



VTC 持續專業進修課程報名表格

Application Form for VTC Continuing & Professional Education Programmes

由辦事處填寫 Office use only		Handled by	
Received Date		Payment:	<input type="checkbox"/> Cheque
Application:	<input type="checkbox"/> Walk-in	<input type="checkbox"/> By Mail	<input type="checkbox"/> By Fax

課程截止日期 Deadline of Application **18 September 2019 (Wednesday)**

**報讀資料 Application Details**

**AS4209005 Basic Drug Knowledge (Class 2: 23 – 26 Sept 2019)**

**個人資料 Personal Particulars**

中文姓名 Name in Chinese		稱謂 Title <input type="checkbox"/> 先生 Mr. <input type="checkbox"/> 女士 Ms.	
英文姓名 Name in English		手提號碼 Mobile Number	
香港身份證號碼 HKID Number		辦事處電話 Office Telephone Number	
年齡組別 Age Group	<input type="checkbox"/> 18 or below 或以下	<input type="checkbox"/> 18-25	<input type="checkbox"/> 26-30 <input type="checkbox"/> 31-35
	<input type="checkbox"/> 36-40 <input type="checkbox"/> 41-45	<input type="checkbox"/> 46-50	<input type="checkbox"/> 51 or above 或以上
電郵 Email Address			
通訊地址 Correspondence Address			
<input type="checkbox"/> 香港 HK <input type="checkbox"/> 九龍 KLN <input type="checkbox"/> 新界 NT			

**學歷及工作經驗 Qualifications and Working Experience**

教育程度 Academic and Professional Qualifications (請順序列出 In chronological order)

請填寫申請報讀課程所需的學歷，並根據個別課程需要，另附學歷證明。 Please state qualifications relevant to the programme entry requirements you are applying for, and attach proof of qualifications specified in the requirements of the individual programme.

頒授日期 (月/年) Date of Award (MM/YYYY)	學院名稱 / 考試 Academic Institution / Examination	學歷 / 專業資格 Academic / Professional Qualifications

工作經驗 Working Experience (請順序列出 In chronological order)

日期 (由/至) Date (From/To)	機構名稱 Name of Company	職位 (如屬兼職，請註明) Position Held (If Part-time, please specify)

**課程費用及繳費方法 Programme Fee & Payment Method**

A crossed cheque made payable to "Vocational Training Council". 劃線支票 (支票抬頭請註明「職業訓練局」)。

\* Programme fees for this programme can be paid by cheque only. 此課程只接受申請人以支票形式繳付學費。

課程費用 Programme Fee **HKD \$2,000**      支票號碼 Cheque Number: \_\_\_\_\_  
(Bank Name: \_\_\_\_\_)

**報名方法 Application Procedure**

Application forms can be downloaded from VTC Continuing & Professional Education website at <http://cpe.vtc.edu.hk/>. Completed application forms together with (i) copies of the required documents and (ii) a crossed cheque made payable to "Vocational Training Council" should be returned to Applied Science Discipline, Hong Kong Institute of Vocational Education (Kwai Chung), Address: Room 124, Applied Science Discipline Planning Office, Hong Kong Institute of Vocational Education (Kwai Chung), 20 Hing Shing Road, Kwai Chung, New Territories in person or by mail before the application deadline.

Please specify the programme title(s) for application, student's name and contact number on the back of each cheque or receipt. Programme fees for some programmes can be paid by cash at the offering institute. Please refer to the respective programme for the details.

報名表可於 VTC 持續專業進修網頁 <http://cpe.vtc.edu.hk/> 下載。填妥的報名表必須連同 (i) 所有有關資料副本及 (ii) 劃線支票 (支票抬頭請註明「職業訓練局」)，於截止日期前寄回或交回應用科學學科，香港專業教育學院 (葵涌)，地址：香港葵涌興盛路 20 號香港專業教育學院 (葵涌) 1 樓 124 室，應用科學學科策劃組收。請於支票或銀行收據背面寫上課程名稱、學員姓名及聯絡電話。部分課程接受申請人以現金在開辦學院繳付學費，詳情請參閱有關課程。

## 報名須知 Notes for Applicants

1. VTC reserves the right to cancel any programme, revise programme title, content or change the offering institute(s) / campuses(es) / class venue(s) before class commencement if circumstances so warrant. Details will be announced on the VTC Continuing and Professional Education Homepage.
2. Applicants should show HKID Card / Passport / Travel Document / valid study visa issued by the Immigration Department of the HKSAR for enrolment.
3. Fees paid are **non-refundable** unless the enrolled course is full or cancelled. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained.
4. Applicants who do not receive the information of timetable and class venue three working days before class commences, please check with the relevant programme offering institute.
5. 職業訓練局可因應情況於開學前取消任何課程、修正課程名稱、內容或更改開辦課程的院校 / 分校 / 上課地點，詳情會於 VTC 持續專業進修網頁公布。
6. 申請人於報名時必須出示由香港特區入境事務處所簽發的身份證明文件。
7. 除非因課程額滿或取消，否則已繳付之費用概不退還。已繳之學費及學額不可轉讓他人，轉班申請恕不受理。
8. 申請人如在開課三個工作天前仍未知悉上課時間表及上課地點，請與相關課程開辦學院聯絡。

## 申請人資料用途 Use of Applicant's Personal Data

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the Programmes offered by Vocational Training Council (VTC). I understand that provision of any false or misleading information therein shall lead to **DISQUALIFICATION** of my application without notice and cancellation of any resultant registration, and any fees paid will **NOT** be refunded.
2. I understand that VTC may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the admissions exercise. Nevertheless, if I have indicated in the application form that I wish to receive information about VTC, my application data will be retained.
3. 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 records of your examination results attained in the programmes provided by member institutions under the VTC;
  - (c) for checking of application records and the study records of the programmes provided by member institutions under the VTC;
  - (d) for storage of information on the successful applicants in the Student Records System; and
  - (e) if applicant indicated his/her wish to receive VTC information, the applicant data will be retained for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions. VTC will seek his/her consent on the application form; the VTC cannot use the personal data without consent.
4. 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 above under a duty of confidentiality to VTC. If an applicant would like to unsubscribe from receiving the said information or update his / her personal data, please send the request with registered name, mobile number, email address, correspondence address and education level to asdp@vtc.edu.hk or by fax to 3127 7305.
5. In accordance with the Personal Data (Privacy) 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 are inaccurate.Sufficient information will need to be provided to establish identity; otherwise VTC shall refuse to comply with the request.
6. Request for access to data should be submitted in writing to:  
Applied Science Discipline Planning Office  
Hong Kong Institute of Vocational Education (Kwai Chung), 20 Hing Shing Road, Kwai Chung, New Territories
7. In accordance with the terms of the Ordinance, VTC reserves the right to charge a fee for the processing of data access request.
8. 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 institution.
5. 本人謹此聲明在本申請表填報的資料均屬正確無誤，並明白填報之資料將會在職業訓練局轄下院校的招生過程中作參考之用。本人明白提供任何虛假或誤導性資料會導致本人的**申請資格被取消**，雖經註冊，亦屬無效，所繳費用**不會**退還。
6. 本人明白職業訓練局可能使用本人的人學申請資料作統計及分析用途，本人的申請表及有關的個人資料會於職業訓練局收生程序完結後銷毀。然而，若本人於申請表表示願意收到職業訓練局的資訊，則我的申請資料將被保留。
7. 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) 處理一切有關職業訓練局課程入學申請及甄選事宜；及相關用途；
  - (b) 索取申請人在職業訓練局轄下院校及中心的成績；
  - (c) 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；
  - (d) 儲存獲取錄的申請人資料於學生紀錄系統；及
  - (e) 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。申請人可於填寫申請表時表示同意，否則本局不會使用其個人資料作相關用途。
8. 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或其代表，用於以上所述的用途。如申請人日後希望停止接收上述的資訊，或更改個人資料，請連同已登記的姓名、手提號碼、電郵地址、通訊地址及教育程度資料，電郵至 asdp@vtc.edu.hk 或傳真至 3127 7305 通知本處。
9. 根據個人資料（私隱）條例，申請人有權：
  - (a) 查閱職業訓練局是否持有他/她的個人資料
  - (b) 要求獲得上述資料的副本；及
  - (c) 要求職業訓練局更正他的個人資料。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。
10. 申請人如欲查閱個人資料，須以書面形式向應用科學學科策劃組提出，地址如下：  
香港葵涌興盛路 20 號香港專業教育學院（葵涌）1 樓 124 室，應用科學學科策劃組收
11. 本局保留權利收取查閱資料所需行政費用。
12. 本人同意 VTC 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 VTC 及其機構成員的任何課程、招生及活動推廣資訊。

If you **DO NOT** wish to receive information from VTC and its member institution, including discounts and offers, please check this box ☐.

如閣下**不欲**收到任何有關 VTC 及其機構成員的資訊，包括折扣優惠，請在方格內填上「✓」☐.

簽署  
Signature

日期  
Date