

## Recognition of Prior Learning Assessment Agency

## Application Form for RPL Assessment Fashion Industry

### FOR OFFICE USE

File No.	
Application Fee	
Receipt No.	
Date	

### Note to Applicant:

Please refer to the "Guide to RPL Application" before filling in this form.

### I. PERSONAL INFORMATION

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

Name in English		Name in Chinese	
HKID No.		Date of Birth (DD/MM/YY)	
Residential Phone No.		Mobile Phone No.	
Correspondence Address			
Email Address			

Do you need special assistance?  Yes  No

Please specify the assistance or translation services required: \_\_\_\_\_

(For example, enlarged text font size or reading services for people with visual impairment, barrier-free environment which allows the access of people using wheelchairs, English translation services for people could not read Chinese, etc.)

The Recognition of Prior Learning (RPL) Unit, CITA provides the 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, the applicants may be required to pay a surcharge based on the "user-pay" principle. Applicants may be required to submit related proof documents so that the RPL Assessment Office can make appropriate arrangements.

### II. CLUSTERS OF UNITS OF COMPETENCY UNDER WHICH RECOGNITION IS BEING SOUGHT

(Note: Applicant can apply for the recognition for more than one cluster.)

RPL Cluster Name and Code	QF Level	Years of Relevant Work Experience	Assessment *	Re-assessment #	Fee (\$)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
				Total (\$)	

\* During the five-year transitional period of the RPL mechanism for the Fashion Industry (which starts from 1 January 2022), applicants seeking recognition of qualifications at level 1 to 3 may opt for verification of supporting documents or assessment. If you opt for assessment, please put a "☑" in the box as appropriate)

# For re-assessment, please put a "☑" in the box as appropriate.

**III. RELEVANT WORK EXPERIENCES** (in chronological order) (Please attach photocopies of the supporting documents and provide the details on a separate sheet if needed).

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

**IV. OTHER DOCUMENTS OR PROFESSIONAL QUALIFICATIONS RELEVANT TO THE ASSESSMENT** (in chronological order) (Please attach photocopies of relevant documents and provide the details on a separate sheet if needed)

**V. COLLECTION OF STATEMENT OF ATTAINMENT**

I wish to collect the Statement of Attainment by the following means (Please put a “✓” in the box as appropriate):

in person at the Assessment Agency or by proxy.

by mail (The Assessment Agency takes no responsibility for any loss or damage in the course of mail delivery.)

**VI. DECLARATION**

- I declare that all the 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 Recognition of Prior Learning Assessment Agency for Fashion Industry (“the Assessment Agency”). I understand that providing false or misleading information will result in disqualification of my application and the Assessment Agency has the right to take legal action against me for my liability.
- I agree consent that the Assessment Agency may contact the office-in-charge of the company(ies) or organization(s) concerned to verify my documentary proof of years of working experience and relevant experience.
- I understand that I must not offer any gifts or hospitality to any staff of the Assessment Agency or related persons directly or by whatsoever means. An act otherwise may be a breach of the law and qualifications recognized may be revoked.
- I understand that I should be responsible and I should for any losses or damage to the machines, tools or equipment in the course of my assessment. I also agree that the Assessment Agency 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 “Note to Application” plus Application Guide and agree to abide by the regulations set out therein.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# Guide to RPL Application

## 1. Aims

Recognition of Prior Learning (RPL) is a mechanism under the Qualifications Framework (QF). It aims to recognize the work experiences and competencies acquired by practitioners at the workplace. The mechanism provides another way for practitioners to obtain qualifications recognized by the QF and to enhance their opportunities in further study and career advancement.

## 2. Eligibility for Application

The applicants must meet the following requirements:

- 2.1 be currently or previously in employment with related 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 on Hong Kong Identity Card. For interpretation of the symbols, please visit the Immigration Department website at <http://www.immd.gov.hk>. Holders of one-way permit who come to settle in Hong Kong from Mainland China can also apply; and
- 2.3 have reached the minimum requirement of years of work experience and relevant experience of the specific cluster of competency units to be recognized.

## 3. Application Procedures

- 3.1 Applications can be submitted in person, by proxy or by mail.
- 3.2 The completed application forms must be submitted together with the assessment fees and photocopies of supporting documents for years of work experience and relevant experience. (For applications by mail, only crossed cheques or bank cashier orders made payable to the "Clothing Industry Training Authority" will be accepted. Please do not mail any original supporting documents or cash. For applications in person or by proxy, original copies of the supporting documents should be provided for verification).
- 3.3 If applying by post, please attach a photocopy of (a) HKiD card or (b) One-way Permit and HKID Card. The HKID card or one-way permit provided by the applicant together with a copy of the HKID card will be destroyed once the verification is completed to ensure that the applicant's personal data is not leaked.
- 3.4 Applicants must provide documents to the Recognition of Prior Learning (RPL) Assessment to prove office years of work experience and relevant experience issued by the employer or an authorised person (e.g. department heads or supervisors) to ensure that the applicant's working experience in tally with the clusters of competency units applied for. The reference documents should include the applicant's name, HKID Card number, post title, scope of duty, years of work experience and relevant experience which is in consistent with the clusters of competency units being applied. If the aforesaid evidence of years of work experience are unavailable, applicants may submit other supplementary evidences (e.g. attestation of jobs issued by registered trade associations or labour unions, tax demand notes, payroll slips, or business registration certificates of the self-employed).
- 3.5 "Individual Portfolio" such as, among others, curriculum vitae has been introduced by RPL to assist those who are unable to produce documentary proofs of work experience. For more details information, please refer to the website <http://rpl.cita.edu.hk>.
- 3.6 The applicant must present the original copies of the supporting documents and HKID Card to the RPL Assessment Office in person for verification within a specified time limit (one month from the issue date of the Confirmation Notice). Otherwise, the application shall be regarded as "unsuccessful case" and **the application fee paid will not be refunded**.
- 3.7 The RPL Assessment Office supports Equal Opportunity Policy. For applicants who need special arrangement and assistance, please specify clearly in Part I of the Application Form. The RPL Assessment Office will assist to make the necessary arrangement as far as possible.

## 4. Payment

The applicants may choose to pay the assessment fees by one of the following methods:

- (i) Crossed cheques or bank cashier orders made payable to the "Clothing Industry Training Authority" OR
- (ii) Cash at the RPL Assessment Office.

#### 5. Cluster of Units of Competency and Assessment Fee

- 5.1 RPL assessment services are provided on a non-profit making basis. Applicants who request special service in the course of assessment may be required to pay a surcharge based on the “user-pay” principle.
- 5.2 The RPL Unit will adjust the application fee on need base. Fees will not be refunded and transferred to others candidates or for other purposes.
- 5.3 The RPL mechanism is conducted in the form of clusters of competency units. For details of the clusters of units, please visit the website of the RPL Unit at <http://rpl.cita.org.hk>.
- 5.4 In the first five years of the transitional period, applicants may apply the assessment through verifying documents relevant to working experience for RPL qualification QF Level 1-3.

#### 6. Notification of Assessment Results and Issue of Certificates

- 6.1 The successful applicants will be awarded a Statement of Attainment. The applicants may choose to collect the Statement in person or by proxy at the RPL Assessment Office (an authorisation letter and a photocopy of the applicant's HKID Card are required).
- 6.2 For the assessment of QF Level 1-3 through document verification, in general, the Statement of Attainment can be obtained within eight weeks, if the application materials submitted are in order and all prescribed requirements are met.
- 6.3 All other assessments will be completed within four months from the issue of the Confirmation Notice of Application.

#### 7. Reimbursement of Assessment Fees

- 7.1 Upon successful recognition of the RPL qualifications, applicants may apply for full reimbursement of RPL assessment fees. For details information, please contact Qualifications Framework Secretariat (Hotline: 3793 3957; Email: [hkqf@edb.gov.hk](mailto:hkqf@edb.gov.hk)).

#### 8. Personal Information Collection Statement

- 8.1 The personal data requested in this form and any other additional documentary evidence as may be requested will be treated as confidential and used for purposes relating to the application for RPL only. The RPL Assessment Office will be unable to process this application if the information required is not provided / incomplete or the documentary evidence fails to prove that the applicant meets the requirements of the specific cluster of units to be recognized.
- 8.2 The applicant's personal data may be provided to authorised government departments and other organisations or agencies for matters relating to RPL application, e.g. reimbursement of assessment fee.
- 8.3 For correction of or access to personal data after submission of the application form or enquiries on assessment matters, please write to the RPL Assessment Office.

#### 9. Enquiry

Recognition of Prior Learning Assessment Office, CITA

Address: 63 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong  
Website: <http://rpl.cita.org.hk>  
Hotline: 2263 6300  
Fax No.: 2795 0452  
Email: [qfrpl@cita.org.hk](mailto:qfrpl@cita.org.hk)  
Office Hours: Monday to Friday : 9:00 am - 6:00 pm  
Closed on Saturdays, Sundays and public holiday