Document A

Updated as at 31 May 2017, start using in AY2017/18

Whole Person Development (WPD) Module Exemption for NHD Student by Work Experience

(Applicable to the NHD student of Entry Cohort from AY2015/16)

以工作經驗申請豁免修讀高級文憑全人發展單元

(適用於 AY2015/16 或以後入學的高級文憑同學)

1. Please read about the "Points to Note" as specified in pages 6 and 7 before doing the assessment.
請先閱讀第六及第七頁的「注意事項」。

2. When you return this form (Document A), please provide adequate proofs on the followings:
當你交回此表格時(Document A)，請就下列提供足夠證明：

   i. Proofs of academic result meeting the HD minimum entrance requirement
   「達高級文憑最低入學要求」的學歷證明
   ii. Proofs on two year full-time work acquired after meeting the HD minimum entrance requirement
   「達高級文憑最低入學要求後累積二年全職工作經驗」的證明

   If you cannot do so, your application on NHD WPD module exemption will be regarded as unsuccessful. There will also be **no refund** on the module exemption and the assessment fee.
如你未能做到，你的申請會視為不成功。你繳交的申請豁免修讀單元及評核費用，**亦不會退回**。

3. "Full-time work experience" refers to an employee who has been working for the same employer for 6 months or more, with 120 working hours in average per month after having obtained minimum entrance requirement of HD. Academic transcript, proof of sufficient full-time work experience including employer's certification, salary statement should be shown to support the application. If students are unable to provide proof by employers, declaration service provided by Home Affairs Department (HKSAR) could be accepted (For detail, please visit http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4).
有關豁免修讀全人發展單元所指的「全職工作」，定義為申請人達到入學要求後，連續於同一機構工作最少六個月，每月工時平均 120 小時。同學遞交申請表時須附上學歷證明及就業證明文件例如僱主證明信、糧單或由民政事務處諮詢服務中心所辦理的宣誓聲明書，以作批核豁免修讀全人發展單元之用(就有關詳情，請瀏覽以下網址: http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4)。文件須清楚列明受僱公司名稱、受僱職位和在職時段。

4. Please submit all the completed documents on the designated date. Late submission will not be

accepted.
請於指定時間內交回所有文件，遲交不被接納。

5. For full-time students: please continue your attendance on the module(s) until formal notification.
全日制同學: 請繼續出席課堂直至正式通知。

6. For part-time students: 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.
兼讀制同學: 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。

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, 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)
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，同學會受到「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**
4	**$400**	**$1600**	**$2000**

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。

For SDD4001/4002/4003/4004

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
英文 English _____ 中文 Chinese _____

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 / Exemption:

	單元編號 Module Code	單元名稱 Module Title (* 請刪去不適用的單元 Please delete as appropriate)	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:		
				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)	*SDD4001	*WPD: Self-efficacy Enhancement	6	☐	☐	☑	☐
(b)	*SDD4002	*WPD: Global Vision	3	☐	☐	☑	☐
(c)	*SDD4003	*WPD: SMART in Action	3	☐	☐	☑	☐
(d)	*SDD4004	*WPD: Integrated Career Development	3	☐	☐	☑	☐
(e)				☐	☐	☐	☐

^ 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 Office 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)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(b)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(c)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(d)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ By other grounds				
(e)	☐ Code _____ / Mark _____	☐ By academic / experience grounds ☐ 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

4. To be endorsed by Programme Leader/Coordinator (for Vocational Modules)
and/or Designated Person(s) appointed by relevant AD(s) (for Generic Modules):

	Endorsement for Recommendation in Part II (3)		Staff Name & OU	Signature	Date
	Endorsed	Not Endorsed and Reason			
(a)	☐				
(b)	☐				
(c)	☐				
(d)	☐				
(e)	☐				

5. To be approved by HoD (for NHD and FD(Level 3))
or Chairperson of Programme Board (for DVE and Cert/Dip/PC/PD at QF Levels 1-4):

The recommendation(s) made by the Programme Leader/Coordinator and/or relevant Designated Person(s) in Part II (4) is/are:

☐ All approved

☐ Approved **except** the following (please give the module code(s) and reason(s)):

☐ Not approved (please give reason(s)):

Staff Name & OU _____

Signature _____

Date _____

6. ☐ Record system updated Staff Name & OU _____ Signature _____ Date _____

7. ☐ 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/或提出其他合理理由（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**帶同正本**以供核實。
5. 申請的截止日期由相關部門／中心／辦事處決定，或定為第二個上課週結束前，以較早者為準。
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. 申請費以最新公佈為準，已繳費用概不發還。
8. 申請結果公佈前，申請人應出席相關課堂及參予相關單元評核。
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 justifiable 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.
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, whichever is the earlier.
6. Application without providing necessary evidence or beyond the application deadline will not be considered.
7. An application fee in accordance with the prevailing rate applies. Any fee 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.

Please complete the below

請填妥以下各部份

I, _____(please specify), return the followings for my application of "NHD WPD module exemption": on_____(please specify the date) **(please "✓" as appropriate):**

本人，_____(請註明) ，於_____(請註明日期) 就申請「豁免修讀高級文憑全人發展單元」，交回以下文件: **(請於適當位置劃上「✓」):**

☐ Completed "Application Form for Credit Transfer/Module Exemption"
已填妥的「學分轉移 / 單元豁免申請表」

☐ Completed Assessment(s) for particular Module(s)
已完成相關單元的評核

☐ Academic proofs of meeting the minimum entrance requirement of HD Programme
「達高級文憑最低入學資格」的學歷證明

☐ Proofs on two year full-time work acquired after meeting the HD minimum entrance requirement
「達高級文憑最低入學要求後累積二年全職工作經驗」的證明

☐ Receipt of the fees I have paid for:
入數收據:

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**	**Please "✓" 請加上「✓」**
1	**$100**	**$400**	**$500**	
2	**$200**	**$800**	**$1000**	
3	**$300**	**$1200**	**$1500**	
4	**$400**	**$1600**	**$2000**	

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

For official use only	
Date of giving this assessment: _____	Date of Submission by student : _____

Points to Note

1. This assessment form is only suitable for applicants studying in the Higher Diploma programmes (HD).

2. Approval of WPD module exemption is based on i) possessing two years full-time work experience acquired after meeting the HD minimum entrance requirement and ii) a pass in the assessment as in the proceeding pages.

3. Applicants should return the whole set of Document A (with ❶the completed **Section A** together with the work experience proof(s) and academic proof(s), ❷the completed assessment of particular Module(s) in **Section B)** to the CS/Dept. for application of WPD module exemption.

4. "Full-time work experience" refers to an employee who has been working for the same employer for 6 months or more, with 120 working hours in average per month after having obtained minimum entrance requirement of HD. Academic transcript, proof of sufficient full-time work experience including employer's certification, salary statement should be shown to support the application. If students are unable to provide proof by employers, declaration service provided by Home Affairs Department (HKSAR) could be accepted (For detail, please visit http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4).

5. It is the responsibility of applicants to provide information and valid documents to prove the two years full-time work experience.

6. 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**.

7. Attendance on scheduled classes is expected before exemption result announcement.

8. Section B consists of 4 assessments with the exemption arrangement as follows:

Pass in	Module qualified for exemption
Assessment of SDD4001	SDD4001
Assessment of SDD4002	SDD4002
Assessment of SDD4003	SDD4003
Assessment of SDD4004	SDD4004

Please complete the specific assessment(s) according to the module(s) you apply for exemption.

9. **Cheating, including plagiarism, in this 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)**

10. Please read the "Glossary" in page 5 before doing the assessment.

11. Please avoid using abbreviations in writing.

12. Please complete the assessment in English.

13. Application fee will be charged (including HK$100 exemption fee and HK$400 assessment fee for **EACH Module**). Please note that the application fee paid is non-refundable even if the application is not supported or the applicant is de-registered from the programme of study. **The fees charged are elaborated as follows:**

Number of Modules Applied for Exemption	Application Fee for Module Exemption ($100 per Module)	Assessment Fee ($400 per Module)	Total
1	**$100**	**$400**	**$500**
2	**$200**	**$800**	**$1000**
3	**$300**	**$1200**	**$1500**
4	**$400**	**$1600**	**$2000**

14. 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.

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

Section A Full-time Working Experience

Please provide full-time work experience after meeting the minimum entrance requirement of Higher Diploma Programmes. The work period, post title and information of company or employer should be stated clearly.

Date of meeting the HD minimum entrance requirement: _____ (DD/MM/YYYY)

Full-time employment after meeting HD minimum entrance requirement:

Started from : _____ (DD/MM/YYYY)

(In chronological order, including self-employment)

Date (month/year)		Duration	Position Held*	Name & Address of Organization	Name and Contact of Employer / Supervisor	Self-Employment (Yes/No)	Verification (For official use)
From	To						

*Please provide copy of supporting documents on the above listed work experience.

***Declaration & Signature*:**

1. I understand that information I provided will be used for processing my application for exemption from NHD WPD modules by the Campus and SDO of Vocational Training Council (VTC).

2. I authorize VTC to obtain, and the relevant authorities to release, all information about my full-time work experience in Hong Kong and elsewhere.

3. I understand that SDO has the final decision on the applications for exemption from study of WPD module.

4. I acknowledge that the Whole Person Development (WPD) module offered by the Student Development Discipline Office (SDDO) may be delivered at other IVE campuses with class meetings held on weekday evenings, Saturday afternoon or Sunday. The SDDO 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. (For Part-time student only)

5. I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION** in all WPD module exemption.

Name of Student: _____ Signature: _____

Programme Code: _____ Student No: _____

Date: _____

For Official use only	
Verified by: _____ (Full Name)	Signature: _____
Post: _____	Date: _____
☐*Mature applicant (please ☑ if applicable), confirmed with Department.*	

Section B Assessment

Student Name:	Student No.:
Programme Name:	
Programme Code and Class:	Campus:

Module(s) to Apply for Exemption: (please ☑ the appropriate Module(s) and complete the assessment of the respective module you selected)

- ☐ SDD4001 Whole Person Development: Self-Efficacy Enhancement (p. 11-12)
- ☐ SDD4002 Whole Person Development: Global Vision (p. 13-14)
- ☐ SDD4003 Whole Person Development: SMART in Action (p. 15-16)
- ☐ SDD4004 Whole Person Development: Integrated Career Development (p. 17-18)

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			
Module	Marks	Result	Marker
Assessment of SDD4001	/100	Pass / Fail	Name:
Assessment of SDD4002	/100	Pass / Fail	Post:
Assessment of SDD4003	/100	Pass / Fail	Signature:
Assessment of SDD4004	/100	Pass / Fail	Date:

Glossary

Career Goal	Career Goal is what a person wants to achieve an occupation or life role. The person needs to commit related work and a good self-development plan.
Characters	What a person thinks, feels, and behaves and express shows his / her characters, for examples, integrity, honesty, sensible, energetic, enthusiastic, disciplined, logical, open minded, patient, responsible, etc.
Collaboration	Collaboration need people working together on a aim or goal, using expertise / specialist of each collaborator. The people share common goal, responsibility.
Global issue	Global issue is something concerned by the world. People may have different opinions on the causes and consequences of a global issue and have various views about the solution.
Learning skills	Learning skills are the skills facilitate studying and learning, for examples: reading skill, questioning skill, analysis skill, IT skills, etc.
Life skills	Life skills are a set of managing / problem solving for better life, for examples: communication skill, interpersonal skill, organization skill, time management skill, etc.
Lifelong learning	Learning throughout life, with the aim of learning more knowledge, skills and/or improving qualifications for personal, social and/or professional.
Problem Solving Skills	Problem solving skills is set of skills includes identifying a problem, developing possible solution, and taking the appropriate action step by step.
Professional qualification	A professional qualification refers to a specified standard of knowledge, skills set, competencies that are set up by certain professional bodies, for example, HKIE, ACCA, HKICPA, etc. The standard is confirmed by means of an assessment process or successful completion of a course of study.
Skill Sets	A series of proficiency or ability that is acquired through training and practicing.
Strength	Strength is a quality that someone is good in / familiar with, for example: bravery, tolerant, persuasive, creative , etc.
Trade/Profession	A particular job/career field consists of a set of skills and knowledge in the field.
Weakness	Weakness is the area(s) perceived which you can make improvement, for examples: impatience, over-talkative, unassertive, passive, moody, intolerance, etc.

Assessment for SDD4001 Whole Person Development: Self-Efficacy Enhancement

1. **Personal Development Plan**	Marks
a) The plan of studying this NHD programme <table><tr><td>Academic award to be achieved</td><td>Higher Diploma in _____</td></tr><tr><td>Time to complete the Higher Diploma</td><td>From __Now___ to _____</td></tr></table>	8
b) What is your **future personal development plan** after the completion of this NHD programme? Please illustrate your plan in terms of ❶Goal (e.g. future study or attainment of professional qualification) : _____ ❷Time frame: _____ ❸Path / means to achieve the goal: _____ _____ _____	12

2. Self-evaluation on my Strength	Marks
Please identify one of your strengths and explain how the strength facilitates you to implement the personal development plan. ❶ The strength (e.g. skill sets, social network): _____ ❷ Please give an example to illustrate you have the strength. ❸ Please explain how the strength facilitates you to implement the personal development plan.	20

#If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

3. Self-evaluation on my Weakness	Marks
Please identify one of your weaknesses and how this weakness hinders you to implement the personal development plan. ❶ The weakness: _____ ❷ Explain how this weakness holds you back to implement the personal development plan. ❸ Explain how you would overcome this weakness.	20

4. Apply lifelong learning skills to achieve the academic award	Marks
Please identify two learning skills / life skills and explain why the skills facilitating you to implement the personal development plan and explain how to apply the skills. (around 50 words for each) a) Skill ❶: _____	20
b) Skill ❷: _____	20
Total Mark (Assessment of SDD4001)	

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

Assessment for SDD4002 Whole Person Development: Global Vision

1. Choosing global issue
Please choose **ONE** issue shown below (by ☑)* and answer Question 2. ☐ Global warming ☐ Middle East respiratory syndrome (MERS) outbreak ☐ North Korea's nuclear threat ☐ Human trafficking ☐ Middle East conflict ☐ Other, please specify: _____ **no marks will be given to Question 2 if:* - **NO** issue was chosen; Or - more than one issue *was chosen; Or* - no issue was specified if option "Other" was chosen

2. Critical thinking for the globalized world	Marks
a) Why the issue chosen in question 1 is a global issue? Explain the reasons by answering 2a(i) and 2a(ii). (i) What is the scale of the issue? Please explain the scale in terms of ❶ affected countries (at least 3) and ❷ no. of people affected. Please provide example / evidence for explanation. (around 50 words)^	20
(ii) What international cooperation is involved? Please identify the ❶ international organization involved and ❷ details of the respective works / actions. Please provide example / evidence for explanation. (around 50 words)^	20

#If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.
^ To avoid **plagiarism**, please credit the source of information you quoted.

b) (i) Please **Identify the problems** of the issue in terms of **two different aspects** (e.g., environment, economy, society, politics, humanity, culture, etc.). You may quote relevant examples / figures / news from reliable source(s) to **explain the cause and impact** of the problem.	
❶ Problem in _____ aspect (around 50 words)^	20
❷ Problem in _____ aspect (around 50 words)^	20
(ii) Please suggest **a solution** to the problem by adopting the trade knowledge of the programme you are studying. (around 50 words)^ The HD programme: _____ ❶ **Solution** ❷ Please **s**tate and explain the **Expected result(s)** ❸ Please **s**tate and explain the **Limitation(s)**	20
Total Mark (Assessment of SDD4002)	

#If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.
^ To avoid **plagiarism**, please credit the source of information you quoted.

Assessment for SDD4003 Whole Person Development: SMART in Action

1. Collaboration skills and Problem Solving Skills acquired in your working experience (please provide details based on a team project / task experience)		Marks
a. Project / Task information Company / Organization Name: _____ Project title / Task: _____ Goal & scope of the project / task: _____ _____ _____ Project / Task duration: _____ Your post / title: _____		20
b. Identify the **Team Members** and indicate **YOURSELF** in the team, e.g. Assistant Engineer (me) (i) Please write down titles or posts:	Works of the members (ii) Please describe the work done by each member and show the collaboration in the team:	24

2. Please identify a problem happened in the project mentioned in Question 1a: (a) What is the problem? Please provide details (around 30 words)	12

#If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

(b) What is the cause(s) of the problem? Please provide details. (around 30 words)	12
(c) What is the impact(s) of the problem? Please provide details. (around 30 words)	12
(d) How did you solve the **problem descripted in Question 2a** by collaboration with your team members? Please provide details, e.g. the strategies / methods used to enhance collaboration to solve the problem and steps of the solution. (around 50 words)	20
Total Mark (Assessment of SDD4003)	

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

SDD4004 for Whole Person Development: Integrated Career Development

1. What is your career goal in the next 5 years?		Marks
Career trade/profession :	Post/Title/Rank:	8

2. What characters do you own for contributing to your development in this career? Please explain and provide an example. (around 50 words)	Marks
	20

3. What are the prospects of this target career in Hong Kong / China / World? Please explain and support with evidence(s). (around 50 words)	Marks
	20

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

4. ***Revision of your working experience***			
a. Please provide details for **ONE** of your full-time working experience.			Marks
Period	Company / Organization	Title / Post for each job (please provide brief job descriptions)	12
___ to ___			
b. Please describe **<u>One</u>** <u>action taken/you **did**</u> to prepare for the job interview of the job stated above. Explain how the action helped you to get the job. (around 50 words)			20
c. Please write **ONE** "area for improvement" regarding to the **<u>interview experience</u>** stated above and suggest **<u>how to improve</u>** such area. (around 50 words)			20
Total Mark (Assessment of SDD4004)			

[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

Document 1D
For NHD (From AY2015/16 entry cohort)

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

(Applicable to NHD 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

(適用於所有 2015/16 學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.)
   同學可以利用「過往學術資格」或「全職工作經驗」申請豁免修讀全人發展單元，詳情可參閱背頁資料。

2. "Full-time employment" refers to an employee who has been working for the same employer for 6 months or more, with 120 working hours in average per month after having obtained minimum entrance requirement. Academic transcript, proof of sufficient full time work experience including employer's certification, salary statement should be shown to support the application. If students are unable to provide proof by employers, declaration service provided by Home Affairs Department (HKSAR) could be accepted (for details, please visit the link below: http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4). The work period, post title and name of company or employer should be stated clearly.
   有關豁免修讀全人發展單元所指的「全職工作」，定義為申請人達到入學要求後，連續於同一機構工作最少六個月，每月工時平均120 小時。同學遞交申請表時須附上學歷證明及就業證明文件例如僱主證明信、糧單或由民政事務處諮詢服務中心所辦理的宣誓聲明書，以作批核豁免修讀全人發展單元之用(就有關詳情，請瀏覽以下網址:
   http://www.had.gov.hk/en/public_services/public_enquiry_services/faq.htm#4)。文件須清楚列明受僱公司名稱、受僱職位和在職時段。

3. It is the responsibility of the applicant to provide information and valid documents to support his/her application.
   同學有責任確保於申請豁免修讀全人發展單元所提交之所有證明文件，均屬正確無訛。

4. Student needs to follow the application period and late application will not be accepted. Student has to attend class as usual before application result announcement. For students in part-time mode, they could accumulate required full-time work experience along their study and apply for exemption with sufficient work experience.
   修讀全日制的同學須於第一學年/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，學生須如常上課。由於兼讀制同學大多為在職人士，同學可在修讀期間累積全職工作經驗申請豁免有關單元。

5. For application and assessment details, please refer to "Document A".
   就申請及評核的細節，請參閱"Document A" 。

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 AY2015/16)	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	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**
	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	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**
	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	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**

		WPD4074 取得及格成績 或 其他相關之認可過往資歷		**評核**

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**	
For some Engineering Programmes, students opt for the <u>Diploma Award</u> amid their course of studying NHD (For entry cohort from AY2015/16) **個別修讀工程課程的同學，如在修讀期間，<u>選擇獲取文憑資格</u>** (適用於從2015/16學年起入學的同學)	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	One year 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<u>一年</u>全職工作經驗 **及** **評核**
	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	One year 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<u>一年</u>全職工作經驗 **及** **評核**

香港專業教育學院（MH）
Hong Kong Institute of Vocational Education (Morrison Hill)

申請豁免修讀單元繳費通知書
Payment Advice for Module Exemption

Please pay the application and assessment fees as follow:
請按以下指示，繳付申請費用及評核費用：

Application and Assessment Fee 申請費用及評核費用：		
收費 Fee: 繳費期限 Payment Due Date: 賬單編號 Bill Account Number:	HK$500 / 每單元 Module Before submitting application [ ][ ][ ][ ][ ][ ][ ][ ][ ][2][1] 學生編號 Student No.	Total Application Fee 申請費用： ☐ $500 for 1 module ☐ $1000 for 2 modules ☐ $1500 for 3 modules ☐ $2000 for 4 modules

繳費方式 Payment Method	**繳費程序 Payment Procedure**
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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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 the 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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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.)	<u>電話 (By Telephone)</u> i. 致電 18033 ii. Dial access number 18031 輸入商戶號碼 『9151』 iii. Enter merchant code “9151” iv. 輸入賬單編號 Enter the Bill Account Number v. 選擇賬單類別：『03』- 學生雜費 Select Bill Type: “03” – payment of “Fees for Student Services” 輸入總金額 Enter the Total Payment Amount vi. (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) 請將已填妥之申請表連同付款編號交往所屬學系 Please submit the completed application form with the payment reference number written to the relevant department	<u>互聯網 (By Internet)</u> i. 網址 <u>www.ppshk.com</u> Visit <u>www.ppshk.com</u> ii. 輸入商戶號碼 『9151』 Enter merchant code “9151” iii. 輸入賬單編號 Enter the Bill Account Number 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. 請將已填妥之申請表連同付款編號交往所屬學系 Please submit the completed application form with the payment reference number written to the relevant department