

Recognition of Prior Learning Automotive

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 automotive 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. 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.

- 3.6 “Portfolio Assessment” has been introduced under the RPL mechanism. Applicants who fail to provide the aforesaid documents may submit an individual portfolio as the supplementary evidence. For details of the “Portfolio Assessment”, please refer to website of the Assessment Office at <http://rpl.vtc.edu.hk>.
- 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>.

QF Levels 1 to Level 4

Applicants are required to sit for an assessment in applying for all levels of clusters and the following assessment fees shall apply:

Cluster – Title and Code	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee (HKD)
Vehicles Sales (AUSDAA2A)	2	Three years’ experience in sales, of which not less than two years in vehicles sales	Written test	550
Vehicles Sales (AUSDAA3A)	3	Five years’ experience in sales, of which not less than three years in vehicles sales	Interview and Written test	990
Vehicles Sales (AUSDAA4A)	4	Six years’ experience in sales, of which not less than four years in vehicles sales	Interview and Written test	1200
Vehicle Marketing (AUSDBA3A)	3	Five years’ experience in sales / marketing, of which not less than two years in vehicles marketing	Interview	750
Vehicle Marketing (AUSDBA4A)	4	Six years’ experience in sales / marketing, of which not less than three years in vehicle marketing	Interview	890
Parts and Accessories Sales (AUSDCA2A)	2	Three years’ experience in sales, of which not less than two years in vehicle parts and accessories sales	Written test	550
Parts and Accessories Sales (AUSDCA3A)	3	Five years’ experience in sales, of which not less than three years in vehicle parts and accessories sales	Interview	750
Parts and Accessories Sales (AUSDCA4A)	4	Six years’ experience in sales, of which not less than four years in vehicle parts and accessories sales	Interview and Written test	1200
Inventory Control Management (AUSDDA2A)	2	Three years’ experience in inventory control management, of which not less than two years in vehicle/ parts inventory control	Interview	750

Cluster – Title and Code	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee (HKD)
Inventory Control Management (AUSDDA3A)	3	Five years' experience in inventory control management, of which not less than three years in vehicle / parts inventory control	Interview	750
Inventory Control Management (AUSDDA4A)	4	Six years' experience in inventory control management, of which not less than four years in vehicle / parts inventory control	Interview	890
Vehicle Part Purchasing Management (AUSDEA3A)	3	Five years' experience in purchasing, of which not less than three years in vehicle part purchasing	Interview	750
Vehicle Part Purchasing Management (AUSDEA4A)	4	Six years' experience in purchasing, of which not less than four years in vehicle part purchasing	Interview	890
Warehouse Management (AUSDFA2A)	2	Three years' experience in warehouse management, of which not less than two years in vehicles / parts warehouse management	Written test	550
Warehouse Management (AUSDFA3A)	3	Five years' experience in warehouse management, of which not less than three years in vehicles / parts warehouse management	Interview	750
Warehouse Management (AUSDFA4A)	4	Six years' experience in warehouse management, of which not less than four years in vehicles / parts warehouse management	Interview	890
Vehicle Body Repair (AUSDGA1A)	1	One year's experience in vehicle body repair	Written test	550
Vehicle Body Repair (AUSDGA2A)	2	Three years' experience in vehicle servicing, of which not less than two years in vehicle body repair	Written test	550
Vehicle Body Repair (AUSDGA3A)	3	Five years' experience in vehicle servicing, of which not less than three years in vehicle body repair	Interview And Written test	990
Vehicle Body Repair (AUSDGA4A)	4	Six years' experience in vehicle servicing, of which not less than four years in vehicle body repair	Interview and Written test	1200
Vehicle Body Paint (AUSDHA1A)	1	One year's experience in vehicle body paint	Written test	550
Vehicle Body Paint (AUSDHA2A)	2	Three years' experience in vehicle servicing, of which not less than two years in vehicle body paint	Written test	550
Vehicle Body Paint (AUSDHA3A)	3	Five years' experience in vehicle servicing, of which not less than three years in vehicle body paint	Interview	750
Vehicle Electric Systems Repair/Testing (AUSDIA1A)	1	One year's experience in vehicle electric systems servicing	Written test	550
Vehicle Electric Systems Repair/Testing (AUSDIA2A)	2	Three years' experience in vehicle servicing, of which not less than two years in vehicle electric systems repair / testing	Written test	550
Vehicle Electric Systems Repair/Testing (AUSDIA3A)	3	Five years' experience in vehicle servicing, of which not less than three years in vehicle electric systems repair / testing	Interview and Written test	990
Vehicle Mechanical Systems Repair/Testing (AUSDIB1A)	1	One year's experience in vehicle mechanical servicing	Written test	550
Vehicle Mechanical Systems Repair/Testing (AUSDIB2A)	2	Three years' experience in vehicle servicing, of which not less than two years in vehicle mechanical systems repair / testing	Written test	550
Vehicle Mechanical Systems Repair/Testing (AUSDIB3A)	3	Five years' experience in vehicle servicing, of which not less than two years in vehicle mechanical systems repair / testing	Interview and Written test	990
Vehicle Testing (AUSDIC4A)	4	Six years' experience in vehicle servicing / testing, of which not less than three years in vehicle testing	Interview and Written test	1200
Vehicle Repair (AUSDID4A)	4	Six years' experience in vehicle servicing / testing, of which not less than four years in vehicle electrical / mechanical servicing	Interview and Written test	1200

Cluster – Title and Code	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee (HKD)
Repair Consultancy (AUSDJA3A)	3	Five years' experience in automotive industry, of which not less than two years in vehicle servicing consultancy	Interview and Written test	990
Repair Consultancy (AUSDJA4A)	4	Six years' experience in automotive industry, of which not less than three years in vehicle servicing consultancy	Interview	890
Vehicle Repair Technical Support (AUSDKA4A)	4	Six years' experience in automotive industry, of which not less than three years in vehicle servicing technical support	Interview and Written test	1200
New Vehicle Delivery (AUSDLA3A)	3	Five years' experience in automotive industry, of which not less than three years in new vehicles delivery	Interview	750
Commercial Vehicle Body Building (AUSDMA1A)	1	One year's experience in vehicle body building	Written test	550
Commercial Vehicle Body Building (Body) (AUSDMB2A)	2	Three years' experience in vehicle servicing / building, of which not less than two years in vehicle body building	Written test	550
Commercial Vehicle Body Building (Electrical) (AUSDMC2A)	2	Three years' experience in vehicle electrical servicing / building, of which not less than two years in vehicle electrical building	Written test	550
Commercial Vehicle Body Building (AUSDMA3A)	3	Five years' experience in automotive industry, of which not less than three years in commercial vehicle body building	Interview	750
Commercial Vehicle Body Building (Planning) (AUSDMD4A)	4	Six years' experience in automotive industry, of which not less than two years in commercial vehicle body building (planning)	Interview and Written test	1200
Vehicle Transportation (AUSDNA1A)	1	One year's experience in vehicle transportation	Interview	750
Vehicle Operating Places Management (AUSDOA2A)	2	Three years' experience in automotive industry, of which not less than one year in vehicle operating places management	Written test	550
Vehicle Operating Places Management (AUSDOA3A)	3	Five years' experience in automotive industry, of which not less than three years in vehicle operating places management	Interview	750
Vehicle Operating Places Management (AUSDOA4A)	4	Six years' experience in automotive industry, of which not less than four years in vehicle operating places management	Interview	890
Finance Accounting Management (AUSDPA3A)	3	Five years' experience in finance accounting, of which not less than one year in automotive finance accounting management	Written test	550
Finance Accounting Management (AUSDPA4A)	4	Six years' experience in finance accounting, of which not less than two years in automotive finance accounting management	Interview	890
Human Resources Management (AUSDQA4A)	4	Six years' experience in human resources, of which not less than two years in automotive human resources management	Interview	890
Quality Management (AUSDRA4A)	4	Six years' experience in automotive industry, of which not less than three years in automotive quality management	Interview	890
Vehicle Damage Surveying (AUSDSA3A)	3	Five years' experience in automotive industry, of which not less than three years in vehicle damage surveying	Interview	750
Vehicle Damage Surveying (AUSDSA4A)	4	Six years' experience in automotive industry, of which not less than four years in vehicle damage surveying	Interview	890

Notes:

1. Applicants can download the “Self-Assessment Form” of the unit clusters 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 different clusters.
2. The written tests and interview assessments will be audio-video recorded for verification and appeal purposes.

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 The Confirmation Notice of Application will be issued to the applicants provided that all application materials submitted are in order and all prescribed requirements are met. All assessments will be completed in three months after the issue of 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 Qualifications Framework (QF) recognised training course, they may apply for reimbursement of the remaining 25%.

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

(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

Office Hours: Monday to Friday (9:00 am to 12:30 pm; 1:30 pm to 5:30 pm)

Closed on Saturdays, Sundays and Public Holidays

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: 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 <input type="checkbox"/>	Female <input type="checkbox"/>	
Correspondence Address:	_____						

To facilitate the arrangement of assessment. Please put a “✓” as appropriate:

a. I can take the assessment in Cantonese. Yes ☐ No ☐ (Please specify the language you prefer: _____)

Note: 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.

b. Are you a person with disability? Yes ☐ No ☐

If special arrangement is needed, please specify it here with reason(s): _____

Note: 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 titles and codes. You can apply for recognition for more than one cluster.)

Cluster – Title and Code	QF Level	Years of relevant working experience	Re-assessment #	Fee
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
Accumulated years of working experience in the automotive industry : _____ # For re-assessment, please put a “✓” in the <input type="checkbox"/> of the cluster concerned. No administration fees will be charged for re-assessment. Please feel free to contact us for further information.				Total:

Mailing Label (To be completed by the applicant):

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
_____	_____	_____

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.
- ☐ by authorizing the current employer to arrange with the Assessment Office

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)/organization(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 written tests and 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: _____