

Academic Year 2022/23

For SDD Modules

職業訓練局
Vocational Training Council
學分轉移 / 單元豁免申請表
Application for Credit Transfer / Module Exemption

填寫本表格前，請先參閱下一頁的「申請須知」。
Please read the 'Application Guide' on the next page before completing this form.

第一部份：由申請人填寫 Part I: To Be Completed by Applicant

1. 個人資料 Personal Particulars:

姓名 Name _____ 中文 Chinese _____
 英文 English _____
 學生編號 Student No. _____ 課程編號 Programme Code _____ 課程名稱 Programme Title _____
 電郵地址 E-mail Address _____ 聯絡電話 Tel. No. _____

2. 申請學分轉移/豁免之單元 Module(s) to Apply for Credit Transfer / Module Exemption:

	單元編號 Module Code	單元名稱 Module Title	學分 Credit Value	申請 [^] Applying for [^]			
				學分轉移 Credit Transfer	單元豁免 Module Exemption		
				理據 Justification:	理據 Justification: (只選擇一項 Choose ONE only)		
				曾修讀相同單元 Identical Module Previously Completed	相若學業成就 Comparable Academic Achievements	相關經驗 Relevant Experience	其他合理理由 Other Justifiable Grounds
(a)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[^] 請參考「申請須知」第1項，並在適當的方格填上✓號 Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box

本人已閱讀下一頁的「申請須知」並同意遵守該等規則。 I have read the 'Application Guide' on the next page and agree to conform to the relevant regulations.

學生簽署 Signature of Student _____ 日期 Date _____

第二部份：只限職員專用 Part II: For Staff Use Only

1. Document copies verified Staff Name & OU _____ Signature _____ Date _____

2. Application fee received Staff Name & OU _____ Signature _____ Date _____

3. To be completed by Module Leader(s)/Coordinator(s)[@]
(or Programme Leader/Coordinator for modules without Module Leaders):

	Recommendation for Application in Part I (2)			Staff Name & OU	Signature	Date
	Credit Transfer#	Module Exemption	Not Recommended and Reason			
(a)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(b)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(c)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				

Please input the code (if different) of the VTC module previously completed, OR the mark (out of 100) of the non-VTC module previously completed.

@ For modules on the 'exemption list' stipulated in the Definitive Programme Document (DPD), please complete **Part II** Point 3 or Point 4

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules)@ and/or Designated Person(s) appointed by relevant AD(s) (for Generic Modules) and/or Chairperson of Module Board (for Enrichment Modules):					
	Endorsement for Recommendation in Part II (3)		Staff Name & OU	Signature	Date
	Endorsed	Not Endorsed and Reason			
(a)	<input type="checkbox"/>				
(b)	<input type="checkbox"/>				
(c)	<input type="checkbox"/>				
5. To be approved by HoD (for HD and DFS) or Chairperson of Programme Board (for DVE, DVB and Cert/Dip/PC/PD/PgC/PgD at QF Levels 1-6): (NB.: Please note the Credit Transfer and Module Exemption ceiling requirements stated in respective GARs. For programmes supported by SRS-MAP, a report function "Credit Transfer/Exemption Report (MSMP02207R)" is available to facilitate checking.)					
The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are:			Staff Name & OU _____		
<input type="checkbox"/> All approved			Signature _____		
<input type="checkbox"/> Approved except the following (please give the module code(s) and reason(s)):			Date _____		
<input type="checkbox"/> Not approved (please give reason(s)):					
6. <input type="checkbox"/> Record system updated Staff Name & OU _____ Signature _____ Date _____					
7. <input type="checkbox"/> Student informed of the result/arrangement Remarks, if any:					
Staff Name &OU _____ Signature _____ Date: _____					

申請須知

1. 如申請人曾修讀相同單元，則可申請學分轉移（考獲之單元等級／分數，將計算入現正修讀之課程）；如申請人持有相若學業成就、或具備相關經驗，及/或提出其他理由（如殘障、特殊教育需要等），則可申請單元豁免（獲豁免單元之等級／分數，不會計算在所修讀課程之總成績內）。**現正修讀課程之每個單元，只可申請學分轉移或者單元豁免，申請人於申請前應諮詢相關單元老師。**
2. 如有需要，學院或會要求申請人參加單元豁免評核。
3. 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
4. 遞交申請表時，申請人必須提供相關證明文件的**副本一份**，以及**帶回正本**以供核實。申請人有責任提供所有處理申請所需之證明。若以相關經驗申請單元豁免，申請人或須另外填寫指定申請表。詳情請與相關老師 / 課程主任查詢。
5. 申請的截止日期由相關部門／中心／辦事處決定，或最遲於第二個上課週結束前。
6. 如未能提供足夠證明，或於截止日期後提出的申請，概不受理。
7. 申請費／評核費以最新公布為準，已繳費用概不發還。
8. 申請結果公布前，申請人應出席相關課堂及參與相關單元評核。
9. 相關部門／中心／辦事處之決定為最終決定。

Application Guide

1. Credit transfer may be granted for identical modules previously completed, where the grades/marks of the modules will contribute towards the award of your current programme. Module exemption may be granted for comparable formal academic achievements, relevant experience, and/or other grounds (e.g. disabilities, special education needs, etc.), where the grades/marks, if any, of exempted modules will not contribute towards the award of your current programme. **For each module in your current programme, only EITHER credit transfer OR module exemption can be applied. The applicant should consult the relevant module teacher for advice before applying.**
2. Where required, assessments may be conducted for consideration of granting module exemption.
3. Granting of credit transfer/module exemption is subject to a limit of the respective programme.
4. When submitting the application, the applicant should bring with himself/herself the **original evidence documents** accompanied with one **photocopy of each document** for verification. The responsibility of providing all necessary evidence rests with the applicant. For module exemption application based on relevant experience, applicants may need to complete an additional form designated for specific modules. For details, please contact the relevant module teacher / programme leader.
5. The deadline for submitting the application is to be advised by the Department/Centre/Office concerned or the end of week 2 since commencement of classes at the latest.
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An application / assessment fee would be charged at the prevailing rate. Any fees paid will not be refunded.
8. Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.
9. The decision of the Department/Centre/Office concerned is final.

Notes to Students

1. A **non-refundable** fee of HK\$500 per module.
2. Complete the application form and submit it to the Campus Secretariat (Room C315). Please bring along the original and one copy of your evidence documents for verification. You may be required to show your HKID Card/Student ID Card.
3. Pay the necessary fee according to the payment procedures stated on the Payment Advice by the due date. If no payment is received by the due date, the application will not be further processed. If you later on want to re-apply, you are required to submit a new application.
4. Applicants must attend classes before exemption is granted. Your attention is drawn to Section 7.3 – Credit Transfer and Module Exemption of the IVE(Tsing Yi) Student Handbook.
5. Please refer to Point 5 of the Application Guide at Page 2 for the application deadline.
6. Provision of false information may result in de-registration from the Programme.

香港專業教育學院（青衣）
豁免單元繳費通知書

Hong Kong Institute of Vocational Education (Tsing Yi)
Payment Advice for Credit Transfer / Module Exemption

學生姓名 Name:	收費 Fee : 每單元 per module : \$500												
學號 Student No.:	繳費限期 Payment Period : <u>On the date of application</u>												
課程編號 Programme Code:	賬單編號 Bill Account Number : <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">2</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> </table>											2	1
										2	1		
發出日期 Issue Date:	↑ 學生編號 Student No. ↓												

繳費方式 Payment Method	繳費程序 Payment Instructions		
1 於任何恒生銀行或匯豐銀行自動櫃員機 At any ATM of the Hang Seng Bank or HSBC	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 – 其他 Select Education – Others iii. 選擇『職業訓練局』 Select “Vocational Training Council” iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services” v. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) vi. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機繳費收據正本，以作紀錄 Please keep the original of the ATM payment receipt for your own record		
2 於貼有「繳費易」的「銀通」櫃員機 At any JETCO ATM with the JET Payment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry” iii. 輸入商戶編號『9151』 Key in Merchant Code “9151” iv. 賬單類別：輸入『03』 Bill Type: Enter “03” v. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) vi. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction.) vii. 請保存自動櫃員機繳費收據正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record		
3 使用繳費靈 Using PPS* （*請先開立戶口及致電 18013 登記此賬單） (*Please open a PPS account and register the bill by calling 18011 if you have not.)	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">電話 (By Telephone)</p> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">互聯網 (By Internet)</p> i. 網址 www.ppskh.com Visit www.ppskh.com ii. 輸入商戶號碼『9151』 Enter merchant code “9151” ii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) v. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record </td> </tr> </table>	<p style="text-align: center;">電話 (By Telephone)</p> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record	<p style="text-align: center;">互聯網 (By Internet)</p> i. 網址 www.ppskh.com Visit www.ppskh.com ii. 輸入商戶號碼『9151』 Enter merchant code “9151” ii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) v. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record
<p style="text-align: center;">電話 (By Telephone)</p> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code “9151” iii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) vi. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record	<p style="text-align: center;">互聯網 (By Internet)</p> i. 網址 www.ppskh.com Visit www.ppskh.com ii. 輸入商戶號碼『9151』 Enter merchant code “9151” ii. 輸入賬單編號（請參閱列印在繳費通知書上的 11 位數字賬單編號） Enter the Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice) iv. 選擇賬單類別：『03』 – 『學生雜費』 Select Bill Type: “03” - payment of “Fees for Student Services” v. 輸入總金額 Enter the Total Payment Amount （注意：你必須於同一次繳費交易，全數繳付所需之費用） (Note: You must pay the exact amount in one single transaction) v. 請保存付款編號，以作紀錄 Please keep the payment reference number for your own record		

Points to Note in Application for Exemption of Whole Person Development (WPD) Module

(Applicable to HD students (from Entry Cohort of AY2015/16) of full-time and part-time modes)

申請豁免修讀全人發展單元注意事項

(適用於 2015/16 年起入學的全日制及兼讀制高級文憑課程同學)

1. Approval of WPD Module exemption is based on (i) academic criteria or (ii) prescribed full time work experience. (Details refer to exemption criteria table overleaf.)

「過往學術資格」或「全職工作經驗」可用作申請豁免修讀全人發展單元，詳情可參閱背頁資料。

2. Applicant needs to follow the application period. Late application will not be accepted. Applicant has to attend class as usual before application result announcement. For Applicants studying in part-time mode, they could accumulate required full-time work experience along their study and apply for exemption with sufficient work experience.

修讀全日制的申請人須於第一學年/學期開課後兩星期內主動申請，逾期申請將不獲考慮。申請豁免修讀未經批准前，申請人須如常上課。由於兼讀制申請人大多為在職人士，申請人可在修讀期間累積全職工作經驗申請豁免有關單元。

3. For the applicants studying in part-time mode: please note that if you are unsuccessful on the application, you have to study the corresponding module(s). The period of study will be announced by the department.

兼讀制申請人: 若你的申請不成功，你需要修讀相關單元，所屬學系會通知你修讀的日期和時間。

4. Applicant needs to fill the **Full-time Work Experience details (Appendix A)** and attach the respective Academic transcript, proof of sufficient full-time work experience, e.g., employer's certification, salary statement, to support the application.

申請人遞交申請表時須填妥工作經驗資料(附件 A)及附上相關的學歷證明及就業證明文件。

5. Applicant needs to complete the specific assessment(s) (in **Appendix B**) according to the module(s) you apply for exemption.

申請人須完成其所申請豁免修讀單元的評核(附件 B)。

Appendix B consists of 3 assessment papers with the exemption arrangement as follows:

附件 B 有三份評核試卷，詳情列於下表：

Pass in 取得合格	Module qualified for exemption 可取得豁免修讀單元	For the applicant of
Assessment Paper 1 評核試卷一	SDD4001 or SDD4005/SDD4005M	Entry Cohort from AY2015/16
Assessment Paper 2 評核試卷二	SDD4002, SDD4003, SDD4002&SDD4003 or SDD4006/SDD4006M	
Assessment Paper 3 評核試卷三	SDD4004 or SDD4007	

6. The **assessment (Appendix B)** should be completed and submitted **within 2 weeks from the date issued**

or before the deadline as required (whichever is earlier). Late submission will not be accepted.

申請人須於收到評核後 2 星期內或指定限期前（以較早到期者為準）遞交評核。逾期遞交將不獲受理。

7. **Please note that cheating, including plagiarism, in the Assessment will be liable to disciplinary action and penalties.** Suspected cheating cases will be investigated by a Disciplinary Board. For established cheating cases, the offender will be subject but not limited to the penalties of “failing the module” or “failing all the modules for the semester” (For detail, please refer to the Student Handbook).

請注意就有關「評核」的欺騙行為（包括抄襲），會受到紀律處分。涉嫌欺騙行為的個案，將會交由紀律委員會調查，經查證並確認成立後，違規者會受到「學科不合格」或「全部學科不合格」等處分（詳情請參閱學生手冊）。

8. Please note that the module exemption and the assessment fees are as follows:

請注意豁免修讀單元申請及評核費用如下：

Number of Modules Applied for Exemption 豁免修讀單元 申請數目	Application Fee for Module Exemption (\$100 per Module) 豁免修讀單元 申請費用 (每單元\$100)	Assessment Fee (\$400 per Module) 評核費用 (每單元\$400)	Total 總數
1	\$100	\$400	\$500
2	\$200	\$800	\$1000
3	\$300	\$1200	\$1500

9. Please note that there is no reassessment and no reapplication of module exemption on a particular module. Students who failed in the application have to study the modules(s).

請注意每個單元的「評核」不設補考及再申請，未能豁免的同學須修讀相關單元。

10. For enquiry, please contact the Student Development Office (SDO) in campus.

如有任何查詢，請聯絡院校的學生發展處。

Whole Person Development Module Exemption Criteria 豁免修讀全人發展單元準則

Programme^ 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗	
HD 高級文憑 (For entry cohort from <u>AY2015/16 to AY2018/19</u>)	SDD4001 WPD: Self-Efficacy Enhancement 全人發展： 自我提升	A pass* in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content 曾經在 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或 取得及格成績* 或 其他相關之認可過往資歷	Or 或	Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4002 WPD: Global Vision 全人發展： 國際視野	A pass* in WPD3202S or prior learning relevant to the module content 曾經在 WPD3202S 取得及格成績* 或 其他相關之認可過往資歷		Or 或
	SDD4003 WPD: SMART in Action 全人發展： 團隊策動	A pass* in WPD4052 or in WPD4201S or prior learning relevant to the module content 曾經在 WPD WPD4052 或 WPD4201S 取得及格成績* 或 其他相關之認可過往資歷	Or 或	
	SDD4004 WPD: Integrated Career Development 全人發展： 事業發展	A pass* in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content 曾經在 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績* 或 其他相關之認可過往資歷		Or 或

Programme [^] 課程	Modules 單元名稱	Academic Criteria 認可之過往學術資格	Or Work Experience 或 全職工作經驗
HD 高級文憑 (For entry cohort from AY2019/20)	SDD4005/SDD4005M MindShift: Achieving Personal Growth & Effectiveness 心智轉換：實踐個人成長與效能	A pass* in SDD4001 or in WPD3200S or in WPD4063 & WPD4041 or in WPD4063 & WPD4082 or prior learning relevant to the module content 曾經在 SDD4001或 WPD3200S 或 WPD4063和WPD4041 或 WPD4063和WPD4082 或取得及格成績* 或其他相關之認可過往資歷	Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment Or 或 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4006/SDD4006M Collaboration, Teamwork & Social Engagement 合作、團隊與社會參與	A pass* in SDD4002 or WPD3202S AND in SDD4003 or WPD4201S or prior learning relevant to the module content 曾經在 SDD4002或WPD3202S 及 SDD4003或WPD4201S 取得及格成績* 或其他相關之認可過往資歷	Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment Or 或 達HD 最低入學要求後累積的二年全職工作經驗 及 評核
	SDD4007 Enhancing Competencies in the 21st Century Workplace 21 世紀工作才能	A pass* in SDD4004 or in WPD3203S or in WPD3204S or in WPD4074 or prior learning relevant to the module content 曾經在 SDD4004或 WPD3203S 或 WPD3204S 或 WPD4074 取得及格成績* 或其他相關之認可過往資歷	Two years full-time work experience acquired after meeting the minimum entrance requirement and Assessment Or 或 達HD 最低入學要求後累積的二年全職工作經驗 及 評核

[^] For some Engineering Programmes, students opt for the Diploma Award amid their course of studying NHD, student should consult the Department concerned for details.

個別修讀工程課程的同學，如在修讀期間，選擇獲取文憑資格，請向部門查詢有關詳情。

* A pass – “P” (Pass) or “M” (Merit) is shown for the module concerned in the Academic Transcript. “T” (Exemption by academic background) or “Z” (Exemption by other justifiable grounds) is not eligible as the exemption criteria.
及格成績 – 有關單元取得 “P” (及格) 或 “M” (優異) 之成績。有關單元曾獲批豁免修讀 “T” (學術背景) 或 “Z” (其他)，則不能用作是次豁免申請。

**Whole Person Development (WPD) Module Exemption for HD Student
by Work Experience**
(Applicable to the HD student of Entry Cohort from AY2015/16)

Declaration of Full-time Work Experience for application module exemption of WPD Module
以全職工作經驗豁免修讀全人發展單元申請

Fill in with the required information.

請填上所需的資料

I have obtained _____ year(s) full time work experience from _____ (dd/mmm/yyyy).

Details are as follows: 我已於 _____ 年 __ 月 __ 日取得 _____ 年的全職工作經驗，詳情如下：

Full employment record to date (in chronological order) (including self-employment)

截至目前為止的全部就業詳情 (請按任職日期順序列出) (包括自僱就業資料)

Date 日期 (month 月/year 年)		Position Held 職位名稱	Name & Address of Organization 機構名稱及地址	Name and Contact of Employer / Supervisor 機構負責人/僱主姓名及 聯絡電話號碼	Self- Employment 自僱人士 (Yes 是/No 否)
From 由	To 至				

*Please provide document copy to prove your work experience.

Declaration & Signature:

聲明及簽署：

1. I acknowledge that the Whole Person Development (WPD) module offered by the Student Development Office (SDO) may be delivered at other IVE campuses with class meetings held on weekday evenings, Saturday afternoon or Sunday. The SDO reserves the right to cancel or re-arrange the delivery schedule if necessary. I understand that I have to pay the required tuition fee for studying the WPD module.
本人明白由學生發展處提供的全人發展單元或會於其他院校的平日晚上、星期六下午或星期日開辦。如有需要，學生發展處有權取消或更改課程編排。本人明白修讀全人發展單元需繳付相關的學費。
2. I understand that information I provided will be used for processing my application for exemption from WPD module by the Member Institutes and SDO of Vocational Training Council (VTC).
本人明白所填報的資料將會被職業訓練局轄下院校及學生發展處作審批豁免修讀全人發展單元之用。
3. I authorize VTC to obtain, and the relevant authorities to release, all information about my full time work experience in Hong Kong and elsewhere.
本人授權職業訓練局索取有關本人在香港或外地之全職工作證明及相關資料，並授權有關工作單位或機構提供此等資料。
4. I understand that SDO has the final decision on the applications for exemption from study of WPD module.
本人明白學生發展處保留所有全人發展單元之豁免修讀決定權。
5. I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION** in all WPD module exemption.
本人明白在申請中提供任何虛假或誤導性資料，將會被即時取消所有已豁免修讀全人發展單元的資格。

Name of Student 學生姓名

Signature 學生簽署

Course Code 課程編號

Student No 學生編號

Date 日期

**Whole Person Development (WPD) Module Exemption for HD Student
by Work Experience
(Applicable to the HD student of Entry Cohort from AY2015/16)**

**Assessment for Using Full-time Work Experience for
Waiving the Requirement of Studying Whole Person Development (WPD) Modules**

<i>For official use only</i>	
Date of giving this assessment: _____	Date of Submission by student: _____

Points to Note

1. Applicants need to follow the application period designated by the respective campus / hosting department. This assessment should be submitted **within 2 weeks from the date issued or before the deadline as required (whichever is earlier)**. **Late submission will not be accepted.**
2. Please read the “Glossary” in page 2 before doing the assessment.
3. Please avoid using abbreviations in writing.
4. Please complete the assessment in English.
5. There is no reassessment and reapplication on a particular module and the final decision of granting module exemption rests on the decision of the SDO.
6. Please note that cheating, including plagiarism, in the Assessment will be liable to disciplinary action and penalties. Suspected cheating cases will be investigated by a Disciplinary Board. For established cheating cases, students will be subject but not limited to the penalties of “failing the module” or “failing all the modules for the semester” (For detail, please refer to the Student Handbook).
7. For enquiry, please contact the Student Development Office (SDO) in campus.

Student Name: _____	Student No.: _____	
Programme Name: _____		
Programme Code and Class: _____	Campus: _____	
For the module(s) to apply for Exemption: (please <input checked="" type="checkbox"/> the appropriate assessment paper(s) and complete the assessment of the respective paper(s) you selected)		
	Assessment papers	Module qualified for exemption
	Assessment of SDD4005/SDD4005M (p. 3-4) Click here and go to Question Paper	SDD4001, SDD4005/SDD4005M
	Assessment of SDD4006/SDD4006M (p. 5-6) Click here and go to Question Paper	SDD4002, SDD4003, SDD4002 & SDD4003, SDD4006/SDD4006M
	Assessment of SDD4007 (p. 7-8) Click here and go to Question Paper	SDD4004, SDD4007
Declaration:		
I have read through and understand the “Points to Note”.		
This assessment task is my own work. I have properly acknowledged all sources and I have not plagiarized any part of this assessment task.		
I acknowledge that I have read and understood the regulations on honesty in academic work (Section 7.10 of Student Handbook). I am aware of the penalties.		
I agree that the final decision of granting module exemption rests on the decision of the SDO.		
Signature: _____	Date: _____	

For SDO use			
	Marks	Result	Marker
Assessment of SDD4005/SDD4005M	/100	Pass / Fail	Name: _____
Assessment of SDD4006/SDD4006M	/100	Pass / Fail	Signature: _____
Assessment of SDD4007	/100	Pass / Fail	Date: _____
			Post: _____

Glossary

Changing World	The world will keep changing in difference aspect ¹ , e.g. technology, economy, society, etc.
Collaboration	Collaboration is jointly developing and agreeing on a set of common goals and directions; Sharing responsibility for obtaining those goals; Working together to achieve those goals, using the expertise and resources of each collaborator. ²
Ethical Responsibility	Ethical responsibility is the ability to recognize, interpret and act upon multiple principles and values according to the standards within a given field and/or context. ³
Social issue	Social issue is an issue that has been recognized by society as a problem that is preventing society from functioning at an optimal level. ⁴
Sustainable Development	Sustainable development is to strike a balance between the needs of the environment, society and economy in order to maintain a quality standard of life for both present and future generations. ⁵
Trade/Profession	A particular job/career field consists of a set of skills and knowledge in the field. ⁶
United Nation (UN) Sustainable Development Goals	The Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for all. They address the global challenges we face, including those related to poverty, inequality, climate, environmental degradation, prosperity, and peace and justice. ⁷



¹ R. M. (n.d.). 21st Century Transitions: Opportunities, Risks and Strategies for Governments and Schools. Retrieved from <https://www.oecd.org/site/schoolingfortomorrowknowledgebase/futuresthinking/trends/21stcenturytransitionsopportunitiesrisksandstrategiesforgovernmentsandschools.htm>

² Source from commons.georgetown.edu

³ <https://www.esc.edu/global-learning-qualifications-framework/learning-domains/ethical-responsibility/>

⁴ <https://study.com/academy/lesson/social-issues-definition-examples.html>

⁵ <https://www.gov.hk/en/residents/environment/sustainable/dev.htm>

⁶ Source from www.quintcareers.com/vocational_school.html

⁷ <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

1. The changing world: The opportunities and risk for you	Marks
a) What is the risk you are facing in the changing world (e.g. in technology/economy/social aspect)? Please explain in detail, e.g. giving examples and figures [^] .	/10 This column for teacher use ONLY
b) What is the opportunity for you in the changing world (e.g. in technology/economy/social aspect)? Please explain in detail, e.g. giving examples and figures [^] .	/10 This column for teacher use ONLY
c) What would you plan to cope with the risk <i>or</i> grasp the opportunity in the changing world? Please explain in detail, e.g. method/steps/plan, time frame, resources needed/available, how to evaluate.	/10 This column for teacher use ONLY

[^] To avoid **plagiarism**, please credit the source of information you quoted.

2. Habit building for health/well-being Please identify one healthy habit/routine you want to develop	Marks
a) What is the healthy habit/routine you want to develop? Why this habit/routine is good to your health/well-being? Please explain in detail.	/20 This column for teacher use ONLY

<p>b) Please devise a plan to develop this <i>healthy</i> habit/routine? (e.g. methods/steps, time frame, evaluation?)</p>	<p style="text-align: right;">/20</p> <p style="text-align: center;">This column for teacher use ONLY</p>
---	---

3. Your goal, planning and potential	Marks
<p>a) What is your <u>future goal</u> after the completion of this HD programme? Please set a personal development plan to achieve the goal.</p> <p> ❶ Goal (e.g. future study, attainment of professional qualification or career): _____</p> <p> ❷ Time planning for achieving the goal: _____</p> <p> ❸ Plan/path/means to achieve the goal: _____ _____ _____</p>	<p style="text-align: right;">/10</p> <p style="text-align: center;">This column for teacher use ONLY</p>
<p>b) Please identify one of your potentials which could facilitates you to achieve your goal. Please provide detailed example to illustrate the potential.</p>	<p style="text-align: right;">/10</p> <p style="text-align: center;">This column for teacher use ONLY</p>
<p>c) Please explain in detail how the potential facilitates you to achieve your goal.</p>	<p style="text-align: right;">/10</p> <p style="text-align: center;">This column for teacher use ONLY</p>

1. Collaboration skills acquired in your working experience (please provide details based on a team project / task experience)	Marks
a. Project/Task information Project title/Task: _____ Goal & scope of the project / task: _____ _____ Project/Task duration: _____	/ 5 This column for teacher use ONLY
b. Team information Please draw an organization chart (in terms of title/post) to show the team members (including you) worked in the project/task. Please <u>indicate yourself by putting (me) after the title/post</u> , e.g. Assistant Engineer (me)	/ 5 This column for teacher use ONLY
c. Works of the team members Please describe the work done by each member and show the collaboration in the team:	/20 This column for teacher use ONLY

2. Application of communication skills (based on the project/task mentioned in Question 1a)	Marks
Please identify a problem/good practice about communication in the project/task: a. What is the problem/good practice? Please provide details, e.g. background, cause and consequence. (around 50 words)	/ 20 This column for teacher use ONLY

<p>b. Please suggest an improvement action for the problem/good practice mentioned in question 2a (around 50 words) and explain why this action could facilitate the communication/team work, e.g. steps/how to set up, members should be involved, time frame, how to evaluate, etc.</p>	<p style="text-align: right;">/ 20</p> <p style="text-align: right;">This column for teacher use ONLY</p>
---	---

3. Social issues	Marks
<p>a. Please write down an issue which is concerning sustainable development. You could refer to the link: https://www.un.org/sustainabledevelopment/sustainable-development-goals/ to have more idea of sustainable development in various aspect.</p> <p>❶ Issue _____</p> <p>❷ Why the issue happens? i.e., reason/cause (You could provide some details/examples /figures^ to support your answer.)</p>	<p style="text-align: right;">/ 10</p> <p style="text-align: right;">This column for teacher use ONLY</p>
<p>b. What is/are the impacts of this issue? Please explain in detail (by using some examples or figures^ to support your answer).</p>	<p style="text-align: right;">/ 10</p> <p style="text-align: right;">This column for teacher use ONLY</p>
<p>c. What solution you would suggest by using your trade specific/professional knowledge and skills to solve the problem? How does the solution solve the problem?</p>	<p style="text-align: right;">/ 5</p> <p style="text-align: right;">This column for teacher use ONLY</p>
<p>d. According to the solution in 3c, how to evaluate the impact bringing to the sustainable development? E.g. cost and effectiveness, limitation, drawback etc.</p>	<p style="text-align: right;">/ 5</p> <p style="text-align: right;">This column for teacher use ONLY</p>

^ To avoid **plagiarism**, please credit the source of information you quoted.

1. My career development	Marks			
<p>a) The career you want to develop</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px dashed black; vertical-align: top;"> ❶ Career trade/ profession/field: </td> <td style="width: 33%; border-right: 1px dashed black; vertical-align: top;"> ❷ Targeted Post/Title/Rank: </td> <td style="width: 33%; vertical-align: top;"> ❸ How long would you spend to achieve it? </td> </tr> </table>	❶ Career trade/ profession/field:	❷ Targeted Post/Title/Rank:	❸ How long would you spend to achieve it?	<p>/ 10</p> <p style="font-size: small;">This column for teacher use ONLY</p>
❶ Career trade/ profession/field:	❷ Targeted Post/Title/Rank:	❸ How long would you spend to achieve it?		
<p>b) What are the prospects of this career/trade/professional/field of this career in Hong Kong / China / World in 21st Century? Please explain and support with evidence(s)/figures[^].</p>	<p>/ 20</p> <p style="font-size: small;">This column for teacher use ONLY</p>			
<p>c) The challenges you perceived/anticipated in this career/trade/professional/field</p> <p>Challenge ❶: _____</p> <p>What is your action plan to cope with this challenge? (e.g. methods/steps, goal/result you want, time frame and evaluation about the effectiveness.)</p>	<p>/ 20</p> <p style="font-size: small;">This column for teacher use ONLY</p>			

[^] To avoid **plagiarism**, please credit the source of the information you quoted.

<p>Challenge ②: _____</p> <p>What is your action plan to cope with this challenge? (e.g. methods/steps, goal/result you want, time frame and evaluation about the effectiveness.)</p>	<p>/ 20</p> <p>This column for teacher use ONLY</p>
---	---

2. The ethical responsibility in your trade/professional	Marks
<p>Please insert a photo of news (in JPEG format) and quote the source of information. The news should be related to the violation of ethical responsibility of your trade/ professional.</p> <p>*NO MARK for the whole Question 2 would be given if NO or irrelevant news is provided. To avoid plagiarism, please credit the source of information you quoted.</p> <p>Date of the source: _____ Source of information e.g. webpage: _____</p>	<p>/ 15</p> <p>This column is for teacher use ONLY</p>
<p>a) Please explain what ethical responsibility of the professional/trade was violated?</p>	
<p>b) What would you do to comply such ethical responsibility if you were involved in such situation ?Please explain in detail?</p>	<p>/ 15</p> <p>This column is for teacher use ONLY</p>