



Recognition of Prior Learning (RPL) Support Scheme Application for Reimbursement of RPL Assessment Fees Application Guidelines

1. Purpose

In order to assist practitioners in pursuing continuing education and career development, the government provides financial support to those who have successfully passed Recognition of Prior Learning (RPL).

2. Eligibility

The applicant should meet the following eligibility criteria:

- 2.1 An application for RPL has been submitted through an appointed assessment agency¹ of the respective industry on or after 1 December 2019² and ;
- 2.2 The applicant has successfully passed the RPL assessment of a Cluster of Units of Competency at any level and obtained a Statement of Attainment (SOA).

3. Level of Subsidy and Deadline of Application

- 3.1 Applicants who have successfully obtained the SOA can apply for full reimbursement of assessment fee³ and ;
- 3.2 Applicants should apply for reimbursement within two years from the issue date of the last SOA⁴

4. Application Procedures and Documents Required

4.1 Applicants should prepare the following documents:

- Duly completed and signed application form⁵
- Certified original payment receipt(s) for RPL assessment fees⁶, (bearing the official chop and authorised signature of the assessment agency)
- Certified original copy of the List of Clusters of Units of Competency⁶, (bearing the official chop and authorised signature of the assessment agency)
- Certified copy of RPL SOA(s) (bearing the official chop and authorised signature of the assessment agency)
- Bank account information:
 - If reimbursement is to be transferred to a bank account, the applicant should provide a copy of the first page of his/her personal passbook, bank statement or automatic teller machine card showing clearly the name of account holder and account number;
 - [Applicable to companies/organisations] Companies/organisations authorised by the applicants to receive the reimbursements should provide the payee name equivalent to the bank account name of the companies / organisations for issuance of cheques.



Verification of Documents

If you need to verify the application documents, you may check it with the relevant assessment agency

- 4.2 Duly completed application forms and certified supporting documents (refer to paragraph 4.1) should be submitted to Qualifications Framework Secretariat (hereafter "QFS") by post or in person.
- 4.3 Applicants who have lost any of the aforementioned supporting documents should approach the assessment agency concerned for replacements. Administration fee for replacement may be charged.
- 4.4 Companies/organisations authorised by their employees to make the applications should ensure that each application form is accompanied by all the required documents (see paragraph 4.1).

Notes:

- ¹ A list of appointed assessment agencies of respective Industries are listed on the Qualifications Framework website (www.hkqf.gov.hk).
- ² For RPL applicants who have successfully applied for RPL before 1 December 2019, the deadline for submitting reimbursement application has passed on 30 November 2021.
- ³ The reimbursement amount will be calculated based on the assessment fee involved in each Statement of Attainment (SOA), the assessment fee will not be reimbursed if the applicant fails the assessment.
- ⁴ Applicants who apply for multiple clusters in one RPL application should submit their applications for reimbursement of assessment fees after all of the assessments have been completed and all SOAs for those clusters passed have been obtained. The deadline of application will be two years from the date of issuance of the last SOA in the same RPL application.
- ⁵ Separate application form must be completed for each receipt.
- ⁶ In case of loss of the original payment receipt(s) for RPL assessment fees or the original copy of the List of Clusters of Units of Competency, applicants should contact their RPL assessment agencies to apply for acceptable substitute documents.

- 4.5 Upon receipt of an application, QFS will check the information entered in the application form and the supporting documents supplied by the applicant. If the information and supporting documents are in order, QFS will issue an "Acknowledgment of Receipt of Application" to the applicant; otherwise, QFS will write to request the applicant to submit relevant information or documents for verification. The application will be deemed invalid if the applicant fails to comply with the request within a specified period.
- 4.6 Supporting documents submitted by the applicant will not be returned unless the application is deemed invalid (refer to paragraph 5.2).
- 4.7 Applicants should ensure that all the documents and information provided are true and accurate.

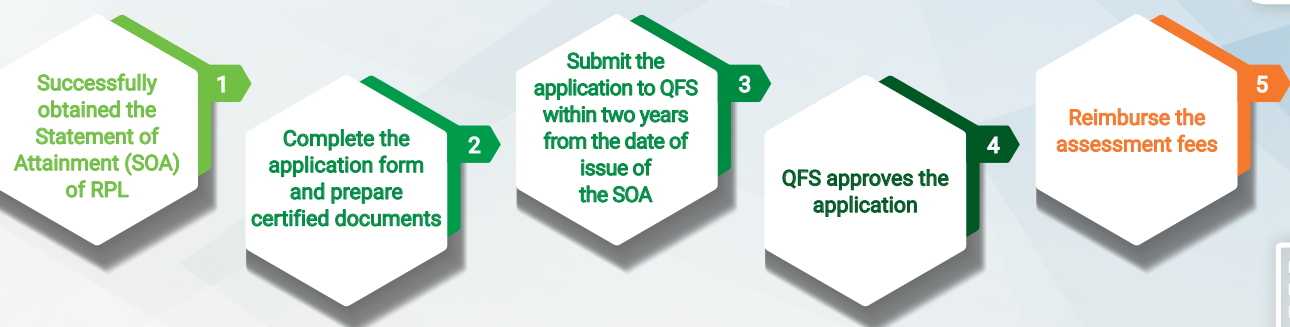
5. Notification of Application Result and Arrangements for Reimbursement of RPL Assessment Fees

- 5.1 In general, assessment fees will be reimbursed within 45 working days from the issuance of the "Acknowledgment of Receipt of Application". Applications that require additional documentation may take longer to process.
- 5.2 If an applicant fails to submit the required documents within a specified period, the application will be deemed invalid. QFS will then return the application forms and supporting documents to the applicants or their authorised companies/organisations by post.
- 5.3 Upon completing the vetting and approval process, QFS will reimburse the assessment fees through autopay which is followed by the issuance of a "Notification of Application Result". If the applicant has authorised the company/organisation paying for the assessment fees to receive the reimbursement, QFS will send that company/organisation a cheque and the "Notification of Application Result" instead.
- 5.4 QFS will also issue the "Notification of Application Result" to an unsuccessful applicant or his/her authorised company/organisation, setting out the reasons of failure.

6. Personal data handling

- 6.1 It is the responsibility of the applicant to provide QFS with the required personal data in the application form. If the applicant fails to comply with this requirement, QFS may not be able to process the application.
- 6.2 QFS will use the personal data provided in the application form for:
 - i. processing and verifying the application for reimbursement of RPL assessment fees, including matching the personal data of the applicant with other databases to determine whether the applicant meets the eligibility criteria set out above; and
 - ii. OF-related statistics and research purposes; and
 - iii. disclosure to Government policy bureaux/departments of the Hong Kong Special Administrative Region and authorised parties when such disclosure is authorised or required by law.
- 6.3 If necessary, QFS will contact the relevant assessment agencies, other government departments and bodies to verify the data provided in the application form for the purposes stated in paragraph 6.2 above.
- 6.4 In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486), applicants have the right to request access to and correction of the personal data provided in the application form. Any request for access to or correction of personal data in the application form should be made in writing to QFS.

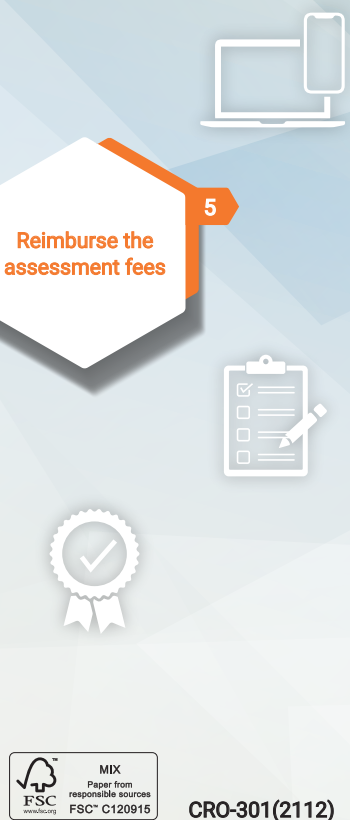
Process of Application for Reimbursement of RPL Assessment Fees



Enquiries

For enquiries on matters relating to reimbursement of RPL assessment fees, please contact QFS during office hours.

Hotline 3793 3957	Fax 3106 2035	Email cro@hkqf.hk	Website http://www.hkqf.gov.hk
Address Units 901-903, 9/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong			
Office Hours Monday to Friday (9:30 am to 12:30 pm, 2:00 pm to 5:30 pm) Closed on Saturdays, Sundays and Public Holidays			





資歷架構
Qualifications
Framework

Recognition of Prior Learning (RPL) Support Scheme Reimbursement of RPL Assessment Fees Application Form

For official use only	
Ref no. : CR20	/00

Please read the Application Guidelines before completing this application form.
Please complete all parts in BLOCK LETTERS with a black or dark blue ball pen,
and put a "✓" in the appropriate boxes (□).

Part I Personal Particulars

Name in Chinese * : _____ Mobile Phone No. : _____

Name in English * : _____ Other Phone No. : _____

Hong Kong Identity Card No. : _____ Email Address : _____

Correspondence Address: _____

Part II Application for Reimbursement of RPL Assessment Fees (Please use separate sheets if the space provided is insufficient)	
Industry:	Remarks (For official use only)
Please attach the following documents and put a tick "✓" in the appropriate boxes.	
<input type="checkbox"/> Original payment receipt(s) for RPL assessment fees ^Δ Assessment Agency: _____ Receipt no: _____ Amount: \$ _____ No. of UOC clusters applied: _____	
<input type="checkbox"/> Original List of Clusters of Units of Competency (UOC) ^Δ	
<input type="checkbox"/> Copy of RPL Statement of Attainment (SOA)(s) ^Δ No of copies: _____ SOA(s) No. : _____ _____ _____	
<input type="checkbox"/> Copy of personal bank account proof (Applicable to individual)	
Handling officer: _____ Date: _____	Review officer: _____ Date: _____
Remarks (By Review Officer):	

* If the applicant's name is different from that shown in the RPL application, please contact Qualifications Framework Secretariat.

Δ All documents should be certified by the assessment agency with official chop and authorised signature.

For details, please refer to paragraph 4 of the Application Guidelines.

Part III Bank Account Particulars (Please tick "✓" one of the boxes below.)

Company/Organisation Applicant: I confirm that the payment in respect of the assessment fees specified in Part II was paid by the following company/organisation. I hereby authorise the Qualifications Framework Secretariat to reimburse said company/organisation for such payment by way of a cheque drawn in its favour (Please provide the name of the company/organisation's bank account in English):

Name of Contact Person: _____ Phone No. of Contact Person: _____

Job Title of Contact Person: _____

Email Address of Contact Person: _____

Company/Organisation Address: _____

Individual Applicant: Please transfer the reimbursement for RPL assessment fees to my personal bank account as per the details given below. #

Name of Account Holder: _____ (English) _____ (Chinese)

Name of Bank: _____

Bank Account no. : _____

Bank Code	Branch Code	Account Number

Please provide a copy of the first page of your personal passbook or bank statement or automatic teller machine card showing clearly the name of account holder and account number.

Part IV Declaration

- (1) I have read and thoroughly understood the Application Guidelines on Reimbursement of Recognition of Prior Learning (RPL) Assessment Fees. I declare that the information provided in this application form is complete and true to the best of my knowledge.
- (2) I understand that any misrepresentation or omission of information may lead to rejection of application and/or recovery of the assessment fees so reimbursed, and possibly court proceedings.
- (3) I understand that Qualifications Framework Secretariat (QFS) will rely on the information provided by me to determine my eligibility for receipt of reimbursement for RPL assessment fees and to assess the amount of reimbursement to be offered.
- (4) I understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception, and offering any advantage (e.g. money, donation, etc.) to the staff of QFS as an inducement to or reward for assisting in or expediting the application is an offence. QFS will hold the offender accountable through legal proceedings.
- (5) I authorise QFS to handle the personal data and information provided in this application in accordance with the Guidelines. I agree that QFS may obtain my personal data from assessment agencies, and authorise such agencies to provide relevant information for the purpose of processing my application or verifying the information provided in this application.
- (6) I agree that departments of the Government of the Hong Kong Special Administrative Region authorised by law may obtain my personal data and information from QFS.
- (7) I understand that QFS has the right to review my application. I undertake to collect/refund any difference in the amount of reimbursement based on the outcome of the review and the instructions of QFS.

Signature of Applicant: _____ Date: _____

Application Result (FOR OFFICIAL USE ONLY)	
<input type="checkbox"/> Full reimbursement <input type="checkbox"/> Application Unsuccessful Unsuccessful (Reason) <input type="checkbox"/> Duplicate applications <input type="checkbox"/> Late application <input type="checkbox"/> Late submission of document(s) <input type="checkbox"/> Others: _____	
Approving officer: _____	Date: _____