



HKUSPACE

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



資歷架構
Qualifications
Framework

Recognition of Prior Learning

Import and Export Industry



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 recognised.

3. Application Procedures

3.1 Applications can be submitted in person, at designated HKU SPACE Enrolment Counters (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. Acknowledgment of receipt of application with application number will be sent to applicants by post. Applicants will be notified if they need to submit any supplementary documents.

3.6 Except for application made through an employer, applicants must present original copies or certified true copies from the 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 unsuccessful application and the paid assessment fee will not be refunded.

3.7 For the launch of RPL mechanism in the Import and Export Industry, there is a five-year transitional period, during which practitioners may apply for recognition of QF qualifications at levels 1 to 3 through verification of documents (applicants may also opt for a written test). For recognition of QF qualifications for Level 4, an interview and a written test will be conducted in addition to the verification of documents. The five-year transitional period for the Import and Export Industry is from 1 September 2015 to 31 August 2020.

3.8 For applicants of QF Level 1, 2 and 3 who have opted for the written test and application of Level 4, the RPL Assessment Office will make arrangements with the applicants. The venue and date of the test (and interview for QF Level 4 applicants) will be confirmed by email. The assessment will be completed within three months.

3.9 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.

3.10 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

3.11 You can send your application by post: HKU SPACE
Recognition of Prior Learning (Import and Export) Assessment Office
11/F, Fortress Tower, 250 King's Road, North Point, Hong Kong

4. 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 [#]
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 be awarded a Statement of Attainment(s) indicating the recognised qualification and QF Level. The applicant may choose to collect the Statement(s) at the Assessment Office in person, by proxy or authorise the present employer to collect the Statement(s) on your behalf (an authorisation letter is required).

5.2 For applications for recognition of qualifications at HKQF Levels 1 to 3 through verification of supporting documents, the Statement of Attainment will be issued within eight weeks provided that all application materials are in order and all prescribed requirements are met.

5.3 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 acknowledgment 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 (Import and Export) Assessment Office
11/F Fortress Tower, 250 King's Road, North Point, Hong Kong (Exit B, Fortress Hill MTR Station)

Tel : 2508 8862

Email : rpl.ie@hkuspace.hku.hk

Website : <http://hkuspace.hku.hk/rpl-ie>

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

Cluster - Title and Code	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee
Finance				
Financial Management (IE101L4S)	4	Six years experience in import & export industry, of which not less than three years in financial management	Interview & Written Test	\$1,200
Financial Planning (IE102L4S)	4	Six years experience in import & export industry, of which not less than three years in financial planning	Interview & Written Test	\$1,200
Cost Control (IE103L4S)	4	Six years experience in import & export industry, of which not less than three years in product cost control	Interview & Written Test	\$1,200
Commercial Trading (IE104L3S)	3	Five years experience in import & export industry, of which not less than two years in trading operations	Verification of Documents	\$290
Warehousing and Logistics				
Warehouse Management (IE201L4S)	4	Six years experience in import & export industry, of which not less than three years in warehouse management	Interview & Written Test	\$1,200
Inventory Operations (IE202L3S)	3	Five years experience in import & export industry, of which not less than two years in inventory operations	Verification of Documents	\$290
Warehouse Operations (IE203L3S)	3	Five years experience in import & export industry, of which not less than two years in warehouse operations	Verification of Documents	\$290
Logistics Security (IE204L3S)	3	Five years experience in import & export industry, of which not less than two years in logistics security operations	Verification of Documents	\$290
Goods Management (IE205L4S)	4	Six years experience in import & export industry, of which not less than three years in goods management	Interview & Written Test	\$1,200
Goods Handling (IE206L2S)	2	Three years experience in import & export industry, of which not less than one year in goods handling	Verification of Documents	\$290
General Technique (Goods Handling) (IE207L1S)	1	One year experience in import & export industry	Verification of Documents	\$290
General Competencies (Supporting and Ancillary Services) (IE208L1S)	1	One year experience in import & export industry	Verification of Documents	\$290
Dangerous Goods/Hazardous Substances Management (IE209L4S)	4	Six years experience in import & export industry, of which not less than three years in dangerous goods/hazardous substances management	Interview & Written Test	\$1,200
Air Freight Dangerous Goods/Hazardous Substances Handling (IE210L2S)	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	Verification of Documents	\$290
Sea Freight Dangerous Goods/Hazardous Substances Handling (IE211L2S)	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	Verification of Documents	\$290
Land Transport Dangerous Goods/Hazardous Substances Handling (IE212L2S)	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	Verification of Documents	\$290
Warehouse Dangerous Goods/Hazardous Substances Handling (IE213L2S)	2	Three years experience in import & export industry, of which not less than one year in handling dangerous goods/hazardous substances	Verification of Documents	\$290
E-logistics (Application) (IE214L2S)	2	Three years experience in import & export industry, of which not less than one year in e-logistics work	Verification of Documents	\$290
Sales and Merchandising				
Product Design I (IE301L3S)	3	Five years experience in import & export industry, of which not less than two years in product design	Verification of Documents	\$290
Product Design II (IE302L4S)	4	Six years experience in import & export industry, of which not less than three years in product design	Interview & Written Test	\$1,200
Product Management I (IE303L4S)	4	Six years experience in import & export industry, of which not less than three years in product management	Interview & Written Test	\$1,200
Product Management II (IE304L4S)	4	Six years experience in import & export industry, of which not less than three years in product management	Interview & Written Test	\$1,200
Contract Management (IE305L4S)	4	Six years experience in import & export industry, of which not less than three years in contract management	Interview & Written Test	\$1,200
Product Promotion (IE306L3S)	3	Five years experience in import & export industry, of which not less than two years in product promotion	Verification of Documents	\$290
Marketing Planning (IE307L4S)	4	Six years experience in import & export industry, of which not less than three years in marketing planning	Interview & Written Test	\$1,200
Product Marketing Management (IE308L4S)	4	Six years experience in import & export industry, of which not less than three years in product marketing management	Interview & Written Test	\$1,200
Marketing Management I (IE309L4S)	4	Six years experience in import & export industry, of which not less than three years in marketing management	Interview & Written Test	\$1,200
Marketing Management II (IE310L4S)	4	Six years experience in import & export industry, of which not less than three years in marketing management	Interview & Written Test	\$1,200
Strategic Marketing Management (IE311L4S)	4	Six years experience in import & export industry, of which not less than three years in strategic marketing management	Interview & Written Test	\$1,200
Customer Services (IE312L3S)	3	Five years experience in import & export industry, of which not less than two years in customer services	Verification of Documents	\$290
Sales Support (IE313L2S)	2	Three years experience in import & export industry, of which not less than one year in sales support	Verification of Documents	\$290

Cluster - Title and Code	QF Level	Years of Working Experience and Relevant Experience	Assessment Method	Assessment Fee
Sales and Merchandising				
Sales Operations (IE314L4S)	4	Six years experience in import & export industry, of which not less than three years in sales operations	Interview and Written Test	\$1,200
Sales Management I (IE315L4S)	4	Six years experience in import & export industry, of which not less than three years in sales management	Interview and Written Test	\$1,200
Sales Management II (IE316L4S)	4	Six years experience in import & export industry, of which not less than three years in sales management	Interview and Written Test	\$1,200
Sales Administration I (IE317L3S)	3	Five years experience in import & export industry, of which not less than two years in sales administration	Verification of Documents	\$290
Sales Administration II (IE318L4S)	4	Six years experience in import & export industry, of which not less than three years in sales administration	Interview and Written Test	\$1,200
Merchandising Support (IE319L2S)	2	Three years experience in import & export industry, of which not less than one year in merchandising support	Verification of Documents	\$290
Merchandising Operations I (IE320L4S)	4	Six years experience in import & export industry, of which not less than three years in merchandising operations	Interview and Written Test	\$1,200
Merchandising Operations II (IE321L4S)	4	Six years experience in import & export industry, of which not less than three years in merchandising operations	Interview and Written Test	\$1,200
Merchandising Operations III (IE322L4S)	4	Six years experience in import & export industry, of which not less than three years in merchandising operations	Interview and Written Test	\$1,200
International Trade Operations (IE323L3S)	3	Five years experience in import & export industry, of which not less than two years in international trade operations	Verification of Documents	\$290
Supplier Management (IE324L4S)	4	Six years experience in import & export industry, of which not less than three years in supplier management	Interview and Written Test	\$1,200
Merchandising Management I (IE325L4S)	4	Six years experience in import & export industry, of which not less than three years in merchandising management	Interview and Written Test	\$1,200
Merchandising Management II (IE326L4S)	4	Six years experience in import & export industry, of which not less than three years in merchandising management	Interview and Written Test	\$1,200
Operations Management				
Project Management (IE401L4S)	4	Six years experience in import & export industry, of which not less than three years in project management	Interview and written test	\$1,200
Operations Management (IE402L4S)	4	Six years experience in import & export industry, of which not less than three years in operations management	Interview and written test	\$1,200
Security Management (IE403L4S)	4	Six years experience in import & export industry, of which not less than three years in security management	Interview and written test	\$1,200
Security Operations (IE404L3S)	3	Five years experience in import & export industry, of which not less than two years in security operations	Verification of Documents	\$290
Operations Management (Records) (IE405L3S)	3	Five years experience in import & export industry, of which not less than two years in records management	Verification of Documents	\$290
Shipping Documents and Management				
Trading and Import/Export Documentation (IE501L2S)	2	Three years experience in import & export industry, of which not less than one year in handling trading and import/export documents	Verification of Documents	\$290
Import and Export Operations Management (IE502L4S)	4	Six years experience in import & export industry, of which not less than three years in import and export operations management	Interview & Written Test	\$1,200
Transport Arrangement (IE503L3S)	3	Five years experience in import & export industry, of which not less than two years in arrangement of goods transport	Verification of Documents	\$290
Transport Document Handling (IE504L3S)	3	Five years experience in import & export industry, of which not less than two years in transport document handling	Verification of Documents	\$290
Customs Clearance Handling (IE505L2S)	2	Three years experience in import & export industry, of which not less than one year in customs clearance handling	Verification of Documents	\$290
Sea Freight Document Handling (IE506L2S)	2	Three years experience in import & export industry, of which not less than one year in transport document handling	Verification of Documents	\$290
Air Freight Document Handling (IE507L2S)	2	Three years experience in import & export industry, of which not less than one year in transport document handling	Verification of Documents	\$290
General Document Handling (Sea Freight) (IE508L1S)	1	One year experience in import & export industry	Verification of Documents	\$290
General Document Handling (Air Freight) (IE509L1S)	1	One year experience in import & export industry	Verification of Documents	\$290
Quality Management				
Quality Management (IE601L4S)	4	Six years experience in import & export industry, of which not less than three years in quality management	Interview and written test	\$1,200
Audit of Standards (IE602L4S)	4	Six years experience in import & export industry, of which not less than three years in auditing standards	Interview and written test	\$1,200
Strategic Management				
Environmental Management (IE701L4S)	4	Six years experience in import & export industry, of which not less than three years in environmental management	Interview and written test	\$1,200



資歷架構
Qualifications
Framework

Recognition of Prior Learning Assessment Office

Application Form (Import and Export Industry)

MIS Code: 891



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

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.

Note: Applications for recognition of QF qualifications at Levels 1 to 3 may be made either through verification of documents or assessments. For recognition of QF qualification at Level 4, assessment will be conducted in addition to the provision of documents.

For Assessment Office use only

Application Code : _____

Application Fee: _____

Receipt No.: _____

Date : _____

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:

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	QF Level	No. of Years of relevant working experience	Opt for Written Test (applicable to Level 1 to 3 only)	Fee
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Please put a ✓ in the ☐ as appropriate.

Total:

Accumulated no. of years of working experience in the Import and Export Industry: _____

*During the five-year transitional period for the Import and Export Industry (from 1 September 2015 to 31 August 2020), applicants seeking recognition of qualifications for Levels 1 to 3 clusters may opt for verification of supporting documents or assessment (Written Test) – please refer to the below table for the assessment fee structure.

Assessment Fee Structure

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

[#]Discounts are for those who apply for more than one cluster of Levels 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 / Organisation	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(s)

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

- ☐ in person at the Assessment Office or by proxy
- ☐ by post (The RPL Assessment Office takes no responsibility for any loss or damage in the course of mail delivery)
- ☐ to authorise the present employer to collect the Statement of Attainment(s) on my behalf

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 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.
- I agree that the Assessment Office may contact the officer-in-charge of the company(ies)/ organisation(s) concerned to verify my documentary proof of the number of years of working and relevant experience.
- 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 recognised may be revoked.
- 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.
- I agree that the interviews will be audio-video recorded for documentation and verification purposes.
- 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: _____

Name: _____ (IN BLOCK LETTERS)