

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。

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

課程編號

課程名稱

Student No. _____

Programme Code _____

Programme Title _____

電郵地址

聯絡電話

E-mail Address _____

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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b)	*SDD4002	*WPD: Global Vision	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c)	*SDD4003	*WPD: SMART in Action	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d)	*SDD4004	*WPD: Integrated Career Development	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(e)				<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 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)	<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				
(d)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(e)	<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

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"/>				
(d)	<input type="checkbox"/>				
(e)	<input type="checkbox"/>				
5. To be approved by HoD (for NHD and DFS) or Chairperson of Programme Board (for DVE and Cert/Dip/PC/PD at QF Levels 1-4): (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: <input type="checkbox"/> All approved <input type="checkbox"/> Approved except the following (please give the module code(s) and reason(s)): <input type="checkbox"/> Not approved (please give reason(s)):			Staff Name & OU _____ Signature _____ Date _____		
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

- 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。**
- 如有需要，學院或會要求申請人參加單元豁免評核。
- 各課程可獲學分轉移或豁免修讀的單元數目，均設有上限。
- 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。
- 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。
- 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。
- 申請費及評核費以最新公佈為準，已繳費用概不發還。
- 單元的「評核」亦不設補考或再申請，未能豁免的同學必須修讀相關單元。學生發展處保留豁免結果的最終決定權。
- 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。

Application Guide

- 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.**
- Where required, assessments may be conducted for consideration of granting module exemption.
- Granting of credit transfer/module exemption is subject to a limit of the respective programme.
- 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.
- 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.
- Application without providing necessary evidence or beyond the application deadline will not be considered.
- An application fee and assessment fee in accordance with the prevailing rate applies. Any fee paid will not be refunded.
- There is no reassessment and reapplication on a particular module. Students who failed in the application have to study the module(s). The final decision of granting module exemption rests on the decision of SDO.
- Before announcement of the application result, the applicant should attend relevant classes and assessments of the module(s) concerned.

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:

賬單編號：9個位的「學生編號」加上 2個位的「賬單類別」：『21』 - 申請豁免
Bill Account Number: 9-digit of Student No. plus 2-digit of Bill Type : “21” – Exemption

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**

<i>For official use only</i>	
Date of giving this assessment: <u>23 March 2018</u>	Deadline for Submission (by student) : <u>Apr 20, 2018</u>

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-year 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 ❶ the completed **Section A** together with the work experience proof(s) and academic proof(s), ❷ the completed assessment of particular Module(s) in **Section B**) to the 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-year 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 11 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 and assessment 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 Work Experience ^{note 1}

Please provide at least 2-year's full-time work experience which has been got after meeting the minimum entrance requirement of Higher Diploma Programmes. The work period, post title and information of company or employer (including self-employment) should be stated clearly in chronological order.

Date of meeting the HD minimum entrance requirement Please <input checked="" type="checkbox"/> when appropriate			Document* Attached <input checked="" type="checkbox"/> if yes	Document Number (Please mark at the top right corner of the document)	Verification (For official use)
Admitted by Academic Qualification <input type="checkbox"/>	The qualification meeting the HD minimum entrance requirement (e.g. HKDSE, DFS, DVE, etc.). Please choose ONE only by <input checked="" type="checkbox"/> <input type="checkbox"/> HKDSE <input type="checkbox"/> HKAL <input type="checkbox"/> HKCEE <input type="checkbox"/> DFS <input type="checkbox"/> FD(L3) <input type="checkbox"/> DVE <input type="checkbox"/> YJD <input type="checkbox"/> Other (Please specify) _____	Date of the qualification acquired: __ / __ / ____ dd / mm / yyyy	<input type="checkbox"/>	①	
OR					
Admitted as a Mature Applicant ^{note 2} (confirmed by Department) <input type="checkbox"/>	The document proof(s) for date of birth <input type="checkbox"/> HKID <input type="checkbox"/> Passport <input type="checkbox"/> Other (Please specify) _____ Date of birth: __ / __ / ____ dd / mm / yyyy	Date of age 21: __ / __ / ____ dd / mm / yyyy			

Full-time employment (In chronological order, including self-employment) after meeting HD minimum entrance requirement:

Period (day/month/year) After Date of qualification obtained / After the date of age 21		Duration (Year/Month/Date) (Full-time experience should be at least 6 months)	Position Held	Full Name of the Organization / Company	Self- Employment (Yes/No)	Document* Attached <input checked="" type="checkbox"/> if yes	Document Number (Please mark at the top right corner of the document)	Verification (For official use)
From	To							
__ / __ / ____ dd / mm / yyyy	__ / __ / ____ dd / mm / yyyy	_ Y / _ M / _ D				<input type="checkbox"/>	②	
__ / __ / ____ dd / mm / yyyy	__ / __ / ____ dd / mm / yyyy	_ Y / _ M / _ D				<input type="checkbox"/>	③	

__/__/____ dd/mm/yyyy	__/__/____ dd/mm/yyyy	_ Y/ __ M / __ D				<input type="checkbox"/>	④	
__/__/____ dd/mm/yyyy	__/__/____ dd/mm/yyyy	_ Y/ __ M / __ D				<input type="checkbox"/>	⑤	
Accumulated full-time work experiences after meeting HD minimum entrance requirement		_ Y/ __ M / __ D	<i>Important:</i> <i>You are <u>not</u> eligible to apply the module exemption if the accumulated full-time work experiences are <u>less than 2 years</u>. Application and assessment fee paid is non-refundable.</i>					

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

Name of Student: _____

Signature: _____

Programme Code: _____

Student No: _____

Date: _____

Note:

1. "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.
2. Please contact the Department for enquiries.

Section B Assessment

Student Name:	Student No.:
Programme Name:	
Programme Code and Class:	Campus:
<p>Module(s) to Apply for Exemption: (please <input checked="" type="checkbox"/> the appropriate Module(s) and complete the assessment of the respective module you selected)</p> <p><input type="checkbox"/> SDD4001 Whole Person Development: Self-Efficacy Enhancement (p. 11-12)</p> <p><input type="checkbox"/> SDD4002 Whole Person Development: Global Vision (p. 13-14)</p> <p><input type="checkbox"/> SDD4003 Whole Person Development: SMART in Action (p. 15-16)</p> <p><input type="checkbox"/> SDD4004 Whole Person Development: Integrated Career Development (p. 17-18)</p>	
<p>Declaration:</p> <p>I have read through and understand the “Points to Note”.</p> <p>This assessment task is my own work. I have properly acknowledged all sources and I have not plagiarized any part of this assessment task.</p> <p>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.</p> <p>I agree that the final decision of granting module exemption rests on the decision of the SDO.</p> <p>Signature: _____ Date: _____</p>	

For SDO use			
Module	Marks	Result	<u>Marker</u>
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		8
Academic award to be achieved	Higher Diploma in _____ _____	
Time to complete the Higher Diploma	From <u>Now</u> to _____	
b) What is your future personal development plan after the completion of this NHD programme? Please illustrate your plan in terms of		12
❶ Goal (e.g. future study or attainment of professional qualification) :	_____	
❷ Time frame: _____		
❸ Path / means to achieve the goal:	_____ _____ _____	

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.	20
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.	

[#]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
<p>Please identify one of your weaknesses and how this weakness hinders you to implement the personal development plan.</p> <p>❶ The weakness: _____</p> <p>❷ Explain how this weakness holds you back to implement the personal development plan.</p> <p>❸ Explain how you would overcome this weakness.</p>	20

4. Apply lifelong learning skills to achieve the academic award	Marks
<p>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)</p> <p>a) Skill ❶: _____</p>	20
<p>b) Skill ❷: _____</p>	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
<p>Please choose ONE issue shown below (by <input checked="" type="checkbox"/>)* and answer Question 2.</p> <p><input type="checkbox"/> Global warming</p> <p><input type="checkbox"/> Middle East respiratory syndrome (MERS) outbreak</p> <p><input type="checkbox"/> North Korea's nuclear threat</p> <p><input type="checkbox"/> Human trafficking</p> <p><input type="checkbox"/> Middle East conflict</p> <p><input type="checkbox"/> Other, please specify: _____</p> <p><i>*no marks will be given to Question 2 if:</i></p> <ul style="list-style-type: none"> - NO issue was chosen; Or - more than one issue <i>was chosen</i>; Or - no issue was specified if option “Other” was chosen

2. Critical thinking for the globalized world	Marks
<p>a) Why the issue chosen in question 1 is a global issue? Explain the reasons by answering 2a(i) and 2a(ii).</p> <p>(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)^</p>	20
<p>(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)^</p>	20

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

<p>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.</p>	
<p>❶ Problem in _____ aspect (around 50 words)^</p>	20
<p>❷ Problem in _____ aspect (around 50 words)^</p>	20
<p>(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: _____</p> <p>❶ Solution</p> <p>❷ Please state and explain the Expected result(s)</p> <p>❸ Please state and explain the Limitation(s)</p>	20
<p>Total Mark (Assessment of SDD4002)</p>	

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

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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		
<p>a. Project / Task information Company / Organization Name: _____ Project title / Task: _____ Goal & scope of the project / task: _____ _____ _____ Project / Task duration: _____ Your post / title: _____</p>	20		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; border-right: 1px dashed black; padding: 5px;"> <p>b. Identify the Team Members and indicate YOURSELF in the team, e.g. Assistant Engineer (me) (i) Please write down titles or posts:</p> </td> <td style="padding: 5px;"> <p>Works of the members (ii) Please describe the work done by each member and show the collaboration in the team:</p> </td> </tr> </table>	<p>b. Identify the Team Members and indicate YOURSELF in the team, e.g. Assistant Engineer (me) (i) Please write down titles or posts:</p>	<p>Works of the members (ii) Please describe the work done by each member and show the collaboration in the team:</p>	24
<p>b. Identify the Team Members and indicate YOURSELF in the team, e.g. Assistant Engineer (me) (i) Please write down titles or posts:</p>	<p>Works of the members (ii) Please describe the work done by each member and show the collaboration in the team:</p>		

<p>2. Please identify a problem happened in the project mentioned in Question 1a: (a) What is the problem? Please provide details (around 30 words)</p>	12
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[#]If the space provided is insufficient, please attach your answer on a separate sheet with respective question no.

<p>(b) What is the cause(s) of the problem? Please provide details. (around 30 words)</p>	<p>12</p>
<p>(c) What is the impact(s) of the problem? Please provide details. (around 30 words)</p>	<p>12</p>
<p>(d) How did you solve the <u>problem described in Question 2a</u> 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)</p>	<p>20</p>
<p style="text-align: right;">Total Mark (Assessment of SDD4003)</p>	

#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. <i>Revision of your working experience</i>			
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 One action taken/you did 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 interview experience stated above and suggest how to improve 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.