

# APPLICATION FORM



Member of VTC Group  
VTC 機構成員

B322, 20 Tsing Yi Road, Tsing Yi Island, N.T. Hong Kong Tel: 2435 9423 Fax: 2432 2253

Email: EDiT@vtc.edu.hk <https://EDiT.vtc.edu.hk>

<b>Course Title:</b>	Professional Diploma in Construction Management		
<b>Course Code:</b>	<input type="checkbox"/> The whole course EG424111P-20 <input type="checkbox"/> Module(s): <input type="checkbox"/> CON3001X / <input type="checkbox"/> CON3002X / <input type="checkbox"/> CON4003X / <input type="checkbox"/> CON4004X <input type="checkbox"/> CON4005X / <input type="checkbox"/> CON4006X / <input type="checkbox"/> CON4007X / <input type="checkbox"/> CON4008X		
<b>Deadline of Application</b>	20 September 2019	<b>Commencing Date</b>	21 October 2019

## Personal Particulars

Name: (Name as appeared on HKID card or passport)	(Name in English, family name first)	(Name in Chinese)	
HKID/ Passport No.:	( )	Date of Birth:	(dd / mm / yy)
Correspondence Address:		Office Phone:	
		Mobile Phone:	
		Fax No:	
Email Address:			

## Academic and Professional Qualifications (In chronological order)

Please state qualifications relevant to the programme entry requirements you are applying for, and attach proof of qualifications specified in the requirements of the programme.

Year of Award	Academic Institution/ Professional Body	Academic Award/ Professional Qualification

If you wish to apply as a mature applicant aged 21 or above, please indicate in the box.  Mature Applicant

## Work Experience (In chronological order. Attach additional sheet if necessary)

Date of Employment (mm/yy to mm/yy)	Name of Company	Position

**Course Fee** (Crossed cheque made payable to "Vocational Training Council")

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## Personal Information Collection Statement

- (1) The information collected from the application, including the name, phone number, mobile number, email address, correspondence address and education level, will be used for the following purposes:
  - a. for processing and selection of applications for admission to VTC programmes; and related purposes;
  - b. for obtaining the results of public examinations from the HKEAA, and obtaining information from relevant institutions about your candidature in public examinations and studies in Hong Kong and elsewhere;
  - c. for obtaining records of your examination results attained in the programmes provided by member institutions under the VTC;
  - d. for checking of application records and the study records of the programmes provided by member institution under the VTC;
  - e. for storage of information on the successful applicants in the Student Record System; and
  - f. if applicant indicated his/her wish to receive VTC information, the application data will be retained for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.
- (2) VTC undertakes to keep personal data provided by applicants confidential. However, VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to VTC.
- (3) In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant has the right:
  - a. to check whether VTC holds his/her personal data;
  - b. to request a copy of such data; and
  - c. to require VTC to correct any of the personal data which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.
- (4) Request for access for data should be submitted in writing to: B322, 20 Tsing Yi Road, Tsing Yi, N.T.
- (5) In accordance with the terms of the Ordinance, VTC reserves the right to charge a fee for the processing of data access request.

## Use of Personal Data

VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent.

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to [edit@vtc.edu.hk](mailto:edit@vtc.edu.hk) or by fax to 2432 2253.

## Notes to Applicants:

- Commencement of classes depends on enrolment, and is subject to approval by VTC.
- The applicant will be informed of the timetable one week before the commencement of class.
- To facilitate communication, the applicant should provide in the Application Form a contact number of mobile phone which can receive SMS messages.

## Declaration

1. I declare that all information provided in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I agree to abide by rules and regulations of IVE if I am admitted to the course.
3. I understand that the information provided in the form will be used by VTC in the admission process and course administration.
4. I have read and understand the personal information collection statement.

Signature :

Date :

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Course Code 課程編號 : EG424111P

## Curriculum 課程結構

Module Code	Module Title	Offering Period
CON3001X	Construction Materials and Technology	To be confirmed
CON3002X	Land Surveying and Construction Drawing	
CON4003X	Structures	
CON4004X	Building Internal Environment	
CON4005X	Building Technology and Services	
CON4006X	Construction Economics	
CON4007X	Management for Construction	
CON4008X	Construction Law and Contract	

### Time of Classes 上課時間

- 如修讀一個單元，每週上課 1 至 2 晚(7:00 – 10:00pm)
- 如同一時期修讀兩個單元，每週上課 3 晚
- 整個課程可在一年內完成

### Class Venue 上課地點

- HK Institute of Vocational Education (Kwai Chung) or other campuses of IVE  
香港專業教育學院(葵涌)或其他分校

### Articulation 進修階梯

- 完成修讀個別單元，可獲發 Module Certificate 專修科目證書
- 完成修讀整個課程，可獲發 Professional Diploma 專業文憑
- 持有本專業文憑可報讀 Coventry University (UK) 的建造工程管理(榮譽)理學士, BSc(Hons) in Construction Management, 最後一年 (看注意事項)

### Enquiry 查詢

- 電話 : 2435 9423 (Mon- Fri 09:00-12:30 & 13:30-17:00)
- 電郵 : EDiT@vtc.edu.hk
- 網站 : <http://edit.vtc.edu.hk/>

### Notes 注意

- The top-up degree of BSc(Hons) Construction Management offered by Coventry University, UK, is operated in Hong Kong by SHAPE of VTC. Details refer to the course information of the top-up degree programme.
- The qualification of the above top-up degree and professional diploma courses are recognized by Hong Kong Institute of Construction Managers (HKICM) as fulfillment of the academic qualification to apply for Member Class and Associate Member Class respectively.
- The applicant may apply for exemption or credit transfer for individual module of the Professional Diploma if he/she has completed a course that has covered most of the contents of the module concerned at equivalent or above level.
- Whether the course or a module will be offered depends on the enrolment and is subject to approval by VTC. The applicant will be informed of the timetable one week before the commencement of class. To facilitate communication, the applicant should provide in the Application Form a contact number of mobile phone which can receive SMS messages.
- The operation of this course is governed by the Validated Course Document, the IVE General Academic Regulations and the VTC Quality Assurance Policy. Copies of these documents are available for inspection upon request.

### Fee 學費

- 學員可以選修一個或多個單元，或整個專業文憑課程
- 修讀整個專業文憑課程(8 個單元):HK\$39,100 (分兩期)

### Application 申請入學

- 網上申請或把填妥的報名表，學歷、專業資格及工作經驗的證明文件，學費的劃線支票，郵寄或送交往：
- 香港，新界，青衣島，青衣路 20 號，B322 室  
香港專業教育學院(青衣)  
工程學科在職培訓
  - 入學要求請參閱課程簡介