

VOCATIONAL EDUCATION COUNCIL ENGINEERING DISCIPLINE

Guidelines for the Application of Module Exemption for Industrial Attachment Based on Relevant Work Experience

1. Students may apply exemption for Industrial Attachment module concerned in all New Higher Diploma Programmes through “Industrial Attachment Exemption Form”.
2. Exemption Fee is \$100 per module (and Assessment Fee is \$400 when formal Module Exemption Assessment is required).
3. **Application Fee should be paid by cheque and payable to “VOCATIONAL TRAINING COUNCIL”.**
4. Students are required to complete the appropriate Application Form for Industrial Attachment Module Exemption based on Relevant Working Experience.
5. Students may provide any supplementary documentary evidence (e.g. the details of working experience) to support the application.
6. The evidence provided by student should be relevant to the module intended learning outcomes.
7. The completed Application Forms should be submitted together with the fees to the Department (during office hours) / Visiting Centre (during evening session) before the deadline as stipulated in the Application Form. Late application will not be entertained.
8. Student may be required to attend an interview to verify his/her working experience should the Programme Team considers to be necessary.

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Exemption Criteria for Industrial Attachment

**THIS IS AN IMPORTANT DOCUMENT FOR YOUR ATTENTION AND ACTION.
PLEASE READ IT CAREFULLY. IF YOU HAVE ANY QUERY PLEASE CONTACT
YOUR YEAR TUTOR**

Exemption of Industrial Attachment module could be granted by virtue of relevant proven employment evidences:

Module Name	Credit Value	Exemption Criteria
Industrial Attachment	10	Minimum 100 hours of working experience in the relevant field with proven documented evidence of attainment of the required module intended learning outcomes, subject to assessment.

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Industrial Attachment Exemption Form

SECTION A (TO BE COMPLETED AND SUBMITTED BY THE APPLICANT)		
Name of Student for Module Exemption		
Student Number		
Company Name		
No.	Module Outcome	Relevant experience
1	Apply the trade specific knowledge to solve workplace problems in the relevant field.	YES / NO
2	Handle assigned tasks in the workplace with correct work attitude and appropriate key skills, such as interpersonal skills and teamwork skills, management skills, logical thinking, problem solving skills and communication skills as well as occupational safety and health and environmental awareness	YES / NO
3	Able to identify your own strengths and weaknesses in relation to working in a workplace.	YES / NO
4	Summarize your personal development in the relevant field in not more than 50 words. (Note: If space is not sufficient, please use separate sheet)	
According to my working experience, I am able to achieve the above module learning outcomes.		
_____ Signature of student		_____ Date

SECTION B: TO BE VERIFIED BY COMPANY	
Name of Undersigned Person	
Post	
Contact information of the Undersigned Person (Tel. No., email)	
I confirm that the above student is / was # employed in our Company at least 100 hours and the above information in SECTION A is correct.	
_____ (Signature)	<div style="border: 1px solid black; width: 150px; height: 80px; margin: 0 auto;"></div> Company Chop
Date: _____	
# Delete as applicable	

VOCATIONAL EDUCATION COUNCIL
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Department of Construction, IVE (TY/MH/TM)

Application for Module Exemption
based on relevant experience with documented evidence
of attainment of the required learning outcomes

(TO BE COMPLETED AND SUBMITTED BY THE APPLICANT)

Student Name : _____ Telephone No. : _____
Student No. : _____ Level of Study when joining
Programme Code / Title : _____ the programme : _____
Module Code / Title : _____

Justification for application

Supporting Evidence Attached

Date of Submission: _____ Signature: _____

Notes:

1. When submitting the application form(s) for module exemption, the student should bring with himself/herself the original documents as evidence accompanied by one photocopy for each document for verification by the Department (during office hours) or by the Visiting Centre (during evening class session).
2. **The application form should be returned within one month after the date of commencement.**
3. The Programme Leader will notify the applicant the result of exemption application by post. It is the responsibility of the students to check the mail box and to take action accordingly.
4. The applicants for module exemption are advised to attend all classes of the modules concerned and to fulfill all module requirements (such as continuous assessment) until they receive written confirmation of the result of their application for module exemption.

To be filled by Department

Recommendation

Exemption Module: _____

Module Leader/Year Tutor _____

Signature _____ Date: _____

Supported by

Programme Leader: _____ YES / NO #

Explanation (if Not Supported) _____

Signature _____ Date: _____

Approved by

Head of Department: _____ YES / NO #

Explanation (if Not Supported) _____

Signature _____ Date: _____

Delete as applicable