

2020 - 2021 AWARD SCHEME OF LEARNING EXPERIENCES APPLICATION FORM

Applicants are required to read the Guidance Notes for the Award Scheme available at the HKQF website: (www.hkqf.gov.hk/AwardScheme) before completing this application form.

The application period for 2020-21 Award Scheme: **20 March 2020 – 29 May 2020**.

1. PARTICULARS OF APPLICANT (Name of applicant must be the same as shown on his/her HKID card)

Name in English:		Name in Chinese:	
Industry ¹ :		Years of experience in that industry:	
Company:		Position:	
Postal Address:			
Telephone:	(Office) (Mobile)	Email:	

2. DETAILS OF LEARNING ACTIVITY²

Name of learning activity:	Organising body:
Nature of activity:	Location of activity:
	Date of activity:

¹ Each applicant can only apply for one industry only. Industries participating in the Award Scheme include Arboriculture & Horticulture, Automotive, Banking, Beauty, Hairdressing, Catering, Elderly Care Service, Electrical & Mechanical Services, Fashion, Human Resource Management sector, Import & Export, Information & Communications Technology, Insurance, Jewellery, Logistics, Manufacturing Technology (Tooling, Metals & Plastics), Printing & Publishing, Property Management, Retail, Security Services, Testing, Inspection & Certification, Travel, Watch & Clock

² The website mentioned above has listed the learning activities of all industries participating in the Award Scheme. Applicants may propose other learning activity not on the list, but should state the reasons and objectives for joining that activity for special consideration of the Selection Panel.

3. QUALIFICATIONS

Applicants should have acquired at least one QF-recognised qualification which can be obtained by (a) completing a QF-recognised programme, (b) a Recognition of Prior Learning (RPL) qualification or (c) a QF-recognised professional qualification. All QF-recognised qualifications have been listed in Qualifications Register (www.hkqr.gov.hk).

(a) Qualifications obtained by education & training (Starting from the most recent one, list your education and training records since 2008)

Name of Programme	Awarding Institution	Date of Award (MM/YY)	QF-recognised Programme	
			Yes/No	QR Registration No. (if yes)

(b) Qualifications obtained by RPL³ (if applicable)

Industry	Title of Statement of Attainment	QF Level	Date of Award (MM/YY)	QR Registration No.

(c) Qualifications obtained by QF-recognised professional qualification⁴ (if applicable)

Industry	Title of Professional Qualification	QF Level	Date of Award (MM/YY)	QR Registration No.

4. WORK RECORDS (List your work/self-employment experience for the past five years beginning with the most current position held)

Date (MM/YY)		Full/Part Time/ Self-employed	Name of Organisation	Position Held
From	To			

³ Industries currently implementing the RPL mechanism include Printing & Publishing, Beauty, Hairdressing, Watch & Clock, Property Management, Automotive, Jewellery, Catering - Chinese Restaurants, Logistics, Retail, Import & Export, Elderly Care Service, Testing, Inspection & Certification, Electrical & Mechanical Engineering Services, and Manufacturing Technology (Tooling, Metals & Plastics)

⁴ Starting from September 2018, eligible local professional or regulatory organisations can issue QF-recognised professional qualifications which can be found at Qualifications Register (www.hkqr.gov.hk).

5. BRIEF DESCRIPTIONS OF APPLICANT with reference to the selection criteria of the Award Scheme and for consideration by the Selection Panel, applicant is required to ✓ the appropriate in the following table. Applicant may choose more than one box for each criterion and specify related information when required. (Attach additional sheet(s) if necessary).

<p>(a) Commitment to own continuous professional development by learning new skills & building capabilities, realising the ethos of lifelong learning (e.g. embarking on various training programmes and/or various learning activities);</p> <p><input type="checkbox"/> Attended learning programmes (please record them in Part 3(a))</p> <p><input type="checkbox"/> Attended other learning activities (e.g. talks, exhibitions, workshops, seminars, etc.), please specify:</p> <p><input type="checkbox"/> Realised the ethos of lifelong learning in other ways, please specify:</p>
<p>(b) Contributions of improvement / innovative suggestions in the workplace (e.g. won an award in a contest or received a letter of appreciation from employer); or recognised contributions to the industry or the community (e.g. participated in the work of trade associations, unions, professional bodies, or in community work or volunteer services);</p> <p><input type="checkbox"/> Received commendation from work, please specify:</p> <p><input type="checkbox"/> Participated in community or volunteer service, please specify:</p> <p><input type="checkbox"/> Committee members of industry-related organisations, please specify:</p> <p><input type="checkbox"/> Contributed the industry or the community in other ways, please specify:</p>
<p>(c) Significance of the learning activity towards own personal development and/or career advancement;</p> <p><input type="checkbox"/> Learn industry's latest knowledge and skills</p> <p><input type="checkbox"/> Recognise personal or team strength through participation in industry related competition</p> <p><input type="checkbox"/> Seek opportunity for personal or business development, please specify:</p>
<p>(d) Contributions to promoting the industry's prospect and the development of QF in the industry, upon completion of the learning activity.</p> <p><input type="checkbox"/> Share experiences at events or publications organised by Qualifications Framework Secretariat (QFS) or Industry Training Advisory Committee (ITAC)</p> <p><input type="checkbox"/> Share experiences at organisation, industry or community events, please specify:</p> <p><input type="checkbox"/> Contribute to promote the industry's prospect and the development of QF in the industry in other ways, please specify:</p>

Have you ever participated in the QF Award Scheme of Learning Experiences?

No Yes, Year _____ Industry _____

(Note: Applicants who have participated in the Award Scheme before but were not selected for an award may apply again as long as the eligibility criteria are met. Applications from past awardees will not be considered).

6. REFEREE (Optional)

Title & Name: _____	Email: _____
Postal Address: _____ _____	Organisation and Post Title: _____
Tel / Mobile: _____	Relationship with Applicant: _____

RULES / DISCLAIMERS

1. The applicant should: (a) be a Hong Kong resident (with the right of abode, or the right to land or to stay in Hong Kong without restriction, i.e. an "A", "R", or "U" code should appear on the Hong Kong Identity Card); (b) be an incumbent practitioner in the industry concerned; and (c) have completed at least one QF-recognised programme, acquired one RPL qualification or acquired one QF-recognised professional qualification.
2. Members and co-opted members of ITACs and staff members of the QFS are not eligible to apply for the Award Scheme.
3. Amendment to any information after submission of the application form should be submitted to the QFS in writing. The applicant will be notified in writing or by telephone if additional information is required by the Selection Panel. Applicants who do not hear from the QFS three months after the closing date for application may consider their applications unsuccessful.
4. Shortlisted applicants will be invited to an interview with the Selection Panel set up by concerned ITAC.
5. Information, details and materials submitted will not be returned. Apart from the record of successful applicants, all the information will be destroyed twelve months after the closing date for application.
6. Respective ITACs reserve the rights: (1) not to select any applicant or select fewer than three applicants for the Award Scheme; and (2) to withdraw the award if an applicant is found to have provided any false information or withheld any material information.
7. Respective ITACs expressly disclaims, and shall not be responsible or liable for any losses, damages, costs and expenses, actual or contingent, incurred or suffered by any applicant, referee arising out of or in connection with the application for participation in the Award Scheme.
8. Personal data collected from the application for the purpose of the Award Scheme will be used by the QFS to process the application and for other related purposes. Provision of personal data by the applicant is voluntary.
9. The applicant has the right to request access to and/or correction of personal data provided, in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).
10. The applicant should not offer any advantages to members of ITACs or staff members of the QFS, or accept any advantages from such persons, in accordance with relevant provisions of the Prevention of Bribery Ordinance (Cap. 201).
11. The application must be completed and sent, by email (award@hkqf.hk), by fax (**3106 2035**), by online application form, or by post to the Qualifications Framework Secretariat at **Units 901-903, 9/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong.**

ENQUIRY:

Tel: 3793 3956

Email: award@hkqf.hk

DECLARATION

- i) I hereby declare to have read, acknowledged, understood and will observe the rules/disclaimers set forth in this application form and the Guidance Notes for the Award Scheme; and undertake to be bound and agree to be bound by the rules/disclaimers throughout.
- ii) I agree to assist, within one year upon completion of the learning activity, the ITAC concerned and the QFS in promoting the prospect of the industry and to attend sharing sessions to share my experiences from the learning activity.
- iii) I have not previously won any award in the Award Scheme.
- iv) I hereby agree for the QFS to approach my referee for my information, if necessary.
- v) I hereby declare the information provided herein is correct and accurate to the best of my knowledge.

Signature of Applicant

Name of Applicant

Date