



Accreditation of Academic and Vocational Qualifications Application Form

<p><i>(For Official Use Only)</i></p> <p>Date of receipt : _____</p> <p>Serial No. : _____</p>
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Part A Particulars of Applicant

Name of Organisation

(English) _____

(Chinese) _____

Correspondence

Address _____

Tel No _____ Fax No _____

Website (if applicable) _____

Name of Representative

(English) _____

(Chinese) _____

Tel No _____ Fax No _____

E-mail Address _____

Part B Programme Information

1. Programme Objectives and Learning Outcomes

1.1 Please state the programme objectives, programme intended learning outcomes (PILOs) and module intended learning outcomes (MILOs).

Programme objectives	
Programme intended learning outcomes	
Module title	Module intended learning outcomes

2. Programme Content and Structure

2.1 Please provide details about the programme structure.

Module title ^[1]	A					B	A+B
	Contact hours ^[2]					Self-study hours	Notional learning hours
	a	b	c	d	Total		

Notes:

[1] Please list all **Module Titles/ Topics** in the sequence of delivery time.

[2] **a** = Lecture, **b** = workshop/tutorial, **c** = examination and/or assessment) **d** = Others

3. Training and Learning

3.1 Please provide sample lesson plans to demonstrate the application of teaching and learning.

3.2 Please specify the training staff-to-learner ratio

Lecture 1: _____ Tutorial 1: _____
 Workshop 1: _____ Laboratory session 1: _____
 Others (please specify _____) 1: _____
 Maximum class size: _____

3.3 Please provide details about workplace attachment and/or on-the-job training, if applicable.

Objectives	
Intended learning outcomes	
Duration	
Number of hours per week	
Total number of hours	
QF credits	
Assessment method(s)	
Supervision arrangement	

Part C Confirmation by Applicant

I hereby confirm that:

(Please tick where appropriate)

- The PAA / PR* exercise(s) listed in **Part B** is/are conducted by Programme Coordinators & Management Board of IPTFA.
- The PAA / PR* exercise(s) listed in **Part B** is/are successfully completed.
- The organisation which I represent is registered under the laws of national. A copy of relevant registration certificate is attached.

Part D Declaration

I, on behalf of _____ (name of organisation), declare that all information given above is true and accurate and that if I wilfully give information which is false or which I do not believe to be true or if I withhold any material information, any PAA approved will become void.

Part E Undertaking

I undertake that I and my organisation will :

- (1) promote the relevant qualification(s) and programme(s) as IPTFA-recognised and the relevant programme(s) with IPTFA logo¹ shown in all relevant promotion and publicity materials;
- (2) provide information on the operation of the relevant programme(s) upon request by IPTFA after receiving the PAA; and
- (3) abide by any other terms and conditions which may be imposed by the Secretary for IPTFA on the relevant IPTFA-recognised qualification(s) and programme(s).

Signature

Name of Representative

Post-title

Organisation Chop

Date
