

Full Technological Diploma

The workplace is becoming increasingly competitive on a global scale with an increasingly mobile workforce, geographically mobile and upwardly mobile. Promotion often brings job satisfaction and the right qualifications can be crucial. Employers not only look for evidence that potential employees can do a job, but that they also have the underpinning qualifications that go with a job.

The option to upgrade to a Full Technological Diploma (FTD) is open to anyone who has already achieved a vocational diploma and advanced diploma, who is an international student not studying in the UK and whose job role is of a supervisory nature.

To be eligible for the Full Technological Diploma, candidate must provide the following documentation:

1. Diploma (applied) and advanced diploma (applied) in one of the following awards (except 2720 and 8030)
 - 2565 Applied Mechanical Engineering
 - 2720 Telecommunications and Electronics Engineering
 - 2730 Telecommunication Systems - (applied)
 - 3905 Motor Vehicle Engineering and Management – (applied)
 - 6165 Construction – (applied)
 - 7235 Applied Information Technology
 - 8030 Electrical and Electronic Engineering
 - 8030 (2000) Electrical and Electronic Engineering – (applied)
2. Applicant need to be currently employed in the area in which Full Technological Diploma (FTD) applying for. The Portfolio of evidence must cover at least two years' relevant work experience at a level appropriate to the advanced diploma syllabus. The portfolio must include a summary of the applicant's work experience, letters from each stated employer confirming the work experience and a Curriculum Vitae (CV). The portfolio may include any other information which the candidate considers relevant.
3. The appropriate fee of HK\$1355 must accompany the application. (fee is valid until 30 September 2010)
4. It is not possible to combine success at one level in the new technician awards with successes in earlier schemes.
5. Learners are requested to take the utmost care to ensure that the details entered on the form are accurate to avoid delays in issuing the FTD.

Portfolio of Evidence

The purpose of the portfolio is to provide a record of work activities, evidence and assessment supporting applicant's claim to having competence and experience in applications at an appropriate level. This evidence may be used to support applications for jobs, for entry to continuing education and for achieving the Full Technological Diploma (FTD) award.

The portfolio should be well laid out so that someone seeing the portfolio for the first time can easily understand its content. The person evaluating the portfolio will be scrutinising the evidence to confirm competence and experience. It is therefore important that all pieces of evidence and forms are appropriately marked, referenced and filed within the portfolio. It is expected that the portfolio will cover the equivalent of 2 years relevant work experience. This may be in the form of blocks achieved between or during or after the Diploma and Advanced Diploma study periods.

Preparing the Portfolio

It is the responsibility of applicant to prepare the portfolio by collecting suitable evidence, and ensure that the required information is contained in the portfolio.

The portfolio should be organised as follows

Section 1

This section of the portfolio is used to contain performance evidence from work experience. This should always include the most recent work experience, for example, that undertaken whilst preparing for the Advanced Technician Diploma examinations.

There is no minimum or maximum number of items to be submitted but all items should be contained in one ring binder or box file. Each item of work experience must state

- Date undertaken
- Employer
- Job description
- Brief description of duties and level of responsibility in the job
- Brief description of task satisfactorily completed. This task must be appropriate to the Advanced Diploma level of the syllabus.

Each item submitted in Section 1 must be authenticated by a suitable qualified personnel whose name and title must be included in the authentication document.

Section 2

This section of the portfolio is used to contain

- Certificates or certified copies of certificates (eg. City & Guilds certificates gained at lower levels)
- Licences (in some countries, and in certain jobs, it is a requirement to have valid licence to work) – a certified copy is acceptable
- Employer references – from current and most recent employer(s)
- Staff appraisals – where these give evidence of successful practical experience
- Projects completed as part of the learning programme for the Technician Diploma and Advanced Technician Diploma
- Resume or curriculum vitae (CV)

Any combination of the above may be submitted in respect of Section 2 according to the individual experience of applicant. Applicant should note however that a project may be a

requirement for recognition by some professional associations.

For Section 1 and Section 2, visual aids and photographs are acceptable but they must be clearly cross-referenced to written descriptions of activities.

After evaluation of the portfolio and evidence a decision will be made and the applicant advised. If successful the Diploma will be prepared and sent. If rejected then a letter of regret, giving reasons and remedial recommendations will be sent to the applicant.

Note: The portfolio will only be returned if requested and if the postage fee has been included with the application fee for postage.

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<http://www.cityandguilds.com.hk/>

Apply for Full Technological Diploma



Name _____

Address _____

Country _____

Contact Telephone _____

Date of Birth _____ Sex _____

FTD (applying for) _____

Diploma

Award title _____

Date of award _____

Name of centre _____

Advanced Diploma

Award title _____

Date of award _____

Name of centre _____

I enclosed: (please tick appropriate boxes)

- copy of the stated qualifications
- summary of relevant work experience (in addition to CV details)
- letter from each stated employer confirming claimed work experience
- curriculum vitae (CV), this must include some supervisory experience
- details of two professional referees (name, address, status) whom I understand will be contacted
- details of courses or other professional development/training undertaken (if appropriate)
- a cheque of *HK\$1355 payable to "City and Guilds International Limited"
- cash of *HK\$1355 (*fee is valid until 30 September 2010)

Signature _____ Date _____