



Coding for Certificate of Recognized Skill Courses

- (1) The Scoutcraft Authority (called the “Authority” hereafter) has assigned a specific code for every Certificate of the Recognized Skill Courses in order to facilitate verification and recognition. The code of the Certificate consists of five columns of the alphabet or numerals which represent certain prescribed meanings. Each column are separated with a stroke ‘/’ and the meanings are:

Column A	Column B	Column C	Column D	Column E
Course Code	SAS & Level of Proficiency	Organizing Unit’s Code	Course Number	Candidate Number

Column A - Course Code

It represents the course code of the skill courses. Please refer to table 1.

Column B - Abbreviation of the Authority and the Level of Proficiency of Skill Programme

It represents the abbreviation of the Authority (i.e. SAS) and the Level of Proficiency of Skill Programme (i.e. 1, 2 and 3 represent Level 1, Level 2 and Level 3 respectively.)

Column C - Organizing Unit’s Code

It represents the code of the organizing unit. Please refer to table 2.

Column D - Course Number

The course number is assigned by the Authority in chronological order.

Column E - Candidate Number

The candidate will receive a Certificate upon completion of the course and pass of the assessment. The Certificate contains a candidate number which is represented by sequential number assigned by the Course Leader for reference.

Example 1: For Certificate presented to the 4th candidate of the 1st Level 1 Pioneering Course organized by the New Territories East Region, the Certificate number will be “SPG/SAS1/D/1/04”.

Example 2: For Certificate presented to the 32th candidate of the 10th Level 2 Campcraft Course organized by the Hong Kong Island Region, the Certificate number will be “SCA/SAS2/H/10/32”.

(2) Date of Certification

The date of certification assigned will be the last day of the course or the day of completion of assignment (the later date will be used).

(3) Certificate of Proficiency

Candidates will only receive the Certificate of the “Scoutcraft Accreditation Scheme Recognized Skill Course” upon completion of the course. Candidates have to pass the examination and undertake necessary field practices for the award of respective Level Certificate of Proficiency.

Table 1: Course Code

Course Code	Course Name
SCA	Campcraft Course
SCL	Campfire Leadership Course
SKN	Knotting Course
SMC	Mountaineering Course
SPG	Pioneering Course

Table 2: Organizing Unit's Code

Organizing Unit's Code	Organizing Unit
A	Association Headquarters
H	Hong Kong Island Region
K	Kowloon Region
E	East Kowloon Region
N	New Territories Region
D	New Territories East Region
G	Hong Kong Girl Guide Association
P	Hong Kong Police Adventure Club

Please contact Miss Fiona LUK, the Training Officer at 2957 6476 during office hours of the Training Branch or the *opening hours of the Authority for any further enquiries.

* Opening Hours of the Authority: 7:30 p.m. – 9:00 p.m. (every Friday except public holidays)
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