

### I. Introduction 簡介

“QF in Action” (thereafter “QFIA”), through encouraging different organisations to develop QF-related projects, aims to promote lifelong learning with a view to enhancing the capability and competitiveness of the human capital and facilitating a sustainable professional development of various trades in Hong Kong.

“QF in Action”（往後簡稱“QFIA”）旨在透過鼓勵不同機構發展與資歷架構相關的項目，促進終身學習持續進修的文化，達至提升本港人力資本的競爭力，及協助各行各業的持續專業發展。

### II. Objectives 目的

Through QFIA, participating organisations are expected to demonstrate the applications of various QF deliverables in their projects to meet the following objectives:

參與機構透過 QFIA 具體地將資歷架構的各項元素彰顯於不同的發展項目上，達至以下目的：

1. Encourage organisations to make use of QF deliverables for the provision of various types of learning opportunities and promoting a lifelong learning culture.  
鼓勵機構採用資歷架構的各項元素，提供不同類型的學習機會，推廣終身學習的文化。
2. Facilitate seamless integration between industry and vocational and professional education and training (VPET) via the QF platform.  
利用資歷架構的平台，促進行業與職業專才教育的無縫接軌。
3. Encourage organisations to develop and recognise various types of QF-recognised qualifications to enhance the manpower quality and professionalism of the industry.  
鼓勵機構發展或認可不同類型的資歷架構認可資歷，提升行業的人力質素及專業水平。
4. Showcase the applications of QF by participating organisations and commend them for their contributions in human resources development.  
展示參與機構應用資歷架構的範例，以表揚他們對人才發展的貢獻。

### III. Target participants 參與對象

1. Any organisations, including Government departments/public organisations, enterprises, trade associations/unions/professional bodies, social welfare service organisations, education and training providers, which are interested in developing QF-related projects are welcome to apply for participation in QFIA. The applicant organisation must be a legal entity.

任何有興趣發展與資歷架構相關項目的機構（包括政府部門/公營機構、企業、商會/工會/專業團體、社會福利服務機構、教育及培訓機構等）均可申請參與 QFIA。申請的機構須為法律實體。

2. The project should be career related. Therefore, education and training providers are required to partner with at least one non-peer organisation to apply for participation in QFIA. Other organisations may opt for submitting their application on their own or in partnership with other organisation(s).

發展的項目須與職業相關，因此教育及培訓機構必須與最少一間非教育及培訓機構合作申請參與 QFIA。其他機構可選擇獨立或與其他機構合作提交申請。

3. Each organisation could submit one application in each cohort.

每一機構每屆只能提交一次申請。

### IV. Application period 申請時期

Each cohort of QFIA lasts for 2 years. Interested organisations are welcome to submit Expression of Interest (EoI) to Qualifications Framework Secretariat (QFS) in the 2nd quarter of odd-number years (i.e. year 2023, year 2025, etc.).

QFIA 以兩年為一屆。一般而言，有意參與的機構須於單數年份（即 2023 年、2025 年如此類推）的第二季，向資歷架構秘書處（秘書處）提交意向書。

### V. Project period 計劃期限

Successful organisations have to complete the proposed project within the specific cohort and will be recognised as “QFIA Achiever” of that cohort. If the project could not be completed within the cohort, the organisation has to liaise with QFS to explore the possibility of extending the project period under QFIA.

成功申請的機構須於該屆完結前完成所建議的項目，便可順利成為該屆的“QFIA Achiever”。如機構未能於該屆完結前完成項目，須與秘書處商討延長計劃期限的可行性。

## VI. Project requirements 項目要求

The projects proposed should contain the following elements:

建議項目須包括以下元素：

1. QF-related or applying QF deliverables; and  
與資歷架構相關或採用資歷架構的成果；及
2. Related to promotion of VPET; and  
與推廣職業專才教育相關；及
3. Related to at least one of the following areas:  
與下列最少一個範疇相關：
  - 3.1 Human Resources Management and Development 人力資源管理及發展
    - 3.1.1 Development of various types of human capital initiatives  
不同種類的人才培訓項目的發展
    - 3.1.2 Enhancement of the effectiveness of human resources management systems  
人力資源管理系統的成效提升
    - 3.1.3 Talent matching for the employment market  
就業市場的人才配對

Examples : Establish job database(s) for enterprise or industry, design and launch flexible and practical human capital initiatives, etc..

例子： 建立企業或行業的職位資料庫、設計及開辦富靈活性及實用性的人才培訓項目等
  - 3.2 Professional Development 專業發展
    - 3.2.1 Long term professional development of the industry  
行業長遠的專業發展
    - 3.2.2 Enhancement of the professionalism of local practitioners  
本地從業員專業性的提升
    - 3.2.3 Local and international recognition and articulation of professional qualifications  
專業資歷於本地及國際的認受及銜接

Examples : Develop professional qualifications framework, formulate professional membership systems, design and launch continuing professional development initiatives, etc..

例子： 發展專業資歷框架、訂立專業會員制度、設計及開辦持續專業發展項目等

- 3.3 Career-linked learning 職學相連
- 3.3.1 Development of various types of career-based learning opportunities (especially for youngsters)  
發展不同種類的職業為本學習機會（尤其為年輕人而設）
- 3.3.2 Long term partnership model between school sector and industries  
學界及業界的長遠合作模範
- 3.3.3 Development of seamless integrated career-learning pathways  
開發無縫接軌的進修就業階梯
- Examples : Design and provide career-based learning initiatives, develop in-school, pre-employment and post-employment qualifications pathways, etc..
- 例子：設計及提供職業為本的培訓項目、發展在學與入職前後的資歷階梯等
- 3.4 Other areas (please elaborate in the EoI), for example:  
其他範疇（須於意向書詳細列明），如：
- 3.4.1 Matching of talent and VPET  
職業專才教育與人才的配對
- 3.4.2 Promotion of lifelong learning culture  
推廣終身學習文化
- 3.4.3 Development of digital transformation and IT competencies  
開發數碼轉型與資訊科技的技能

The projects proposed should also meet at least one of the following requirements:  
建議項目亦須符合下列最少一項要求：

1. Expected impact 具預期成效

The project is expected to be widely recognised by the industry concerned / be the role model of its kind / stimulate other organisations to develop similar projects / contribute to establishing positive QF branding.

項目預期得到相關行業的廣泛認受/成為相類似項目的典範/能帶動其他機構發展相關項目/對建立資歷架構品牌有正面的幫助。

2. Sustainability 可持續性

The project is expected to continuously benefit the industry and practitioners concerned / have a self-improvement mechanism and be cost effective.

項目能持續讓相關行業及其從業員受惠/具備自我完善機制及具成本效益。

3. Innovation and Creativity 革新及創意  
The project facilitates innovative development in the industry / contains creative and attractive content design.  
項目可以為行業帶來革新的發展/具創意及吸引的內容設計。

## **VII. Application procedures 申請流程**

1. Interested organisations are advised to contact QFS to explore the feasibility of the proposed project before submission of EoI.  
有意參與的機構，建議於提交意向書前聯絡秘書處，以探討建議項目的可行性。
2. Organisations submit EoI to QFS in the application period.  
機構於申請時段內向秘書處提交意向書。
3. QFS will notify the organisation about the application result in two months upon the receipt of EoI.  
秘書處會於收到意向書的兩個月內通知機構有關的申請結果。
4. Successful organisations should develop and complete the project within the specific cohort. QFS may also liaise with unsuccessful organisations to explore the possibility of re-submitting application in the next cohort.  
成功申請的機構於該屆內發展及完成相關的項目。秘書處或會與未能成功申請的機構探討下屆重新申請的可行性。

## **VIII. Confirmation 確認申請**

1. QFS will confirm the acceptance of application based on the fulfilment of all of the project requirements and the feasibility of the proposed project. QFS reserves the right to confirm any applications.  
秘書處會就機構提交的意向書內的建議項目，是否符合項目所有要求以及完成項目的可行性，而決定是否接納相關申請。秘書處保留一切確認申請的最終權利。
2. Application result shall be confirmed within two months upon the receipt of EoI. QFS may invite organisation to submit supplement information or give a presentation if and when necessary.  
申請結果將會於收到意向書起兩個月內獲確認。如有需要，秘書處可能邀請申請機構提交補充資料或簡介意向書內容。

## IX. “QFIA Achiever” and “QFIA Achiever (Partner)”

Upon successful completion of the projects, the organisations and their partner organisation(s), if any, will be recognised as “QFIA Achiever” and “QFIA Achiever (Partner)” of that cohort and enjoy the following privileges :

機構及相關合作機構(如有)在成功完成項目後,便會成為該屆“QFIA Achiever”及“QFIA Achiever (Partner)”及享有以下權利:

1. Use of “QFIA Achiever” and “QFIA Achiever (Partner)” Logo  
使用 “QFIA Achiever” 及“QFIA Achiever (Partner)”的標誌



Upon successful completion of the QFIA projects, the organisations and their partner organisation(s), if any, are welcome to use the custom-designed logo for promotion (e.g. in name cards, letter head, souvenirs, advertisements, printed materials, websites and social media platforms, etc.) to signify their achievements as role models. Please refer to “X. Guidelines on the use of Logos”.

機構及相關合作機構(如有)可使用 QFIA 專用標誌作宣傳用途(如用於名片、信紙、宣傳物品、廣告、媒體刊物、網頁及社交媒體平台等),以彰顯該機構為實際應用資歷架構的模範。請參閱“X. 標誌使用指引”。

2. Showcase of the project 項目展示

QFIA Achievers and their projects will be featured in promotional materials distributed to relevant stakeholders as well as the public via various channels on print, electronic and social media. Moreover, QFIA Achievers and their projects will be listed on HKQF website ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)).

QFIA Achiever 及其發展的項目,將獲輯錄並透過印刷、電子及社交媒體等途徑分發予相關持分者及公眾。同時,所有 QFIA Achiever 及其發展的項目將載列於資歷架構網頁([www.hkqf.gov.hk](http://www.hkqf.gov.hk))。

3. Marketing and promotion 宣傳推廣

QFIA Achievers will be featured in follow-on promotions within a year upon completion of the project. QFS will organise QFIA marketing and promotion activities (e.g. events, media briefings or interviews) to publicise the achievements of QFIA Achievers of that cohort.

於完成項目後的一年內,各 QFIA Achiever 會於跟進宣傳中獲重點介紹。秘書處會舉辦 QFIA 宣傳推廣活動(如典禮、媒體發布會或訪問),宣揚該屆 QFIA Achiever 的成果。

#### 4. Commendation 嘉許

QFIA Achievers and their partner organization(s), if any, will be commended at QF Commendation Ceremonies.

QFIA Achievers 及相關的合作機構(如有)將於資歷架構嘉許典禮上獲嘉許。

### X. Guidelines on the use of Logos 標誌使用指引

1. Upon successful completion of the project, QFS will provide the “QFIA Achiever” and “QFIA Achiever (Partner)” Logos of that cohort to the organisation and its partner organisation(s), if any, for promotional use.

機構及相關合作機構(如有)在成功完成項目後，秘書處即頒發該屆的“QFIA Achiever”及“QFIA Achiever (Partner)”標誌供機構宣傳推廣使用。

2. All advertisements and promotional materials bearing the Logo must be legal, truthful and do not contain any content which would cause damage to the reputation of the QF.

所有展示標誌的廣告及宣傳品內容必須合法、真確及不含有任何有損資歷架構聲譽的內容。

3. All advertisements or promotional materials bearing the Logo could only be publicly displayed after the approval of QFS. Normally it takes no less than 5 working days for approval. Samples of advertisements and promotional materials must be sent to QFS for prior approval and record purpose.

所有展示標誌的廣告及宣傳品須經秘書處審批後方可公開使用。審批時間一般不少於5個工作天。有關樣本須交予秘書處供審批及存檔之用。

4. QFS reserves the right to terminate, modify or withdraw the use of Logo. In case of any dispute, QFS has the final and binding decision.

秘書處保留終止、修改或取消標誌的使用權，如有任何爭議，秘書處擁有最終並具約束力的決定權。

### XI. Important dates 重要日期

<u>Date 日期</u>	<u>Event 事件</u>
1 April 2023	Application of QFIA 2023/24 starts
2023年4月1日	QFIA 2023/24 開始接受申請
To be confirmed	Briefing session on QFIA 2023/24
待定	QFIA 2023/24 簡介會

<u>Date 日期</u>	<u>Event 事件</u>
30 September 2023 2023 年 9 月 30 日	Deadline for application of QFIA 2023/24 QFIA 2023/24 截止申請
On or before 31 October 2023 2023 年 10 月 31 日或之前	Confirmation of application results 確認申請結果
On or before 31 December 2024 2024 年 12 月 31 日或之前	Completion of proposed projects 完成建議項目
To be confirmed 待定	Commendation ceremony 嘉許典禮

## **XII. QFIA 2023/24 簡介會 Briefing session on QFIA 2023/24**

Interested organisations are welcome to join the Briefing Session for a better understanding of the details of QFIA as well as the application procedures:

為使有興趣的機構更了解 QFIA 的內容及申請流程，簡介會安排如下：

Date 日期 : To be confirmed (待定)

Time 時間 : To be confirmed (待定)

Venue 地點 : To be confirmed (待定)

Registration 報名 : To be confirmed (待定)

\* The briefing will be conducted in Cantonese 簡介會將以廣東話進行

## **XIII. Privacy statement 私隱聲明**

Personal data provided by organisations will be used only for the purposes of applying for QFIA and promotion of the related projects by QFS. Organisations have the right to check and correct the personal data. All data will be kept confidential and QFS is committed to ensuring that all personal data are handled in accordance with the provisions of the Personal Data (Privacy) Ordinance (PDPO).

機構提供的個人資料只限應用於申請 QFIA 及秘書處推廣相關項目事宜。機構有權查閱及更改個人資料。所有資料將保密處理，而秘書處承諾會確保一切個人資料均依照《個人資料（私隱）條例》的規定處理。

Qualifications Framework Secretariat

資歷架構秘書處

April 2023

2023 年 4 月