Unit can use the information provided by me for the purpose set out in the VTC Personal Data Policy.
- I understand that providing false or misleading information will result in disqualification of my application and withdrawal of the recognised qualifications. The RPL Unit has the right to pursue my legal responsibility according to the law.
- I agree to allow the RPL Unit to 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 should not provide any benefit or hospitality to the staff of the RPL Unit or the relevant persons directly or by whatsoever means. Otherwise, I may be in conflict with the law and hence my recognised qualifications will be cancelled.
- I understand that I should be responsible and liable for any losses or damages to the machines, tools or equipment, and any personal injury or death in the assessment centre resulting from my negligence or wilful misconduct. I agree that the RPL Unit and the VTC would not be held any responsibilities.
- I agree that the RPL Unit takes video recordings during interviews and takes photos during practical assessments for verification purposes.
- I have read "Notes to Applicants" and "Guide to RPL Application", and agree to observe all the rules.
- I have read and fully understand the contents of the cluster lists, and confirmed that I meet the requirements of the year of working experience and relevant experience. In addition, I understand that my assessment result is subject to further verification and assessment by RPL assessors.**

Signature of Applicant : _____

Date : _____

Guide to RPL Application

1. Purpose

Recognition of Prior Learning (RPL) is a voluntary basis mechanism under the Qualifications Framework (QF). It aims to recognise the working experience and competency practitioners acquired in work capacities. The mechanism provides another way for practitioners to obtain qualifications recognised by the QF and to enhance their opportunities in further study and career advancement.

2. Eligibility to Apply

The applicants must meet the following requirements:

- 2.1 be currently or previously in employment with a related 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 on Hong Kong Identity Card. For an interpretation of the symbols, please visit the Immigration Department website at <http://www.immd.gov.hk>. Holders of one-way permits who come to settle in Hong Kong from the Mainland can also apply; and
- 2.3 have reached the minimum requirement of years of working experience and relevant experience of the specific cluster of competency units to be recognised.

3. Application Procedures

- 3.1 Applications can be submitted in person, by proxy or by mail.
- 3.2 The completed application form must be submitted together with the following documents[^]:
 - (a) Identity documents
 - (b) Certification letter of year of working experience and relevant experience
 - (c) Assessment fee

[^]Relevant licenses or certificates may be required for some clusters. Applicants should refer to the relevant cluster lists on our website.
- 3.3 For applications submitted by mail, please attach a **photocopy** of identity documents: (a) Hong Kong Identity Card (HKID) or (b) One-way Permit and HKID, and a certification letter of working experience. Do not mail any original documents. To protect the personal data of applicants, all the photocopies above mentioned will be destroyed upon completion of the whole application procedure. For applications submitted in person or by proxy, please bring along original copies and one set of photocopies for verification.
- 3.4 For applications submitted by email, only crossed cheques payable to “Vocational Training Council” will be accepted. Do NOT mail any cash.
- 3.5 Except for special conditions adjudicated by the RPL Unit, **all the paid assessment fees will NOT be refunded, transferred or used for other purposes.** In cases where the RPL Unit cancels assessments due to special incidents, the paid assessment fees will be refunded.
- 3.6 Applicants must provide a certification letter issued by his/her employer or an authorised person (e.g. department heads or supervisors) confirming that the applicant possesses relevant working experience. The document should include the applicant’s name, HKID number, post title, scope of duties, years of working experience and relevant experience which are consistent with the clusters being applied. If applicants cannot provide certification letters from his/her employers, he/she may submit other evidence (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). Please visit our website for a sample of the certification letter of working experience.
- 3.7 For applicants who are unable to provide any of the above evidence about their past working experience, the RPL Unit has adopted “Individual Portfolio” as supplementary documents. For more details, please refer to our website.
- 3.8 Applicants must present original copies of the supporting documents and HKID to the RPL Unit in person for verification within a specified timeline. Otherwise, their applications shall not be processed and **the paid application fees will not be refunded.**
- 3.9 The RPL Unit supports the Equal Opportunity Policy. For applicants who need special arrangements and assistance, please specify in Part I of the Application Form. The RPL Unit will make necessary arrangements as far as possible.

4. Clusters of Units of Competency and Assessment Fees

- 4.1 RPL assessment services are provided on a non-profit making basis. Applicants who request special services in the course of assessments may be required to pay a surcharge based on the “user-pays” principle.
- 4.2 The RPL mechanism is conducted in the form of clusters of competency units. For details of the clusters of units, please visit our website.
- 4.3 During the first five years of the transitional period for specified industries or clusters, applicants may choose to apply recognition of RPL qualifications of QF Levels 1-3 through (a) verification of documents relevant to working experience or (b) assessments.

5. Notification of Assessment Results and Issue of Certificates

- 5.1 The successful applicants will be awarded a Statement of Attainment for each cluster applied. The applicants may choose to collect the Statement in person or by proxy at the RPL Unit (an authorisation letter and a photocopy of the applicant’s HKID are required).
- 5.2 For assessments of QF Levels 1-3 through document verification, in general, a Statement of Attainment can be obtained within eight weeks if the application documents submitted are in order and all prescribed requirements are met.
- 5.3 In general, all other assessments will be completed within three months from the issue of the Confirmation Notice of Application. A Statement of Attainment and a Transcript will be issued one month after the assessment.

6. Reimbursement of Assessment Fees

- 6.1 Upon successful recognition of the RPL qualifications, applicants may apply for full reimbursement of RPL assessment fees. Please contact the Qualifications Framework Secretariat (Hotline: 3793 3957) for details.

7. Personal Information Collection Statement

- 7.1 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 RPL only. 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 fees.
- 7.2 The RPL Unit 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 recognised.
- 7.3 For correction of or access to personal data after submission of the application form or enquiries on assessment matters, please write to the RPL Unit.

8. Enquiry

Recognition of Prior Learning Unit, VTC

Address: 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>

Email: qfrpl@vtc.edu.hk

Hotline: 3907 6868

Fax No.: 3755 4522

Office Hours: Mondays to Fridays: 9:00 - 12:30 and 13:30 - 17:30
(Saturdays, Sundays and Public Holidays: closed)

