Recognition of Prior Learning
(Logistics)

Application Guide and Application Form

1. **Purpose of RPL Mechanism**

   Recognition of Prior Learning (RPL) is a mechanism whereby participation is on a voluntary basis. It aims to enable practitioners with various backgrounds to receive formal recognition of their knowledge, skills and experience under the Qualifications Framework (QF) with a view to promoting continuing education and lifelong learning. Aspiring practitioners can determine their starting points for learning and progression based on the qualification levels they have already acquired to minimise the need for repetitious training of the same skills.

2. **Eligibility to Apply**
   The applicant must meet the following requirements:

   2.1 be currently or previously in employment with the relevant industry;

   2.2 be a Hong Kong resident having the right of abode, the right to land or to stay in Hong Kong without restriction, i.e. either one of the symbols "A" (right of abode), "R" (right to land) or "U" (right to stay without any restrictions) should appear under the date of birth on his/her Hong Kong Identity Card (HKID Card). For interpretation of the symbols, please visit the website of the Immigration Department at http://www.immd.gov.hk. Holders of one-way permit who come to settle in Hong Kong from Mainland China can also apply. Those who are unable to present their one-way permits and HKID cards in person for verification by the RPL Assessment Office should attach the photocopies of the same to the application forms for submission by mail; and

   2.3 have reached the minimum requirement for the number of years of working and relevant experience of the specific clusters of units to be recognized.

3. **Application Procedures**
   3.1 Applications can be submitted in person, at designated HKU SPACE Enrolment Counter (see below), by proxy or by mail.

   3.2 The completed application form must be submitted together with (i) application fee (crossed cheque made payable to the "HKU SPACE") , (ii) Employer/Referee Review form and (iii) supporting documents of their working and relevant experience (if applicants submit their form to HKU SPACE Enrolment Counters in person, please bring along the original copies with you for certification of documents).

   3.3 Applicants must provide the Employer/Referee Review form, documented proof of years of work experience and other relevant experience issued by employer, authorised person or referee.

   3.4 Supplementary evidence (e.g., attestation of employment issued by registered trade associations or labour unions, tax demand notes, payroll slips, or business registration certificates of those who are self-employed) can be submitted to the RPL Assessment Office.

3.5 The eligibility of applicants and relevance of provided documents will be initially verified by the front line staff at the RPL Assessment Office who will indicate whether applicants have met the basic requirements. Individual portfolios will be created after the initial verification. Acknowledgement of receipt of application with application number and any required supplementary documents will be sent to applicants by post.

3.6 Except for application made through employer, applicants must present original copies or certified true copies from employer as documented proof and HKID card to the RPL Assessment Office in person for verification purposes within the specified time limit. Failure to comply with such will result in the refusal of the application and the paid assessment fee will not be refunded.

3.7 For applicants of QF Level 1 to 4, the RPL Assessment Office will make arrangements for the assessors, the venue and date of the test (and interview for QF Level 4 applicants), and the aforesaid information will be provided to applicants by email. The assessment will be completed within three months.

3.8 Applicants who have special circumstances and require assistance are to clearly indicate and specify their requests on the application form. The RPL Assessment Office will arrange to accommodate the requests to the best of their ability.

3.9 The completed application form may submit to one of our designated Enrolment Counters:

Admiralty Learning Centre
3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong
(Admiralty MTR Station Exit A)
Weekdays: 8:30 am – 7:30 pm
Saturday: 8:30 am – 5:30 pm

Fortress Tower Learning Centre
1/F, Fortress Tower, 250 King's Road, North Point, Hong Kong
(Fortress Hill MTR Station Exit B)
Weekdays: 8:30 am – 7:30 pm
Saturday: Closed

Kowloon East Campus
1/F, 28 Wang Hoi Road, Kowloon Bay, Kowloon
(Kowloon Bay MTR Station, Exit B)
Weekdays: 8:30 am – 7:30 pm
Saturday: 8:30 am – 5:30 pm

4. **Assessment fee structure:**

QF Level	Assessment	1 Cluster	2 Clusters	3 Clusters	4 Clusters or More
Levels 1 - 3	Written test	$550	#$900	#$1,300	#$1,700
Level 4	Interview	$890	$890 x 2	$890 x 3	$890 x (4 or more)
Level 4	Interview and written test	$1,200	$1,200 x 2	$1,200 x 3	$1,200 x (4 or more)

#Discount are for those who apply for more than one cluster of Level 1-3 with the same assessment methods at one time.

5. Notification of Assessment Results and Issue of Certificates

5.1 The successful applicant will receive an Assessment Result Notice, and will be awarded a Statement of Attainment. The applicant may choose to collect the Statement in person or by proxy at the Assessment Office (an authorisation letter and a photocopy of the applicant's HKID Card are required).

5.2 In the case that recognition is sought by assessment (interview and/or written test), the entire process including the issue of Statement of Attainment will be completed within three months from the issue of the Acknowledgement of Receipt of Application.

6. Processing of Personal Data

6.1 A database will be compiled by the RPL Assessment Office as part of the processing of all applications, which will include information such as documents submitted by applicants and assessment reports. All data will be kept confidential. The RPL Assessment Office is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance (PDPO). No access or downloading of files will be allowed without approval from the RPL Assessment Officer.

6.2 The applicant's personal data may be provided to authorised government departments and other organisations or agencies for matters relating to RPL application, such as the reimbursement of assessment fee.

7. Enquiries
For enquiries about the RPL, please contact:
    HKU SPACE
    Recognition of Prior Learning (Logistics) Assessment Office
    11/F Fortress Tower
    250 King's Road
    North Point, Hong Kong
    Tel: 2508 8864
    Email: rpl.log@hkuspace.hku.hk
    Website: http://hkuspace.hku.hk/rpl-logistics

Office hours: Mondays to Fridays: 9:00 am-1:00 pm and 2:00-5:30 pm

Recognition of Prior Learning Assessment Office
Application Form (Logistics)

EPOS Code: 884

HKUSPACE 香港大學專業進修學院
HKU School of Professional and Continuing Education

資歷架構 Qualifications Framework

Please refer to the "Application Guide" before filling in this Form. Please fill in the form with BLOCK letters using a black or blue ball pen.

1. Personal Data (Personal Data must be the same as those shown on the applicant's HKID Card)

Name in Chinese:	Home Phone No.:
Name in English:	Mobile Phone No.:
HKID Card No.:	Email Address:
Date of Birth: DD MM YY	Gender: Male ☐ Female ☐

Correspondence Address:

To facilitate the arrangement of assessment, please put a ✔ as appropriate:

a. I can take the assessment in Cantonese.   Yes ☐   No ☐

(Please specify the language you prefer: _____)

b. I would require special assistance due to disability.   Yes ☐   No ☐

Please specify the assistance here with reason(s): _____

Note 1: The Assessment Office provides the RPL assessment services on a non-profit making basis and the fees shall be determined by the assessment methods and cost required. If special services are needed in the course of assessment, the applicant may be required to pay a surcharge based on the "user-pay" principle.

Note 2: The applicant may be required to submit a medical certificate as a proof of disability so that the Assessment Office can make appropriate arrangements as and when required.

2. Clusters of Units of Competency under which recognition is being sought
(fill in the titles and codes. You can apply for recognition for more than one cluster.)

Cluster - Title and Code	No. of Years of relevant working experience	Opt for Assessment *Level 1 to 3		Level 4		Fee
		Verification of documents	Written Test	Interview	Interview + Written Test	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	

Please put a ✔ in the ☐ as appropriate.

Accumulated no. of years of working experience in the logistics industry: _____

*During the five-year transitional period of the RPL mechanism for "Supporting and Ancillary Services - Cargo Surveying" of the Logistics industry (from 16 February 2021 to 15 February 2026), applicants seeking recognition of qualifications for levels 1 to 3 clusters may option for verification of supporting documents or assessment (Written Test) - please refer to the cluster list for details.

Assessment Fee Structure

QF Level	Assessment	1 Cluster	2 Clusters	3 Clusters	4 Clusters or More
Levels 1 - 3	Verification of document	$290	$490[#]	$690[#]	$890[#]
Levels 1 - 3	Written test	$550	$900[#]	$1,300[#]	$1,700[#]
Levels 4	Interview	$890	$890 x 2	$890 x 3	$890 x (4 or more)
Levels 4	Interview and written test	$1,200	$1,200 x 2	$1,200 x 3	$1,200 x (4 or more)

[#]Discount are for those who apply for more than one cluster of Level 1-3 with the same assessment methods at one time.

3. Relevant Working Experiences
(Photocopies of supporting documents for such working experiences should be attached hereto)

In chronological order (Give the details on a separate sheet if needed.)

Name and Address of Company / Organization	Position Held	Scope of Duty and Description*	From (MM/YY)	To (MM/YY)

*To prove that the prescribed requirements are met, please specify the scope of duty and experience which are relevant to the clusters under which you seek recognition.

4. Collection of Statement of Attainment

I wish to collect the Statement of Attainment by the following means:

1. ☐ in person at the Assessment Office or by proxy

2. ☐ by post

5. Other Documents or Professional Qualifications Relevant to the Assessment
(Photocopies of which must be submitted)

In chronological order (Give the details on a separate sheet if needed.)

6. Declaration

(i) I declare that all information submitted above is true and accurate and agree that it can be used for related purposes pursuant to the personal data policy of the Assessment Office. I understand that providing false or misleading information will result in disqualification of my application and the Assessment Office has the right to take legal action against me for my liability.

(ii) I agree that the Assessment Office may contact the officer-in-charge of the company(ies)/ organization(s) concerned to verify my documentary proof of the number of years of working and relevant experience.

(iii) I understand that I must not offer any gifts or hospitality to any staff of the Assessment Office or related persons directly or by whatsoever means. An act otherwise may be a breach of the law and the qualifications recognized may be revoked.

(iv) I agree to compensate for any damage of machinery, tools or equipment in the course of my assessment. I also agree that the Assessment Office and HKU School of Professional and Continuing Education shall take no responsibility in respect of any of my personal injury or death caused by any negligence on my part.

(v) I agree that the interviews will be audio-video recorded for documentation and verification purposes.

(vi) I have read the provisions set out in the Application Guide and agree to abide by the regulations set out therein.

Signature of Applicant: _____   Date: _____