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

□ □ □ □ □ □ □ □ , □ □ □ □ □ □ □ □ □ □ 20□ B322□ Tel: 2435 9423 Fax: 2432 2253
Email: EDiT@vtc.edu.hk Website: https://EDiT.vtc.edu.hk

Course Title 課程名稱	Laboratory Management based on ISO/IEC 17025:2017 and HOKLAS Requirements	**Course Code** 課程編號	1118A-32
Class Schedule 班別資料	Date: 4,11.18 Mar 2022 (暫定) Time : 9:00 – 12:30 & 13:30 – 17:00	**Application Deadline** 截止報名日期	7 Feb 2022

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$ 4,500	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; □ 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：

(Jul 2019)

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Course Code: 1118A



About Us

Testing and Certification is one of the six industries identified by the Government as having distinct advantages for development. The VTC, being the largest vocational education and professional development group in Hong Kong, is committed to meeting the industry's manpower demands.

Objective

This 3-day course is belonging to HKAS series. This is an introductory course to provide participants the understanding of accreditation requirements for testing and calibration laboratories in accordance with ISO/IEC 17025: 2017 and accreditation criteria for Hong Kong Laboratory Accreditation Scheme (HOKLAS) requirements. This course is a comprehensive review of the philosophies and requirements of this international standard, including the PDCA process and risk-based thinking.

Intended Learning Outcome

The student will gain an understanding of laboratory conformity assessment activities through an interactive, guided tour of the standard not only to ensure a thorough understanding of the requirements, but also to equip the student to apply the key tools in its own laboratory processes. In addition, the course introduces the student to the international accreditation recognition requirements which, when working with international companies, help to promote measurements accepted everywhere thereby reducing technical barriers to trade.

Who Should Attend

This course is recommended for those interested in testing and calibration industry, those nominated for HOKLAS approved signatory or operator interview and all current laboratory personnel responsible for the daily implementation of latest edition ISO/IEC 17025:2017 management system.

Course Content

Laboratory Accreditation

- HKAS regulation (HKAS002)
- HOKLAS accreditation criteria (HOKLAS003)
- Relevant HKAS and HOKLAS supplementary criteria
- Mutual Recognition Arrangements
- Advertising accreditation status and Reporting accredited results
- Traceability requirements for measurement equipment
- Participation in proficiency testing

Requirements from the ISO/IEC 17025:2017 Standard

- New Definitions and Concepts
- Impartiality and Confidentiality
- Organizational and Management Structure
- Personnel and Measurement Resources (competence, facilities, and equipment)
- Laboratory Processes using the PDCA model (customer work requests through to final report/certificate delivery)
- Management System (document and record control, internal audits and management reviews, and handling and prevention of non-conforming work events)

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Course Code: 1118A





Time of Classes 上課時間

- 3-day (9:00 – 12:30; 13:30 – 17:00)，Total: 21 hours

Class Venue 上課地點

- HK Institute of Vocational Education (Tsing Yi)
  20 Tsing Yi Road, Tsing Yi Island, N.T.
- Or, other campuses of VTC

Award 證書

- There will be an assessment in the form of a written examination at the end of the progamme. Pass the exam will receive a **"Certificate of Achievement"**.
- Others with 70% of attendance would receive a **"Certificate of Attendance"**.

Application 申請入學

Complete the Enrollment Form together with all necessary documents and a crossed cheque payable to "Vocational Training Council" for Course Fee and submit to:

Engineering Discipline In-service Training
HK Institute of Vocational Education (Tsing Yi)
Rm B322, 20, Tsing Yi Rd, Tsing Yi Island, N.T.

Fee 學費

- HK$4,500

Trainer 導師

Ms Julia M. Y. Lee ***MSc, BSc, Dip, PgC, MIRCA, FHKCI, FHKICA***

- *CNAS Lead auditor (QMS)*
- *CNAS and CCCA auditor (ISO17025 and 17020)*
- *HOKLAS Lead Assessor*
- *HOKLAS Technical Assessor*
- *HKIAS Lead Assessor*
- *HKCAS Technical Expert*
- *Registered IRCA Lead Auditor (QMS)*
- *Registered HKICA Lead Auditor (ISO9001)*
- *Registered HKICA Lead Auditor (Product certification)*
- *Qualifications Framework Writer (Units of Competencies on Testing, Inspection & Certification)*
- *HKICA Vice President*
- *Ex-HKCI Executive Board Member*
- *Ex-Chairperson in ACML*
- *Ex-Accreditation Officer in HKAS*
- *More than 23 years experiences in Construction Materials Manufacturing, Auditing, HOKLAS and CNAS Laboratories and HKIAS Inspection bodies Set up, Signatory and operator interview training*

Enquiry 查詢

- □ □ : 2435 9423
- □ □ : EDiT@vtc.edu.hk
- □ □ : EDiT.vtc.edu.hk / t-cert.vtc.edu.hk

Notes:

- Whether the course 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.

(Jul 2019)