

Closing date for reply: 31 May 2023

To: Qualifications Framework Secretariat
Units 901-903, 9th floor, Dah Sing Financial Centre,
248 Queen's Road East, Wanchai, Hong Kong
Fax: 3106 2035 Email: rlhwong@hkqf.hk

**Development of SCS-based Training Packages for industries
implementing Qualifications Framework in Hong Kong**

Expression of Interest

Part I: Expression of Interest

1. We _____
(name of organisation) hereby express our interest in developing SCS-based[^] Training Packages for e-business for Import & Export industry, with reference to the job functions and related UoCs in **Annex IV**.
2. Our organisation meets / does not meet* the eligibility requirements set out in **Annex I** of the Invitation Document. (**Please delete as appropriate*)
3. We have read and fully understood the Personal Information Collection Statement in **Annex II** and the Disclaimer in **Annex III** and agree with the purposes stated therein.

[^] SCS is the acronym for Specification of Competency Standards.

4. We understand and agree that the Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region in this Expression of Interest exercise, reserves the right to change the content of the Invitation Document and/or terminate at any time the Invitation to Expression of Interest exercise.

5. For enquiries, please contact: _____

Name: _____

Position: _____

Telephone & Fax Number: _____

Email address: _____

Organisation's
stamp

Authorised signature:
(on behalf of the above
organisation)

Name:

Position:

Date:

Part II: Information about the organisation

Registered name of the organisation:

(Chinese)

(English)

Address of the organisation's registered office:

(Chinese)

(English)

Eligibility Requirements

Eligibility requirements for service providers to develop Training Packages for industries implementing Qualifications Framework in Hong Kong:

1. Expertise and knowledge in the development of competency-based curricula, learning and teaching support materials, assessment guidelines and tools;
2. Track record of developing competency-based curricula, learning and teaching support materials and assessment guidelines and tools;
3. Networks with industry stakeholders involved in Qualifications Framework development and training providers in the vocational and professional education and training, post-secondary education, and higher education sectors;
4. A team with a leader and members possessing relevant qualifications and experience;
5. Track record of delivering successful projects of similar nature on time and to budget.

Personal Information Collection Statement

1. The personal data of the respondent provided as part of the Expression of Interest exercise will be used by the Qualifications Framework Secretariat (QFS) of Vocational Training Council solely for the Expression of Interest exercise. The personal data of the respondent provided in the Expression of Interest may be disclosed to the parties involved in the processing of the Expression of Interest.
2. The personal data in the Expression of Interest must be completed by the respondent. If the information provided is insufficient or inaccurate, the Expression of Interest provided by the respondent may not be considered.
3. The personal data of the respondent provided through the Expression of Interest exercise may be disclosed to relevant parties in other government departments and/or non-government organisations for purposes mentioned in 1 above.
4. The respondent has a right of access to and/or correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access refers to the right of the respondent to obtain a copy of the personal data provided in the Expression of Interest, subject to payment of an administrative fee charged by the QFS.
5. Enquiries concerning the personal data collected through this Expression of Interest exercise, including the request for access and/or corrections, should be addressed to:

Qualifications Framework Secretariat
Vocational Training Council
Units 901-903, 9th floor, Dah Sing Financial Centre,
248 Queen's Road East, Wanchai, Hong Kong

Disclaimer

1. The purpose of this Expression of Interest exercise is to invite organisations, on a non-committal basis, to indicate whether they are interested in developing Training Package(s) for industries implementing Qualifications Framework in Hong Kong.
2. The Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region, may not accept any of the Expression of Interest. Each respondent shall be solely responsible for the fees, costs and/or expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. The QFS will under no circumstances be liable to any respondent for any fees, costs, expenses, losses or damages whatsoever arising out of or in connection with the process of the Expression of Interest exercise.
3. Whilst the information in the Invitation Document has been prepared in good faith, it does not claim to be comprehensive or has been independently verified. The QFS does not guarantee the information is correct and comprehensive. Any liability in respect of any such information or inaccuracy in or omission from the Invitation Document is expressly disclaimed.
4. Neither the QFS, nor any of its employees, agents, or advisers, accepts any liability or responsibility, as to, or in relation to the adequacy, accuracy or completeness of the information contained in the Invitation Document or any other written or oral information, which is, has been or will be provided or made available to any respondent; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Invitation Document is based.
5. This Invitation to Expression of Interest should not be regarded as a suggestion of the QFS or its employees, agents, or advisers to any organisations to submit the Expression of Interest.

6. This Expression of Interest exercise is not a tender exercise but a structured way to obtain feedback from the respondent. The QFS may not take any further action after the Expression of Interest exercise. This Invitation Document or the related Expression of Interest does not constitute any contractual evidence for the development of Training Package(s) for industries implementing Qualifications Framework in Hong Kong.
7. It is intended that, from those organisations expressing an interest in developing Training Package(s), a shortlist of organisations will be invited to submit detailed proposals. However, the QFS is not bound to invite detailed proposals from any organisations expressing an interest.
8. Respondents should not construe the contents of the Invitation Document, or any other communication by or on behalf of the QFS, or any of its employees, agents, or advisers, as financial, legal, tax or other matters concerning the development of Training Package(s) and support materials.
9. The QFS is not obliged or liable to have any individual or joint compromise with any respondent on the development of Training Package(s).
10. The submission of any Expression of Interest by a respondent shall be taken to be an acceptance of the terms of the Invitation, including the contents of all the attachments.
11. The QFS reserves the right, without prior consultation or notice, to change the content of the Invitation Document. The QFS is not obliged to inform respondents of any update or change of any of the information in the Invitation Document made or that comes to its knowledge after the issue of the Invitation Document.
12. Upon the closing date of submission of Expression of Interest, the QFS will first consider the Expression of Interest received, and then decide on the follow-up actions, if any. If necessary, the QFS may contact related respondent for clarification of further details or to conduct in-depth discussion.

Annex IV

Job Functions, UoCs, QF Levels & Credits, and Language Used for Training Packages Production for E-business for Import & Export Industry

No.	Industry	Job function	QF level	UoC (QF Credit)	Language Used
1.	Import & Export	Digital Marketing Officer 數碼營銷主任	3	<ul style="list-style-type: none">• 管理網上客戶投訴(110958L3, 3 級, 6 學分)• 調查網上客戶滿意度(110959L3, 3 級, 6 學分)	Chinese (and English)
2.	Import & Export	E-Commerce Specialist 電子商貿專員	3/4	<ul style="list-style-type: none">• 處理電子商貿訂單交易(110997L3, 3 級, 5 學分)• 執行電子採購管理(110994L4, 3 級, 6 學分)	Chinese (and English)

(The SCS of e-business for Import and Export industry could be downloaded from the QF website:
<https://www.hkqf.gov.hk/ie/tc/scs/introduction/index.html>)