

Guidance Notes on Registration/ Application of QASRS Trainer

A. Procedures for applying for QASRS Trainer interview

1. Application

- 1.1. Course/ programme providers who wish to recommend a person to attend the QASRS Trainer interview should apply for the interview using the required application form. The QASRS Trainer Interview Application Form can be downloaded from PEAK's website. (<https://www.peak.edu.hk/exam/en/page.php?id=911453>).
- 1.2. The trainer assessment fee of HK\$325 is payable per application. Cheque should be crossed and made payable to the "Vocational Training Council". The trainer assessment fee paid is non-refundable.
- 1.3. The application form should be completed by typing or in clear handwriting in either English or Chinese.
- 1.4. The applicant should provide documentary proof of his/her qualifications. A copy of the relevant job reference letter and Train-the-Trainer certificate is required.
- 1.5. The completed application form together with the required documents and cheque payment for the trainer assessment fee should be sent to PEAK, at 9th Floor, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong. For enquiries, please call 2919-1575.

Important:

- *Failure to provide required documents may result in delay in processing the application.*
- *A Statement of purpose for the collection of personal data is at Appendix A*

2. Interview

- 2.1. The applicant will be invited to attend an interview.

3. Registration

- 3.1. The course/ programme provider will be notified of the interview result of the applicant in writing.
- 3.2. An applicant, who is qualified, will be registered as qualified QASRS trainer.

STATEMENT OF PURPOSE FOR THE COLLECTION OF PERSONAL DATA BY PEAK
(Application for QASRS Trainer Interview)

Purpose of Collection

1. The personal data provided by applicant by means of the application form will be used by PEAK for the following purposes:-
 - (a) Facilitating processing of your applications for QASRS trainer interview
 - (b) Maintenance of a register of qualified trainer
 - (c) Verifying the qualification of the qualified trainers

Classes of Transferees

2. The personal data you provide may be disclosed to relevant parties (e.g. Hong Kong Police, VTC, Convenors of the Working Parties of SSTB, HKCAAVQ, etc.) for the purposes mentioned in paragraph 1 above.