

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

Course Title:	Whole Professional Diploma Programme
	<input type="checkbox"/> Professional Diploma in Marine Operations [EG424710P]
	Individual Professional Certificate Application
	<input type="checkbox"/> Professional Certificate in Shipboard Operations [EG424711P]
	<input type="checkbox"/> Professional Certificate in Marine Operations [EG424712P]

Personal Particulars

Name: (Name as appeared on HKID card or passport)	(Name in English, family name first)	(Name in Chinese)	
HKID/ Passport No.:	()	Date of Birth:	(dd / mm / yy)
Correspondence Address:		Office Phone:	
		Mobile Phone:	
		Fax No:	
Email Address:			

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")

<input type="checkbox"/> Whole Programme (1st installment) or PC Application : HK\$14,400 <input type="checkbox"/> Module	Cheque No. :
--	--------------

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>

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 :

Professional Diploma in Marine Operations 海事運作專業文憑

Course Code: EG424710P

Curriculum

Module Code	Module Title	Contact Hours	Core/Elective	Stream
MEC4038Y	Ship Construction and Maintenance	20	Core	Shipboard
MEC4039Y	General Ship Knowledge and Port Operations	30	Core	Shipboard
MEC4040Y	Navigation, Passage Planning and Navigational Watch Keeping	40	Core	Shipboard
MEC4041Y	Ship Stability and Marine Cargoes Operations	30	Core	Shipboard
MEC4042Y	Ship Safety Management, Security and Emergency Responses	30	Core	Marine
MEC4043Y	Maritime Law and Insurance	40	Core	Marine
MEC4044Y	Ship Business and Maritime Affairs	50	Core	Marine

Time of Classes

- Duration: 240 hrs
- Class Schedule:
1 to 2 evenings per week (7:00 - 9:30pm) for one module selected

Entry Requirements

- Two subjects in HKALE at Grade E or above, or equivalent qualifications (e.g. GCEAL), plus at least 1 year of working experience; or
- At least 5 HKDSE subjects at level 2 or above, including Chinese Language, English Language and Mathematics, plus at least 1 year of working experience; or
- At least 5 HKCEE subjects, including Chinese Language, Mathematics and English Language ("Syllabus B" before 2007), at level 2 / Grade E or above, plus at least 2 years of working experience; or
- Holders of a VTC Higher Certificate/Diploma/Higher Diploma, or equivalent qualification, plus at least 1 year of working experience.
- 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.

Notes :

- Applicant without the required academic qualification may be invited for an interview and/or aptitude test.
- The applicant may apply for exemption or credit transfer for individual module of the Professional Certificate course if he/she has completed a course that has covered most of the contents of the module concerned at equivalent or above level.
- The operation of this course is governed by the Validated Course Document, the IVE General Academic Regulations and the VTC Quality Assurance Policy. Copies of these documents are available for inspection upon request.

Award

- Professional Diploma in Marine Operations** will be conferred to students upon their satisfactory completion of the whole programme which consists of 7 modules.

Fee

- For whole PD programme: HK\$28,800

Class Venue

- Billion Plaza Centre (7-9/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon)
- Or, other campuses of VTC

Application

- Complete the Enrolment Form together with all necessary documents and a crossed cheque for the 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, NT

Enquiry

- T: 2435 9423
- E: EDiT@vtc.edu.hk W: EDiT.vtc.edu.hk

Professional Certificate in Shipboard Operations

船舶運作專業證書

Programme Code: EG424711P

Curriculum

Module Codes and Titles		Contact Hrs	Core/Elective	Stream
MEC4038Y	Ship Construction and Maintenance	20	Core	Shipboard
MEC4039Y	General Ship Knowledge and Port Operations	30	Core	Shipboard
MEC4040Y	Navigation, Passage Planning and Navigational Watch Keeping	40	Core	Shipboard
MEC4041Y	Ship Stability and Marine Cargoes Operations	30	Core	Shipboard

Time of Classes

- Duration: 120 hrs
- Class Schedule:
1 to 2 evenings per week (7:00 - 9:30pm) for one module selected

Entry Requirements

- Two subjects in HKALE at Grade E or above, or equivalent qualifications (e.g. GCEAL), plus at least 1 year of working experience; or
- At least 5 HKDSE subjects at level 2 or above, including Chinese Language, English Language and Mathematics, plus at least 1 year of working experience; or
- At least 5 HKCEE subjects, including Chinese Language, Mathematics and English Language ("Syllabus B" before 2007), at level 2 / Grade E or above, plus at least 2 years of working experience; or
- Holders of a VTC Higher Certificate/Diploma/Higher Diploma, or equivalent qualification, plus at least 1 year of working experience.
- 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.

Notes:

- The applicant may apply for exemption or credit transfer for individual module(s) of the programme if he/she has completed a course that has covered most of the contents of the module(s) concerned at equivalent or above level. The course fee of the exempted module(s) will be refunded.
- Whether the course or a module 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.
- The operation of this course is governed by the Validated Course Document, the IVE General Academic Regulations and the VTC Quality Assurance Policy. Copies of these documents are available for inspection upon request.

Award

- Professional Certificate in Shipboard Operations** will be conferred to students upon their satisfactory completion of the whole programme which consists of **Shipboard modules [MEC4038Y + MEC4039Y + MEC4040Y + MEC4041Y]**.

Fee

- For the whole course : HK\$14,400

Class Venue

- Billion Plaza Centre (7-9/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon)
- Or, other campuses of VTC

Application

- Apply online or complete the Application Form and submit together with all necessary documents and a crossed cheque for the Course Fee to:

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

Enquiry

- T: 2435 9423
- E: EDiT@vtc.edu.hk
- W: EDiT.vtc.edu.hk

Professional Certificate in Marine Operations

海事運作專業證書

Programme Code: EG424712P

Curriculum

Module Codes and Titles		Contact Hrs	Core/Elective	Stream
MEC4042Y	Ship Safety Management, Security and Emergency Responses	30	Core	Marine
MEC4043Y	Maritime Law and Insurance	40	Core	Marine
MEC4044Y	Ship Business and Maritime Affairs	50	Core	Marine

Time of Classes

- Duration:
120 hrs
- Class Schedule:
1 to 2 evenings per week (7:00 - 9:30pm) for one module selected

Entry Requirements

- Two subjects in HKALE at Grade E or above, or equivalent qualifications (e.g. GCEAL), plus at least 1 year of working experience; or
- At least 5 HKDSE subjects at level 2 or above, including Chinese Language, English Language and Mathematics, plus at least 1 year of working experience; or
- At least 5 HKCEE subjects, including Chinese Language, Mathematics and English Language ("Syllabus B" before 2007), at level 2 / Grade E or above, plus at least 2 years of working experience; or
- Holders of a VTC Higher Certificate/Diploma/Higher Diploma, or equivalent qualification, plus at least 1 year of working experience.
- 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.

Notes:

- The applicant may apply for exemption or credit transfer for individual module(s) of the programme if he/she has completed a course that has covered most of the contents of the module(s) concerned at equivalent or above level. The course fee of the exempted module(s) will be refunded.
- Whether the course or a module 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.
- The operation of this course is governed by the Validated Course Document, the IVE General Academic Regulations and the VTC Quality Assurance Policy. Copies of these documents are available for inspection upon request.

Award

- Professional Certificate in Marine Operations will be conferred to students upon their satisfactory completion of the whole programme which consists of Marine modules [MEC4042Y + MEC4043Y + MEC4044Y].

Fee

- For the whole course : HK\$14,400

Class Venue

- Billion Plaza Centre (7-9/F, Billion Plaza, 8 Cheung Yue Street, Cheung Sha Wan, Kowloon)
- Or, other campuses of VTC

Application

- Apply online or complete the Application Form and submit together with all necessary documents and a crossed cheque for the Course Fee to:

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

Enquiry

- T: 2435 9423
- E: EDiT@vtc.edu.hk
- W: EDiT.vtc.edu.hk