Vocational Training Council
Hands-on Practice on using the VPET Repository

VPET Repository is funded by the Quality Enhancement Support Scheme (QESS) of Education Bureau (EDB) on the project of “The Establishment of a VPET repository for collection of materials relating to Vocational and Professional Education and Training in Hong Kong”

Objective:
To become familiarized with the structure, features and functionalities of the VPET Repository.

Practice 1 – Walkthrough the VPET Bibliography Database

1. Use a web browser to visit the VPET Repository
   [http://vpet.vtc.edu.hk/]
   - Can you locate the 2 search boxes and tell the differences?

2. Key-in “job” at the search box under “Search at Bibliography Database”, then click
   - Can you see the keyword “job” on the result page? Where is it?
   - Can you tell how the results are being organized?
3. Try clicking one record under “Conference Materials”
   - What elements can you see in the record?
   - Can you find Fulltext link(s) in this record?
   - Click Author name and respectively, see what happen.

4. Go to the VPET Bibliography Database homepage by clicking the “Home” button located next to the VTC logo on the upper-left corner.
   - Can you tell the most recent submission and most viewed record of the VPET repository?
   - Click “Publication” button. What’s appear?
   - Click “Collection” button. Which subjects are included in the VPET Repository?

5. Click “Research Outputs” on the top bar.
   - Do you know you can Browse the database by department, author, type, date, etc.?
   - Can you Discover: How many records dated between 1902 – 1999?
   - Find the earliest publication in the database. Name the title and look at its full text.
6. Go back to the homepage by clicking the “Home” button. To narrow down the search result by clicking button.

- What types of categories can you see under the “All” button?
- Choose one and click on it.

7. Click “Submission” on the top bar to open a form for VPET materials submission.

- Note that submitted records will be reviewed and will not be displayed in the repository immediately.
8. Click “Help” on the top bar for more details.

End of practice 1
Practice 2 – Explore the VPET Resources and Tools Bank

1. Go to **VPET Resources and Tools Bank** by:
   - Clicking “Wiki” on the top bar if you are at http://vpet.vtc.edu.hk/dspace/
   - At VPET Repository (http://vpet.vtc.edu.hk), click “Resources and Tools Bank”, or simply input search term(s) at the search box.

2. There are five categories in the VPET Resources and Tools Bank:
   - VPET History
   - Manpower Survey / Statistical Report
   - VPET Glossary
   - VPET Pedagogies
   - Qualifications Framework

3. Several ways to explore VPET history. Try clicking “VPET History by Timeline.”
   - Can you find “Vocational Training Council” on the Timeline? On which year?
   - Which institution was established on the year 1963? Click on the institute name and see.
4. Click “VPET History & Development” on the top bar.
   - Try exploring VPET History by Organization and Year.

5. Click “Manpower Survey/Statistic Reports” to turn to the Survey and Report page.
   - How many industry categorized in the database?
   - Which industry are you in?

6. “VPET Glossary” can be found on the top bar.
   - Name – VPET researchers
   - Subject – topics, synonyms, concepts relevant to VPET
   - Occupation Dictionary -- information of major jobs in Hong Kong, including entry requirements, skills and competencies, duties and work environment

7. Try clicking “Subject”. This VPET subject guide provides you the related concepts and keywords for your search.
   - How many categories in the VPET Glossary?
   - Which subject(s) are you interested most?
8. Explore the “Occupation Dictionary”.
   - Can you find your job in the Dictionary tool?

9. Select “VPET Pedagogies” on the top bar.
   Information about “Curriculum Design”, “Teaching & Learning”, “Technology Enhanced Learning” and “Workplace Learning” can be found here.
   - Click “Technology Enhanced Learning” and “Tools” to explore relevant software tools resources.

10. Click “Qualification Framework” on the top bar. There are four categories under this theme.
    - Find “Catering - Chinese Cuisine” in the “Specification of Competency Standards”. Try download the document and see.
Click the following items and read their descriptions:

- Specification of Competency Standards
- Specification of Generic (Foundation) Competencies
- Recognition of Prior Learning (RPL)
- Qualifications Register (QR)

Can you find your industry under “Recognition of Prior Learning”?

11. Click any web page under the top bar and scroll down the web page. You can leave your suggestion for improvement on particular web page.

End of practice 2
Practice 3 – Search Public Resources Banks Worldwide

1. Go to VPET Repository homepage:  
   [http://vpet.vtc.edu.hk](http://vpet.vtc.edu.hk)
   - Click “Other online resource banks worldwide”. Input the keyword “career development” and click the “Search” button.
   - Try VOCEDPlus, ERIC and Vocational Education Commons to see the search results.

End of practice 3