

香港專業教育學院(摩理臣山)  
**Hong Kong Institute of Vocational Education (Morrison Hill)**  
 學分轉移 / 單元豁免申請表 (2019/20 學年)  
 Application for Credit Transfer / Module Exemption for AY2019/20

適用於 AY2019/20 學年舊制學生  
 Applicable to AY2019/20  
 OHD Students

可於MyPortal下載學分轉移/ 單元豁免申請表 Credit Transfer / Module Exemption Application Form available from MyPortal	申請期限 Application Period	遞交申請時間 Time for Submitting Application Forms	遞交申請地點 Venue for Submitting Application Forms	電話 Tel. No.
<a href="https://myportal.vtc.edu.hk">https://myportal.vtc.edu.hk</a>	9 – 20/9/2019	星期一至五 8:30 am - 12:30 pm Mon to Fri 1:30 pm - 7:30 pm *	建造工程系 (220室) Department of Construction (Room 220)	2835 8359
		(* 13/9/2019 (中秋節 Chinese Mid-Autumn Festival) 8:30 am - 12:30 pm; 1:30 pm - 5:30 pm)	工程系 (417室) Department of Engineering (Room 417)	2835 8342
	星期一至五 8:30 am - 12:30 pm Mon to Fri 1:30 pm - 5:30 pm	設計學科基礎課程組 (417室) Design Discipline Foundation Programme Section (Room 417)	2835 4595	
		資訊科技學科基礎課程組 (417室) Information Technology Discipline Foundation Programme Section (Room 417)	2835 4595	
星期六、日及公眾假期 - 休息 Saturdays, Sundays and Public Holidays - Closed				

填寫本表格前，請先參閱附頁的「申請須知」。Please read the 'Application Guide' on the Appendix before completing this form.

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

**A. 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. \_\_\_\_\_

**B. 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	學分 Credit Value	申請 <sup>^</sup> Applying for <sup>^</sup>			
			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
(1)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
總學分 Total Credit Value						

申請費收據 Application Fee Receipt (繳款方法請參閱附件一。沒有附上繳費收據正本的申請表將不獲處理)  
 (Payment method as shown on Appendix 1. Application form without the original payment receipt attached will not be processed)

每單元 per module (HK\$100) X 申請單元總數目 Total no. of modules applied for  = 已繳申請費總金額 Total application fee paid HK\$

恒生銀行/匯豐銀行或「銀通」自動櫃員機 (已附上交易通知書)  
 Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached)  如以「繳費靈」繳交申請費，請於方格內填上已繳費的參考編號  
 For PPS, please fill in Payment Reference No. in the boxes provided.

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<sup>^</sup> 請參考「申請須知」第一項，並在適當的方格填上✓號。Please refer to Item 1 of the 'Application Guide' and ✓ the appropriate box.  
 本人已閱讀附頁的「申請須知」並同意遵守該等規則。

I have read the 'Application Guide' on the Appendix and agree to comply with 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**

A.  Document copies verified Staff Name & OU \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

B.  Application fee received Staff Name & OU \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

C. To be completed by Module Leader(s)/Coordinator(s) (or Programme Leaders/Coordinators for modules without Module Leaders):

	Recommendation for Application in Part I (B)			Staff Name & OU	Signature	Date
	Credit Transfer#	Module Exemption	Not Recommended and Reason			
(1)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(2)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(3)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(4)	<input type="checkbox"/> Code _____ / Mark _____	<input type="checkbox"/> By academic / experience grounds <input type="checkbox"/> By other grounds				
(5)	<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

D. 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 (C)		Staff Name & OU	Signature	Date
	Endorsed	Not Endorsed and Reason			
(1)	<input type="checkbox"/>				
(2)	<input type="checkbox"/>				
(3)	<input type="checkbox"/>				
(4)	<input type="checkbox"/>				
(5)	<input type="checkbox"/>				

E. 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):

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

Staff Name & OU \_\_\_\_\_

All approved

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

Not approved (please give reason(s)):

F.  Record system updated Staff Name & OU \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

G.  Student informed of the result/ Remarks, if any:

arrangement

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. 申請截止日期為2019年9月20日。
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. 每一單元的申請費為港幣一百元，繳費方法請參閱附頁。請注意：無論申請成功與否或中途退學，此申請費將不獲退還。**兼讀制學生如欲申請學分轉移/單元豁免修讀全人發展單元，請向有關課程主任查詢有關全人發展單元之學分轉移/單元豁免的申請程序及費用。**
8. 申請結果將會在2019年10月底前以郵遞方式寄出。申請人在接獲通知前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 documents** accompanied by 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 form(s) for credit transfer/module exemption is 20 September, 2019.
6. Application forms submitted without the necessary evidence or beyond the application deadline will not be considered.
7. An exemption fee of HK\$100 will be charged for each module. The payment method is shown on the Appendix. Please note that the application fee paid is not refundable even if the application is not supported or the applicant has de-registered from the programme. **For part-time students, if you want to apply for Credit Transfer / Module Exemption for the Whole Person modules, please consult the programme leader for the application procedure and fee.**
8. Applicants will normally be notified of the result by mail by the end of October, 2019. Before the 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.

學分轉移 / 單元豁免繳費方法  
Payment Methods for Credit Transfer / Module Exemption

賬單編號 Bill Account Number										1	5
	9個位的「學生編號」9-digit of Student No.										

申請費：**每單元HK\$100**。請注意：無論申請成功與否或中途退學，此申請費將不獲退還。  
Application Fee: **HK\$100 per module**. Please note that the application fee paid is not refundable even if the application is not supported or the applicant has de-registered from the programme.

繳費方式 Payment Methods	繳費程序 Payment Procedures	
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 Enter Bill Account Number vi. 輸入總金額 Enter the Total Amount of Payment (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. 請將已填妥之申請表連同自動櫃員機繳費收據正本一併交交所屬學系 Please submit the original ATM payment receipt together with the completed application form to the relevant department	
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. 輸入賬單編號 Enter Bill Account Number vi. 輸入總金額 Enter the Total Amount of Payment (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. 請將已填妥之申請表連同自動櫃員機繳費收據正本一併交交所屬學系 Please submit the original ATM payment receipt together with the completed application form to the relevant department	
3. 使用繳費靈 Using PPS*	<u>電話 (By Telephone)</u>	<u>互聯網 (By Internet)</u>
(*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.)	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 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 Amount of Payment (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交所屬學系 Please submit the completed application form together with the payment reference number to the relevant department	i. 網址 <a href="http://www.ppschk.com">www.ppschk.com</a> Visit <a href="http://www.ppschk.com">www.ppschk.com</a> 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 Amount of Payment (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交所屬學系 Please submit the completed application form together with the payment reference number to the relevant department

## 55903F PTE MEME HD in Building Studies

Level	Module Code	Module (curriculum hours)	Shortest Route - Semester (Level 2 Entry)
Level 2	LAN1501	English & Comm for CN IA (30)	1
	BMR3411	Principles of Bldg Construction (45)	1
	CNR1300	Construction Materials (45)	1
	CMV5151	Mathematics (30)	1
	CNR1310	Construction Drawing (45)	2
	CON3321	Elementary Science for CN Technicians (45)	2
	LAN1502	English & Comm for CN IB (30)	2
	BNM5460	Land Surveying I (30)	2
	BNM3625	Bldg Project Org & Mgmt (45)	3
	CMV1152	Introduction to Computing A (45)	3
	BMR3712	Principles of Measurement (45)	3
	BNM5200	Building Services I (30)	4
	BNM3931	Basic Industrial Training (140)	Exempt <sup>1</sup>
WPD4082	WPD on Healthy Lifestyle (15)	Exempt <sup>1</sup>	
WPD4052	WPD on Teamwork & Communication (30)	Exempt <sup>1</sup>	
Level 3	BMR2601	Building Site Management (45)	4
	BMR2540	Computer Aided Drafting (45)	4
	BNM3153	IT Application in Construction (30)	4
	BMR5403	Building Technology I (45)	5
	BNM3664	Bldg Regs & Codes of Practices (45)	5
	LAN2501	English & Comm for Const IIA (30)	5
	BNM3626	Quality, Env and Safety Mgmt (30)	5
	BMR3713	Measurement of Building Works (45)	6
	BNM2201	Building Services II (45)	6
	BMR2420	Construction Science A (45)	6
	BNM3196	Project (45)	7
	LAN3591	Putonghua for Construction Technicians (30)	7
	BNM3932	Safety & Industrial Training A (161)	Exempt <sup>1</sup>
WPD4063	WPD on Self Confidence & Career Deve (15)	Exempt <sup>1</sup>	
Level 4	BMR4404	Building Technology II (45)	7
	LAN2503	English & Comm for Const IIB (30)	7
	BNM3623	Const Industry in Mainland China (30)	8
	BNM3434	Structural Mechanics (45)	8
	BMR2631	Law and Contract Procedures (45)	8
	BNM3467	GIS Concepts & Applications in Const (30)	8
	BMR3409	Building Temporary Works (30)	9
	BMR3605	Construction Project Management (45)	9
	BNM4402	Building Maintenance and Adaptation (30)	9
	BMR3912	Integrated Project (45)	10
	WPD4074	WPD on Image & Ethics and Integrated Issues (15)	Exempt <sup>1</sup>
		<i>(Choose two module from below)</i>	
		<i>BMR3677 Building Finance and Economics (45)</i>	10
		<i>BMR3656 Maintenance and Facilities Mangt (45)</i>	10
		<i>BMR2422 Environmental Science A (45)</i>	10
	<i>BNM3624 Architectural Practice (45)</i>	10	
		<b>Hours (MV) in Each Semester</b>	
	Semester 1	150 (10)	
	Semester 2	150 (10)	
	Semester 3	135 (9)	
	Semester 4	150 (10)	
	Semester 5	150 (10)	
	Semester 6	135 (9)	
	Semester 7	150 (10)	
	Semester 8	150 (10)	
	Semester 9	105 (7)	
	Semester 10	135 (9)	

Note:

1. Exempt = To be exempted by work experience
2. The above indicated semesters in which the modules offered are for your reference only, and which may be amended at the discretion of the Department.

## 55911F PTE MEME HD in Surveying (QS Stream)

Level	Module (curriculum hours)		Shortest Route – Semester (Level 2 entry)
<b>Level 2</b>	LAN1501	English & Comm for CN IA (30)	1
	CMV1152	Introduction to Computing A (45)	1
	BMR3411	Principles of Bldg Construction (45)	1
	BNM5200	Building Services I (30)	2
	CNR1310	Construction Drawing (45)	2
	CMV5153	Mathematics for Survey Tech (30)	2
	LAN1502	English & Comm for CN IB (30)	2
	BNM5460	Land Surveying I (30)	1
	BNM3625	Bldg Project Org & Mgmt (45)	3
	BMR3712	Principles of Measurement (45)	3
	CNR1300	Construction Materials (45)	3
	LAN3591	Putonghua for Const Technicians (30)	4
	<b>BNM3931</b>	<b>Basic Industrial Training (140)</b>	<b>Exempt</b>
	<b>WPD4052</b>	<b>WPD on Teamwork &amp; Communication (30)</b>	<b>Exempt</b>
<b>WPD4082</b>	<b>WPD on Healthy Lifestyle (15)</b>	<b>Exempt</b>	
<b>Level 3</b>	BMR3713	Measurement of Building Works (45)	4
	BMR5403	Building Technology I (45)	4
	BNM3153	IT Application in Construction (30)	4
	LAN2501	English & Comm for Const IIA (30)	5
	BNM2201	Building Services II (45)	5
	BMR3635	Building Law (45)	5
	BNM3626	Quality, Env and Safety Mgmt (30)	5
	BMR2540	Computer Aided Drafting (45)	6
	BMR3660	Bldg Planning Regulations (45)	6
	BNM3665	Building Inspection and Maint I (45)	6
	BMR3717	Building Cost Estimating (45)	7
	BMR3714	Quantity Surveying Project (45)	7
	<b>BNM3933</b>	<b>Safety &amp; Industrial Training B (64)</b>	<b>Exempt</b>
	<b>WPD4082</b>	<b>WPD on Healthy Lifestyle (15)</b>	<b>Exempt</b>
<b>WPD4063</b>	<b>WPD on Self-confidence &amp; Career Develop (15)</b>	<b>Exempt</b>	
<b>Level 4</b>	BNM3640	Tender and Contracts (60)	7
	BMR3622	Technicians in Society (45)	8
	BMR3656	Maint and Facilities Mgmt (45)	8
	BNM3681	Economics and Prop Investment (45)	8
	LAN2502	English & Comm for Const IIB (30)	9
	BMR3666	Building Inspection and Maint II (30)	9
	BMR3605	Const Project Management (45)	9
	BMR4404	Building Technology II (45)	9
	BNM3623	Const Industry in Mainland China (30)	10
	BNM3719	Integrated Project on Quantity Survey (45)	10
	BMR3715	Measurement for CN & E/M Works (75)	10
	<b>WPD4074</b>	<b>WPD on Career Image &amp; Ethics &amp; Integ issues (15)</b>	<b>Exempt</b>
		<b>Hours (MV) in Each Semester</b>	
	Semester 1	150 (10)	
	Semester 2	135 (9)	
	Semester 3	135 (9)	
	Semester 4	150 (10)	
	Semester 5	150 (10)	
	Semester 6	135 (9)	
	Semester 7	150 (10)	
	Semester 8	135 (9)	
	Semester 9	150 (10)	
	Semester 10	150 (10)	

- The above indicated semesters in which the modules offered are for your reference only, and which may be amended at the discretion of the Department.
- Curriculum of the BS stream can be found at the PTE website.
- Exempt = To be exempted by work experience

**Instead of completing this form (Part I and Part II), you can submit a reference letter as an alternative evidence for this modular exemption.**

**PART 1**

**Name of Student for Module Exemption:** \_\_\_\_\_

**Proof of Working Experience related to Module Area:**

Having not less than one year technical or site supervision experience relating to basic skills of painting work, plumbing work, bricklaying, woodwork and electrical work in various construction projects.

**Duration of full-time employment of related experience by the Student in the area:** \_\_\_\_\_ years/months\*

*\* at least 1 year relevant work experience shall be required*

**PART 2**

**Confirmation 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 / HKID Number of the Student for Module Exemption	

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name / Post of the Undersigned Person) (Name of Company)

confirm that \_\_\_\_\_ is / was (please delete as applicable)  
(Name/Post of the Student for Module Exemption)

employed in our Company from \_\_\_\_\_ to \_\_\_\_\_.

I also confirm that the related information in Part 1 is correct.

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

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

Company Chop

\* delete as appropriate

**Instead of completing this form (Part I and Part II), you can submit a reference letter as an alternative evidence for this modular exemption.**

**PART 1**

**Name of Student for Module Exemption:** \_\_\_\_\_

**Proof of Working Experience related to Module Area:**

Having not less than 2 years technical or site supervision experience relating to further skills in various construction projects. Further skills are: painting work, plumbing and pipefitting, trowel trade, woodwork, falsework, reinforced concrete elements, drain-laying, safety requirements for erection and removal of bamboo scaffold, **PLUS**, in possession of a valid **“Construction Industry Safety Training Certificate”** issued under Section 6BA(2) of Factories and Industrial Undertaking Ordinance Cap.59. (Please attach a copy of the training certificate with this application).

**Duration of full-time employment of related experience by the Student in the area:** \_\_\_\_\_ years/months\*  
*at least 2 years' relevant work experience shall be required*

**PART 2**

**Confirmation 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 / HKID Number of the Student for Module Exemption	

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name / Post of the Undersigned Person) (Name of Company)

confirm that \_\_\_\_\_ is / was (please delete as applicable)  
(Name/Post of the Student for Module Exemption)

employed in our Company from \_\_\_\_\_ to \_\_\_\_\_.

I also confirm that the related information in Part 1 is correct.

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

Company Chop

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

\* delete as appropriate



**Instead of completing this form (Part I and Part II), you can submit a reference letter as an alternative evidence for this modular exemption.**

**PART 1**

**Name of Student for Module Exemption:** \_\_\_\_\_

**Proof of Working Experience related to Module Area:**

Having not less than 2 years technical or site supervision experience relating to further skills in various construction projects. Further skills are: reinforced concrete elements, drain-laying, safety inspection and minor repair to aluminum windows, **PLUS**, in possession of a valid **“Construction Industry Safety Training Certificate”** issued under Section 6BA(2) of Factories and Industrial Undertaking Ordinance Cap.59. (Please attach a copy of the training certificate with this application).

**Duration of full-time employment of related experience by the Student in the area:** \_\_\_\_\_ years/months\*

*at least 2 years' relevant work experience shall be required*

**PART 2**

**Confirmation 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 / HKID Number of the Student for Module Exemption	

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name / Post of the Undersigned Person) (Name of Company)

confirm that \_\_\_\_\_ is / was (please delete as applicable)  
(Name/Post of the Student for Module Exemption)

employed in our Company from \_\_\_\_\_ to \_\_\_\_\_.

I also confirm that the related information in Part 1 is correct.

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

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

Company Chop

\* delete as appropriate