



Programme Highlights

This programme is recognised by Buildings Department as an acceptable academic qualification of an authorized signatory* and technical director* for the purpose of minor works contractors registration, under alternative requirement (A1) as stipulated in Appendix G of Practice Note for Registered Contractors 69.

This programme pitched at QF Level 3 is designed to meet the needs of Minor Works Control System of Buildings Department by providing technical knowledge and competence for graduates to take the roles and responsibilities as member of the management for the minor works to meet with the fast development of the construction management and supervision.

*may require interview, details please refer to PNRC69.

Application

Submit the completed application form, together with photocopies of educational certificates and transcripts, a crossed cheque payable to "Vocational Training Council" for course fee to:

Engineering Discipline In-service Training
Hong Kong Institute of Vocational Education
(Tsing Yi)
Room B322, 20 Tsing Yi Road,
Tsing Yi Island, N.T.

Programme Outline

- Engineering Science for Construction
- Introduction to Building Services
- Contract Administration and Measurement
- Safety in Workplace (Building Works)
- Elementary Construction Management
- Introduction to Buildings ordinance
- Integrated Project – Minor Works
- Construction Material
- Building Technology
- Building Information Modelling Basic
- Land Surveying for Construction Management
- Building Structure, Design and Drawing

Entry Requirement

1. Completion of S6 under the new academic structure, or S5 under the old academic structure, or equivalent and with at least one year relevant working experience*; or
2. Completion of a QF Level 2 programme in engineering related disciplines, or equivalent and with at least one year relevant working experience*.
3. Mature applicants, i.e. those aged 21 or above with at least two years' relevant working experience, can be admitted. Where appropriate, the applicant may be required to pass an entrance assessment, which can be in an oral and/or written form.

*applicant who possesses with working experience but fails in compliance with relevant working experience may be required to pass an entrance assessment, which can be in an oral and/or written and/or practical form.

Course Fee

HK\$29,500

Financial Subsidy

This programme is under Vplus Engineering. Successful applicants will be refunded 60% of the tuition fees of eligible programmes, subject to a maximum of HK \$45,000 per person.

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

Programme Title & Code:	Diploma in Minor Works Management and Supervision [EG423105P]
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Personal Particulars

Name: (Name as appeared on HKID card or passport)	(Name in English, family name first)	(Name in Chinese)	
HKID/ Passport No.:	()	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Correspondence Address:		Date of Birth:	(dd / mm / yy)
		Office Phone:	
		Mobile Phone:	
Email Address:		Fax No:	

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")

Diploma in Minor Works Management and Supervision [EG423105P]: <input type="checkbox"/> Whole programme: HK\$29,500; <input type="checkbox"/> 1 st Instalment: HK\$13,600	Cheque No. :
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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 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 :