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***致資歷架構秘書處
(電郵 : hkqf@edb.gov.hk)
截止日期 : 2026年12月31日***

**意向書**

**為已推行資歷架構的行業
發展《能力標準說明》、《能力標準說明》為本教材套
及職業資歷階梯**

**(適用於2025年7月1日至2026年12月31日)**

**第一部份 : 表達意向**

1. 本機構\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (機構名稱) 有意發展以下的項目\*:

❑ 《能力標準說明》

❑ 《能力標準說明》為本教材套

❑ 職業資歷階梯

有興趣的行業包括\*

❑ 樹藝及園藝業 ❑ 汽車業

❑ 銀行業 ❑ 美容業

❑ 餐飲業 ❑ 機電業

❑ 安老服務業 ❑ 服裝業

❑ 美髮業 ❑ 人力資源管理

❑ 進出口業 ❑ 資訊及通訊科技業

❑ 保險業 ❑ 珠寶業

❑ 物流業 ❑ 製造科技業

❑ 印刷及出版業 ❑ 物業管理業

❑ 零售業 ❑ 保安服務業

❑ 檢測及認證業 ❑ 旅遊業

❑ 鐘錶業

*\*可選多項*

1. 本人已閱讀及同意**資格要求**（附件一）、**個人資料收集條款（**附件二）以及**聲明**（附件三）。 [所有附件只有英文版]

**第二部份 : 機構資料**

1. 機構之登記名稱：

(中文)

(英文)

1. 機構辦公室之註冊地址：

(中文)

(英文)

1. 聯絡人資料：

姓名 :

職位 :

電話 : 電郵 :

|  |  |  |
| --- | --- | --- |
| 機構印章 | 授權人簽名： |  |
| 姓名： |  |
| 職位： |  |
| 日期： |  |

**Eligibility Requirements**

**Annex I**

Eligibility requirements for service providers to develop Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP) for industries implementing Qualifications Framework in Hong Kong:

1. Expertise and knowledge in the development of competencies specifications, competency standard applications, competency-based curricula, learning and teaching support materials, assessment guidelines and tools;
2. Track record of developing competencies specifications, competency standard applications, competency-based curricula, learning and teaching support materials and assessment guidelines and tools;
3. Networks with industry stakeholders involved in Qualifications Framework development and training providers in the vocational and professional education and training, post-secondary education, and higher education sectors;
4. A team with a leader and members possessing relevant qualifications and experience; and
5. Track record of delivering successful projects of similar nature on time and to budget.

\* Please visit Hong Kong Qualifications Framework website ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)) for details of Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP).

**Personal Information Collection Statement**

**Annex II**

1. The personal data of the respondent provided as part of the Expression of Interest exercise will be used by the Qualifications Framework Secretariat (QFS) of Vocational Training Council solely for the Expression of Interest exercise. The personal data of the respondent provided in the Expression of Interest may be disclosed to the parties involved in the processing of the Expression of Interest.
2. The personal data in the Expression of Interest must be completed by the respondent. If the information provided is insufficient or inaccurate, the Expression of Interest provided by the respondent may not be considered.
3. The personal data of the respondent provided through the Expression of Interest exercise may be disclosed to relevant parties in other government departments and/or non-government organisations for purposes mentioned in 1 above.
4. The respondent has a right of access to and/or correction of the personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access refers to the right of the respondent to obtain a copy of the personal data provided in the Expression of Interest, subject to payment of an administrative fee charged by the QFS.
5. Enquiries concerning the personal data collected through this Expression of Interest exercise, including the request for access and/or corrections, should be addressed to:

 Qualifications Framework Secretariat

 Units 901-903, 9th floor, Dah Sing Financial Centre,

 248 Queen’s Road East, Wanchai, Hong Kong

**Disclaimer**

**Annex III**

1. The purpose of this Expression of Interest exercise is to invite organisations, on a non-committal basis, to indicate whether they are interested in development of Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP) for industries implementing Qualifications Framework in Hong Kong during the specified period.
2. The Qualifications Framework Secretariat (QFS) of Vocational Training Council, acting on behalf of the Education Bureau of Government of Hong Kong Special Administrative Region, may not accept any of the Expression of Interest. Each respondent shall be solely responsible for the fees, costs and/or expenses incurred in preparing and submitting the Expression of Interest, or subsequent responses or initiatives on the part of any respondent. The QFS will under no circumstances be liable to any respondent for any fees, costs, expenses, losses or damages whatsoever arising out of or in connection with the process of the Expression of Interest exercise.
3. Whilst the information in the Invitation Document has been prepared in good faith, it does not claim to be comprehensive or has been independently verified. The QFS does not guarantee the information is correct and comprehensive. Any liability in respect of any such information or inaccuracy in or omission from the Invitation Document is expressly disclaimed.
4. Neither the QFS, nor any of its employees, agents, or advisers, accepts any liability or responsibility, as to, or in relation to the adequacy, accuracy or completeness of the information contained in the Invitation Document or any other written or oral information, which is, has been or will be provided or made available to any respondent; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Invitation Document is based.
5. This Invitation to Expression of Interest should not be regarded as a suggestion of the QFS or its employees, agents, or advisers to any organisations to submit the Expression of Interest.
6. This Expression of Interest exercise is not a tender exercise but a structured way to obtain feedback from the respondent. The QFS may not take any further action after the Expression of Interest exercise. This Invitation Document or the related Expression of Interest does not constitute any contractual evidence for the development of Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP) for industries implementing Qualifications Framework in Hong Kong.
7. It is intended that, from those organisations expressing an interest in the development of Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP), a shortlist of organisations will be invited to submit detailed proposals. However, the QFS is not bound to invite detailed proposals from any organisations expressing an interest.
8. Respondents should not construe the contents of the Invitation Document, or any other communication by or on behalf of the QFS, or any of its employees, agents, or advisers, as financial, legal, tax or other matters concerning the development of Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP) and related supporting materials.
9. The QFS is not obliged or liable to have any individual or joint compromise with any respondent on the development of Specifications of Competency Standards (SCS), SCS-based Training Packages and/or Vocational Qualifications Pathways (VQP).
10. The submission of any Expression of Interest by a respondent shall be taken to be an acceptance of the terms of the Invitation, including the contents of all the attachments.
11. The QFS reserves the right, without prior consultation or notice, to change the content of the Invitation Document. The QFS is not obliged to inform respondents of any update or change of any of the information in the Invitation Document made or that comes to its knowledge after the issue of the Invitation Document.
12. Upon the closing date of submission of Expression of Interest, the QFS will first consider the Expression of Interest received, and then decide on the follow-up actions, if any. If necessary, the QFS may contact related respondent for clarification of further details or to conduct in-depth discussions.

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