

Technically Competent Person (TCP) T1 Training Course

適任技術人員 T1 訓練課程

課程目標

本課程獲屋宇署認可，讓有 5 年或以上相關工作經驗，但未具備《監工計劃書的技術備忘錄》所指明學歷的地盤監督人員修讀，讓他們可擔任適任技術人員 T1 的職務[#]

入學條件

申請人必須有 5 年或以上的建築工程駐地盤監督經驗

課堂時數

- 課堂: 單元一 66 小時，單元二 27 小時
- 考試: 單元一 3 小時，單元二 2 小時

授課語言

廣東話 (中文教材輔以英語專用名詞)

證書頒發

- 出席率: 單元一及單元二的課堂同時達 80%出席率; 及
- 考 試: 單元一及單元二需同時合格

課程費用

HK\$6,800

**** 本 課 程 不 設 任 何 補 課 ****

由於報名反應熱烈，額滿即止
如本期班別額滿，申請人將自動安排至下一班別並收到通知 (平均每月一班)

課程時間表

上課地點	開課日期 (2023 年)	上課時間	上課模式
九龍工業學校 深水埗 長沙灣道 332-334 號 (於特別情況下或需改以其他院校上課)	1 月或之後	每星期 2-3 晚 晚上 6:30-9:30	一般會以面授形式進行 (於特別情況下或需以網上模式進行)

註[#]: 本課程的證書是成為 T1 級別適任技術人員的其中一項要求，學員需同時符合屋宇署有關工作經驗的要求，方可擔任適任技術人員 T1 的職務。

報名方法

填妥附頁的報名表後連同學費支票(劃線)，郵寄或親身送交本院

- 抬頭：職業訓練局
- 學費：HK\$6,800
- 地址：青衣島青衣路 20 號 B322 室
工程學科在職培訓組
- 備註：支票背面須寫上申請人全名、身份證號碼、班別編號，以茲識別

查詢

工程學科在職培訓組

辦公時間：星期一至五 9:00-12:30 及 13:30-17:00 (公眾假期除外)

電話：2435 9423

WhatsApp：90815283

電郵：EDiT@vtc.edu.hk

網址：<https://EDiT.vtc.edu.hk>

APPLICATION FORM 報名表

課程名稱：	Technically Competent Person T1 Training Course 適任技術人員 T1 訓練課程
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所有內容必須清楚填寫，如有錯漏，將會影響審批時間。

報名人數眾多，處理時間需時約一至三個月

I. 個人資料

英文姓名： (必須與身份證相同)		中文姓名：	
身份證號碼：	_____ ()	性別：	<input type="checkbox"/> 男 <input type="checkbox"/> 女
出生日期：	_____年_____月_____日	辦事處電話：	
通訊地址：	_____	手提電話： (可接收 whatsapp)	
	_____	傳真號碼：	
	_____	電郵地址：	

II. 五年或以上的建築地盤監督經驗 (請按實況填寫，並在適合的方格內加上√號，可選擇多於一項。)

- ◆ 在審批過程中，本院有權要求閣下進一步遞交相關工作證明，或需進行面試核實。
- ◆ 如能附上工作證明文件一併遞交，有助加快審批程序。

日期		工作機構名稱	工作地點			職位					工程性質 (詳見下列備註，並填上適當英文字母)
由 (月/年)	至 (月/年)		地 盤	工 場	其他 (請列明)	助 管	管 工	監 督	聯 絡 員	其他 (請列明)	

備註：工程性質			
(a) 樓宇拆卸	(b) 地基工程	(c) 上蓋石屎結構	(d) 上蓋裝修
(e) 上蓋內部翻新	(f) 上蓋外牆翻新	(g) 鋼結構	(h) 招牌(小型工程以外)
(i) 加建改建(小型工程以外)	(j) 地下喉管工程	(k) 斜坡、泥井工程	
(l) 其他，請註明：_____ (需另附工作證明文件指出工作內容)			

III. 僱主證明

本人推薦上述申請人就讀以上課程，並證明申請人有 5 年或以上的建築地盤監督經驗。			
僱主商號：		僱主簽署(必須)：	蓋章(必須)：
通訊地址：			
負責人：	姓名：	職位：	電話：

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IV. 學費 (支票抬頭註明「職業訓練局」)

學費： HK\$6,800 郵寄或親身送交往：新界青衣島青衣路 20 號 B322 室，工程學科在職培訓組 (支票背面須寫上 申請人全名、身份證號碼、以茲識別)	支票號碼：
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V. 收集個人資料聲明

(1) 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的入學申請及甄選事宜；及相關用途；
- (b) 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) 索取申請人在職業訓練局轄下院校及中心的成績
- (d) 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) 儲存獲取錄的申請人資料於學生紀錄系統；及
- (f) 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) 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) 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。

(4) 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) 本保留權利收取查閱資料所需行政費用。

VI. 個人資料之使用

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。□

☐ 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。

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](mailto:edit@vtc.edu.hk) 或 傳真至 2432 2253 通知我們。

VII. 聲明

<p>1. 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。</p> <p>2. 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。</p> <p>3. 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。</p> <p>4. 本人已閱讀並明白收集個人資料聲明。</p> <p>5. 本人同意此課程沒有補課安排。</p> <p>6. 本人同意於特別情況下課堂改以網上模式進行。</p> <p>7. 本人同意於特別情況下上課地點改以其他分校進行。</p>	
<p>「疫苗通行證」安排</p> <p>在「疫苗通行證」的安排下，所有到訪人士均須符合「疫苗通行證」的新冠疫苗接种的規定，並按要求出示相關證明。若因健康理由不適合接種新冠疫苗，必須出示醫學豁免證明書及3天內的鼻咽拭子核酸檢測的陰性報告證明/當日的陰性快速抗原測試。未能符以上要求將暫未能入讀課程。</p>	
申請人簽署：(必須)	日期：

Technically Competent Person (TCP) T1 Training Course

Course Aim

This course is recognized by the Buildings Department. For site supervisory staff who have five years relevant work experience but without “Technical Memorandum for Supervision Plans” qualifications, they may take up TCP- T1 duties after the completion of this course.[#]

Admission Requirements

Applicants must have at least five years of resident construction site supervision experience

Course Duration

- Lesson: Module 1 – 66 hrs
Module 2 – 27 hrs
- Examination: Module 1 – 3 hrs
Module 2 – 2 hrs

Medium of Instruction

Teaching materials are written in English

Course Fee

HK\$6,800

Award of Certificate

- Attendance Requirement:
met 80% of both Modules 1 & 2
- Examiner:
passed both examinations of Modules 1 & 2

**** No additional make-up class for absence****

Course Schedule (Participants may choose any of the following class. Commencement of class depends on enrolment.)

Class Code	Venue	Commencement Date	Time
TCP(T1)-E2 English Class	Kowloon Technical School (No. 332-334, Cheung Sha Wan Road)	10 Oct 2023 To be confirmed	6:30pm – 9:30pm (To be confirmed)

In special circumstances, some lessons may be conducted in online mode/ other campus.

Note[#]: Certificate of the course is one of the requirements to become the T1 level TCP, students must also comply with the Buildings Department the requirement of relevant work experience that may serve as TCP T1 personnel duties.

Application Method

Submit the completed Application Form together with a crossed cheque to the Office.

Payable to	Vocational Training Council
Course Fee	HK\$6,800
Address	Engineering Discipline In-service Training Office Rm B322, IVE (Tsing Yi) 20 Tsing Yi Rd, Tsing Yi Island, NT
Remark	Please write down your name, HKID card number and course code at the back of the cheque for identification

Enquiry

Engineering Discipline In-service Training Office

Office Hour: Mon to Fri, 09:00 – 12:30; 13:30 – 17:00 (excluding public holidays)

T : 2435 9423

E : EDiT@vtc.edu.hk

W : <https://EDiT.vtc.edu.hk>

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Course Title :	Technically Competent Person T1 Training Course
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English Class

Enroll in Class (please ✓)

☐ TCP(T1)-E2

Personal Particulars (Compulsory)

Name: (Name as appeared on HKID card or passport)		Chinese name:	
HKID No.:	()	Sex:	<input type="checkbox"/> M <input type="checkbox"/> F
Date of Birth:	(dd / mm / yy)	Office Phone:	
Correspondence Address:		Mobile Phone: (can receive whatsapp)	
		Fax:	
		Email Address:	

Five years or more work experience in site supervision

(Compulsory. Attach additional sheet if necessary. Please tick ✓. can choose more than one item.)

From (mm/yy)	To (mm/yy)	Name of Company	Workplace	Position (Must be supervisor or more)	Nature of the work
			<input type="checkbox"/> Site <input type="checkbox"/> Workshop <input type="checkbox"/> Other: _____	<input type="checkbox"/> Assistant Foreman <input type="checkbox"/> Foreman <input type="checkbox"/> Supervisor <input type="checkbox"/> Other: _____	<input type="checkbox"/> Demolition <input type="checkbox"/> Super structure <input type="checkbox"/> Foundation <input type="checkbox"/> Site formation <input type="checkbox"/> Steel <input type="checkbox"/> Other: _____

Employer's Certification (Compulsory)

I heartily recommend the above applicant to attend the course and certify that the applicant has more than 5 years of experience in site supervision.		
Name of Company :		Employer Signature & company stamp:
Postal Address :		
Responsible Person :	Name : _____	Position : _____
		Tel : _____

Course Fee (Crossed cheque made payable to "Vocational Training Council")

Course Fee: HK\$ 6,800 Submit to: : Engineering Discipline In-service Training Office Hong Kong Institute of Vocational Education (Tsing Yi) Rm B322, 20 Tsing Yi Rd, Tsing Yi Island, NT	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:
- for processing and selection of applications for admission to VTC programmes; and related purposes;
 - 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;
 - for obtaining records of your examination results attained in the programmes provided by member institutions under the VTC;
 - for checking of application records and the study records of the programmes provided by member institution under the VTC;
 - for storage of information on the successful applicants in the Student Record System; and
 - 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:
- to check whether VTC holds his/her personal data;
 - to request a copy of such data; and
 - 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.

Declaration

- I declare that the information provided in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- I agree to abide by the rules and regulations of IVE if I am admitted to the course.
- I understand that the information provided in the form will be used by VTC in the admission process and course administration.
- I have read and understand the personal information collection statement.
- I agree that there are no make-up classes for absence.
- I agree to change to online mode under special circumstances.
- I agree to change to another campus under special circumstances.

Arrangements for "Vaccine Pass"

Under the "Vaccine Pass" arrangement, all visitors must comply with the COVID-19 vaccination requirements of the "Vaccine Pass" and are required to present the vaccination record as requested. A visitor who is medically unsuitable for vaccination is required to present a valid Medical Exemption Certificate issued and a negative CNTS PCR test result which must be issued within three days counting from the date of receiving the test result/ a negative rapid antigen test (RAT) result taken on the same day of entry into the campus. Those who fail to meet the above requirements will not be admitted to the course temporarily.

Signature:

Date: