

# Recognition of Prior Learning Hairdressing

## **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 hairdressing 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 to the hairdressing industry. 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>.

### **OF 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:

<b>Cluster – Title and Code</b>	<b>QF Level</b>	<b>Years of Working Experience and Relevant Experience</b>	<b>Assessment Method</b>	<b>Assessment Fee</b>
Shampooing, Conditioning, Winding & Blow-Drying	1	One year experience in shampooing, winding and blow-drying	Interview	\$750
Perming & Colouring	1	One year experience in perming and colouring	Interview	\$750
Perming & Colouring	2	Three years experience in hairdressing, of which not less than two years in perming and colouring	Interview	\$750
Perming & Colouring	3	Five years experience in hairdressing, of which not less than three years in perming and colouring	Practical	\$950
Perming	4	Six years experience in hairdressing, of which not less than four years in perming	Practical	\$990
Hair Colouring	4	Six years experience in hairdressing, of which not less than four years in colouring	Practical	\$990
Hair Cutting, Blow-Drying & Hair Style Design	2	Three years experience in hairdressing, of which not less than two years in hair cutting and blow-drying	Interview	\$750
Hair Cutting, Blow-Drying & Hair Style Design	3	Five years experience in hairdressing, of which not less than three years in hair cutting and blow-drying	Practical	\$950
Hair Cutting, Blow-Drying & Hair Style Design	4	Six years experience in hairdressing, of which not less than four years in hair-cutting and blow-drying	Practical	\$990
Evening Hair Styling & Hair Style Design	2	Three years experience in hairdressing, of which not less than two years in evening hair styling	Interview	\$750
Evening Hair Styling & Hair Style Design	3	Five years experience in hairdressing, of which not less than three years in evening hair styling	Practical	\$950
Evening Hair Styling & Hair Style Design	4	Six years experience in hairdressing, of which not less than four years in evening hair styling	Practical	\$990
Marketing & Customer Service	1	One year experience in marketing & customer Service	Interview	\$750
Marketing & Customer Service	2	Three years experience in hairdressing, of which not less than two years in marketing & customer Service	Interview	\$750
Marketing & Customer Service	3	Five years experience in hairdressing, of which not less than three years in marketing & customer Service	Interview	\$750
Marketing & Customer Service	4	Six years experience in hairdressing, of which not less than four years in marketing & customer Service	Interview	\$890
Wig	1	One year experience in wig	Interview	\$750
Wig	2	Three years experience in hairdressing, of which not less than two years in wig	Interview	\$750
Wig	3	Five years experience in hairdressing, of which not less than three years in wig	Interview	\$750
Wig	4	Six years experience in hairdressing, of which not less than four years in wig use	Interview	\$890
Hair & Scalp Care	2	Three years experience in hairdressing, of which not less than two years in hair and scalp care	Interview	\$750
Hair & Scalp Care	3	Five years experience in hairdressing, of which not less than three years in hair and scalp care	Interview	\$750

Hair & Scalp Care	4	Six years experience in hairdressing, of which not less than four years in hair and scalp care	Interview + Written Test	\$1,200
Hairdressing Education & Training	3	Five years experience in hairdressing, of which not less than three years in hairdressing education & training	Interview	\$750
Hairdressing Education & Training	4	Six years experience in hairdressing, of which not less than four years in hairdressing education & training	Interview	\$890
Salon Operation	1	One year experience in hair salon operation	Interview	\$750
Salon Operation	2	Three years experience in hairdressing, of which not less than two years in hair salon operation	Interview	\$750
Salon Management	3	Five years experience in hairdressing, of which not less than four years in salon Management	Interview	\$750
Salon Management (Operation Management)	4	Six years experience in hairdressing, of which not less than five years in salon management (operation management)	Interview	\$890
Salon Management (Human Resources)	4	Six years experience in hairdressing, of which not less than five years in salon management (human resources)	Interview	\$890
Product Sales	2	Three years experience in hairdressing, of which not less than two years in product sales	Interview	\$750
Product Sales Management (Operation Management)	3	Five years experience in hairdressing, of which not less than three years in product sales management (operation management)	Interview	\$750
Product Sales Management (Operation Management)	4	Six years experience in hairdressing, of which not less than five years in product sales management (operation management)	Interview	\$890
Product Sales Management (Human Resources)	4	Six years experience in hairdressing, of which not less than five years in product sales management (Human resources)	Interview	\$890
Image & Style Design	3	Five years experience in hairdressing, of which not less than three years in image & style design	Interview	\$750
Image & Style Design	4	Six years experience in hairdressing, of which not less than four years in image & style design	Interview	\$890
Contest & Demonstration Show	4	Six years experience in hairdressing, of which not less than two participations in open hairdressing contests, or being a guest	Interview	\$890
Salon Management on the Mainland	4	Six years experience in hairdressing, of which not less than four years in salon management on the mainland	Interview	\$890
Product Sales Management on the Mainland	4	Six years experience in hairdressing, of which not less than four years in product sales management on the mainland	Interview	\$890
Contest Adjudicator	4	Six years experience in hairdressing, of which not less than twice being a judge in open hair styling contests	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 interview assessments will be audio-video recorded and practical assessments will be photographed 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 within three months from the issue of the Confirmation Notice of Application.

## **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 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.
- 7.2 The applicant's personal data may be provided to authorised government departments and other organizations or agencies for matters relating to RPL application, e.g. reimbursement of assessment fee.
- 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 Recognition of Prior Learning Unit (Assessment Office).

## **8. 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](mailto:qfrpl@vtc.edu.hk)  
Office Hours: Monday to Friday (9:00 am to 1:00 pm; 2:00 pm to 5:30 pm)  
Saturday (9:00 am to 12:00 noon)  
Closed on Sundays and Public Holidays



## Recognition of Prior Learning Unit (Assessment Office)



### Application Form for RPL Assessment Hairdressing

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:				
<p>To facilitate the arrangement of assessment. Please put a “✓” as appropriate:</p> <p>Do you need any special assistance?    Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p>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.)</p> <p><small>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.</small></p> <p><small>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.</small></p>				

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 hairdressing industry : _____				<b>Total:</b>

#For re-assessment, please put a “✓” in the ☐ of the cluster concerned.

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 / Organization	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:

1. ☐ in person at the Assessment Office or by proxy
2. ☐ 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) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) I agree that the interviews will be audio/video recorded and practical assessments be photographed for documentation and verification purposes.
- (vi) 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: \_\_\_\_\_