

# HONG KONG INSTITUTE OF VOCATIONAL EDUCATION HOSPITALITY DISCIPLINE



Member of VTC Group  
VTC 機構成員

## Application Form 報名表格

Please read the general notes overleaf before completing the Application Form.

Applicant should complete the application form in BLOCK LETTERS. 請在填表前注意表格背後的申請須知，並用正楷填寫表格。

### Part A: Course Details 第一部份：課程資料

Course Title 課程名稱	Essentials for Tour Escorting (HT4200028)
Course Period 上課日期	24 March 2020

### Part B: Personal Particulars 第二部份：申請人資料

(Information collected for training purpose only 收集的資料只用於培訓用途)

English Name 英文姓名 Mr / Ms / Miss	HKID No. 身份證號碼
Chinese Name 中文姓名 先生 / 女士 / 小姐	Contact Phone 聯絡電話號碼
Date of Birth 出生日期 (yy) (mm) (dd)	Email 電郵地址 <sup>#</sup>
Correspondence Address 通訊地址	

<sup>#</sup>The admission notification will be sent via e-mail. 確認通知將經由電郵發出

### Education Level 教育程度：Please check the appropriate box 請於合適空格上加上✓號

- ☐ Secondary 中學
 ☐ Post-Secondary 專上
 ☐ University 大學  
☐ Postgraduate or above 研究院或以上
 ☐ Other (Please specify) 其他 (請註明) \_\_\_\_\_

### Work Experience 工作經驗

Company of Employment 任職公司名稱 \_\_\_\_\_ Position Held 職位 \_\_\_\_\_

Work Experience 工作經驗 \_\_\_\_\_ year(s) 年 Industry 行業 \_\_\_\_\_

### Course Fee 學費 Made crossed cheque payable to "Vocational Training Council" 劃線支票抬頭註明『職業訓練局』

☐ VTC Staff 職業訓練局員工 / ☐ VTC Alumni 職業訓練局校友

(To enjoy 10% discount, please attach a copy of relevant document 可獲 9 折優惠，申請人須連同有關證明文件一併遞交)

☐ Others 其他

Total Amount of 付款總額 HK\$	Cheque No. 支票號碼：
	Bank Name 銀行名稱：

### Declaration 簽署聲明

<p>1. The information provided in this application form is correct and I consent the information to be used for training purpose according to the personal information policy of the VTC. 本人在此報名表提供的資料完整真確，並同意可按照貴局之個人資料政策作培訓用途。</p> <p>2. I agree to conform to the regulations of the Institute. 本人願遵守學院一切規章。</p> <p>Signature: 申請人簽署：</p>	<p>3. Applicable for enrolment of Wine Courses. 只適用報讀葡萄酒課程之學員。 I am aged over 18 with no allergy to wine, without any preexisting heart or cardiovascular medical conditions. 本人年滿 18 歲，並且沒有酒精過敏及任何心臟血管疾病紀錄。</p> <p>Date: 日期：</p>
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I wish to receive information from VTC (including course information from its member institutions):

本人願意日後收到職業訓練局的資訊 (包括有關職業訓練局轄下機構成員的課程資料)：

Yes 是 ☐ / No 否 ☐

### Part C: For Office Use Only (此欄毋須填)

Received by	Date	Checked	Notification	Bank	Change	Refund	Remarks

## Survey 問卷調查

To help us understand your learning needs, please complete the following survey. Kindly note that the information you provide may be used to assist the Discipline's research in continuing and professional education development. 為使本學科了解學員的學習需要，請填妥以下問卷。你所提供的資料，可能作為本學科對持續專業進修教育發展研究之用。

1. How did you learn about this training programme? 你從何得知本培訓課程資料?

- |   |   |
|---|---|
| <input type="checkbox"/> VTC Website VTC 網頁                               | <input type="checkbox"/> Colleagues / Friends referrals 同事/朋友推薦 |
| <input type="checkbox"/> Social Media / Mobile Channel 社交/流動媒體            | <input type="checkbox"/> Key Search 關鍵字搜尋                       |
| <input type="checkbox"/> Email from Hospitality Discipline 酒店及旅遊學科電郵      |   |
| <input type="checkbox"/> Email from Hong Kong Hotel Association 香港酒店業協會電郵 |   |
| <input type="checkbox"/> Print Advertisement 報章廣告                         | <input type="checkbox"/> Online Advertisement 網上廣告              |

2. What kind of training you and/or your company will be interested in? 你或你公司對下以培訓課程有興趣?

- ☐ Advanced Programme for Professional Butlers 專業管家高級證書課程
- ☐ Certificate Programme for Professional Butlers 專業管家證書課程
- ☐ Social Media Management 社交媒體管理培訓
- ☐ Social Media Crisis Management 社交媒體危機管理
- ☐ Wine Appreciation 品酒工作坊
- ☐ Dessert Making Workshop 甜品製作
- ☐ Food and Beverage Service 餐飲服務
- ☐ Etiquette and Manner 專業禮儀培訓
- ☐ Customer Service 客戶服務
- ☐ Leisure and Recreation Facilities Management 康樂文娛設施管理
- ☐ Spa & Swimming Pool Management 泳池及水療管理
- ☐ Clubhouse Management 會所管理
- ☐ Event Management 項目管理
- ☐ Tourism Management 旅遊管理
- ☐ Hospitality Marketing Management 款待業市場管理
- ☐ Other Professional Development Training 其他專業培訓: \_\_\_\_\_

3. What are the most important factors for choosing the course at Hospitality Discipline of Vocational Training Council? 你選擇修讀職業訓練局酒店及旅遊學科培訓課程的最重要因素是什麼?

Please select the THREE most important factors and rank them from "1" to "3" with "1" marked as the most important. 請選擇最重要因素並以 1 至 3 排列，以 1 為最重要。

- |  |  |
|--|--|
| <input type="checkbox"/> Good reputation of the institution 院校聲譽         | <input type="checkbox"/> Quality awarded are widely recognized 課程認受性 |
| <input type="checkbox"/> Course fee 學費                                   | <input type="checkbox"/> Duration of course 課程年期                     |
| <input type="checkbox"/> Good quality of teaching staff 教師質素             | <input type="checkbox"/> Articulation pathway 可銜接大學獲取更高學歷            |
| <input type="checkbox"/> Course design / curriculum 課程設計 / 內容與時並進        |  |
| <input type="checkbox"/> Convenient locations of learning centre 上課時間和地點 |  |
| <input type="checkbox"/> Other 其他 (Please specify 請列明: _____)            |  |

4. Are you going to pay the fee of the course you have applied for in full by yourself? 你所報讀的培訓課程學費是否由你全數支付?

- ☐ Yes 是      ☐ No 否

**Thank you very much! 謝謝你的寶貴意見!**

## Application Notes 申請須知

- Please send your completed application form together with the course fee in crossed cheque payable to "Vocational Training Council" by post or in person to the Hospitality Discipline Planning Office, IVE(Haking Wong) before the closing date.

Hospitality Discipline Planning Office  
IVE(Haking Wong)  
Room 009, 702, Lai Chi Kok Road,  
Cheung Sha Wan, Kowloon
- All application forms should be submitted with attachment of a cheque, or they will not be processed.
- Please write down the name of the applicant and title of the course at the back of the cheque.
- Cash should not be sent through post and dated cheques will not be accepted.
- The admission notification will be issued 1 week before the commencement of the course via e-mail. Applicants who do not receive notifications in any form should contact the Institute at 2708-5383.
- Refund/Transfer**  
The programme fees paid are non-refundable, except for the cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained
- Seats are limited and applications will be processed on a first-come-first-served basis.
- 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.  
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 [htdpo@vtc.edu.hk](mailto:htdpo@vtc.edu.hk).
- The IVE Hospitality Discipline Planning Office reserves the right to cancel or reschedule the course.
- 請填妥本表，連同劃線支票，抬頭請註明「職業訓練局」，於課程截止報名日期前親身或郵寄致香港專業教育學院酒店及旅遊學科策劃組收

九龍長沙灣荔枝角道 702 號  
香港專業教育學院(黃克競)009 室  
酒店及旅遊學科策劃組
- 報名表格必須連同支票一併遞交，否則將不獲受理。
- 支票背面請寫上申請人的姓名及課程名稱。
- 切勿郵寄現金，期票恕不接納。
- 申請人將於開課前一星期收到確認取錄的電郵。申請人如在開課前一星期仍未收到通知，請致電 2708-5383 與我們聯絡。
- 退還課程費用/學額轉讓**  
除學員之申請不獲接納或所選的課程取消/改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改(包括不可轉班)或轉讓他人。
- 由於名額有限，報名以先到先得方式進行。
- VTC 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 VTC 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。  
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 [htdpo@vtc.edu.hk](mailto:htdpo@vtc.edu.hk)。
- 香港專業教育學院酒店及旅遊學科策劃組將保留取消及重新安排課程之一切權利。

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## Contact us 聯絡我們

Enquiries 查詢：

Tel 電話: 2957-5714

Website 網址: <http://www.ive.edu.hk/hosts>

Opening Hours 辦公時間：

9:00 am – 6:00 pm (Mon - Fri 星期一至星期五)

Fax 傳真: 2725-2342

E-mail 電子郵件: [htdpo@vtc.edu.hk](mailto:htdpo@vtc.edu.hk)