

Sub-Discipline (CN)

Construction PB

Department of Construction / Morrison Hill Campus

Application Form for Module Exemption of Practical Training Modules  
based on academic qualifications or relevant experience  
with documented evidence of attainment of the required learning outcomes

Student Name: \_\_\_\_\_ / \_\_\_\_\_ Student Number: \_\_\_\_\_  
e-mail Address: \_\_\_\_\_ Mobile / Telephone No.: \_\_\_\_\_  
Programme Code / Title: \_\_\_\_\_ / \_\_\_\_\_

Module Code(s) / Title(s) of Practical Training module(s) applied for exemption (*please tick*)

QF Level 2

- CON2190 Practical Training A  
 CON2191 Practical Training B

**Justification(s)**

(Please tick and submit the copies of the evidence documents with application form)

**1) Recognized training/qualifications for direct exemption of CON2190 and /or CON2191\***

- Completion of **CICTA Training** with **23** hours or above of relevant module training areas or equivalent  
 Completion of **VTC Pro-Act Centre / IVE Workshop\* Training** with **23** hours or above of relevant module training areas or equivalent

**For CON2191**

- Certified true copy of valid 'Construction Industry Safety Training Certificate' (Green Card) or equivalent

**2) Record of Working Experience (must be completed by the applicant)**

Date (MM/YYYY)	Name of Organization & Nature of Business	Position held & Job nature

**3) No. of years of relevant working experience in the field of **relevant module training areas**.**

(Forms T1/T2\* and Form T3 are completed and attached )

- Under 1 year       1 – 2 years       2– 3 years       over 3 years

Date of Submission: \_\_\_\_\_ Signature: \_\_\_\_\_

Notes to Applicants:

1. When submitting the application form(s) for module exemption, student should bring with himself/herself the original evidence documents accompanied with one photocopy for each document for verification by the Department.
2. Applicant may be required to attend an interview and / or assessment to verify his/her working experience by the Programme Team if necessary. Assessment fees will be charged where necessary.
3. The due date for submitting the application form(s) for module exemption is **21 Sept. 2018**. Late application will not be considered.
4. The Programme Leader / Coordinator will announce the results of the applications for module exemption for the modules by late October 2018.
5. 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 applications for module exemption.
6. Applicants must submit their completed application form(s) together with a copy of payment receipt of **non-refundable payment<sup>§</sup> of \$100 per module** to the Department of Construction, **Rm 220, IVE(MH)** **during office hours**.

**For Campus Secretariat Use**

Student's ID Card and record checked

Signature of Staff: \_\_\_\_\_

Date: \_\_\_\_\_

A handling fee of HK\$ \_\_\_\_\_ has been received

Receipt No. \_\_\_\_\_

Signature of Staff: \_\_\_\_\_

Date: \_\_\_\_\_

MSRP2103M in SRS updated.

Signature of Staff: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommendation**

\_\_\_\_\_

\_\_\_\_\_

Module Leader \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Supported by** Programme Leader/Coordinator\* (Signature / Name) \_\_\_\_\_ / \_\_\_\_\_

Yes / No \*

Explanation \_\_\_\_\_

(if not supported) \_\_\_\_\_

Date \_\_\_\_\_

**Approved by** Head of Department (Signature / Name) \_\_\_\_\_ / \_\_\_\_\_

Yes / No \*

Explanation \_\_\_\_\_

(if not approved) \_\_\_\_\_

Date \_\_\_\_\_

\* Delete where applicable

<sup>§</sup> Please refer to Payment Methods Listed in the Exemption Form(From HQ(AS))

**FORM T1**

Notes:

1. This form should be completed by the **EG114103 / EG314103 / EG524103/ EG114111 / EG524111 / EG114112\*** student applying for exemption of Practical Training module.
2. Student's company should verify that the correctness of the information provided by the student with an **official chop** at the bottom right corner of this form.

Student's Name:		Class:	
Student Number:		Phone No.:	

No	<b><u>CON2190/ Practical Training A</u></b>	Minimum duration of relevant employment or training required for exemption (hours based on FT mode)	Duration of full-time employment of direct work by the applicant in the module area (hours)	Period of full-time employment of the Student in the area (Month/Year) e.g. 9/2014~now
	<b><u>Module Intended Learning Outcomes</u></b> On completion of the module, students are expected to be able to:			
<b>1</b>	- recognize <b>occupational safety and health</b> in practical training by wearing suitable personal protective equipment and taking measures to protect personal health;	11		
<b>2</b>	- acquire hands-on experience of the skills and techniques relevant to <b>woodworks</b> ;	6		
<b>3</b>	- acquire hands-on experience of the skills and techniques relevant to <b>plumbing</b> .	6		

\* Delete where applicable

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 Signature of Student

Company Chop

**FORM T2**

Notes:

1. This form should be completed by the **EG114103 / EG314103 / EG 524103 / EG114111 / EG524111 / EG114112\*** student applying for exemption of Practical Training module.
2. Student's company should verify that the correctness of the information provided by the student with an **official chop** at the bottom right corner of this form.

Student's Name:		Class:	
Student Number:		Phone No.:	

No	<b><u>CON2191/ Practical Training B</u></b>	Minimum duration of relevant employment or training required for exemption (hours based on FT mode)	Duration of full-time employment of direct work by the applicant in the module area (hours)	Period of full-time employment of the Student in the area (Month/Year) e.g. 9/2014~now
	<b><u>Module Intended Learning Outcomes</u></b> On completion of the module, students are expected to be able to:			
<b>1</b>	- recognize <b>occupational safety and health</b> in practical training by wearing suitable personal protective equipment and taking measures to protect personal health;	10		
<b>2</b>	- acquire hands-on experience of the skills and techniques relevant to <b>painting</b> ;	6		
<b>3</b>	- acquire hands-on experience of the skills and techniques relevant to <b>brickwork</b> .	6		
<b>4</b>	- Understand the potential hazards and safety measures on construction sites and eligible of awarding the ' <b>Construction Industry Safety Training Certificate</b> '	7	Applicant must provide a certified true copy of his / her own valid 'Construction Industry Safety Training Certificate' (Green Card).	

\* Delete where applicable

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 Signature of Student

Company Chop

**FORM T3**

**Confirmation Form**  
**for Employment in the Relevant Field**

Name of Company	
Address of Company	
Name / Post of Undersigned Person	
Contact information of the Authorized Person (telephone, e-mail)	
Name / Post / Student ID Number of the Student for Module Exemption	

I, \_\_\_\_\_, of \_\_\_\_\_

(Name / Post of the Undersigned Person)

(Name of Company)

confirm that \_\_\_\_\_ has been / was\* employed in our

(Name/Post of the Student for Module Exemption)

company for the period from \_\_\_\_\_ to \_\_\_\_\_.

I also confirm that the information in the enclosed **Form(s) T1 / T2\*** is/are correct.

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Company Chop

\* Delete where applicable