

Grandfathering Arrangement for Incumbent qualified QASRS Trainers

Under the New Arrangement for Qualified Trainers under Quality Assurance System for Recognition Scheme (“QASRS”) starting from 1 July 2021, all incumbent qualified QASRS trainers (“the incumbent trainers”) recognised by the Security Services Training Board (“SSTB”) would be grandfathered and they are allowed to teach the QASRS training programme, which covers the whole syllabus of the “Specifications of Competency Standards UoC 107753L1 – Perform basic guarding services for QASRS” under the Qualifications Framework. Incumbent trainers can collect a letter from the SSTB/PEAK starting **from May 2021**. The letter served as proof that the letter holders are the incumbent trainers recognised by the SSTB.

Letter Collection Procedures

- 1) Incumbent qualified trainer should complete the Letter Collection Application Form (attached at **Annex 1**) which is also available at PEAK reception counter;
- 2) The completed application form can be submitted to PEAK by fax: 2891 5582, by email: anneip@vtc.edu.hk or by post (Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong, Attention: Ms Eva Ip);
- 3) The incumbent qualified trainer will be contacted via mobile phone for data verification and to schedule an appointment for collecting the letter **in person**.
- 4) The incumbent qualified trainer should produce valid Hong Kong identity card / other proof of identify at PEAK reception counter when collecting the letter on the scheduled appointment date.

Important Notes for Letter Collection.:

- Appointment is required for letter collection. Walk-in application will not be entertained.
- Applicant must check all details in the letter carefully.
- The personal data provided will be used for the purpose relating to the letter collection of incumbent qualified trainer.

Address: PEAK reception counter, 9/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong.

Enquiry telephone no.: 2836 1839, 2919 1575



Letter Collection Application Form 領取書面文件申請表格
(For Incumbent qualified trainers recognised by the SSTB
只適用於保安服務業訓練委員會認可的現有合資格導師)

◆ Please refer to Letter Collection Procedures before completing this form. 填寫申請表格前，請詳細閱讀領取書面文件手續。

Part A 甲部

Personal Particulars 申請人資料

Mr / Ms / Miss* 先生 / 女士 / 小姐	Name in English (Surname first): 英文姓名 (先寫姓氏):	
Name in Chinese: 中文姓名:	HKID No.: 香港身分證號碼:	
Telephone : 電話 :	Mobile No : 手提電話 :	
Mailing Address : 通訊地址:		

*Please delete as appropriate 請刪去不適用者

Declaration 聲明

- I declare that to the best of my knowledge the information supplied in this application are correct and complete. 本人聲明此申請表格上所列載之資料乃正確及完整的。
- I have read the Letter Collection Procedures and Important Notes for Letter Collection. 本人已閱讀相關的領取書面文件手續及重要須知。
- I acknowledge and agree that my personal data will be used by SSTB/PEAK for the purpose relating to the letter collection of incumbent qualified trainer. 本人知悉並同意保安服務業訓練委員會 / 高峰進修學院使用本人之個人資料作辦理合資格導師領取書面文件的用途。

Signature 簽署	Date 日期
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Part B 乙部

<p>I acknowledge receipt of the letter of certification from PEAK and I confirm that all details given in the letter are correct</p> <p>本人確認已收到高峰進修學院發出的書面文件及其所有內容乃正確無誤</p>	<p>OFFICIAL USE ONLY 只供本院使用</p>	
	<p>Name: 姓名: _____</p> <p>Signature: 簽署: _____</p>	<p>Date of collection: 取信日期:</p>