

# Recognition of Prior Learning Watch and Clock

## **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 watch and clock 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 watch and clock 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>.

### **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
Manufacturing (WCZZAA3B)	3	Five years experience in watch and clock, of which not less than two and a half years in timepiece production	Interview	\$750
Manufacturing (WCZZAA4B)	4	Six years experience in watch and clock, of which not less than three years in timepiece production	Interview	\$890
Design (WCZZBA3B)	3	Five years experience in watch and clock, of which not less than two and a half years in timepiece design	Interview*	\$750
Design (WCZZBA4B)	4	Six years experience in watch and clock, of which not less than three years in timepiece design	Interview*	\$890
Quality Control (WCZZCA3B)	3	Five years experience in watch and clock, of which not less than two and a half years in timepiece quality control	Interview	\$750
Quality Control (WCZZCA4B)	4	Six years experience in watch and clock, of which not less than three years in timepiece quality control	Interview	\$890
Product Management (WCZZDA3B)	3	Five years experience in watch and clock, of which not less than two and a half years in research and product development for timepieces	Interview	\$750
Product Management (WCZZDA4B)	4	Six years experience in watch and clock, of which not less than three years in research and product development of timepieces	Interview	\$890
Operations Management (Timepiece & Accessories Manufacturing) (WCZZEB3B)	3	Five years experience in watch and clock, of which not less than two and a half years in operations management in timepiece and accessories manufacturing	Interview	\$750
Operations Management (Timepiece & Accessories Manufacturing) (WCZZEB4B)	4	Six years experience in watch and clock, of which not less than three years in operations management in timepiece and accessories manufacturing	Interview	\$890
Operations Management (Timepiece Sales) (WCZZEC3B)	3	Five years experience in watch and clock, of which not less than two and a half years in operations management in timepieces sales	Interview	\$750
Operations Management (Timepiece Sales) (WCZZEC4B)	4	Six years experience in watch and clock, of which not less than three years in operations management in timepiece sales	Interview	\$890
Sales and Marketing (WCZZFA2B)	2	Three years experience in watch and clock, of which not less than one and a half years in timepiece promotion and marketing	Interview	\$750
Sales and Marketing (WCZZFA3B)	3	Five years experience in watch and clock, of which not less than two and a half years in timepieces promotion and marketing	Interview	\$750
Sales and Marketing (WCZZFA4B)	4	Six years experience in watch and clock, of which not less than three years in timepiece promotion and marketing	Interview	\$890
Aftersales and Repair (WCZZGA3B)	3	Five years experience in watch and clock, of which not less than two and a half years in aftersales service for timepieces	Interview+	\$750
Aftersales and Repair (WCZZGA4B)	4	Six years experience in watch and clock, of which not less than three years in aftersales service for timepieces	Interview+	\$890
Brand Management (WCZZHA2B)	2	Three years experience in watch and clock, of which not less than one and a half years in brand management for timepieces	Interview	\$750
Brand Management (WCZZHA3B)	3	Five years experience in watch and clock, of which not less than three years in brand management for timepieces	Interview	\$750
Brand Management (WCZZHA4B)	4	Six years experience in watch and clock, of which not less than four years in brand management for timepieces	Interview	\$890

#### **Notes:**

- \* The applicant may be required to bring along his/her design portfolio for interview.
- +The applicant may be required to demonstrate the use of repair tools during the interview.
- 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.
- The 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 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 organisations 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**  
**(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 12:30 pm; 1:30 pm to 5:30 pm  
Closed on Saturday, Sunday and Public Holidays



## Recognition of Prior Learning Unit (Assessment Office)



### Application Form for RPL Assessment Watch and Clock

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: _____</p> <p>(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>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.</p> <p>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.</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 watch and clock industry : _____				<b>Total:</b> <span style="border: 1px solid black; display: inline-block; width: 60px; height: 30px; vertical-align: middle;"></span>

#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 / 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:

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 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:\_\_\_\_\_