APPLICATION FORM

Course Title:	Certificate in Building Information Modelling (Facility Management) (EG424124Q-1)

Personal Particulars

Name: (should be the name shown on HKID/Passport)	(Name in English, family name first)		(Chinese name)	
HKID/Passport No.:	( )	Date of Birth		(dd / mm / yy)
Correspondence Address:		Office Phone:		
		Mobile Phone:		
		Fax:		
Email Address:				

Academic and Professional Qualifications (The highest qualification first.   Attach copy of transcripts and/or certificates)

Year	Academic Institution/Professional Body	Academic Award/Professional Qualification

Working Experience   (The most recent first.   Attach additional sheet if necessary)

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

Course Fee   (Crossed cheque made payable to "Vocational Training Council") (#Course fee for individual modules refers to course information given overleaf)

☐ Whole course: HK$10,560	Cheque No.:

(Jun 2020)

APPLICATION FORM

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

Email: EDiT@vtc.edu.hk Website: https://EDiT.vtc.edu.hk

(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 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：

Certificate in Building Information Modelling (Facility Management)

建築信息模擬 (設施管理) 證書

Course Code：EG424124Q

Curriculum

Module Code	Module Title
CON4095X	Building Information Modelling Basic (12hrs)
CON4140X	Building Information Modelling for Facility Management (36hrs)

Time of Classes

- 1 to 2 evenings (6:30 – 9:30pm) per week
- The whole course can be completed in around 6 months

Class Venue

- Hong Kong Institute of Vocational Education (IVE)

Entry Requirements

- Five HKDSE subjects at Level 2 or above, including English and Chinese Languages, or equivalent with one year work experience; or
- Five HKCEE subjects at Grade E/Level 2 or above, including English and Chinese Languages, or equivalent with two year work experience; or
- Hold a QF Level 3 qualification or equivalent with breadth comparable to the HKDSE or HKCEE levels with one year work experience; or
- Relevant RPL qualification(s) at QF Level 3 or above AND a pass in an entrance assessment, which can be either oral or written; or
- Mature candidate (21 years old) with 2 years relevant work experience

Enquiries

- T   2435 9423 (Mon- Fri 9:00-12:30 am & 1:30-5:00 pm)
- E   EDiT@vtc.edu.hk

Course Fees

- Whole course (2 modules): HK$10,560

Application

- Submit the duly completed Application Form with originals and copies of education qualification and a crossed cheque for course fee to:

    Engineering Discipline In-service Training,

    IVE (Tsing Yi)

    Rm B322, 20 Tsing Yi Road,

    Tsing Yi Island, N.T.

- Or, apply online at EDiT.vtc.edu.hk

Closing Date of Application

2023 Jan Class: 23 December 2022

Notes

- Applicant without the required academic qualification may be invited for an interview and/or aptitude test.
- The applicant may apply for exemption or credit transfer for individual module of the Professional Certificate course 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.

建築信息模擬 (設施管理) 證書

Certificate in Building Information Modelling (Facility Management)

Member of VTC Group
VTC 機構成員

Building Information Modelling Basic

[Module Code: CON4095X]

- Concepts of BIM
- Parametric BIM modelling Basic
- Basic BIM projects
- HKIBIM CE I Basic Revit Examination

Building Information Modelling for Facility Management

[Module Code: CON4140X]

- Architectural and Structural modelling
- Mechanical, Electrical and Plumbing (MEP) modelling
- BIM FM applications
- BIM Execution / Implementation plan for facility management

Class Venue

- Hong Kong Institute of Vocational Education (IVE)

Application

- Submit the duly completed Application Form with a crossed cheque for *each* course to:

  Engineering Discipline In-service Training
  IVE (Tsing Yi)
  Rm B322, 20 Tsing Yi Road,
  Tsing Yi Island, N.T.

Enquiries

T   2435 9423 (Mon- Fri 9:00-12:30 am & 1:30-5:00 pm)

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(Jun 2020)