

AWARD SCHEME FOR LEARNING EXPERIENCES (2023) GUIDANCE NOTES

1. Objectives

- 1.1 The Award Scheme is applicable to practitioners working in those industries implementing the Qualifications Framework (QF). The primary objective is to encourage these practitioners to take part in work related learning activities to be held locally in Hong Kong or outside Hong Kong in order to gain wider exposure and to network with local or overseas counterparts. Practitioners receiving the award are expected to exemplify the spirit of QF and to promote the industry's career prospects so as to attract more new talents to join the industry.
- 1.2 Please refer to the Award Scheme's webpage www.hkqf.gov.hk/AwardScheme for details of the Award Scheme and the learning activities recommended in each industry¹ participating in the Award Scheme.

2. Scope and type of learning activities

- 2.1 Respective Industry Training Advisory Committees (ITACs) set up under QF set out the scope and type of industry-related learning activities, which are widely recognised in the industry, to be held within or outside Hong Kong, and set up a Selection Panel to conduct selection interviews per year. The Qualifications Framework Secretariat (QFS) will assist with the support and administration work.
- 2.2 Learning activities covered by the Award Scheme may include contests, conferences, seminars, study tours, etc. but exclusive of various kinds of education and training programmes. Such learning activities should have stipulated enrolment procedures and criteria.
- 2.3 Learning activities should take place between **1 July 2023 and 30 June 2024**. (Selection Panel may consider, on case by case basis, learning activities which take place between 1 June 2023 and 30 June 2023). Applicants are required to enrol on the learning activities and arrange related itinerary by themselves.
- 2.4 Selection Panel may consider learning activities out of the recommended ones, but the applicant should state the organising body, the reasons, itineraries and objectives for joining that activity, and the relevance and importance of that activity to his/her industry or job on the application form.

3. Number and amount of awards

- 3.1 **A maximum of 3 applicants** may be selected by respective ITACs for award each year. Awards are of two categories:
 - Awardees attending learning activities to be held **within Hong Kong** will receive an award of **HK\$10,000**;
 - Awardees attending learning activities to be held **outside Hong Kong** will receive an award of **HK\$30,000**.
- 3.2 Awardees, after completion of the learning activity, have to submit a written report (sample template of written report is available in the HKQF website) within two months. Generally speaking, awardees will be notified by QFS to collect the award in person within 30 days after their reports are received.

¹ Industries participating in the Award Scheme include Arboriculture & Horticulture, Automotive, Banking, Beauty, Hairdressing, Catering, Elderly Care Service, Electrical & Mechanical Services, Fashion, 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

4. Eligibility of applicants

4.1 Applicants must:

- (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" code should appear on the Hong Kong Identity Card);
- (b) be an incumbent practitioner in the industry concerned; and
- (c) have completed at least one QF-recognised learning programme, acquired one RPL qualification or acquired one QF-recognised professional qualification.

4.2 Members and co-opted members of ITACs and staff members of the QFS are not eligible to apply for the Award Scheme.

4.3 Applications from past awardees, regardless of their industry, will not be considered.

5. Application procedures

5.1 The QFS will openly invite applications from practitioners of industries participating in the Award Scheme. Details of applications will be promulgated in the HKQF website (www.hkqf.gov.hk) and other suitable media.

5.2 Applicants should complete and send the application form by email (***award@hkqf.hk***), by fax (***3106 2035***), by online application form or by post to the 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 processed normally. Applications will not be considered if the information supplied in the application form is incomplete or inaccurate.

5.4 Applicants do not need to provide supporting documents when submitting applications. They will be asked to bring proof of qualifications and employment (e.g. employment letter, certificates/diplomas) to the selection interview.

5.5 The QFS may request applicants to provide supporting documents or additional information to facilitate the processing of the applications.

5.6 Applicants can opt to provide contact information in the application form of one referee who is familiar with the applicant and in support of his/her application for the Award Scheme. The applicant has to seek the prior consent of the referee for the QFS to approach them for information of the applicant, if necessary.

6. Selection process

6.1 A Selection Panel will be set up by respective ITACs for selection of suitable applicants of the industry concerned and come up with a list of applicants for award.

6.2 The Selection Panel will invite shortlisted applicants for interview.

6.3 The Selection Panel will select the awardees and report the outcome to respective ITACs for information. Decisions of the ITACs shall be final.

7. Selection criteria

7.1 Selection will be conducted based on the following selection criteria to assess the merits each application:

- (a) Commitment to own continuous professional development by learning new skills & building capabilities, realising the ethos of lifelong learning (e.g. embarking on various training programmes and/or various learning activities);

- (b) Contributions of improvement/innovative suggestions in the workplace (e.g. won an award in a contest or received a letter of appreciation from employer); or recognised contributions to the industry or the community (e.g. participated in the work of trade associations, unions, professional bodies, or in community work or volunteer services);
- (c) Significance of the learning activity towards own personal development and/or career advancement;
- (d) Contributions to promoting the industry's prospect and the development of QF in the industry, upon completion of the learning activity.

8. Notification of results

- 8.1 Awardees will receive written notification from the QFS within three months after the closing date of application.
- 8.2 If the Selection Panel is unable to find any suitable applicant for the award, it has the right not to give out any award or give out fewer than three awards.
- 8.3 Awardee is required to apply for the learning activity he/she has selected and arrange related itinerary.

9. Obligations of awardees

- 9.1 Awardee is required to share his/her experiences in joining the learning activities in different platforms (include social media) to his/her friends, relatives, colleagues or community and to submit related screen captures or event photos in the aforementioned written report of the learning activity in his/her social media platforms or any suitable occasions and submit related screen captures or event photos to QFS.
- 9.2 Within one year upon completion of the learning activities, awardees are obliged to assist the ITAC concerned and the QFS in promoting QF, and to attend sharing sessions or other promotion production to share his/her experiences in joining the learning activities.

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