

## AWARD SCHEME OF LEARNING EXPERIENCES (2024) APPLICATION FORM

Applicants are required to read the Guidance Notes for the Award Scheme available at the HKQF website: ([www.hkqf.gov.hk/AwardScheme](http://www.hkqf.gov.hk/AwardScheme)) before completing this application form.  
The application period for 2024 Award Scheme is **15 March 2024 – 31 May 2024**.

### 1. PARTICULARS OF APPLICANT

Name in English: (same as HKID card)		Name in Chinese: (same as HKID card)	
Industry <sup>1</sup> :		Years of experience in that industry:	
Company:		Position:	
Postal Address:			
Telephone:	(Office) _____ (Mobile) _____	Email:	

### 2. DETAILS OF LEARNING ACTIVITY<sup>2</sup>

Name of learning activity:	Organising body:
Nature of activity: _____	Location of activity:
	Date of activity:
Should you opt to join a learning activity out of the recommended ones, please state the reasons, itineraries, objectives and the relevance and importance of the activity to your industry or job:	

<sup>1</sup> 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

<sup>2</sup> The HKQF website has listed the recommended learning activities of all industries participating in the Award Scheme. Applicants may propose other learning activity not on the list, but should state the organising body, the reasons, the itineraries, objectives and the relevance and importance 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 learning programme, (b) a Recognition of Prior Learning (RPL) qualification<sup>3</sup> or (c) a QF-recognised professional qualification<sup>4</sup>. All QF-recognised qualifications have been listed in Qualifications Register ([www.hkqr.gov.hk](http://www.hkqr.gov.hk)).

#### 3.1 QF-RECOGNISED QUALIFICATIONS

(Starting from the latest, list up to 5 QF-recognised qualifications only)

(a) Title of Learning Programme (b) Title of RPL Statement of Attainment (c) Title of QF-recognised Professional Qualification	(a) Name of Operator (b) Industry of RPL Qualification (c) Name of Assessment Agency	Date of Award (MM/YY)	QR Registration No. (if yes)

#### 3.2 NON-QF-RECOGNISED QUALIFICATIONS

(Starting from the latest, list up to 5 Non-QF-recognised qualifications only)

Title of Learning Programme	Name of Operator	Date of Award (MM/YY)

### 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			

<sup>3</sup> Industries currently implementing the RPL mechanism include Printing & Publishing, Beauty, Hairdressing, Watch & Clock, Property Management, Automotive, Jewellery, Catering Logistics, Retail, Import & Export, Elderly Care Service, Testing, Inspection & Certification, Electrical & Mechanical Services, Manufacturing Technology (Tooling, Metals & Plastics), Security Services, Information & Communications Technology and Fashion. RPL for Arboriculture & Horticulture industry will be implemented on 1 April 2024.

<sup>4</sup>

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](http://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 &amp; building capabilities, realising the ethos of lifelong learning (e.g. embarking on various training programmes and/or various learning activities);</p> <p>Attended learning programmes (please record them in Part 3)</p> <p>Attended other learning activities (e.g.talks, exhibitions, workshops, seminars, etc.), please specify:</p> <p>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>Received commendation from work, please specify:</p> <p>Participated in community or volunteer service, please specify:</p> <p>Committee members of industry-related organisations, please specify:</p> <p>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>Learn industry's latest knowledge and skills</p> <p>Recognise personal or team strength through participation in industry related competition</p> <p>Seek opportunity for personal or business development, please specify:</p>

## **6. DATA COLLECTION**

(Where did you learn about the QF Award Scheme from? Please ✓ the appropriate . You may choose more than one )

Past applicant / awardee	Employer	Social media (Facebook, Instagram)
MTR	Bus	QF website
QF Resource Centre	Other organisations	Friend / relative

## **7. Have you ever participated in the QF Award Scheme for Learning Experiences?**

(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. However, applications from past awardees will NOT be considered.)

Did NOT apply before      Applied before, Year: \_\_\_\_\_ Industry: \_\_\_\_\_  
I am NOT a past awardee of QF Award Scheme for Learning Experiences.

*The QF Secretariat will email you the latest information on QF in the future. Please  if you do NOT wish to receive such information.*

## **8. REFEREE (Optional)**

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

## **9. 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 learning 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](mailto: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, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong.

### **ENQUIRY:**

Tel: 3793 3956

Email: [award@hkqf.hk](mailto:award@hkqf.hk)

## **11. 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