資歷架構
Qualifications
Framework

Recognition of Prior Learning (RPL) mechanism
under the Hong Kong Qualifications Framework (QF)
and its applications in industries

Presented by :

Qualifications Framework Secretariat

August 2015

Outline of Presentation

- **Part 1 – Introduction to HKQF**

- **Part 2 – An overview of RPL**

- **Part 3 – Application of RPL in industries**

Introduction to Hong Kong Qualifications Framework (HKQF)

www.hkqf.gov.hk

Objectives of setting up HKQF

- HKQF : a policy initiative of the **Education Bureau** of the HKSAR Government to respond to the growth of a knowledge-based economy and to enhance competitiveness of the workforce; the **Qualifications Framework Secretariat (QFS)** is its executive arm to implement QF in Hong Kong

- Proliferation of various qualifications and the need for a common benchmark on **quality** and **recognition**

- Major objectives -

  * establish an effective platform to support **lifelong learning**

  * enhance **capability** and **competitiveness** of local workforce

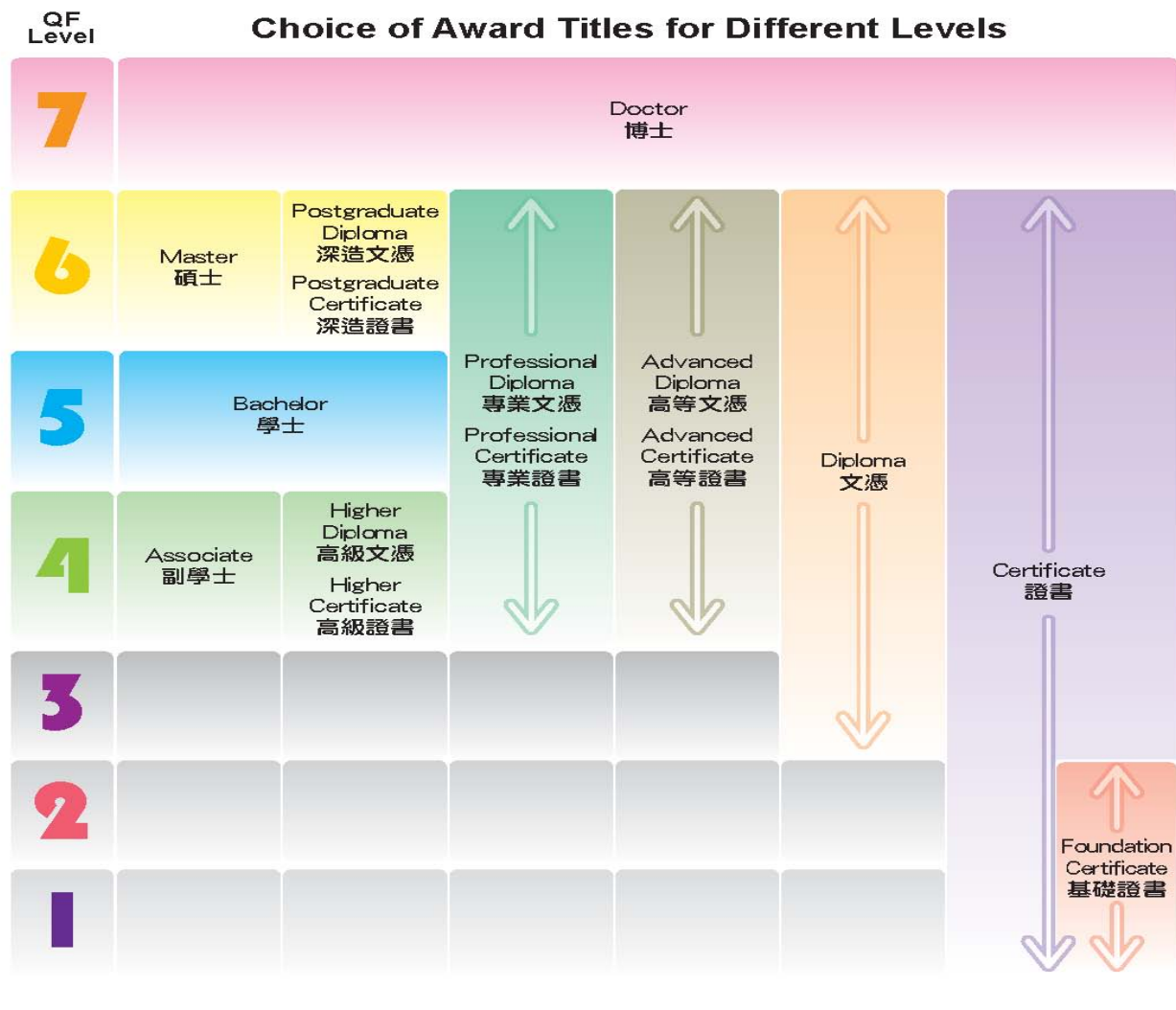## Officially launched on 5 May 2008

Main features in QF infrastructure

1. A unitary framework covering **academic**, **vocational**, **continuing** education sectors

2. **7 levels** and Generic Level Descriptors (**GLD**)

3. Award Titles Scheme (**ATS**)

4. QF **Credit**

5. Legal Backing – **AAVQ Ordinance** to stipulate a robust Quality Assurance (**QA**) mechanism underpinning QF

6. Credit Accumulation and Transfer (**CAT**)

7. Qualifications Register (**QR**)

8. Industry Training Advisory Committees (**ITACs**) and Specification of Competency Standards (**SCS**)

9. **Recognition of Prior Learning (RPL) mechanism**

HKQF – A Unitary Framework

- **Academic**
- **Vocational**
- **Continuing** education

Choice of Award Titles for Different Levels

QF Level						
7	Doctor 博士					
6	Master 碩士	Postgraduate Diploma 深造文憑 / Postgraduate Certificate 深造證書				
5	Bachelor 學士		Professional Diploma 專業文憑 / Professional Certificate 專業證書	Advanced Diploma 高等文憑 / Advanced Certificate 高等證書	Diploma 文憑	Certificate 證書
4	Associate 副學士	Higher Diploma 高級文憑 / Higher Certificate 高級證書				
3						
2						Foundation Certificate 基礎證書
1						

QF Level – GLD

- The Generic Level Descriptors (GLD) describe the requirements of each level in four domains - "**Knowledge & Intellectual Skills**", "**Processes**", "**Application, Autonomy & Accountability**" and "**Communication, IT & Numeracy**".

Level	Generic Level Descriptors			
	Knowledge & Intellectual Skills	Processes	Application, Autonomy & Accountability	Communication, IT and
5	- Generate ideas through the analysis of abstract information and concepts - Command wide ranging, specialised technical, creative and/or conceptual skills - Identify and analyse both routine and abstract professional problems and issues, and formulate evidence-based responses - Analyse, reformat and evaluate a wide range of information - Critically analyse, evaluate and/or synthesise ideas, concepts, information and issues - Draw on a range of sources in making judgments.	- Utilise diagnostic and creative skills in a range of technical, professional or management functions - Exercise appropriate judgement in planning, design, technical and/or supervisory functions related to products, services, operations or processes.	- Perform tasks involving planning, design, and technical skills, and involving some management functions - Accept responsibility and accountability within broad parameters for determining and achieving personal and/or group outcomes - Work under the mentoring of senior qualified practitioners - Deal with ethical issues, seeking guidance of others where appropriate.	- Use a range of routine some advanced and sp skills in support of esta practices in a subject/d for example: - Make formal and inform presentations on standard/mainstream to subject/discipline to a ra audiences - Participate in group disc about complex subjects; opportunities for others t contribute - Use a range of IT applica support and enhance wor - Interpret, use and evaluat numerical and graphical achieve goals/targets.

Award Titles Scheme (ATS)

- ATS aims at **standardising the use of titles** and **distinguishing learning programmes** according to their levels and credit size

- Award titles reveals the **nature**, **area of studies** and **range of QF levels of a qualification**

- A "Diploma" programme should be at **QF level 3** or above and consist of **60 QF credits or above**.

- No minimum requirement on the credit value of a "Certificate" programme at QF levels 1 to 6.
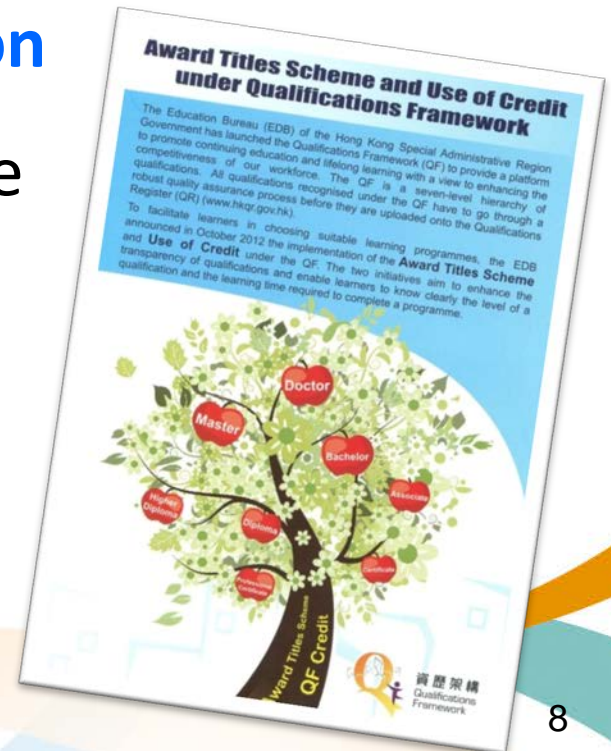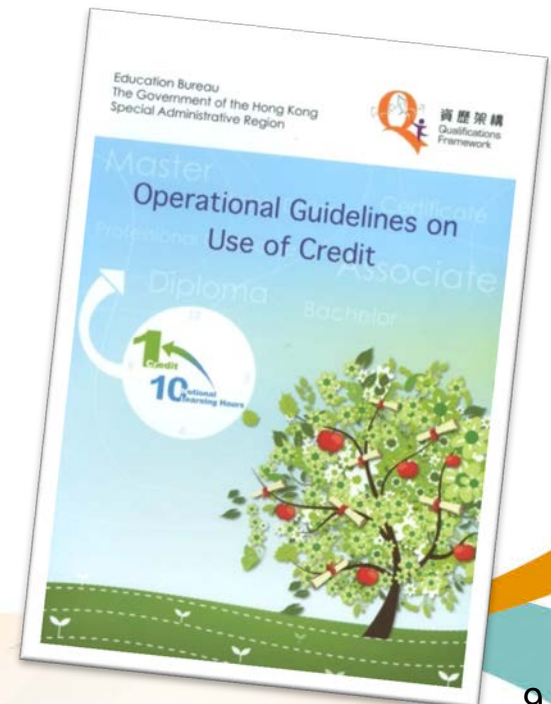
QF credit

- 1 QF credit = **10 notional learning hours**

- **Notional learning hours** refer to amount of time an average learner expected to take to complete all the learning and achieve the **learning outcomes** upon assessment

- Including **all modes of learning** (e.g. attendance in class, self-study, on-line learning, practical learning, assessment, etc.)

Credit Accumulation & Transfer

- A **CAT** (Credit Accumulation and Transfer) system is necessary to facilitate the progression of learners.

- The Education Bureau announced the launch of **CAT Policy and Principles** in July 2014 (www.hkqf.gov.hk/CAT)

- The **CAT** Policy and Principles will apply to credit transfer **at all QF levels (levels 1-7)** and qualifications in **academic**, **vocational** and **continuing education sectors**

QA underpinning HKQF

- The **Accreditation of Academic and Vocational Qualifications Ordinance, Cap. 592** came into full operation in May 2008 to underpin QF with a robust quality assurance (QA) mechanism

- The **Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)** is empowered as the "**Accreditation Authority**" and "**QR Authority**" under the aforesaid AAVQ Ordinance

- All qualifications/programmes recognised under QF have to be quality assured and uploaded onto the **Qualifications Register (QR)**

- Other quality assurance bodies include :
  - Self-accrediting institutions, e.g. the publicly funded universities
  - **Joint Quality Review Committee** (JQRC) – sub-degree programmes offered by the extension arms of self-accrediting universities

Qualifications Register (QR)

Public face of HKQF - Qualifications Register (QR)

- Web-based Qualifications Register which is **free** for public access

- Over **8,000** programmes / qualifications registered on QR

- Covering qualifications of the **academic**, **vocational** and **continuing education** sectors

- **Non-local qualifications** as well

www.hkqr.gov.hk

Government's Commitment

- **QF Fund of HK$1 billion (September 2014)**
  - ◆ Designated support schemes for QF
  - ◆ Public Education
  - ◆ QF-related studies or projects

- **Budget Initiatives**
  - ◆ Award Scheme for Learning Experiences
  - ◆ SCS-based training packages
  - ◆ Industry-wide promotional activities

- **Continuing Education Fund**
  - ◆ SCS-based courses will be put on the approved list with fee reimbursement to learners

教育局
Education Bureau

資歷架構
Qualifications
Framework

Introduction on Qualifications Framework Fund

Formally launched in 2008, the Qualifications Framework (QF) is a platform covering academic, vocational and continuing education sectors to promote lifelong learning with a view to continuously enhancing the quality, professionalism and competitiveness of our workforce in an increasingly globalised and knowledge-based economy.

Recognising the importance of QF in maintaining a quality workforce, the Chief Executive announced in the 2014 Policy Address to establish a dedicated fund of $1 billion, namely the QF Fund, to provide a steady source of income to support the sustainable development and implementation of QF.

The QF Fund is an endowment fund to support different schemes or initiatives for the sustainable development and implementation of QF, including but not limited to the following two areas:

• Designated support schemes for QF, and

• Funding for Industry Training Advisory Committees (ITACs), QF-related studies or projects and public education.

September 2014

Industry-led Framework

- Industries join the QF by setting up **Industry Training Advisory Committees (ITACs)**

- Already set up for **20 ITACs** for 21 industries/sectors, covering **over 50%** of total labour force

- **Composition**: representatives from employers, employees, professional bodies of the relevant industries, government departments

- ITACs to define competency requirements and standards for different job tasks, and draw up the **Specification of Competency Standards (SCS)**

- Linkage of SCS with **training** , **manpower development** and **recognition** for industries

20 ITACs

Printing & Publishing

Watch & Clock

Catering

Automotive

Property Management

Electrical & Mechanical Services

Information & Communications Technology

Fashion

Human Resource Management

Jewellery

Security Services

Beauty and Hairdressing

Elderly Care Service

Employees

Employers

Professional Bodies

ITAC/CITAC

Logistics

Banking

Manufacturing Technology (Tooling, Metals & Plastics)

Insurance

Retail

Testing, Inspection & Certification

Import & Export

15

Specification of Competency Standards (SCS)

- **SCS is a whole set of competency requirements and outcome standards at various QF levels for a specific industry or industry sector**

- **SCS is made up of Units of Competency (UoCs) that are competency-based with threshold standards; each UoC is designated a QF level and an indicative credit size**

SCS (Cont')

- **SCS is developed with extensive industry consultation and consensus, representing competency standards and good practices of the trade/industry**

- **Apart from SCS, the Government has also produced 4 sets of Specification of Generic (Foundation) Competences (SGC), covering 4 strands of subject : English, Chinese, Numeracy and IT.**

Available in HKQF Website www.hkqf.gov.hk

Major Functional Areas

Operation, Sales, Services and Parts Management Sector

Operation Management
- Operation Strategy
- Financial management
- Human Resources Management
- Operation Facility Management
- Quality Management

Parts Management
- Parts and Accessories Sales
- Inventory Control and Management
- Purchasing Management
- Warehouse Management

Sales and Marketing
- Vehicle Sales
- Vehicle Marketing
- Customer Service

Vehicle Servicing
- Vehicle Servicing and Testing
- Service Sales and Support
- Vehicle Damage Surveying
- Commercial Vehicle Body Design and Building

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汽車業
《能力標準說明》
速查手冊

Distribution of UoC

Functional Areas	QF Level							Total
	1	2	3	4	5	6	7	
Operation Management - Operation Strategy* - Financial management - Human Resources Management - Operation Facility Management* - Quality Management*	3	2	4	10	13	2	1	**35**
Sales and Marketing - Vehicle Sales* - Vehicle Marketing* - Customer Service	0	5	5	5	3	5	0	**23**
Parts Management - Parts and Accessories Sales* - Inventory Control and Management* - Purchasing Management* - Warehouse Management*	0	2	6	6	5	2	0	**21**
Vehicle Servicing - Vehicle Servicing and Testing* - Service Sales and Support* - Vehicle Damage Surveying* - Commercial Vehicle Body Design and Building*	13	46	43	27	12	8	0	**149**
	16	**55**	**58**	**48**	**33**	**17**	**1**	**228**

Specification of Competency Standards for the Automotive Industry
Unit of Competency

1. Title	Apply the laws and regulations as well as management system of environmental protection	
2. Code	AUSDCN110A	
3. Range	This unit of competency is applicable to all levels of employees within the workplaces of the automotive industry. Practitioners should possess general environmental protection concept and capable to apply the environmental protection management system set by the organization in the course of the daily work in familiar working environment.	
4. Level	1	
5. Credits	3(for reference only)	
6. Competency		**Performance Requirements**
	6.1 Understand environmental protection concept	• Understand the infrastructure and operating system of environmental protection, such as: the collection and treatment of sewage, solid waste and

		environmental protection regulations in a familiar working environment; and seek advice from the supervisor in case of uncertainty
		♦ Familiar with the relationship of environmental protection and the automotive industry, and to implement environmental protection operation in the capacity to which one belongs
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are:	
	(i) Capable to comply with environmental protection regulations by understanding the requirements of those relevant regulations involved in the automotive industry, the organization and the department; and	
	(ii) Capable to implement the environmental protection practice set by the organization in the department and in the capacity to which one belongs, and bring it to realisation in the daily work.	
8. Remarks		

Major Use of SCS
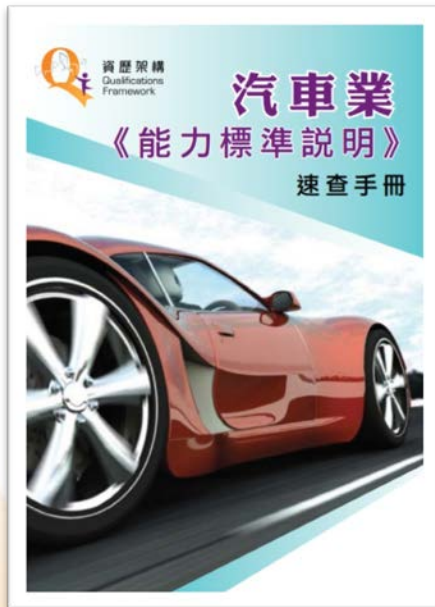
Human Resources Development & Management

e.g. in-house training, job specifications, recruitment

Basis for Benchmarking

e.g. Recognition of Prior Learning, benchmarking purpose by professional body

Vocational Education & Training

e.g. SCS-based courses, SCS referencing, in-house training

資歷架構
Qualifications Framework

汽車業
《能力標準説明》
速查手冊

Education & Training

Education & Training Providers

Adopt SCS in designing training programmes

↓

Go through **accreditation progress** conducted by **HKCAAVQ**

↓

Enterprises

Adopt SCS in designing **in-house** training programmes

┊

may consider submitting their programmes for accreditation

Accredited programmes being uploaded onto the **QR** as **QF-recognized** programmes

23

HR Management

SCS-based
Job Description

汽車業
《能力標準說明》
速查手冊
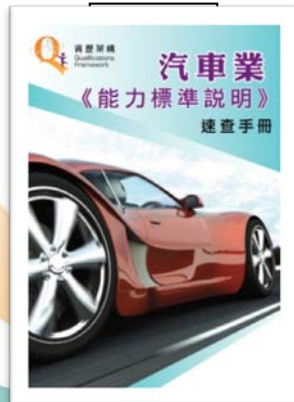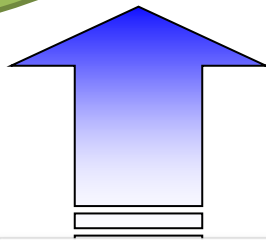
HR Management

Job Profiling

Recruitment

Staff continuous development

Performance Appraisal

Objective

Clear standards

Effective

Articulated pathways

24

An Overview of Recognition of Prior Learning (RPL) mechanism

Why do we need RPL?

- **Alternative route** **to obtain QF-recognised qualifications**

- **Recognition** of **non-formal and informal learning**

skills

experience

knowledge

→ Recognition →

Purpose of RPL

- **Enable experienced employees to receive formal recognition of the Knowledge, Skills and Experience already acquired**

- **Help determine the starting point for learning & progression, thus reduce duplication in training for the same skills**

- **Promote and facilitate further training and lifelong learning**

Feature of RPL

- RPL is a kind of recognition of **non-formal and informal learning**

- The years of experience required for RPL qualifications in respect of QF Level 1 to Level 4 are respectively **1, 3, 5** and **6 years**

- RPL is conducted by appointed **Assessment Agency** nominated by respective ITACs and approved by the Secretary for Education upon accreditation by HKCAAVQ

RPL : Who can benefit?

- **Experienced industry practitioners without formal qualifications**

- **Practitioners who want to obtain a competence-based qualifications for further training or employment**

- **Employers who want to recruit competent candidates**

RPL : QF Levels

QF levels	RPL Qualifications	Education & Training
Level 7		✓
Level 6		✓
Level 5		✓
Level 4	✓	✓
Level 3	✓	✓
Level 2	✓	✓
Level 1	✓	✓

RPL : Recognition Criteria

Within 5-year transitional period

- Benchmarked with <u>Unit of Competency (UoC) Clusters</u>（major job functions）

- By <u>Years of Service</u> and <u>Relevant Working Experience</u>

Levels	Min. Yr. of Service	Relevant Working Experience	Assessment Test
Level 4	6 Years	Depends on the requirement of individual clusters	MUST
Level 3	5 Years		Optional
Level 2	3 Years		
Level 1	1 Year		

RPL : Recognition Criteria

1 to 5 years of experience	**+**	**Documentary Proof**	**=**	**Levels 1 - 3 Statement of Attainment**
6 years of experience or above	**+**	**Documentary Proof AND Assessment**	**=**	**Level 4 Statement of Attainment**

RPL Assessment Agency

- Recommended by respective industry and Industry Training Advisory Committee (ITAC)

- Completion of accreditation by QA body (HKCAAVQ)

- Appointment by the Secretary for Education as the appointed Assessment Agency (AA)

- Vocational Training Council (VTC) was appointed as the AA for the 10 industries to conduct RPL assessment

- Collaborating organisations for some industries

Implementation of RPL

Printing & Publishing

Hairdressing

Automotive

Logistics

Beauty

Watch & Clock

Property Management

Jewellery

Catering

Retail

2008   **2011**   **2012**   **2013**   **2014**

Industries in pipeline…
Will be launched from Q4 2015 onwards

Import & Export

Elderly Care Service

Testing, Inspection & Certification

Electrical & Mechanical Services

Manufacturing Technology (Tooling, Metals & Plastics)

Example : UoC Cluster

Automotive -- Vehicle Body Repair (Level 4)		
Years of Work Experience and Related Job Experience	6 years vehicle servicing working experience with at least 4 years body repair experience	
Units of Competency	AUSDCN401A	Monitor occupational safety and health systems
	AUSDCN402A	Monitor and manage environmental protection operations
	AUSDCN403A	Formulate management procedure for dangerous chemicals, pollutants and waste
	AUSDCN410A	Formulate rules of safety operation for vehicle servicing work
	AUSDST401A	Conduct risk assessment on vehicle servicing work
	AUSDST402A	Monitor, arrange and coordinate the progress and workflow of the operation in the workshop
	AUSDST409A	Master the complicated techniques of vehicle body and frame

Example : Assessment

Automotive -- Vehicle Body Repair (Level 4)

Assessment Method	Documentary Proof & area of assessment	Application Fee (HK$)
Years of Work Experience and Related Job Experience	Working evidence (issued by employers, trade unions or relevant orgainsations)	1,200
Interview	30 minutes	
Written Test	20 minutes (around 20 multiple choice questions)	

Passing criteria:
- Total mark (100%) = Interview (60%) + Written Test (40%)
- Passing mark 60%
- Passing marks for Interview and Written Test are 50%

Automotive : Clusters

Name of Clusters (contain some environmental protection elements)	Level 1	Level 2	Level 3	Level 4
Vehicle Sales		✓		
Parts and Accessories Sales		✓		✓
Vehicle Parts Purchasing Management			✓	✓
Warehouse Management		✓	✓	✓
Vehicle Body Repair	✓		✓	✓
Vehicle Body Paint	✓		✓	
Vehicle Electric Systems Repair/Testing	✓		✓	
Vehicle Mechanical Systems Repair/Testing	✓		✓	
Vehicle Repair				✓
Repair Consultancy			✓	
New Vehicle Delivery			✓	
Commercial Vehicle Body Building	✓		✓	
Commercial Vehicle Body Building (Planning)				✓
Vehicle Operating Places Management		✓	✓	✓
Vehicle Damage Surveying			✓	
Vehicle Testing				✓

There are altogether 50 RPL Clusters for practitioners to apply. 37
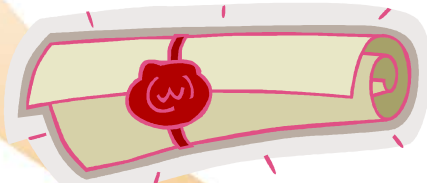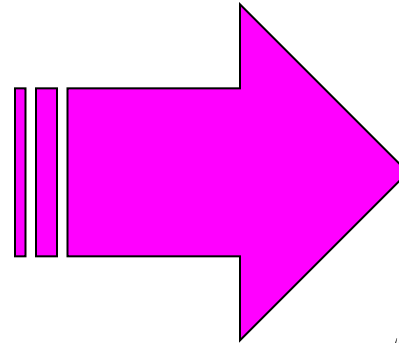
Application process
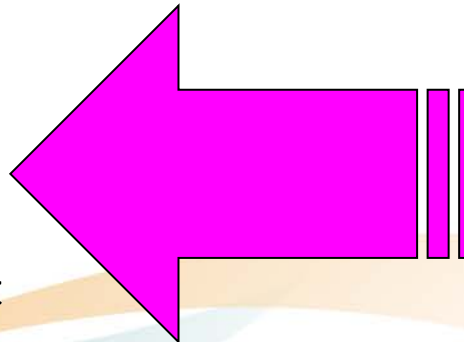
Application form

Working evidence

Assessment Agency

Assessment fees

Assessment
(Apply for
Level 4 only)

Statement of Attainment

RPL : Assessment Fees

Levels	Assessment Fees (no Assessment)	Assessment Fees (with Assessment)
Levels 1 to 3	$290 (1 Cluster)	If applicant opts for assessment, the fee is subject to the assessment method of the applied cluster
	$490 (2 Clusters)	
	$690 (3 Clusters)	
	$890 (more than 4 clusters)	
Level 4	N/A	$890 or above per cluster depends on the assessment method of the applied cluster)

Government Support : Reimbursement of RPL Assessment Fees

Successful Completion of RPL assessment

➤

Reimbursement of 75% of assessment fees

No Reimbursement Ceiling

Programmes listed in the QR

Successful Completion of any QF-recognized programmes

➤

Reimbursement of 25% of assessment fees

www.hkqr.gov.hk

Sample

Statement of Attainment

- ✓ **Specific job functions (Clusters)**
- ✓ **Quality-assured**
- ✓ **QF Level**
- ✓ **Listed in QR**

Collaborating Organization

Recognition of RPL qualification

➢ **Training providers to consider as one of the criteria for admission/modules exemption**

➢ **Professional bodies to consider as one of the criteria for membership/fellowship**

➢ **Enterprises to consider as relevant and preferable qualifications in staff recruitment/promotion**

➢ **Enterprises to encourage and support their staff to apply for RPL and pursue further training**

42

Recognition of RPL qualification (example) : Education & Training providers

IVE

IVE Engineering
Your Partner in Professional Development

Course Code	Course Title	Information
EG424704P	Professional Certificate in Automotive Technology 汽車科技專業證書	SCS-based Courses CEF reimbursable programme
EG424705P	Professional Diploma in Automotive Technology and Management 汽車科技及管理專業文憑	SCS-based Courses

✓ **Admission requirements**

✓ **Module exemption / CAT**

43

Publicity & Promotion

Feature articles

Videos

Events

44

Critical Success factors

Participation of Employers, Employees and Professional Bodies

Support from Employers

Determination of individuals in further training & lifelong learning

Provision of various training opportunities for staff

Recognition from the industry and society

45

Thank You

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