APPLICATION FORM 報名表

工程學科 ENGINEERING YOUR FUTURE 工程 創未來

IVE Member of VTC Group VTC 機構成員

工程學科在職培訓，香港新界青衣島青衣路 20 號 B322 室 Tel: 2435 9423 Fax: 2432 2253
Email: EDiT@vtc.edu.hk Website: https://EDiT.vtc.edu.hk

Programme Title	Course Code	Application Deadline	Commencement Date	Course Fee (HK$)	Course Fee Cheque No.
				Separate crossed cheque for each course, made payable to "Vocational Training Council"	
BIM Cost Management Course	1904	10 Mar 2023	12 Apr 2023	4,000	

Personal Particulars 個人資料

Name 姓名 (Name as appeared on HKID card 必須與身份證相同)	(Family Name 英文姓氏, Given Name 英文名)	(Name in Chinese 中文名)	
HKID No. 身份證號碼	( )	Date of Birth 出生日期	(dd / mm / yy)
Correspondence Address 通訊地址		Office Phone 辦事處電話	
		Mobile Phone 手提電話	
		Fax 傳真號碼	
Email Address 電郵			

Academic and Professional Qualifications 學歷及專業資格

Year of Award 年份	Academic Institution/ Professional Body 院校/機構	Academic Award/ Professional Qualification 學歷/專業資格

Work Experience 工作經驗

Date of Employment 受僱日期 (mm/yy to mm/yy)	Name of Company 公司名稱	Position 職位

Course Fee 學費 (用劃線支票，支票抬頭註明「職業訓練局」Crossed cheque made payable to "Vocational Training Council")

HK$	Cheque No. :

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Personal Information Collection Statement 收集個人資料聲明

(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: 申請人入學申請所填報的資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，其用途如下:

a. for processing and selection of applications for admission to VTC programmes; and related purposes; 處理一切有關職業訓練局課程的入學申請及甄選事宜；及相關用途；
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; 向香港考試及評核局索取申請人的公開考試成績，以及向本港或以外的有關院校，索取申請人的公開試及校內試修業成績；
c. for obtaining records of your examination results attained in the programmes provided by member institutions under the VTC; 索取申請人在職業訓練局轄下院校及中心的成績
d. for checking of application records and the study records of the programmes provided by member institution under the VTC; 核對申請人申請紀錄，以及核對申請人在職業訓練局轄下院校及中心就讀的紀錄；
e. for storage of information on the successful applicants in the Student Record System; and 儲存獲取錄的申請人資料於學生紀錄系統；及
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. 若申請人表示願意收到職業訓練局的資訊，職業訓練局及其機構成員，將使用申請人所填報的個人資料，提供有關職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。

(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. 職業訓練局會對申請人的資料絕對保密，但可將申請人的個人資料，給予對本局有保密承諾的任何人士或其代表，用於（1）段所述的用途。

(3) In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant has the right: 根據個人資料（私隱）條例，申請人有權

a. to check whether VTC holds his/her personal data; 查閱職業訓練局是否持有他的個人資料；
b. to request a copy of such data; and 要求獲得上述資料的副本；及
c. to require VTC to correct any of the personal data which is inaccurate. 要求職業訓練局更正他的個人資料。

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request. 申請人必須提供足夠資料予職業訓練局以識別身份，否則本局有權拒絕上述要求。

(4) Request for access for data should be submitted in writing to: B322, 20 Tsing Yi Road, Tsing Yi, N.T. 申請人如欲查閱個人資料，須以書面形式提出，地址如下： 青衣島青衣路 20 號 B322 室。

(5) In accordance with the terms of the Ordinance, VTC reserves the right to charge a fee for the processing of data access request. 本保留權利收取查閱資料所需行政費用。

Use of Personal Data 個人資料之使用

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.
職業訓練局及其機構成員擬使用閣下提供的個人資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，提供有關職業訓練局及其機構成員的 任何課程、招生及活動推廣資訊。惟我們必須先得到你的同意，否則不能如此使用你的個人資料。□

☐ 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. 本人**同意**職業訓練局及其機構成員使用我提供的個人資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，提供有關職業訓練局及其機構 成員的任何課程、招生及活動推廣資訊。

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. 如你日後希望停止接收上述資訊，或更改個人資料，請連同你已登記的姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度資料，電郵至edit@vtc.edu.hk或 傳真至2432 2253通知我們。

Declaration 聲明

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. 本人聲明本報名表及已遞交文件所載的一切資料，依本人所知均屬正確，並無遺漏。
2. I agree to abide by rules and regulations of IVE if I am admitted to the course. 本人同意如本人註冊入學，將遵守香港專業教育學院的規例。
3. I understand that the information provided in the form will be used by VTC in the admission process and course administration. 本人知悉並同意香港專業教育學院使用本人之個人資料作入學註冊及行政用途。
4. I have read and understand the personal information collection statement. 本人已閱讀並明白收集個人資料聲明。

Signature 申請人簽署：	Date日期：

(Nov 2022)

Professional Development Courses

on Building Information Modelling (BIM)

Member of VTC Group
VTC 機構成員

BIM Cost Management Course

[Course Code: 1904]

- Introduction of BIM for Quantity Surveying
- Standards (PAS 1192, ISO19650, CIC and etc.)
- BIM QTO – Basic skills
- BIM QTO – Structure elements
- BIM QTO – Advanced Structural
- BIM QTO – MEP elements
- BIM QTO – Architectural elements
- Quantitative Information Modelling (QIM)
- 4D Construction
- 5D Construction
- Change Management

- 18 hours





Class Venue

- IVE (Morrison Hill)
  6 Oi Kwan Road, Wan Chai, Hong Kong
  Or other campus

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

Enquiries

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

E EDiT@vtc.edu.hk

W EDiT.vtc.edu.hk

(Nov 2022)