

QF Award Scheme of Learning Experiences Application Form (2025)

Office Use	
Date Received:	_____
Received by:	_____
Application No.:	_____
Application Accepted:	Y / N
HKID Symbol:	_____

The QF Award Scheme of Learning Experiences (2025) is now open for applications starting from 14 March 2025, and the application period will close on 31 May 2025. Applicants are required to thoroughly read the attached Guidance Notes, as well as the terms and conditions stated on this application form, before submitting their application.

1. APPLICANT INFORMATION

Full Name in English: (As printed on HKID card)		Full Name in Chinese: (As printed on HKID card)	
Industry ¹ :		Years of Industry Experience:	
Employer:		Job Title:	
HKID Card No.: Letter and the first four digits only (e.g. A1234)		Email: (Required)	
Telephone:	(Mobile)	(Office)	
Postal Address:			

2. INTENDED LEARNING ACTIVITY²

Name of Activity:	Organiser:
Nature of Activity:	Location of Activity:
others, please specify:	Schedule of Activity:
<p>If applicants intend to participate in a self-selected learning activity out of the recommended ones, please provide detailed information, including: reasons, schedules, learning objectives, as well as relevance and importance of the learning activity to the industry or job:</p>	

¹ Applicants can only apply to one of following industries with the setup of Industry Training Advisory Committee (ITAC) for their respective industry/ sector to which they belong: Arboriculture & Horticulture, Automotive, Banking, Beauty, Catering, Elderly Care Service, Electrical & Mechanical Services, Fashion, Hairdressing, 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 and Watch & Clock.

² The recommended learning activities for each industry/ sector can be found on the industry-specific website of the QF website (www.hkqf.gov.hk) and the QF Award Scheme for Learning Experiences website (www.hkqf.gov.hk/AwardScheme). If applicants intend to participate in a learning activity that is not included in the recommended list, please provide detailed information about the self-selected learning activity for the selection panel to consider.

3. QUALIFICATIONS

Applicants should acquire at least one qualification recognised under the QF, which can include qualifications from Learning Programmes, Recognition of Prior Learning (RPL) mechanisms³ or Recognition of Professional Qualifications. Applicants must ensure that the relevant QF-recognised qualifications are applied within their Registration Validity Period in the QR and must provide their QR Registration Number in the table below. For further information, please refer to the QR website at www.hkqr.gov.hk.

3.1 QF-RECOGNISED QUALIFICATIONS

(List your most recent 5 qualifications recognised under QF attained in reverse chronological order. If you have applied for the qualification that will be obtained before participating in your learning activity, please indicate the expected date of obtaining the qualification in the Date of Award column.)

Date of Award (MM/YY)	Title of Qualification	Name of Operator / Agency	QR Registration No. (Refer to QR website)

3.2 NON-QF-RECOGNISED QUALIFICATIONS

(List your most recent 5 qualifications NOT recognised under QF attained in reverse chronological order.)

Date of Award (MM/YY)	Title of Qualification	Name of Operator / Agency	QR Registration No. (Refer to QR website)

4. WORK RECORDS

(List your work history starting from your current or most recent employed / self-employed position.)

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

³ Industries currently implementing the RPL mechanism include Arboriculture & Horticulture, Automotive, Beauty, Catering, Elderly Care Service, Electrical & Mechanical Services, Fashion, Import & Export, Hairdressing, Information & Communications Technology, Jewellery, Logistics, Manufacturing Technology (Tooling, Metals & Plastics), Printing & Publishing, Property Management, Retail, Security Services, Testing, Inspection & Certification and Watch & Clock.

5. APPLICANT SELF-INTRODUCTION

Applicants can select one or more options, and if necessary, provide explanations or supplementary information, by making ✓ in the appropriate of the following list of selection criteria and categories. This information will be considered by the Selection Panel and the Qualifications Framework Secretariat (QFS). If additional space is required, applicants may attach additional sheets if necessary.

- 5.1 Demonstrated commitment to continuous learning, acquiring new skills, and pursuing ongoing professional development to enhance capabilities, showcasing a spirit of lifelong learning.
- Has participated in continuing education learning programmes. Please provide details in “Part 3: Qualifications”.
 - Has participated in various learning activities (e.g. industry lectures, exhibitions, workshops, competitions, seminars, conferences, study tours, etc). Please provide explanations:

 - If there are any other information relevant to this criterion, please provide additional details
- 5.2 Made suggestions for improvement or innovative measures undertaken in job positions, as well as made notable contributions to the industry or community.
- Has promoted the application of QF in job positions (e.g. developing QF-recognised learning programmes, coordinating RPL qualifications applications for practitioners, etc)
 - Has received awards or commendation letters in job positions. Please provide explanations:

 - Has participated in community or volunteer services. Please provide explanations:

 - Has served on the executive committee of chambers of commerce, trade unions, or professional organisations. Please provide explanations:

 - If there are any other information relevant to this criterion, please provide additional details
- 5.3 In what way the intended learning activity will contribute to your personal development and/ or career advancement opportunities within the industry.
- The learning activity will facilitate the acquisition of the latest industry knowledge and skills, contributing to my personal development and enabling me to explore new business opportunities for my organisation.
 - The learning activity is an industry competition, helping recognise my individual and/or team capabilities.
 - Participating in the learning activity will bring additional opportunities for personal or organisational development. Please provide explanations:

6. DATA COLLECTION

(Please ✓ the appropriate how you learned about this Award Scheme. You may select one or more options.)

- Past Applicant / Awardee Employer Social Media (Facebook, Instagram, Youtube, etc)
- MTR Bus QF Website (www.hkqf.gov.hk)
- QF Resource Centres (Tin Hau or Tokwawan) Other Organisations Friends / Relatives Video Sharing Platforms (Youtube, myTV SUPER, etc)

- The QFS will send you the latest information related to QF to your email. If you **DO NOT** agree with this use of your email, please mark ✓ in this .

7. REFEREE (Optional)

Name:	_____	Organisation:	_____	Job Title:	_____
Relationship with Applicant:	_____	Tel/Mobile:	_____	Email:	_____

8. RULES Please refer to the attached Guidance Notes for further details.

- 8.1 Applicants must meet the following three criteria: (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" symbol should appear on the HKID card). For the descriptions of the symbols on the HKID card, please visit the Immigration Department's website (www.immd.gov.hk). Holders of one-way permits who come to settle in Hong Kong from Mainland China are also eligible to apply. (They must present the one-way permit and HKID card when attending the selection interview); (b) be a current practitioner in the industry concerned; and (c) possess at least one valid QF-recognised, including learning programme qualifications, RPL qualifications or professional qualifications. If the qualification is to be obtained before the applicant participates in the learning activity, please indicate in the "Part 3.1: QF-Recognised Qualifications" table for consideration by the QFS.
- 8.2 Current members and co-opted members of ITACs and staff members of the QFS are not eligible to apply.
- 8.3 Applicants must complete the application form and submit it on or before the closing date of application by email (award@hkqf.hk) or by post to Qualifications Framework Secretariat at Units 901-903, 9/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong.
- 8.4 Late applications will not be accepted. If applying by post, the postmark date will be considered.
- 8.5 The QFS will send an acknowledgement email to all applicants upon receiving their applications. If an applicant has not received the acknowledgement email within seven working days after the closing date of application, they must contact the QFS for follow-up.
- 8.6 If any revisions to the submitted information are required, the applicant should contact the QFS in writing. If the Selection Panel and the QFS require applicants to submit additional documents during the selection process, the QFS will notify the applicants in writing or by telephone.
- 8.7 Shortlisted applicants must participate in the selection interview conducted by the Selection Panel established by the relevant ITAC.
- 8.8 The selection interviews generally take place within approximately two months after the closing date of application, during office hours, in a physical format. Applicants who fail to attend the interview will be considered as having forfeited their application.
- 8.9 Applicants who have not received any notification from the QFS within three months after the closing date of application can assume that they have not been successfully awarded.
- 8.10 All documents and information submitted by applicants will not be returned. Except for records of awardees collecting their awards, all documents/ information will be destroyed one year after the closing date for application.
- 8.11 The ITACs reserve the following rights regarding the Award Scheme: (1) the right not to confer any awards, and (2) the right to cancel the award eligibility and retain the right to pursue verification if deceptive or misleading information is found in the awardee's application.
- 8.12 The ITACs and the QFS expressly disclaim 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.
- 8.13 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.
- 8.14 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).
- 8.15 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).

9. DECLARATION

- 9.1 I have read, understood, and acknowledged the Guidance Notes and rules of the Award Scheme for Learning Experiences and agree to fully comply with them.
- 9.2 I commit to fulfilling my responsibilities, within one year after receiving the award, to support the relevant ITAC and the QFS in promoting and publicising the QF. I will also attend related events to share my learning experiences.
- 9.3 I agree that the QFS may contact my listed referees to obtain my information when necessary.
- 9.4 I acknowledge that the documents or information I have submitted are true and accurate.
- 9.5 I confirm I am aware that applications from previous awardees will not be accepted, and I hereby declare my application records and eligibility as follows:

- I **have never** applied for the Award Scheme or I **have previously** applied in year: _____ Industry: _____
- I confirm that I **have never** received an award in the Award Scheme and meet the eligibility criteria.
- I confirm that there is an "A," "R," or "U" symbol marked on my HKID Card indicating my right of abode in Hong Kong, or I hold a one-way permit for settling in Hong Kong from mainland China.

Signature of Applicant

Date

Guidance Notes for Application of Award Scheme for Learning Experiences (2025)

1. Objectives

1.1 The Award Scheme for Learning Experiences (referred to as the "Award Scheme") provide a fixed amount of grant to industries with established Industry Training Advisory Committee⁴ (referred to as "ITACs") to encourage awardees to participate in industry-related learning activities held in or outside Hong Kong, allowing them to broaden their horizons and engage in exchanges with industry peers from around the world. The Award Scheme aims to motivate awardees to promote the career prospects of their respective industries, encourage lifelong learning, and attract more new talents to the industry.

2. Types and Scope of Learning Activities

2.1 The ITACs have recommended industry-related learning activities that are widely recognised within the industry and held in or outside Hong Kong. The details of these learning activities can be found on the industry-specific pages of the QF website (www.hkqf.gov.hk) and the Award Scheme's dedicated website (www.hkqf.gov.hk/AwardScheme). Each ITAC will establish a Selection Panel to conduct the selection process once a year. The Qualifications Framework Secretariat (referred to as "QFS") is responsible for providing support and administrative work.

2.2 The learning activities under the Award Scheme may include contests, conferences, seminars, study tours, etc. but do not cover various kinds of general or professional education and training programmes. These learning activities should have specific registration procedures and selection criteria.

2.3 The learning activities must be held between **1 August 2025 and 31 July 2026**. (Applications may be considered for learning activities held between 1 July 2025 and 31 July 2025, at the discretion of the Selection Panel). Applicants are required to timely register and arrange their participation in the relevant learning activities themselves.

2.4 The Selection Panel may consider applicant's proposal to participate in self-selected learning activities, provided that the applicants provide detailed information about the organiser, reasons, schedules, and learning objectives, as well as the relevance and importance of the learning activity to their industry or job.

3. Number and Amount of Awards

3.1 Each ITAC can select a maximum of 3 applicants to receive awards each year. The awards are divided into the following two categories:

- A cash prize of HK\$10,000 is awarded to awardees participating in learning activities held **within Hong Kong**;
- A cash prize of HK\$30,000 is awarded to awardees participating in learning activities held **outside Hong Kong**;

4. Eligibility of Applicants

4.1 Applicants must meet the following three criteria:

- (a) Be a Hong Kong resident (that is, they have the right of abode, or the right to land, or to stay in Hong Kong without any restriction, i.e. an "A", "R" or "U" symbol should appear on the HKID card). For the description of the symbols on the HKID card, please visit the Immigration Department's website (www.immd.gov.hk). Holders of one-way permits who come to settle in Hong Kong from Mainland China are also eligible to apply (they must present the one-way permit and HKID card when attending the selection interview); and



Excerpt from the Document on Information on the Front of the HKID Card Issued by Immigration Department

Holder's residential status in the HKSAR

- A The holder has the right of abode in the HKSAR
- C The holder's stay in the HKSAR is limited by the Director of Immigration at the time of registration of the card
- R The holder has the right to land in the HKSAR
- U The holder's stay in the HKSAR is not limited by the Director of Immigration at the time of registration of the card.

Holder's reported place of birth

- Z Hong Kong
- X Mainland
- W Macao
- O Elsewhere

- (b) be a current practitioner in the industry concerned; and

⁴ Arboriculture & Horticulture, Automotive, Banking, Beauty, Catering, Elderly Care Service, Electrical & Mechanical Services, Fashion, Hairdressing, 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.

- (c) possess at least one valid QF-recognised qualification, including learning programme qualifications, Recognition of Prior Learning (RPL) qualifications, or professional qualifications. If the qualification is to be obtained before the applicant participates in the learning activity, please indicate this in the application form for consideration by the QFS.

- 4.2 Current members and co-opted members of ITACs and staff members of the QFS are not eligible to apply.
- 4.3 Applications from previous awardees of the Award Scheme (regardless of industry) will not be accepted. However, individuals who have previously applied but have not received an award may re-apply as long as they meet the eligibility criteria.
- 4.4 Each applicant may only submit one application in one industry/ sector.

5. Application Procedures

- 5.1 Applicants must provide their personal information and a valid email address for contact on the application form. They must also confirm in "Part 9: Declaration" that they have not received any awards from the Award Scheme and meet the eligibility criteria.
- 5.2 Applicants must complete the application form and submit it by email (***award@hkqf.hk***) or by post to Qualifications Framework Secretariat at ***Units 901-903, 9/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong.***
- 5.3 Late applications will not be accepted. If applying by post, the postmark date will be considered.
- 5.4 The QFS will send an acknowledgement email to all applicants upon receiving their applications. If an applicant has not received the confirmation email within seven working days after the closing date of applicant, they must contact the QFS for follow-up.
- 5.5 Applicants do not need to provide supporting documents when submitting the application form. However, when invited to attend the selection interview, applicants must bring valid identification documents, qualifications certificates as stated on the application form, and proof of engaging in the industry (e.g. employment letters, certificates) for verification by QFS staff.
- 5.6 The QFS may request additional information or documents from applicants for processing their applications.
- 5.7 Applicants have the option to provide contact information for a referee on the application form, who is familiar with their participation in the Award Scheme and supportive of their application. Applicants must obtain the referee's consent, as the QFS may contact the referee for further information about the applicant if needed. It is up to the applicant's discretion whether or not to fill in the referee's information.

6. Selection Process

- 6.1 A Selection Panel will be set up by respective ITAC for selecting the awardees for their respective industries.
- 6.2 The Selection Panel will invite shortlisted applicants to attend a selection interview.
- 6.3 The selection interviews generally take place within approximately two months after the closing date of application, during office hours, in a physical format. Applicants who fail to attend the interview will be considered as having forfeited their application.
- 6.4 The Selection Panel will determine the awardees and report the selection results to their respective ITAC. The ITACs hold the final decision-making authority regarding the selection results.

7. Selection Criteria

- 7.1 The selection process will evaluate applicants based on the following criteria and categorises:
 - (a) Demonstrated commitment to continuous learning, acquiring new skills, and pursuing ongoing professional development to enhance capabilities, showcasing a spirit of lifelong learning;
 - (b) Made suggestions for improvement or innovative measures undertaken in job positions, as well as made notable contributions to the industry or community;
 - (c) In what way the intended learning activity will contribute to your personal development and/ or career advancement opportunities within the industry;
 - (d) How to assist the ITAC and the QFS in promoting the industry's prospects and advancing the QF after completing the learning activity.

8. Notification of Results

- 8.1 The QFS will inform the selection results in writing within three months after the closing date of application.
- 8.2 If the Selection Panel is unable to identify any suitable awardees, they have the right not to award all the available prizes.
- 8.3 Awardees will be awarded certificates to commend their selection as the awardees.

9. Responsibilities

- 9.1. Applicants must ensure that they meet the eligibility criteria and that the documents or information submitted are true and accurate. Any awardee found to have provided deceptive or misleading information will have their award eligibility revoked and may be subject to further investigation.
- 9.2. Awardees must personally register for and participate in the learning activities and arrange related schedules, ensuring timely attendance for participation of the learning activity. In general, the QFS does not accept requests from awardees to change the learning activities.
- 9.3. If there are any significant changes to the learning activities by the organisers (e.g., cancellation, postponement, change of location, or switching to online delivery), awardees must promptly inform the QFS to confirm approval for participating in the original learning activities or making changes to the arrangements.
- 9.4. Within two months of successfully completing the learning activities, awardees must submit a written report to QFS (with reference to the template provided on the website) and provide evidence of their personal participation in the learning activities. They must also promote the Award Scheme and share their learning experiences through various channels (including social media) with colleagues, friends, organisations, industries, or the community. The QFS will review the accuracy and adequacy of the information in the report and generally notify the winner to personally collect the award within thirty days of receiving the report.
- 9.5. Awardees commit to assisting the ITAC and the QFS in promoting and publicising the QF within one year after receiving the award. They will also accept invitations to attend or participate in promotional activities to share their experiences participating in the learning activities.

10. Enquiries Tel: 3793 3956 or Email: award@hkqf.hk