

2025 - JUL-DEC



Member of VTC Group  
VTC 機構成員



# 學歷頒授 Award Bearing

課程手冊  
Programme Prospectus

# Vision, Mission and Values

## 學院的願景、使命及信念

### Vision 願景

To be a leading knowledge provider and qualifying body for organisational and professional development in the region.

在企業及個人專業發展的領域內，成為具備領導地位的知識傳授者和資格鑑定機構。

### Mission 使命

To provide high quality and market driven education and training programmes, skills assessments, and consultancy services to meet the needs of adult learners and employers.

針對成年學員及僱主的需求，提供市場導向的優質教育及培訓課程、技能評核及顧問服務。

### Values 信念



Customer Service 顧客至上



Results 著重成果



Innovation 意念創新



Team Work 團隊協作



Quality 全面優質



# Table of Contents

## 目錄

Institute Information 學院資料	2
<b>● Postgraduate Diploma Programme 深造文憑課程</b>	
Postgraduate Diploma in Insurance in Risk Management (PgDIRM)  保險風險管理深造文憑	4
<b>● Top-up Degree Programme 銜接學士學位課程</b>	
Bachelor of Business Administration (Hons)  10	
BSc (Hons) Construction Management  12	
<b>● Professional Diploma Programme 專業文憑課程</b>	
Professional Diploma in Business Management  15	
商業管理專業文憑	
Professional Diploma in Management for the Catering Industry  18	
飲食業管理專業文憑	
Professional Diploma in Insurance  21	
保險學專業文憑	
Information Sessions 課程簡介會	27
Use of Applicant's Personal Data (Free Information Sessions) 申請人資料用途 (課程簡介會)	28
Programme Administration Guidelines 課程管理指引	29
Continuing Education Fund – Procedures of Application and Claim Reimbursement 持續進修基金 – 申請及申請發還學費手續	34
Enrollment Form 報名表	35
Disclaimer 免責聲明	41

*It is a matter of discretion for individual employers to recognise any qualification to which the above courses may lead. Please refer to the corresponding programme pages in this prospectus for the registered course number.*

*For details on the Qualifications Framework (QF) level, Qualifications Register Registration Number and the Registration Validity Period of PEAK programmes, please refer to the corresponding pages in this prospectus.*

# Institute Information 學院資料

Institute of Professional Education And Knowledge (PEAK) is a member of VTC Group and with over 20 years of experience in professional training and corporate human resources development. We are one of the leading in-service training organisations and qualifying bodies in Hong Kong. Our programmes cover the following areas: financial services, management, information technology, languages, construction, real estate and aviation. In the area of corporate training, since 2003 more than 200 well-established companies have adopted our products and services to enhance the technical competency and professional expertise of their employees.

高峰進修學院 (PEAK) 是VTC機構成員，擁有超過20年專業及企業人才培訓經驗，實力及規模皆處於領導地位。為配合社會的發展和需要，本學院不斷開設多項培訓課程，涵蓋範圍包括：財經事務、管理專業、資訊科技、語文、建築、地產及航空等。本學院亦積極為僱主提供培訓服務。由2003年至今，已有超過200家大型企業採用本學院的培訓產品或專業服務，藉以提升員工的專業知識和技能。

## Contact Us 聯絡我們

Address : 9/F, VTC Tower, 27 Wood Road, Wan Chai, HK

Office Hours<sup>^</sup> : Mon - Fri : 9:00am - 7:30pm  
Sat : 9:00am - 12:00noon  
(Closed on Sundays and Public Holidays)

General Enquiry : Tel : 2836 1922  
Website : www.peak.edu.hk

學院地址 : 香港灣仔活道27號職業訓練局大樓9樓

辦公時間<sup>^</sup> : 星期一至五 : 上午九時至晚上七時三十分  
星期六 : 上午九時至中午十二時  
(星期日及公眾假期休息)

一般查詢 : 電話 : 2836 1922  
網址 : www.peak.edu.hk

<sup>^</sup> PEAK's Reception Counter will be closed at 5:15pm on Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve (If the mentioned festive days are Saturdays, the office hour is 9:00am to 12:00noon). If you have any enquiries about our opening hours on other festive days, please contact us at 2836 1922.

<sup>^</sup> 高峰進修學院接待處會於中秋節、冬至、平安夜、除夕及農曆新年除夕提早在下午五時十五分關閉 (如上述節慶日子為星期六，辦公時間將會為上午九時至中午十二時)。如對本院於其他節慶日子的開放時間有疑問，敬請致電2836 1922查詢。



深造文憑課程

# Postgraduate Diploma Programme



# Postgraduate Diploma in Insurance in Risk Management (PgDIRM)

## 保險風險管理深造文憑

Programme Code: PE526001G



This programme is recognised under the Qualifications Framework.

QF Level : 6 | QR Registration No. : 18/000158/L6 | Validity Period : 01/05/2018 to 30/04/2027

在資歷架構下獲得認可

資歷級別 : 6 | 資歷名冊登記號碼 : 18/000158/L6 | 登記有效期 : 01/05/2018 to 30/04/2027

### Programme Overview

Nowadays, most organizations highly regard risk management in their business strategies particularly in corporate governance. Risk management and insurance are dynamic and highly competitive businesses and they are now inseparable. Risk managers are expected to be able to evaluate a wide range of insurance tools, including the contemporary variety of specialized insurance products related to directors & officers, cyber, credit, mergers and acquisitions transactions, parametric, etc. in addition to the traditional insurance classes of property and liability, in formulating appropriate risk management frameworks.

The PgDIRM provides students with a holistic training in both risk management and insurance to upgrade their skills and equip them with strategic-level of risk management and insurance knowledge, the latter being generally considered as the most practical and effective risk management solution.

### Joint Information Session (PgDIRM & PDI)

Date: 08 Oct 2025 (Wed)

Time: 6:30pm – 7:30pm

Mode: Hybrid

Reservation: ☎ 2919 1545

✉ vivi7756@vtc.edu.hk



### Programme Features and Highlights:

- Postgraduate qualification that explores the multi-faceted world of risk management with the growing interplay between the fields of risk management, insurance and financial services, focusing on local law and practice
- 8 modules each with 30 lecture hours (\$7,800 per module until further adjustment), normally 3 trimesters each year commencing in January, May and September
- Flexible modular structure with three core modules and a choice of five elective modules under the streams of insurance or risk management, to be completed within 2 years at the earliest
- Students are eligible to apply to the Mentorship Scheme to learn from seasoned professional / senior executive to make progress towards professional goals and broaden business networks
- Students completing any three PgDIRM modules are eligible for ANZIIF Associate Membership. Students completing any six PgDIRM modules are eligible for ANZIIF Senior Associate Membership.
- Graduates have the advantage of having direct access to an international premier professional qualification of Fellowship of the Australian and New Zealand Institute of Insurance and Finance (ANZIIF) by completing eight PgDIRM modules and any two Skills Units of ANZIIF below.
  - GE20011-20 Resolve disputes
  - GE20012-20 Apply Codes of Ethical Practice
  - GE20013-20 Deliver Professional general insurance services
  - GE30003-20 Analyse the insurance market
  - GE30005-20 Manage professional development
- Graduates can be awarded Chartered Insurance Institute (CII) credits depending on the specific modules being taken. Students should refer to the student's notes for details.



**Programme Secretary:**

Ms. Vivian Pang

☎ 2919 1545 | ✉ vivi7756@vtc.edu.hk

**Programme Director:**

Mr. John Tsang

☎ 2836 1863 | ✉ johntsang@vtc.edu.hk

 Programme Details

[www.peak.edu.hk/course/PE526001G.html](http://www.peak.edu.hk/course/PE526001G.html)



- PgDIRM “Law and Practice of Insurance” can obtain exemption of Society of Registered Financial Planners (HKRFP) “Insurance Planning”; PgDIRM “Financial Planning Management” can obtain exemption of HKRFP “Financial Planning”, “Tax Planning” and “Investment Planning”. Students should refer to the student notes for details.
- Graduates can be considered to apply for Master of Business Administration and Master of Applied Finance (in Risk Management or in Wealth Management) of Hong Kong Metropolitan University through Pathway 1 as equivalent to satisfy the requirement of a recognized Master's degree in business
- PgDIRM can be recognized as Type 3 or Type 5 Qualified CPD Activity with details as per Guideline on Continuing Professional Development for Licensed Insurance Intermediaries (“GL24”) issued by the Insurance Authority.

Students should study the most up-to-date PgDIRM Programme Information, particularly the “Notes to student”, “Exemption arrangement” and “Syllabus” available on [www.peak.edu.hk/course/PE526001G.html](http://www.peak.edu.hk/course/PE526001G.html) .

**Programme Intended Learning Outcomes**

On completion of the programme, students will be able to:

- assess and manage risk portfolios for risk prevention and management improvement in organizations;
- develop corporate-level strategies and review risk management frameworks in compliance with regulatory requirements and ethical standards;
- propose rules and regulations for governing risk management and for managing insurance and financial products and services in response to the market demand;
- apply a board range of professional knowledge in risk management and insurance, and skills in leadership, communication and research to manage risk management functions within insurance and financial organizations; and
- reflect on current professional practice to identify plans for further professional development.



*Remarks:*

*It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.*

## Programme Structure

Learners must take 8 modules including 3 core modules and 5 elective modules.

Module Code	Module Name
Core Modules	
PBA60001	Enterprise Risk Management
PBA60002	Law and Practice of Insurance
PBA60003	Managing Insurance Organizations and Self-insurance <sup>#</sup>

<sup>#</sup> The Pre-requisite of taking the Managing Insurance Organizations and Self-insurance module is to have passed the other 2 core modules plus at least 3 elective modules of the Programme.

Remaining modules to be selected from the elective modules listed below	
Insurance Stream	
PBA60004	Property Insurance Management
PBA60005	Liability Insurance Management
PBA60006	Marine Insurance Management
PBA60007	Life and Medical Insurance Management
PBA60008	Reinsurance Management
Risk Management Stream	
PBA60009	Operational Risk Management
PBA60010	Financial Risk Management
PBA60011	Financial Planning Management
PBA60012	Corporate Governance and Compliance

*It is preferable to start an elective module if students have some basic knowledge of the relevant subject. Basic understanding of related mathematical concepts is recommended in modules in the Risk Management Stream (except Corporate Governance and Compliance).*

## Medium of Instruction

All classes are conducted in English supplemented with Cantonese.

## Programme Fee

HK\$7,800 per module (8 modules for graduation)

All modules from Postgraduate Diploma in Insurance in Risk Management have been included in the list of reimbursable courses under the Continuing Education Fund (<https://www.wfsfaa.gov.hk/cef>) with the respective below CEF course codes.

Module Code	CEF Course Title in English	CEF course code	
PBA60001	Enterprise Risk Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137201	
PBA60002	Law and Practice of Insurance (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z13721A	
PBA60003	Managing Insurance Organizations and Self-insurance (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137228	
PBA60004	Property Insurance Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137236	
PBA60005	Liability Insurance Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137244	
PBA60006	Marine Insurance Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137252	
PBA60007	Life and Medical Insurance Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137260	
PBA60008	Reinsurance Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137279	
PBA60009	Operational Risk Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137287	
PBA60010	Financial Risk Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137295	
PBA60011	Financial Planning Management (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137309	
PBA60012	Corporate Governance and Compliance (Module from Postgraduate Diploma in Insurance in Risk Management)	33Z137317	

 This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course “Postgraduate Diploma in Insurance in Risk Management” of this module is recognised under the Qualifications Framework (QF Level 6). Eligible applicants can apply for fee reimbursement upon successful completion of each CEF reimbursement course, i.e. met the minimum attendance requirement of 70% AND passing the module at 50% or above.

Remarks:

It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

## Programme Schedule

Tentative Schedules for **September 2025** intake. Please check PEAK website for the most up-to-date information.

### Sep 2025 Timetable: Part-time Evening

Module Code	Module Name	Dates & Time	Date of Examination Time: 6:45pm - 9:45pm
PBA60001	Enterprise Risk Management	Sep 01, 08, 15, 22, 29 Oct 13, 20, 27 Nov 03, 10 Every Mon 6:45pm - 9:45pm	24-Nov-25
PBA60011	Financial Planning Management	Sep 02, 09, 16, 23, 30 Oct 14, 21, 28 Nov 04, 11 Every Tue 6:45pm - 9:45pm	25-Nov-25
PBA60005	Liability Insurance Management	Sep 04, 11, 18, 25 Oct 02, 09, 16, 23, 30 Nov 06 Every Thu 6:45pm - 9:45pm	20-Nov-25

## PgDIRM Admission Requirements

Applicants shall

- Hold a bachelor's degree awarded by a recognised institution; and working full-time in related industries; OR
- Have achieved a level in relevant professional qualifications equivalent to a bachelor's degree; and have one year of full-time work experience in related industries.

*Applicants with other qualifications and three years of senior-level work experience in related industries will be considered on individual merits and subject to a satisfactory admission interview.*

## English Proficiency Requirements

If the bachelor's degree is not from an institution where the language of teaching and assessment is English, or if the relevant professional qualifications are not awarded in Hong Kong nor an English-speaking country, applicants shall provide the following evidence of English proficiency:

- An overall band score of 6.5 in IELTS; or
- A TOEFL score of 550 (paper-based test) or 213 (computer-based test) or 79 (internet-based test); or
- Equivalent

## Programme Director

Mr. John Tsang



# Top-up Degree Programme

銜接學士學位課程

Programme Code: AB-0011

Registration No.[Non-Local Higher and Professional Education (Regulation) Ordinance]: 251732



This programme is recognised under the Qualifications Framework.

QF Level : 5 | QR Registration No. : 22/001014/L5 | Validity Period : 01/02/2024 to 30/06/2028

在資歷架構下獲得認可

資歷級別 : 5 | 資歷名冊登記號碼 : 22/001014/L5 | 登記有效期 : 01/02/2024 to 30/06/2028

## Coventry University – A Record of Excellence

- **5 QS Stars** Overall Ratings  
QS Stars University Ratings 2020
- **Top 100**  
in the World for 'International Outlook'  
THE World University Rankings (2022)
- **3<sup>th</sup>** in UK for students overseas  
Based on in-person delivery of TNE Programmes  
with an overseas institution, HESA data (2020/21)
- **Gold** overall in the Teaching Excellence  
Framework 2023 (TEF)

Accolades and statistics above relate to Coventry University courses and the campus in the UK

<http://www.coventry.ac.uk>

## Introduction

The Bachelor of Business Administration (Hons) (*Formerly BA (Hons) Business Administration*) is a degree programme offered by Coventry University and operated by SHAPE. Students will be conferred the same award as Coventry University home campus students.

## Internationally Recognised Degree

The degree is awarded by Coventry University in the United Kingdom, and is monitored by the UK Quality Assurance Agency for Higher Education (QAA).

## Medium of Instruction

All classes are conducted in English.

## Programme Features

### Fast Track – Final Year Honours Degree

The programme provides a direct entry to obtain a bachelor degree in 14 months on a part-time basis.

### Academically Sound and Highly Practical

Lectures are taught by Coventry University lecturers and local field experts. Their varied exposures in their industries will provide you with up-to-date international and local real-life cases which allow you to gain rich practical insights.

Emphasis is on both academic skills and work-related skills.





### Comprehensive Student Support

Comprehensive induction session and English workshops are available to students. You will also have access to all IVE/ HKDI libraries and e-library which provide a comprehensive collection of up-to-date business books and online learning resources, allowing you to take part in learning anytime, anywhere.

### Flexible Self-Study Hours

This programme adopts a sequential modular structure where students attend one to two lectures a week. This allows you, as a working student, to arrange your self-study more flexibly; and hence, retain your career advancement and earning power even during the study.

### Programme Structure

Module Code	Module Name	CEF Course Code
5011SSL	Entrepreneurship	
6010FIN	International Finance	
6014SSL	Contemporary Business Strategy <sup>^</sup>	33Z128083 
6015SSL	Critical Issues in Globalisation <sup>^</sup>	
6013SSL	Project Management <sup>##</sup>	33Z129764 
6002MKT	International Marketing <sup>##</sup>	
6035SSL	Business Project	

\* This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course (Bachelor of Business Administration (Hons)) of this module is recognised under the Qualifications Framework (QF Level 5).

<sup>^</sup> Students must complete both '6014SSL Contemporary Business Strategy' and '6015SSL Critical Issues in Globalisation' to fulfill the CEF reimbursement requirement (CEF course code: 33Z128083)

<sup>#</sup> Students must complete both '6013SSL Project Management' and '6002MKT International Marketing' to fulfill the CEF reimbursement requirement (CEF course code : 33Z129764).

Remarks:

It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

### Graduate's Voice

*Under the knowledge-based economy, gaining a Degree is the minimum qualification to retain competitiveness in one's career. This was also my main reason to further my studies. During my education at SHAPE, I got strong academic support that made me capable of balancing my work and studies. Both Coventry and local lecturers were very experienced and knowledgeable; they could always help broaden and deepen my horizons as well as my knowledge. SHAPE staff were helpful in dealing with other study matters too. All in all, the knowledge and skills I acquired from the programme equipped me to deal with challenging tasks of my job in a better way.*

**Wayne Lee**

Graduate of BA (Hons) Business Administration

### Entry Requirements

Candidates must hold one of the qualifications listed below:

- Professional Diploma in Business Management (PDBM) from VTC plus at least three years' relevant work experience; or
- Higher Diploma in Business Administration from VTC; or
- Higher Diploma in Business Administration and Management; or
- A qualification equivalent to the above, i.e. a qualification pegged at the Hong Kong Qualifications Framework (QF) Level 4 or equivalent, covering the relevant subject areas: accounting, business statistics, economics, management, marketing, human resources management and organisational management\*; and

### English Proficiency Requirement:

- Holders of VTC Higher Diploma (HD) or Professional Diploma (PD) taught and assessed in English; or
- Applicants who are not from the approved VTC feeder programmes should have successfully completed a HD, Associate Degree or PD taught and assessed in English from a recognised institution in Hong Kong or equivalent, or
- Attained a minimum overall IELTS score of 6.5 or equivalent.

\* Subject to the final approval by Coventry University

### Commencement

Aug 2025

Programme Code: CM

Registration No.[Non-Local Higher and Professional Education (Regulation) Ordinance]: 252032



This programme is recognised under the Qualifications Framework.

QF Level : 5 | QR Registration No. : 19/001294/L5 | Validity Period : 01/01/2020 to 31/12/2027

在資歷架構下獲得認可

資歷級別 : 5 | 資歷名冊登記號碼 : 19/001294/L5 | 登記有效期 : 01/01/2020 to 31/12/2027

## Coventry University – A Record of Excellence

- **5 QS Stars** Overall Ratings  
*QS Stars University Ratings 2020*
- **Top 100**  
in the World for 'International Outlook'  
*THE World University Rankings (2022)*
- **3<sup>th</sup>** in UK for students overseas  
*Based on in-person delivery of TNE Programmes  
with an overseas institution, HESA data (2020/21)*
- **Gold** overall in the Teaching Excellence  
Framework 2023 (TEF)

Accolades and statistics above relate to Coventry University courses and the campus in the UK

<http://www.coventry.ac.uk>

## Make it Happen for yourself!

Upgrade your Qualification, Brighten your Future!

### Introduction

BSc (Hons) Construction Management is a top-up degree programme offered by Coventry University and operated by SHAPE. This carries the same academic status and rights as that offered to Coventry University's on-campus graduates.

### Internationally Recognised Degree

- The degree is awarded by Coventry University in United Kingdom, and is monitored by UK Quality Assurance Agency for Higher Education (QAA).
- Student will be conferred the same award as on-campus's student.
- The programme is accredited by the Chartered Institute of Building (CIOB).  

- The programme is accredited by the Hong Kong Institute of Construction Managers (HKICM).  

- The programme is accredited by the Hong Kong Institute of Project Management (HKIPM). Graduates are eligible to apply for Associate Membership of HKIPM.  


### Programme Features

#### Fast Track

- The programme provides a direct entry to obtain a bachelor degree.
- Duration – 14 months on a part-time basis.





### Comprehensive Student Support

- Comprehensive induction session and English workshops.
- Students will be provided with access to all IVE/HKDI libraries and e-library which provide a comprehensive collection of up-to-date books and online learning resources; student can take part in anytime, anywhere.

### Programme Structure

Module Code	Module Name	CEF Course Code
VTC300CAW	Academic Writing 3: Writing Skills for Dissertation and Research Project**	31Z126867
VTC5052EX	Construction Project Management 1**	
VTC6047EX	Construction Project Management 2*@	31Z156758
VTC6043EX	Contract Management**^	
VTC6048EX	Sustainability and Innovation in Construction**^	31Z126875
VTC6120EX	Research Dissertation	
VTC6030EX	Group Project 3	

\* This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course (BSc (Hons) Construction Management) of this module is recognised under the Qualifications Framework (QF Level 5).

# Students must complete both 'VTC300CAW Academic Writing 3: Writing Skills for Dissertation and Research Project' and 'VTC5052EX Construction Project Management 1' to fulfill the CEF reimbursement requirement (CEF Course Code: 31Z126867)

^ Students must complete both 'VTC6043EX Contract Management' and 'VTC6048EX Sustainability and Innovation in Construction' to fulfill the CEF reimbursement requirement (CEF Course Code: 31Z126875).

@ Students must complete 'VTC6047EX Construction Project Management 2' to fulfill the CEF reimbursement requirement (CEF Course Code: 31Z156758).

### Medium of Instruction

All classes are conducted in English.

### Entry Requirements

Graduates of the following VTC Higher Diploma programmes:

- HD in Building Studies
- HD in Civil Engineering
- HD in Surveying PLUS a pass in the bridging module *Land Surveying for Construction Management*<sup>^</sup>

or

Graduates, with at least three years of relevant work experiences, of the following VTC Professional Diploma programmes awarded with either merit or distinction:

- PD in Construction Management
- PD in Construction Site Supervision PLUS a pass in the bridging modules *Construction Law for Construction Management*<sup>^</sup> and *Land Surveying for Construction Management*<sup>^</sup>

or

A qualification equivalent to the above\*; And

All Candidates must be able to demonstrate competence equivalent to a HKCEE Grade E or HKDSE Level 2 in Mathematics. Applicants from the approved VTC feeder programmes are considered to have met this requirement.

### English Proficiency Requirements

- Holders of VTC Higher Diploma or Professional Diploma (at merit or distinction) taught and assessed in English; or
- Applicants who are not from the approved VTC feeder programmes should have successfully completed a HD, PD (at merit or distinction) or Associate Degree taught and assessed in English from a recognized institution in Hong Kong or equivalent, or alternatively they should have attained a minimum overall IELTS score of 6.5 or equivalent.

<sup>^</sup> Bridging modules can be waived through modular exemption by relevant prior study

\* Subject to the final approval by Coventry University

### Assessment

Assignments, Exams and Projects

### Programme Fees

Application : HK\$200

Registration: HK\$3,500

Tuition: HK\$16,533 x 2 instalments +  
HK\$16,532 x 2 instalments

### Commencement

Jul 2025

Remarks:

It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

專業文憑課程

# Professional Diploma Programme



# Professional Diploma in Business Management (PDBM)

## 商業管理專業文憑

Programme Code: AB-0001



This programme is recognised under the Qualifications Framework.

QF Level : 4 | QR Registration No. : 14/002697/L4 | Validity Period : 1/4/2014 - 30/4/2027

在資歷架構下獲得認可

資歷級別 : 4 | 資歷名冊登記號碼 : 14/002697/L4 | 登記有效期 : 1/4/2014 - 30/4/2027

### Programme Overview / Introduction

This program offers a flexible part-time learning route to students who are working in or intending to enter the financial, marketing & sales or another business services sector. It aims to enable students to acquire theoretical and practical knowledge in a wide range of business management topics in order to:

- Enhance their professional and academic knowledge;
- Be qualified for advancing to bachelor's degree programme; and
- Achieve life-long learning.

### Information session

Date: 05 Sep 2025 (Fri)

Time: 6:15pm – 6:45pm

Mode: Online (MS Teams)

Reservation: ☎ 2919 1515

✉ natalieycm@vtc.edu.hk



### Programme Structure

For graduation, you have to complete 8 modules – 6 core modules plus 2 elective modules.

Module Code	Module Name	CEF Course Code
Core Modules		
623B2	Management Theory and Practice	33Z110540
626B2	Business Organisation	
PBA40005	Business Economics	33Z13752A
PBA40006	Business Statistics	33Z137538
627B2	Financial Accounting & Management Accounting	33Z110583
629B2	Marketing Strategy	33Z110567
Module Code	Module Name	CEF Course Code
Elective Module		
PBA40007	Contemporary Business Communication	33Z110575
622B2	Hong Kong Business Law	33Z110591
663B2	Financial Management	33Z137546
PBA40003	Human Resources Management	33Z137554
630B2	Buying Behaviour	33Z137562
PBA40008	Digital Technologies in Business Management	33Z137511

This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course (Professional Diploma in Business Management) of this module is recognised under the Qualifications Framework (QF Level 4). Student must complete both 623B2 & 626B2 to fulfil the CEF reimbursement requirement for 33Z110540. Eligible applicants can apply for fee reimbursement upon successful completion of each CEF reimbursement course, i.e. met the minimum attendance requirement of 70%, at 40% of both overall CA and EA marks in each module AND at least 50% of overall mark.

### Programme Features

- **Education for All:** mature candidates, aged 23 or above with at least 2 years' relevant full-time working experience are welcome to apply
- **Provides Pathway to a Bachelor Degree:** graduates may be eligible to articulate to a well-known overseas university
- **Flexible Modular Structure:** Satisfactory completion of the programme requires the completion of all modules within 4 years. 8 modules of 10 lectures each, with 3 hours per lecture for total 30 hours are offered at weekday evening
- **Comprehensive Delivery:** all classes are taught by well-experienced practicing professionals

<sup>(1)</sup> All candidates must be able to demonstrate competence in English Language equivalent to an HKCEE pass in English Language (Grade E) or Level 2 in HKDSE English Language and have 3 and 2 years of relevant full-time working experience respectively.



## Entry Requirements

- Five HKDSE subjects at Level 2 or above, including English and Chinese Languages with 2 or more years' relevant full-time work experience; or
- Five HKCEE subjects at Grade E/Level 2 or above, including English\* and Chinese Languages with 3 or more years' relevant full-time work experience; or
- Completion of a QF Level 3 programme that is deemed acceptable to the respective Programme Committee; or
- Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3 or above AND a pass in an admission interview; or
- Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Committee AND a pass in an admission interview.

\* Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A)]

Entry requirements for mature applicants are: Aged 23 years old or above with at least 2 years of relevant full-time work experience subject to a satisfactory admission interview.

## Medium of Instruction

All classes are conducted in English

## Programme Schedule (Tentative)

2025 Jul

Module Code	Module Name	Tentative Dates and Time (in 2025)	Fee (HK\$)
<b>Core Modules</b>			
623B2	Management Theory and Practice	Jul 3, 10, 17, 24, 31 Aug 7, 14, 21, 28 Sep 4 Exam: Sep 25 (Thu) Every Thu 19:00-22:00	4,040
PBA40005	Business Economics	Jul 8, 15, 22, 29 Aug 5, 12, 19, 26 Sep 2, 9 Exam: Sep 23 (Tue) Every Tue 19:00-22:00	4,040
627B2	Financial Accounting & Management Accounting	Jul 2, 9, 16, 23, 30 Aug 6, 13, 20, 27 Sep 3 Exam: Sep 17 (Wed) Every Wed 19:00-22:00	4,040
<b>Elective Modules</b>			
PBA40007	Contemporary Business Communication	Jul 7, 14, 21, 28 Aug 4, 11, 18, 25 Sep 1, 8 Exam: Sep 29 (Mon) Every Mon 19:00-22:00	4,040

^ 10% early-bird discount is available for Jul 2025 intake on or before 18 Jun 2025.

 **Enquiries 查詢**

Ms. Natalie Yau

☎ 2919 1515 | ✉ natalieycm@vtc.edu.hk

Mr. Gary Leung

☎ 2836 1822 | ✉ garyleung@vtc.edu.hk

 **Programme Details**

<https://www.peak.edu.hk/en/content/professional-diploma-business-management-pdbm>



**2025 Oct**

Module Code	Module Name	Tentative Dates and Time (in 2025)	Fee (HK\$)
<b>Core Modules</b>			
626B2	Business Organisation	Oct 6, 13, 20, 27 Nov 3, 10, 17, 24 Dec 1, 8 Exam: Dec 22 (Mon) Every Mon 19:00-22:00	4,040
629B2	Marketing Strategy	Oct 14, 21, 28 Nov 4, 11, 18, 25 Dec 2, 9, 16 Exam: Dec 23 (Tue) Every Tue 19:00-22:00	4,040
PBA40006	Business Statistics	Oct 2, 9, 16, 23, 30 Nov 6, 13, 20, 27 Dec 4 Exam: Dec 18 (Thu) Every Thu 19:00-22:00	4,040
<b>Elective Modules</b>			
622B2	Business Law	Oct 8, 15, 22 Nov 5, 12, 19, 26 Dec 3, 10, 17 Exam: Dec 29 (Mon) Every Wed 19:00-22:00	4,040

^ 10% early-bird discount is available for Oct 2025 intake on or before 17 Sep 2025



# Professional Diploma in Management for the Catering Industry

## 飲食業管理專業文憑

課程編號：TI424003P



資歷架構  
Qualifications  
Framework

在資歷架構下獲得認可

**飲食業管理專業文憑**

資歷級別：4 | 資歷名冊登記號碼：16/000169/L4 | 登記有效期：1/4/2016 - 30/4/2027

**飲食業管理專業證書**

資歷級別：4 | 資歷名冊登記號碼：18/000117/L4 | 登記有效期：1/4/2018 - 30/4/2027

**飲食業管理證書（顧客服務管理單元）**

資歷級別：4 | 資歷名冊登記號碼：18/000118/L4 | 登記有效期：1/4/2018 - 30/4/2027

### 課程目標

1. 為飲食業從業員提供跨領域的理論與實踐課程，以裝備其管理知識和技能，當中包括：人力資源管理、財務管理、業務和營運管理以及客戶服務管理等；
2. 培養從業員對現代餐飲管理的視野及思考能力，以及；
3. 為從業員的未來晉升奠定基礎，以便追求終身專業發展。

### 課程對象

本課程適合現職飲食業從業員修讀。

### 課程特色

1. 採用彈性的單元學分制模式，可按能力及需要選修課程和選擇學習進度。
2. 上課時間配合飲食業獨有的營運模式。
3. 可透過持續的進修階梯，循序漸進地獲取更高程度的學歷。
4. 課程內容經過廣泛諮詢業界，按業界人才培訓需求和行業發展而制定，可滿足不同規模食肆的需求。
5. 涵蓋食肆初級管理人員最需要的管理營運知識和技能，為從業員未來的晉升作出準備。



## Enquiries 查詢

Ms. Ng 吳小姐 | ☎ 2836 1380  
Mr. Chan 陳先生 | ☎ 2836 1898  
| ✉ tao\_miao@vtc.edu.hk

## Programme Details

<http://vtctmi.peak.edu.hk>

「稻苗培植計劃2.0」

<http://vtctmi.peak.edu.hk/index.php/tmpv2>



### 一般入學條件

1. 取得香港中學文憑考試五科成績達第二級或以上，包括英國語文及中國語文，及具備兩年或以上相關的全職工作經驗；或
  2. 取得香港中學會考五科成績達E級/ 第二級或以上，包括英國語文\*及中國語文，及具備三年或以上相關的全職工作經驗；或
  3. 修畢獲認可的「資歷架構」級別三之相關證書課程；或
  4. 持有獲認可的相關「過往資歷認可」級別三或以上資歷，及通過入學面試；或
  5. 具「課程委員會」認可並可核證之相關過往學習或工作經驗；並通過入學面試；或
  6. 以成年學員身份申請入讀者，需年滿二十三歲及具備兩年或以上相關的全職工作經驗；並通過入學面試；及
  7. 現職飲食業從業員獲優先考慮
- \* 持2006年或以前中學會考學歷者，英文科考試成績須達茂級（課程乙）/ 丙級（課程甲）或以上。

### 修讀時間

約2年（兼讀制）  
學分有效期：4年

### 上課地點

高峰進修學院（灣仔）/ VTC稻苗學院（火炭）

### 教學語言

以中文授課（輔以英文專有名詞）

### 課程備註

由2018年4月1日起，飲食業管理專業文憑課程由高峰進修學院（PEAK）開辦，VTC稻苗學院提供設施和資源支援。VTC稻苗學院為PEAK轄下的培訓場地及品牌，專門提供飲食業培訓。



### 學費及資助

飲食業管理專業文憑學費	每期修讀單元數目
第一期學費：\$7,290	9個指定單元
第二期學費：\$12,150	15個單元 (3組必修單元組合+ 2組選修單元組合)
兩期學費合共：\$19,440	合共24個單元

\* 相關資助詳情，可向課程秘書查詢。

## 課程結構

### 單元一覽表

第一期：(必修9個指定單元，共90學時)可取得階段結業證書，同屬資歷架構第四級

• 食肆管理架構與營運	
• 飲食業企業文化及領導	
• 食肆財務管理與成本監控	
• 飲食業從業員工作表現評估與薪酬管理	
• 食肆團隊建立與激勵	
• 飲食業經營環境分析	
• 飲食業顧客服務管理	
• 設計食肆及飲食集團營銷計劃	
• 溝通與聆聽的技巧	

第二期：(必修3組單元組合 + 選修2組單元組合，共150學時)

單元組合類別	持續進修基金課程名稱	持續進修基金課程編號	費用(2025年)
必修單元	飲食業培訓策略與方法、食肆工作間危機與衝突管理及飲食業策略管理(飲食業管理專業文憑之單元)	 43Z134042	\$2,430
	飲食業從業員招聘、挽留與管理、飲食業從業員心理及行為及食肆人力資源規劃(飲食業管理專業文憑之單元)	 43Z134050	\$2,430
	食肆管理個案研究、飲食業人力資源管理個案研究及談判與游說的溝通技巧(飲食業管理專業文憑之單元)	 43Z134069	\$2,430
選修單元組合(5選2)	宴會及婚宴管理、餐單設計與籌劃及飲食業顧客需求與市場定位(飲食業管理專業文憑之單元)	 43Z134077	\$2,430
	處理食客投訴的策略與調解方法、碳排放與食肆環保管理及國際品質標準與認證：ISO9001、五常法與HACCP(飲食業管理專業文憑之單元)	 43Z134085	\$2,430
	飲食業應用營養學、碳排放與食肆環保管理及國際品質標準與認證：ISO9001、五常法與HACCP(飲食業管理專業文憑之單元)	 43Z134093	\$2,430
	飲食業品牌學、飲食業應用營養學及香港飲食業市場趨勢與挑戰(飲食業管理專業文憑之單元)	 43Z134107	\$2,430
	飲食業資訊管理系統、飲食業勞資關係與法例及餐酒飲料學(飲食業管理專業文憑之單元)	 43Z134115	\$2,430

 本課程已加入持續進修基金可獲發還款項課程名單內。  
 本單元所屬之主體課程(飲食業管理專業文憑)在資歷架構下獲得認可(資歷架構第4級)  
 合資格申請人可於成功完成每項持續進修基金課程後申請發還費用。但申請人必須達到70%的最低出勤率、每單元取得40%或以上合格成績及50%或以上的總分評核要求。

# Professional Diploma in Insurance (PDI)

## 保險學專業文憑

Programme Code: AB-0005



This programme is recognised under the Qualifications Framework.

QF Level : 4 | QR Registration No. : 14/002698/L4 | Validity Period : 1/4/2014 - 30/4/2027

在資歷架構下獲得認可

資歷級別 : 4 | 資歷名冊登記號碼 : 14/002698/L4 | 登記有效期 : 1/4/2014 - 30/4/2027

### Programme Aims

The Professional Diploma in Insurance (PDI) is designed for learners who would like to excel in their career through education programmes in the fields of life insurance, general insurance and financial planning. This programme, developed in conjunction with practicing industry specialists, provides specialist education and professional accreditation highly recognised in the insurance industry.

### Joint Information Session (PgDIRM & PDI)

Date: 08 Oct 2025 (Wed)

Time: 6:30pm – 7:30pm

Mode: Hybrid

Reservation: ☎ 3974 3663

✉ [ivychan@vtc.edu.hk](mailto:ivychan@vtc.edu.hk)



### Programme Features

- Further education for working adults in the fields of life insurance, general insurance and financial planning
- Flexible modular structure with choices of elective modules to complete within 4 years.
- Graduates are eligible to apply for ANZIIF Senior Associate Membership and be awarded up to a maximum 120 CII credits.
- Students completing 4 PDI modules including one ANZIIF legal module# are eligible for ANZIIF Associate Membership.
- PDI “Insurance Principle and Practice” can obtain exemption of Society of Registered Financial Planners (HKRFP) “Insurance Planning”; PDI “Financial Planning” can obtain exemption of HKRFP “Financial Planning” and “Tax Planning”; PDI “Personal Investment and Financial Services” can obtain exemption of HKRFP “Investment Planning”



- PDI can be recognized as Type 3 or Type 5 Qualified CPD Activity with details as per Guideline on Continuing Professional Development for Licensed Insurance Intermediaries (“GL24”) issued by the Insurance Authority.

This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course “Professional Diploma in Insurance” of the modules is recognised under the Qualifications Framework (QF Level 4).

For the modules commenced on or before **31 March 2022 (the 1<sup>st</sup> module should be commenced on or before the date)**, CEF claimants would be eligible for fee reimbursement upon their successful completion of **any 4** modules selected from PDI (CEF Course Code: 33F11053A), with the fulfilment of both the minimum attendance requirement of 70% AND passing each of the 4 modules at 50% or above.

For the modules commenced on or after **16 August 2022**, CEF claimants would be eligible for fee reimbursement upon their successful completion of **any one** module selected from PDI with the following CEF course codes, with the fulfilment of both the minimum attendance requirement of 70% AND passing the module at 50% or above.

- \* Students should study the most up-to-date PDI Programme Information, particularly the “Notes to student”, “Exemption arrangement” and “Syllabus” available on [www.peak.edu.hk/course/PDI.html](http://www.peak.edu.hk/course/PDI.html)

Module Code	CEF Course Title in English (for the modules commenced after 16 August 2022)	CEF Course Code (for the modules commenced after 16 August 2022)
780I2	Insurance Organization Operations (Module from Professional Diploma in Insurance)	33Z139239 
781I2	Liability Insurance (Module from Professional Diploma in Insurance)	33Z139247 
782I2	Marine and Aviation Insurance (Module from Professional Diploma in Insurance)	33Z139255 
783I2	Personal Investment and Financial Services (Module from Professional Diploma in Insurance)	33Z139263 
784I2	Financial Planning (Module from Professional Diploma in Insurance)	33Z139271 
785I2	Business Financial Planning (Module from Professional Diploma in Insurance)	33Z13928A 
791I2	Insurance Principle and Practice (Module from Professional Diploma in Insurance)	33Z139298 
792I2	Insurance Underwriting and Claims (Module from Professional Diploma in Insurance)	33Z139301 
793I2	Legal Aspect of General Insurance (Module from Professional Diploma in Insurance)	33Z13931A 
794I2	Property Insurance (Module from Professional Diploma in Insurance)	33Z139328 
795I2	Motor Insurance (Module from Professional Diploma in Insurance)	33Z139336 
796I2	Life and Health Insurance (Module from Professional Diploma in Insurance)	33Z139344 
797I2	Life Insurance Underwriting and Claims (Module from Professional Diploma in Insurance)	33Z139352 
798I2	Legal Aspect of Life Insurance (Module from Professional Diploma in Insurance)	33Z139360 
799I2	Legal Framework for Insurance Contract (Module from Professional Diploma in Insurance)	33Z139379 

 This course has been included in the list of reimbursable courses under the Continuing Education Fund. The mother course (Professional Diploma in Insurance) of this module is recognised under the Qualifications Framework (QF Level 4). Eligible applicants can apply for fee reimbursement upon successful completion of each CEF reimbursement course, i.e. met the minimum attendance requirement of 70% AND pass the module at 50% or above.



**Programme Secretary:**

Ms. Ivy Chan

☎ 3974 3663 | ✉ ivychan@vtc.edu.hk

**Programme Director:**

Mr. John Tsang

☎ 2836 1863 | ✉ johntsang@vtc.edu.hk

 Programme Details

[www.peak.edu.hk/course/pdi.html](http://www.peak.edu.hk/course/pdi.html)



**Programme Structure**

Learners must take 8 modules to graduate including one compulsory module and at least one legal module.

Module Code	Module Name
Compulsory Module	
791I2	Insurance Principle and Practice
Plus at least one legal module from:	
793I2	Legal Aspect of General Insurance <sup>#</sup>
798I2	Legal Aspect of Life Insurance <sup>#</sup>
799I2	Legal Framework for Insurance Contract <sup>#</sup>
Remaining modules selected from any elective modules listed below for reference:	

Generic		Life & Health Insurance	
792I2	Insurance Underwriting and Claims	796I2	Life and Health Insurance
799I2	Legal Framework for Insurance Contract <sup>#</sup>	797I2	Life Insurance Underwriting and Claims <sup>#^</sup>
780I2	Insurance Organization Operations	798I2	Legal Aspect of Life Insurance <sup>#</sup>
General Insurance		Financial Planning	
793I2	Legal Aspect of General Insurance <sup>#</sup>	783I2	Personal Investment and Financial Services
794I2	Property Insurance	784I2	Financial Planning
795I2	Motor Insurance	785I2	Business Financial Planning
781I2	Liability Insurance		
782I2	Marine and Aviation Insurance		

<sup>#</sup> Students who have completed 4 PDI modules including one ANZIIF legal module is eligible for ANZIIF Associate membership

<sup>^</sup> Pre-requisite requirement for students taking the module of 797I2 Life Insurance Underwriting and Claims: at least a passing grade of module 796I2 Life & Health Insurance or equivalent; OR students can demonstrate sufficient knowledge and skills to complete the module successfully, say preferably possessing a minimum of 2 years' relevant work experience in life and health claims or underwriting, etc., with approval of the Programme Director.

Students should have some basic related technical knowledge before studying the specialized modules, especially for modules of the Financial Planning stream which would also require some related mathematical concepts. For those students without related insurance knowledge, please study those relevant IIQE study notes as per <https://www.peak.edu.hk/exam/tc/studynotes>.

## Programme Schedule

Tentative schedule for **July Intake 2025** is shown below. Please check PEAK website for the most up-to-date schedule.

Module Code	Module Name	Dates & Time	Date of Examination Time: 18:45pm - 21:45pm (except otherwise specified modules)
78512	Business Financial Planning	Jul 07, 14, 21, 28 Aug 04, 11, 18, 25 Sep 01, 08 Every Mon 6:45pm - 9:45pm	22-Sep-2025
79212	Insurance Underwriting and Claims	Jun 30 Jul 07, 14, 21, 28 Aug 04, 11, 18, 25 Sep 01 Every Mon 6:45pm - 9:45pm	15-Sep-2025
79912	Legal Framework for Insurance Contract	Jul 08, 15, 22, 29 Aug 05, 12, 19, 26 Sep 02, 09 Every Tue 6:45pm - 9:45pm	23-Sep-2025
78312	Personal Investment and Financial Services	Jul 08, 15, 18 (Fri), 22, 29 Aug 05, 12, 19, 26 Sep 02 Every Tue 6:45pm - 9:45pm	16-Sep-2025
79412	Property Insurance	Jul 02, 09, 16, 23, 30 Aug 06, 13, 20, 27 Sep 03, Every Wed 6:45pm - 9:45pm	17-Sep-2025 (Time: 6:45pm – 10:00pm including reading time from 6:45pm – 7:00pm)
78012	Insurance Organisation Operations	Jul 10, 17, 24, 31 Aug 07, 14, 21, 28 Sep 04, 11 Every Thu 6:45pm - 9:45pm	25-Sep-2025
78212	Marine and Aviation Insurance	Jul 03, 10, 17, 24, 31 Aug 07, 14, 21, 28 Sep 04 Every Thu 6:45pm - 9:45pm	18-Sep-2025

# Students completing 4 PDI modules including one ANZIIF legal module# are eligible for ANZIIF Associate Membership and graduates are eligible to apply for ANZIIF Senior Associate Membership.





### Programme Intended Learning Outcomes

On completion of the programme, students will be able to:

- (a) apply a systematic body of knowledge appropriate to manage independent insurance work applications;
- (b) identify, gather and evaluate information as well as communicate effectively and appropriately in a broad range of professional work activities relating to insurance and financial services;
- (c) define, analyze and solve structured and unstructured problems in insurance and financial services sector by selecting and using relevant information; and
- (d) perform duties in compliance with relevant requirements and professional codes of conduct in the insurance and financial services sector.

### Medium of Instruction

All classes are conducted in English supplemented with Cantonese.

### Programme Fee

HK\$4,120 per module (8 modules for graduation)

### PDI Admission Requirements

- Five HKDSE subjects at Level 2 or above, including English and Chinese Languages with 2 or more years' relevant full-time work experience; or
- Five HKCEE subjects at Grade E/Level 2 or above, including English\* and Chinese Languages with 3 or more years' relevant full-time work experience; or
- Completion of a QF Level 3 programme that is deemed acceptable to the respective Programme Committee; or
- Relevant Recognition of Prior Learning (RPL) qualification(s) at QF Level 3 or above AND a pass in an admission interview; or
- Other relevant verifiable prior learning and/or work experience that is/are deemed appropriate by respective Programme Committee AND a pass in an admission interview.

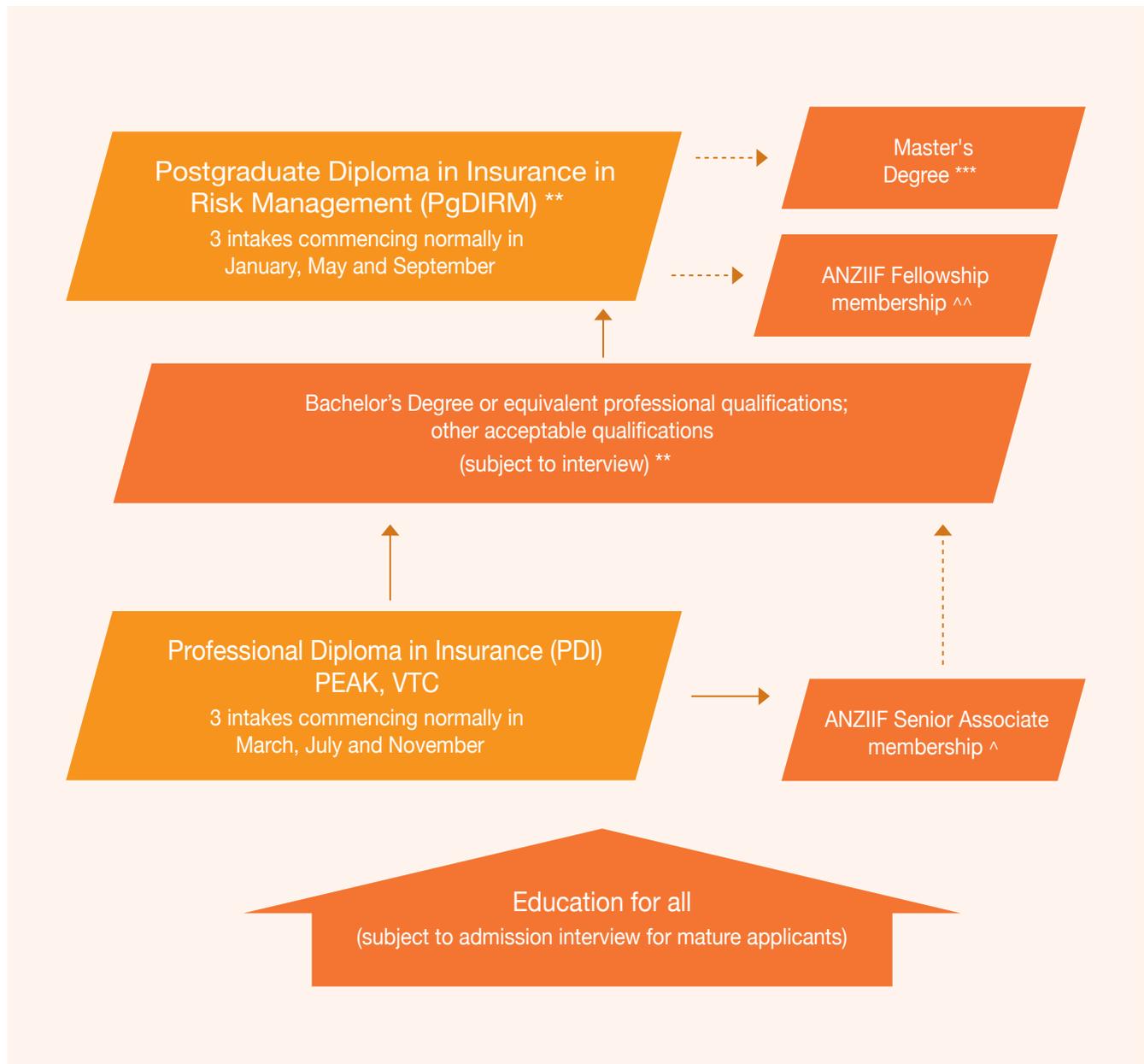
\* Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A)

Entry requirements for mature applicants are: Aged 23 years old or above with at least 2 years of relevant full-time work experience subject to a satisfactory admission interview.

### Programme Director

Mr. John Tsang

# Pathway to Excel Your Career in the field of Insurance, Financial Planning & Risk Management from PDI to Postgraduate Diploma in Insurance in Risk Management and ANZIIF Fellowship



\*\* Details please refer to PgDIRM website - <https://www.peak.edu.hk/course/PE526001G.html>

\*\*\* Graduates can be considered to apply for Master of Business Administration and Master of Applied Finance of the Open University of Hong Kong through Pathway 1 (please refer to the website of Open University of Hong Kong for the details) as equivalent to satisfy the requirement of a recognized Master's degree in business.

^^ PgDIRM graduates have been recognized by ANZIIF to be eligible to claim 80 points towards the 100 points required for ANZIIF Fellow membership.

^ PDI graduates are eligible to ANZIIF Senior Associate Membership. Under the existing arrangement, students completing of 4 PDI modules including one ANZIIF legal module# are eligible to ANZIIF Associate Membership.

Admission to the mentioned programmes and professional bodies is entirely at the discretion of the respective institutions. Students should check their up-to-date programme rules and exemption policy.

# Free Information Sessions 免費課程簡介會

Programme and Contact Information 課程及聯絡資料	Date & Time 日期及時間	Mode 模式	Application 報名*	Online Enrollmen 網上報名
<b>Postgraduate Diploma in Insurance in Risk Management</b> Enquiries: Ms.Vivian Pang ☎ 2919 1545   ✉ vivi7756@vtc.edu.hk	8 Oct 2025 (Wed) 6:30pm – 7:30pm	Hybrid	<input type="checkbox"/>	
<b>Professional Diploma in Insurance</b> Enquiries: Ms.Ivy Chan ☎ 3974 3663   ✉ ivychan@vtc.edu.hk	8 Oct 2025 (Wed) 6:30pm – 7:30pm	Hybrid	<input type="checkbox"/>	
<b>Professional Diploma in Business Management (PDBM)</b> Enquiries: Ms. Natalie Yau ☎ 2919 1515   ✉ natalieycm@vtc.edu.hk Mr.Gary Leung ☎ 2836 1822   ✉ garyleung@vtc.edu.hk	5 Sep 2025 (Fri) 6:15pm – 6:45pm	Online (MS Teams)	<input type="checkbox"/>	

Name 姓名 : \_\_\_\_\_

Email 電郵 : \_\_\_\_\_ Contact Number 聯絡電話 : \_\_\_\_\_

\* Please tick the information session(s) you would like to apply for, complete the above details and return the complete form to us via fax: 2891 5707 for application or according to above instruction.

It is a matter of discretion for individual employers to recognise any qualification to which the above courses may lead. Please refer to the corresponding programme pages in this prospectus for the registered course number.

For details on the Qualifications Framework (QF) level, Qualifications Register Registration Number and the Registration Validity Period of PEAK programmes, please refer to the corresponding pages in this prospectus.

# Use of Applicant's Personal Data (Information Sessions)

## 申請人資料用途 (課程簡介會)

1. The information collected from the application will be used for processing and selection of applications for attending PEAK's Free Information Sessions; and related purposes;
2. PEAK undertakes to keep personal data provided by applicants confidential. However, PEAK may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK.
3. If applicant indicated his/her wish to receive PEAK information, the application data will be retained for such purpose;
4. In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right:
  - (a) to check whether PEAK holds his/her personal data;
  - (b) to request a copy of such data; and
  - (c) to require PEAK to correct any of the personal data which is inaccurate.

Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.

5. Request for access for data should be submitted in writing to:  
PEAK  
9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
6. In accordance with the terms of the Ordinance, PEAK reserves the right to charge a fee for the processing of data access request.

1. 申請人所填報資料，會用於處理一切有關職業訓練局高峰進修學院課程免費課程簡介會的申請及甄選事宜；及相關用途；
2. 高峰進修學院會對申請人的資料絕對保密，但可將申請人的個人資料，給予對本院有保密承諾的任何人士或其代表，用於(1)段所述的用途；
3. 若申請人表示願意收到高峰進修學院的資訊，則申請資料將被保留作有關用途。
4. 根據個人資料(私隱)條例，申請人有權：
  - (a) 查閱高峰進修學院是否持有他的個人資料；
  - (b) 要求獲得上述資料的副本；及
  - (c) 要求高峰進修學院更正他的個人資料。

申請人必須提供足夠資料予高峰進修學院以識別身份，否則本院有權拒絕上述要求。

5. 申請人如欲查閱個人資料，須以書面形式向高峰進修學院提出，地址如下：

高峰進修學院  
香港灣仔活道27號 職業訓練局大樓9樓

6. 本院保留權利收取查閱資料所需行政費用。

# Programme Administration Guidelines 課程管理指引

## Programme Administration 課程管理

### Enrollment 課程報名

- Please use the specified enrollment form and follow the “Notes to Applicants” in the form to apply for programmes.
- Applicants should show the Hong Kong Identity (HKID) Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) for enrollment.
- Individual programmes may have specific admission requirements. Applicants should refer to the admission requirements of the individual programmes.
- **All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will not be processed.**
- 請使用指定的報名表格並按照表格內的“報名須知”報讀課程。
- 申請人於報名時必須出示由香港特別行政區（香港特區）入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或有效的來港就讀之簽證 / 進入許可。
- 各個課程之入學條件有別，申請人在報讀時必須依從個別課程之入學條件作出申請。
- 所有課程名額均以先到先得方法分配，任何未填妥之表格，或學生未有附上學費的報名表，本院將不會處理。

### Deadline for Application 截止報名日期

The deadline for application is 7 working days<sup>##</sup> prior to the class commencement date (The enrollment deadline might be subject to change depending on the enrollment status).

截止報名日期為每班開課前七個工作天<sup>##</sup>（截止報名日期或會因應收生情況而有所更改）。

### Notification of Class Commencement 開課通知

Successful applicants will be notified of the class confirmation and relevant information by the contact method specified on the enrollment form at least 7 working days<sup>##</sup> before class commencement. PEAK will not be responsible for the loss of class notification sent by mail. For in-person application for Continuing Professional Development (CPD) Programmes that have already been confirmed to commence at the time of enrollment, the applicants will be given a “Confirmation of Class Commencement” immediately after completing the enrollment procedures at PEAK reception counter. Please contact us at 2836 1892 / 2836 1922 if you do not receive the notification 3 working days<sup>##</sup> before the class commencement.

成功申請人將於開課前至少七個工作天<sup>##</sup>接獲本院以閣下指定的聯絡方法通知開課確認及相關資料。本院對因郵遞失誤而寄失的開課通知書，概不負責。申請人如親身到高峰進修學院接待處報讀持續專業發展課程（CPD課程），而該課程在申請人報名時已獲確認開課，申請人將於完成報名手續時即時獲得「開課確認」。申請人如在開課前三個工作天<sup>##</sup>尚未接獲課程確認或取消的通知，請致電本院查詢（電話：2836 1892 / 2836 1922）。

### Programme Fees / Receipt 學費 / 收據

For a programme commencing within 7 working days<sup>##</sup> at the time of enrollment, students are required to settle the programme fees by cash or credit card at PEAK's Reception Counter.

**Programme fees paid are non-refundable, except for cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are also not transferable, and request for programme swapping will not be entertained.**

Students will collect and sign to acknowledge collection of the receipts at the first lesson. Fees paid after the enrollment deadline may result in delay in receipt issuing. For those who have not collected the receipts during the first lesson, our staff will contact them for the receipt collection arrangement. If students choose to collect the receipts by mail, PEAK will not be responsible for any loss in mailing. Students will be required to pay an administrative charge of HK\$100 for their requests for each additional receipt copy. Please send crossed cheque payable to “Vocational Training Council” with a written application to “The Programme Team” of the Institute. For enquiry, please contact us at 2836 1862.

如學生報讀的課程將在報名當日起計7個工作天<sup>##</sup>內開課，學生必須以現金或信用卡於本院接待處繳交學費。

除學生之申請不獲接納或所選課程取消 / 改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改（包括不可轉班）或轉讓他人。

學生需於第一堂簽收收據，若學生於報名截止日後繳費，收據或會稍遲發出。本院會通知未簽收收據之學生領取收據的安排。如學生要求以郵寄方式收取收據，本院對郵遞失誤概不負責。學生如要求本院發出收據副本證明，需以書面通知本院課程組，並需繳付港幣100元手續費。收據重發申請須以支票付款，抬頭為「職業訓練局」。查詢請致電2836 1862。

### Class Venue 上課地點

Unless otherwise specified, all classes will be held at VTC Tower, 27 Wood Road, Wan Chai, Hong Kong. Please refer to the venue directory at PEAK before attending classes, or call us at 2836 1922 for enquiry.

除特別指示外，所有課堂均在香港灣仔活道27號職業訓練局大樓舉行。學生可於上課前到本院查看課室編排表，或致電2836 1922向本院查詢。

### Medium of Instruction 授課語言

Except language programmes, programmes specified to be conducted in English, and Professional Certificate, Professional Diploma, degree and Postgraduate Diploma programmes, all classes are conducted in Cantonese and supplemented with English terminology. Programme handouts will be provided in Chinese or English.

除語文、一些指定以英語講授、專業證書、專業文憑、學位及深造文憑課程外，所有課程均以廣東話授課，部份輔以英文專業用語，講義為英文或中文。

### Attendance-Taking Procedures 點名程序

Students are required to take attendance at the Reception Counter of PEAK or venue specified in the class confirmation letter for the first lesson. For the remaining lessons, attendance will be taken in the classroom. Taking attendance for another student is strictly prohibited. If found, PEAK has the right to terminate the study of such student and the fees paid will not be refunded. **For Continuing Professional Development (CPD) programmes, the CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.** PEAK has the right to ask the students to present the valid identification documentations (HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of HKSAR) for identity verification purpose. In particular, CPD Students should read and observe the “CPD Programme – Notes to Students” carefully.

學生需於第一堂到接待處或開課通知書上列明之地點點名，第一堂之後則在課室內點名。學生不可由他人代為點名，如被發現，本院有權終止該學生之學籍，所繳款項亦概不發還。凡報讀持續專業發展課程（CPD課程）而遲到之學生，其持續專業進修（CPD）/ 持續培訓（CPT）時數將按比例扣減。本院有權要求學生出示有效身份證明文件（由香港特區入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或來港就讀之簽證 / 進入許可）以核實身份。此外，報讀持續專業發展課程之學生亦應特別注意及遵守指引內的「持續專業發展課程—學生須知」。

<sup>##</sup> Working days (exclusive of Saturdays, Sundays and Public Holidays) 工作天（不包括星期六、日及公眾假期）

## CPD Programme – Notes to Students 「持續專業發展課程 — 學生須知」

MPFA / SFC / HKMA / IA 積金局 / 證監會 / 金管局 / 保監局

- Individual employers may have their own guidelines regarding the recognition of relevant CPD / CPT hours of a course. Applicants may consult their employers about the recognition criteria where necessary.  
個別僱主對於是否認可課程的相關持續專業培訓/進修時數或有不同指引。如有需要，報讀人士可向其僱主了解有關要求。
- Students of Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. CPD / CPT hours will be given to students according to the attendance record. Students who have not signed in and / or out on the attendance sheet for a particular class will be deemed to have been absent from that class.  
凡參加持續專業發展 (CPD) 課程之學生，請緊記於每一課堂上課前及每一課堂完結時在點名簿上簽名，以便計算持續專業進修 (CPD) / 持續培訓 (CPT) 時數。學生若未有按上述指示於點名簿上簽名，將一律被當作缺席處理。
- Students who are late for a CPD class should go to **PEAK's Reception Counter at 9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet. The CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.  
學生若因事遲到，請立即前往職業訓練局大樓9樓高峰進修學院接待處或向班房門外當值同事 (如適用) 簽到。請注意，本院將按學生遲到的時間扣減持續專業進修 (CPD) / 持續培訓 (CPT) 時數。
- CPD / CPT hours for students will be calculated on a pro-rata basis according to the attendance record. Please note that the minimum unit of CPD / CPT hour is 0.5. Hence, for students who are late for class, absent from the class or leave before the class ends, even for less than 30 minutes, a minimum of 0.5 hour will be deducted.  
學生可獲的持續專業進修 (CPD) / 持續培訓 (CPT) 時數將根據出席課堂的時數按比例計算。有關時數的最少單位為0.5分，遲到、早退或離開課室不足半小時亦作半小時計算。
- To comply with relevant Guidance Notes on Assessment of CPD Activities by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), students who are late for class, absent from the class or leave before the class ends with a cumulative total of 15 minutes or more, IA-CPD hour will be deducted, and the minimum deduction unit is 0.5 IA-CPD hour.  
根據香港學術及職業資歷評審局 (評審局) 關於持續專業培訓活動評核指引的要求，學生如遲到、早退或離開課室達15分鐘或以上，將被扣減IA-CPD時數，而被扣減的最少單位為0.5 IA-CPD時數。
- Students will not be given any IA-CPD hours, if they are **late for class for 30 minutes or above**.  
學生若遲到30分鐘或以上，他們將不可獲取任何IA-CPD時數。
- Time spent on recess, lunch or assessment such as test or examination will not be counted as CPD hours.  
小休、午膳或考核時間，例如測驗或考試，將不能列入培訓時數內。
- Students **should arrive PEAK's Reception Counter at 9/F VTC Tower or to the Registration Desk right outside the classroom 15 minutes before the class commencement time for registration.**  
學生須於課堂開始前15分鐘到達職業訓練局大樓9樓高峰進修學院接待處或指定班房門外簽到。
- Students must fulfil the above requirements of HKCAAVQ for obtaining the CPD hours and Certificate from PEAK.  
學生須遵守及達到上述評審局的出席要求，方可獲發由高峰進修學院頒發的CPD學分及證書。
- Students will not be given any MPFA, SFC and ECF hours if they are late for class, absent from the class or leave before the class ends in total for MORE than the specified time shown in the following table.  
學生若遲到、早退或離開課室合共超過下列時數，將不能獲得任何MPFA，SFC及ECF時數。

Duration of Programme (Hour(s)) 課程時數 (小時)	No MPFA, SFC and ECF hours will be given if students are late for class, absent from class or leave before the class ends for more than the specified time below 若遲到、早退或離開課室合共超過下列時數，將不能獲得任何MPFA，SFC及ECF時數
1	15 minutes / 15分鐘
2	15 minutes / 15分鐘
3	30 minutes / 30分鐘
4	30 minutes* / 30分鐘*
5	1 hour* / 1小時*
6	1 hour* / 1小時*
7	1 hour* / 1小時*
10	2 hours* / 2小時*

\*Note: For programmes which comprise 2 lessons, MPFA, SFC and ECF hours will be given based on the total duration of the programme that the students have attended.

\*註：若有關課程分兩節課堂舉行，本院將按學生於兩節課堂的總出席時數計算MPFA，SFC及ECF時數。

- Students should refer to the digital clock displayed at PEAK for signing in and signing out purpose.  
本院將以院內的時鐘所顯示之時間記錄學生出席時數。
- No eating or drinking is allowed in classrooms.  
課室內不准飲食。

## Estate Agents Authority (EAA) 地產代理監管局

1. Students of EAA Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. EAA CPD points will be given to students according to the attendance record. Students who have not signed in and / or out on the attendance sheet for a particular class will be deemed to have been absent from that class.  
凡參加地產代理監管局持續專業進修 (EAA CPD) 課程之學生，請緊記於每一課堂上課前及每一課堂完結時在點名簿上簽名，以便計算EAA CPD學分。學生若未有按上述指示於點名簿上簽名，將一律被當作缺席處理。
2. Students who are late for a CPD class should go to **PEAK's Reception Counter at 9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet.  
學生若遲到上課，請立即前往**職業訓練局大樓9樓高峰進修學院接待處**或向班房門外當值同事（如適用）簽到。
3. EAA CPD points for students will be calculated according to the attendance record. Please note that the minimum unit of EAA CPD point is 1. Hence, for students who are late for class, absent from the class or leave before the class ends for any reason in total for more than 15 minutes, a minimum of 1 EAA CPD point will be deducted.  
學生可獲的EAA CPD學分將根據出席課堂的記錄計算。有關時數的最少單位為1分，不論任何原因，學生遲到、早退或離開課室合共超過15分鐘或以上均會被扣減1個EAA CPD學分。
4. Students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for over 1 hour.  
學生若遲到、早退或離開課室合共超過1小時，將不能獲得任何EAA CPD學分。
5. For multi-session programmes with 11 EAA CPD points or more, students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for more than 20% of the total hours of the programme.  
如總時數為11小時或以上的多次性課程，若學生遲到、早退或離開課室合共超過課程總時數的百分之二十，將不能獲得任何EAA CPD學分。
6. Students should refer to the digital clock displayed at PEAK for signing in and signing out purpose.  
本院將以院內的時鐘所顯示之時間記錄學生出席時數。
7. No eating or drinking is allowed in classrooms.  
課室內不准飲食。

## Certificate 證書頒發

Students of short courses with an attendance rate\* of 80% or higher will be issued an Attendance Certificate. Normally, certificates will be distributed to students at the end of the class. However, the certificate will not be ready at the end of the class in the following cases:

- Students enroll in a programme in less than 3 working days<sup>##</sup> before the class commencement date; and / or
- **Students who are late and leave from the classroom (including leaving the course before the end of the course) cumulate 15 minutes or more of the Continuous Professional Development (CPD) course**

For the cases mentioned above, the certificate will be issued within 7 working days<sup>##</sup> after the end of the programme and our staff will contact respective students for the collection arrangement. If students choose to collect the certificates by mail, PEAK will not be responsible for any loss in mailing. Students who lost their certificates and would like PEAK to reissue a certificate to them will be required to pay an administrative charge of HK\$100 and with a written application to "The Programme Team" of PEAK. If payment is made by cheque, a crossed cheque payable to "Vocational Training Council" should be sent to PEAK. For enquiry, please contact us at 2836 1825.

出席率\*達到80%或以上的短期課程學生將獲發出證書。證書一般可於課程完結當天派發，但在以下情況下，證書將未能於課程完結當日發出予學生：

- 學生於開課日前少於3個工作天<sup>##</sup>報名；及 / 或
- **學生於持續專業發展課程 (CPD課程) 的課堂遲到、早退及中途離開課室累積達15分鐘或以上**

在上述情況，本院會於課程完結後7個工作天<sup>##</sup>內發出證書，並會通知學生領取證書的安排。如學生選擇以郵寄方式收取證書，本院對郵遞失誤概不負責。如學生因遺失證書而需本院補發，需以書面通知本院課程組，並需繳付港幣100元手續費。如以支票付款，請將支票遞交至高峰進修學院，支票抬頭為「職業訓練局」。查詢請致電2836 1825。

\* Programmes may have different attendance requirements. Please refer to the programme brochures.  
個別課程會有不同的出席要求，請詳閱相關課程單張。

<sup>##</sup> Working days (exclusive of Saturdays, Sundays and Public Holidays)  
工作天 (不包括星期六、日及公眾假期)

## Student Handbook for PEAK's Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate Programmes 深造文憑 / 專業文憑 / 專業證書 / 證書課程學生手冊

A Student Handbook for PEAK's Postgraduate Diploma (PgD) / Professional Diploma (PD) / Professional Certificate (PC) / Certificate (C) programmes is available for download from PEAK Website ([www.peak.edu.hk](http://www.peak.edu.hk)) under "Home>Admission>Class Regulations". All PgD / PD / PC / C students (including students who enroll in individual modules) must read the Student Handbook carefully and comply with the guidelines stipulated in the Handbook. If any student needs a hard copy of the Handbook, please contact us at 2836 1922 during office hours.

本院之深造文憑 / 專業文憑 / 專業證書 / 證書課程學生手冊已上載於本院網頁 ([www.peak.edu.hk](http://www.peak.edu.hk))，學生可到網頁 (位置：「主頁」>「報名」>「課室規則」) 下載學生手冊。所有於本院就讀深造文憑 / 專業文憑 / 專業證書 / 證書課程 (包括報讀個別單元課程) 的學生均須閱讀及遵守學生手冊內的指引。如有學生需要學生手冊列印本，可於辦公時間內致電 2836 1922。

## Class / Examination\*\* Arrangement in Times of Adverse Weather / "Extreme Conditions" and Rainstorms 熱帶氣旋 / 「極端情況」及暴雨期間之課堂 / 考試\*\*安排

### Tropical Cyclones / "Extreme Conditions" (熱帶氣旋) / 「極端情況」

When tropical cyclones and "extreme conditions" affect Hong Kong, the following arrangements for classes / examinations\*\* will apply:  
熱帶氣旋襲港及「極端情況」期間，高峰進修學院課堂 / 考試\*\*安排如下：

Tropical Cyclone Warning Signal / "Extreme Conditions" 熱帶氣旋警告信號 / 「極端情況」	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)
<b>No. 1</b> 一號戒備信號	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)
<b>No. 3</b> 三號強風信號	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)
<b>Pre-No.8 Special Announcement# / Tropical Cyclone Warning Signal No. 8 or above / "Extreme Conditions" Announcement</b> 八號預警# / 八號烈風或暴風信號或以上熱帶氣旋警告信號 / 「極端情況」	(a) Issued or in force <b>at 6:15 am or before 11:00 am</b> 上午六時十五分至十一時前發出或仍然生效 PEAK classes / examinations** scheduled to commence within 9:00 am – 12:00 noon 上午九時至正午十二時開始之高峰進修學院課堂 / 考試** <b>Cancelled 取消</b>
	(b) Issued or in force <b>at 11:00 am or before 4:00 pm</b> 上午十一時至下午四時前發出或仍然生效 PEAK classes / examinations** scheduled to commence within 12:00 noon – 6:00 pm 正午十二時至下午六時開始之高峰進修學院課堂 / 考試** <b>Cancelled 取消</b>
	(c) Issued or in force <b>at 4:00 pm or thereafter</b> 下午四時或以後發出或仍然生效 PEAK classes / examinations** scheduled to commence within 6:00 pm – 10:00 pm 晚上六時至十時開始之高峰進修學院課堂 / 考試** <b>Cancelled 取消</b>
	(d) Issued when classes / examinations** are <b>in session</b> 上課 / 考試**期間懸掛 All classes / examinations** will be immediately <b>suspended</b> for the session. <b>即時終止</b> 在該時段進行的課堂 / 考試**
	(e) Issued <b>before start</b> of examinations** 考試**開始前懸掛 Examinations** to be held in that particular session should be <b>postponed</b> . 在該時段舉行的考試**將會 <b>延期</b>
<b>Lowering to No. 3 or below or lowering all signals or cancellation of "Extreme Conditions", at any time</b> 改掛三號或以下熱帶氣旋警告信號 / 除下所有熱帶氣旋警告信號 / 取消「極端情況」	All classes / examinations** <b>to resume with the next session unless</b> road or other conditions remain adverse. 若路面或其他情況許可， <b>恢復在下一時段進行</b> 的所有課堂 / 考試**

\*\* Examinations refer to internal examinations of PEAK.  
考試指高峰進修學校內考試。

# Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No.8 Special Announcement") within 2 hours of the hoisting of the Tropical Cyclone Warning Signal No. 8.  
如情況許可，香港天文台在發出八號烈風或暴風信號前兩小時內會發出預警 (即八號預警)。

### Rainstorms (暴雨)

When rainstorm warning signal is issued, the following arrangements for classes/ examinations\*\* will apply:

香港天文台發出暴雨警告信號期間，高峰進修學院課堂 / 考試\*\*安排如下：

Rainstorm Warning Signal 暴雨警告信號	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)
<b>AMBER</b> 黃色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)
<b>RED</b> 紅色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)

Rainstorm Warning Signal 暴雨警告信號	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)	
<b>BLACK</b> 黑色暴雨警告	(a) Issued or in force <b>at 6:15 am or before 11:00 am</b> 上午六時十五分至十一時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 9:00 am - 12:00 noon 上午九時至正午十二時開始之高峰進修學院課堂 / 考試** <b>Cancelled 取消</b>
	(b) Issued or in force <b>at 11:00 am or before 4:00 pm</b> 上午十一時至下午四時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 12:00 noon - 6:00 pm 正午十二時至下午六時開始之高峰進修學院課堂 / 考試** <b>Cancelled 取消</b>
	(c) Issued or in force <b>at 4:00 pm or thereafter</b> 下午四時或以後發出或仍然生效	PEAK classes / examinations** scheduled to commence within 6:00 pm - 10:00 pm 晚上六時至十時開始之高峰進修學院課堂 / 考試** <b>Cancelled 取消</b>
	(d) Issued when classes / examinations** are <b>in session</b> 上課 / 考試**期間發出	All classes / examinations** should <b>continue</b> (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe. 所有課堂 / 考試**應 <b>繼續進行</b> (在戶外舉行者除外)。在課堂 / 考試**結束時，若已到放學時間，而紅色 / 黑色暴雨警告信號仍然生效，則會在安全情況下才讓學生 / 學員回家。 <i>Remarks 注意：</i> <i>If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes/examinations** conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i> 若由於上課時間表安排的差異，學生 / 學員當時尚未返抵學院 / 上課地點，應留在家中或在安全地方暫避。如課堂 / 考試**在戶外舉行，在場負責的職員會即時終止活動，並安排所有學生 / 學員在安全地方暫避。
	(e) Issued <b>before start</b> of examinations** 考試**開始前發出	Examinations** to be held in that particular session should be <b>postponed</b> . 在該時段舉行的考試**將會 <b>延期</b> 。
<b>Lowering to AMBER rainstorm warning signal or lowering of all rainstorm warning signals at any time</b> 改發黃色暴雨警告信號或取消所有暴雨警告信號	All classes / examinations** <b>to resume with the next session unless</b> road or other conditions remain adverse. 若路面或其他情況許可， <b>恢復在下一時段</b> 進行的所有課堂 / 考試**	

\*\* Examinations refer to internal examinations of PEAK.  
考試指高峰進修學院校內考試。

## Fees 費用

Apart from programme fees, fees will be charged for provision of other programme-related services to students upon a student's request. These services include the handling of module exemption, appeal on assessment results, replacement of award / attendance certificates, etc. Students are advised to contact PEAK directly at 2836 1922 on matters relating to administrative fees.

All administrative charges or programme fees quoted are subject to change without further notice.

除報讀課程的費用，學生如要求其他與課程有關的服務，包括處理豁免修讀單元的申請，學業成績評估上訴，補領畢業 / 出席證書等，本院將向學生收取行政費用。學生如需有關行政費用的詳情，請致電2836 1922向本院查詢。

所有行政或課程費用如有所調整，恕不另行通知。

## Special Discount 特別優惠

Graduates of VTC can now enjoy 10% discount for taking selected programmes listed in this prospectus. For details, please contact us at 2836 1922.

Remarks: 

- Graduates are required to provide the relevant VTC Graduation Certificate or its copy for checking during enrollment.
- Please visit PEAK Website to obtain the latest information on the discounted programmes for graduates.

職業訓練局畢業生可以九折報讀此手冊之部份課程，詳情請致電2836 1922查詢。

備註：

- 畢業生報讀課程時，請出示有關VTC畢業證書或影印本，以供查核。
- 畢業生可享折扣優惠的課程以高峰進修學院網站公佈為準。

## Classroom Discipline 課室規則

- No eating or drinking is allowed in all classrooms.
- Smoking is prohibited in all areas of PEAK and VTC Tower.
- Video taking or recording during lessons without permission is prohibited.
- Principal of the Institute has the authority to terminate the study of any student who violates PEAK's policies.

- 課室內不准飲食
- 學院及職訓局大樓範圍內嚴禁吸煙
- 未經許可，課堂期間禁止錄影或錄音
- 如學生違反學院規則，學院校長有權終止學生的學籍

## Suggestions and Complaints 建議及投訴

PEAK is very keen to receive feedback from students on all aspects of the Institute. If students wish to make a suggestion on or lodge a complaint about any campus matter, they may contact our Programme Team Officer. For more details, please call us at 2836 1922 during office hours (Please refer to P.2).

高峰進修學院非常重視學生對學院各方面的意見。如學生對學院事務有任何建議或投訴，可與課程組主任聯絡。學生如需更多詳情可於辦公時間內（請參閱第二頁）致電2836 1922。

# Continuing Education Fund 持續進修基金



## Procedures of Application and Claim Reimbursement 申請及申請發還學費手續

### Introduction 簡介

The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training programmes. For courses commencing on or after 1 August 2022, CEF subsidy ceiling is HK\$25,000. The co-payment ratios by learners (i.e. the percentage of course fee to be borne by learners) for the first \$10,000 subsidy is 20% of the course fee, and that for the remaining \$15,000 subsidy is 40% of the course fee. The information is a brief explanation that is based on the CEF Website. For enquiries, please call 24-hour CEF hotline at 3142 2277 or visit CEF Website at [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef).

持續進修基金為有志進修的成年人提供持續教育和培訓資助。2022年8月1日或以後開課的課程，基金的資助上限為25,000港元。首10,000元資助的學員共付比率（即學員須自行承擔的課程費用的百分比）為課程費用的20%，而餘下的15,000元資助的共付比率為課程費用的40%。有關資料乃根據持續進修基金網頁資料作扼要說明，如有查詢，請致電持續進修基金24小時熱線：3142 2277或瀏覽持續進修基金網頁：[www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef)。

### Application Procedures 申請手續

1. Application forms can be obtained from the Home Affairs Enquiry Centres, Office of the Continuing Education Fund (OCEF) and the <https://www.wfsfaa.gov.hk/cef/download/SFO313.pdf>. Please refer to Guidance Notes for Application when completing the application form (<https://www.wfsfaa.gov.hk/cef/download/SFO312E.pdf>). (Remark: the CEF Institutional Code of Vocational Training Council is "501").

申請表可於各區民政諮詢中心或持續進修基金辦事處索取，亦可透過網頁<https://www.wfsfaa.gov.hk/cef/download/SFO313.pdf>下載。填寫申請表格，請參閱有關持續進修基金申請指引（<https://www.wfsfaa.gov.hk/cef/download/SFO312C.pdf>）（備註：職業訓練局之持續進修基金編號為501）。

2. For submission of paper-based application, applicants should submit the original of the completed application form **within one year upon successful completion of the Course**, together with a copy of the required documents stated on application form to OCEF by post or in person (Address: Units 07-11, 25/F., CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories). Applicants may also put their application documents into the drop-in boxes located outside the OCEF or on 11/F, Cheung Sha Wan Government Offices; OR

Complete and submit the online application form with supporting documents through "GovHK" (<https://eform.cefs.gov.hk/form/sfo017/en/>). Applicants who did not use "iAM Smart+" for digital signing in the online submission of the application form are required to print out a hard copy of the form and sign the Declaration in Part D and submit the printed form with original signature to the OCEF within one month after online submission in order to be considered as a valid application. Applicants using "iAM Smart+" for digital signing are not required to submit the printed copy of application form to the OCEF.

申請人必須在成功修畢“可獲發還款項課程”後的一年內，將填妥的申請表格正本，連同有關文件副本（請參閱申請表格），郵寄或親身遞交至持續進修基金辦事處（地址：新界荃灣青山公路388號中染大廈25樓07-11室）。申請人亦可將申請文件投入設於持續進修基金辦事處門外或長沙灣政府合署11樓的投遞箱內；或

透過「香港政府一站通」網上平台<https://eform.cefs.gov.hk/form/sfo017/tc/>填寫及遞交電子表格及所需文件。非使用「智方便+」的申請人須於網上成功遞交申請表格及所需文件後1個月內，列印電子表格及在「聲明書」簽署，並遞交已簽署的申請表格列印正本至持續進修基金辦事處，才視為有效申請。使用「智方便+」作數碼簽署的申請人則毋須遞交列印表格至持續進修基金辦事處。

3. "Successful completion" of the Course means that applicants must pass the course assessment(s) and fulfill the attendance requirement as set out in the relevant programme brochures. **Please be reminded that reimbursement can only be claimed upon completion of the Course. Completion of an individual module which is not registered under CEF would not be accepted for the reimbursement.**

“成功修畢”課程是指申請人必須通過院校規定的課程評核和出席要求，詳情請查閱相關課程單張。請注意申請人必須修畢整個課程才可申請發還款項，如只修畢課程的某部份或某一單元，而該部份或該單元並沒有獨立登記於「持續進修基金可獲發還款項課程」內，其發還款項申請將不獲接受。

## 申請人個人資料 (請填寫香港身份證 / 護照上之姓名)

英文姓名: Mr. / Ms. / Miss\* \_\_\_\_\_ 中文姓名: \_\_\_\_\_ 先生/女士/小姐\*

香港身份證 / 護照號碼\*: \_\_\_\_\_ 出生日期 (日/月/年): \_\_\_\_\_

通訊地址: \_\_\_\_\_

任職機構名稱: \_\_\_\_\_ 職位 / 部門: \_\_\_\_\_

電郵地址#: (1) \_\_\_\_\_ (2) \_\_\_\_\_

日間聯絡電話: \_\_\_\_\_ 流動電話: \_\_\_\_\_ 傳真: \_\_\_\_\_

你是否需要簽證 / 進入許可來香港特別行政區 (「香港特區」) 就讀?  是  否

(如需要, 請在報讀課程時提供簽證 / 進入許可之正本予高峰進修學院以作核實之用)

\*本院會以電郵通知申請人有關課程之取錄結果, 開課確認及與課程相關之通知 (如更改上課時間) (如申請人未有提供電郵地址, 本院將會以郵寄 / 電話通知)。

\*請刪去不適用者

## 本人現報讀以下課程

課程編號 / 名稱: \_\_\_\_\_ 開課日期 (日/月/年) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## 只供報讀學歷頒授課程之申請人填寫

單元編號	單元名稱	開課日期 (日/月/年)		
學歷及專業資格 (註) (按時間順序)				
由 / 至 (月/年)	考試 / 學歷頒發機構	所獲資格	上課形式 (全日制/兼讀制/遙距學習)	頒授日期 (月/年)
<input type="checkbox"/> 若你希望以成年學生的身份申請入讀課程, 請在方格內加上"√"號。此等入學申請將視乎面試結果而決定是否取錄 (詳情請參閱有關的課程單張)。				
就業詳情 (註) (按時間順序)				
由 / 至 (日/月/年)	機構名稱	職位	全職 / 兼職	

(註: 填寫本欄前, 請參閱本表格第二頁之「(II) 報名須知」第6點。如空位不敷填寫, 申請人應另頁詳列有關資料, 並隨填妥的表格附上。)

## 付款方法

如報讀之課程在報名當日起**7個工作天內** (不包括星期六、星期日及公眾假期) 開課, 申請人必須以現金或信用卡於**本院辦事處**繳交學費。

現金 金額: 港幣 \_\_\_\_\_ 元

支票 (抬頭請寫: 職業訓練局)

支票號碼: \_\_\_\_\_

信用卡

信用卡號碼: \_\_\_\_\_

有效期: \_\_\_\_\_

(月/年)

本人授權高峰進修學院於上述信用卡支取學費港幣 \_\_\_\_\_ 元

\_\_\_\_\_ (持卡人姓名)

\_\_\_\_\_ (持卡人簽署)

## 申請持續進修基金

如欲申請持續進修基金, 申請人須注意以下事項:

- 申請人必須在成功修畢“可獲發還款項課程”後的一年內, 將填妥的持續進修基金申請表, 及由香港特區政府入境事務處所簽發的香港身份證副本交回本院辦理蓋章證明手續。申請人並須將已獲本院蓋章的申請表, 連同所需文件遞交至持續進修基金辦事處。逾期遞交恕不接受。
- 請細閱本院課程手冊內之「課程管理指引」內有關持續進修基金申請手續的詳細資料。

## 請問您是從以下那途徑得知本課程? (可選多項“√”)

- 網頁關鍵字搜尋 (Google / Yahoo)  網站 / 手機應用程式廣告
- 網頁  社交媒體
- 課程簡介會  電郵
- 課程手冊 / 單張  朋友
- 其他

## 申請人之聲明及簽署

本人若於此表格之第三頁簽署乃表明本人完全明白並同意遵守職業訓練局轄下之高峰進修學院載於此表格第二及第三頁之「(I) 個人資料收集及用途」、「(II) 報名須知」、「(III) 聲明」、「(IV) 學生知識產權政策」及「(V) 學生學術原創聲明書」中, 及於「課程管理指引」(指引) 和「學生手冊」內所列明之規則。

## 僱主問卷調查

在學生完成學歷頒授課程後，高峰進修學院將邀請其任職機構以進行僱主問卷調查。如閣下同意學院向你任職機構發出僱主問卷調查邀請函，請在方格內加上剔號。

## 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。如你不同意上述安排，請在以下方格加上剔號。

本人不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peak@vtc.edu.hk或傳真至2891 5707通知我們。

## (I) 個人資料收集及用途

- 申請人 / 學生於其課程申請及入學註冊時所填報的資料，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，高峰進修學院 / 職業訓練局將會用於處理下列與課程的入學申請及行政相關之用途：
  - 處理一切有關高峰進修學院 / 職業訓練局課程的入學申請及甄選事宜；及相關用途；
  - 向香港考試及評核局索取申請人的香港中學會考 / 香港中學文憑考試 / 香港高級程度會考成績，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；
  - 核對申請人申請紀錄，以及核對和索取申請人在職業訓練局及其機構成員就讀的紀錄與成績；
  - 申請資料及學生紀錄會用於統計及分析相關之用途。報名表及有關的個人資料會於高峰進修學院 / 職業訓練局收生程序完結後銷毀。然而，若申請人於報名表表示願意收到高峰進修學院 / 職業訓練局的資訊，則該申請資料將被保留；
  - 儲存獲取錄的申請人資料於學生紀錄系統；
  - 若申請人表示願意收到高峰進修學院 / 職業訓練局的資訊，則申請資料將被保留作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；及
  - 在學生完成學歷頒授課程後進行僱主問卷調查。
- 高峰進修學院 / 職業訓練局會對申請人 / 學生的資料絕對保密，但可將申請人 / 學生的個人資料，給予對本院有保密承諾的任何人士或其代表，用於(1)段所述的用途。
- 根據《個人資料(私隱)條例》，申請人 / 學生有權
  - 查閱高峰進修學院是否持有他的個人資料；
  - 要求獲得上述資料的副本；及
  - 要求高峰進修學院更正他的個人資料。申請人 / 學生必須提供足夠資料予高峰進修學院以識別身份，否則本院有權拒絕上述要求。
- 申請人 / 學生如欲查閱個人資料，須以書面形式向高峰進修學院提出，地址如下：  
高峰進修學院  
香港灣仔活道27號  
職業訓練局大樓9樓
- 根據《個人資料(私隱)條例》，高峰進修學院 / 職業訓練局保留權利收取查閱資料所需行政費用。

## (II) 報名須知

- 申請人必須就每項課程填寫一份報名表(表格)，如有需要可自行影印。
- 申請人於報名時必須出示由香港特區政府入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或有效的來港就讀之簽證 / 進入許可。
- 如申請人選擇以支票繳付課程費用，請將表格連同劃線支票郵寄或親身交回本院(每項課程須獨立填寫一張支票)，支票抬頭請寫「職業訓練局」，如申請人以信用卡繳付學費，請將表格傳真，郵寄或親身交回本院辦事處。傳真：2891 5707 地址：香港灣仔活道27號職業訓練局大樓9樓高峰進修學院。
- 如申請人選擇以郵寄或傳真方式交回表格及課程費用，請於開課前致電2836 1906以確認本院收到有關表格及費用。
- 除學歷頒授課程外，所有課程名額均以先到先得方法分配。**任何未填妥、沒有簽署之表格，或未有附上學費的表格，本院將不會處理。**
- 在填寫此欄時，申請人必須先詳閱個別課程單張或在本院課程手冊內各課程之入學資格或有關詳情，並提供與報讀課程相關的學歷及工作經驗等資料。在報讀課程時，申請人必須向本院出示及提供相關學歷證明，就業證明及僱主推薦信的正本與副本，以作核實。
- 申請人 / 學生必須細閱及遵守載列於本院課程手冊內之「課程管理指引」(指引)，報讀持續專業發展課程(CPD課程)之學生也必須注意及遵守指引內的「持續專業發展課程-學生須知」中有關IA, MPFA, SFC及ECF時數的計算方式。申請人 / 學生亦可向本院辦事處索取或從本院網站下載指引。
- 除本人之申請不獲接納或所選的課程取消/改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改(包括不可轉班)或轉讓他人。**
- 如申請人 / 學生曾修讀職業訓練局轄下之課程，而仍有欠款未清，即使該申請人 / 學生已入讀職業訓練局的其它課程，該申請人 / 學生仍須清繳對職業訓練局的所有欠款。否則，該申請人 / 學生在職業訓練局轄下院所修讀的所有課程 / 單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。

## (III) 聲明

- 本人謹此聲明在本報名表填報的資料均屬正確無誤，並明白填報之資料將會在高峰進修學院 / 職業訓練局的招生過程中作參考之用。
- 本人授權高峰進修學院 / 職業訓練局索取有關本人在香港或外地參加的公開考試及就讀資料，並授權有關機構(其中包括香港考試及評核局及職業訓練局)提供此等資料。
- 本人授權高峰進修學院 / 職業訓練局使用本人的資料查詢任何有關申請入讀該學院課程事宜及有關本人過往及現在於職業訓練局及其機構成員就讀的資料。
- 本人明白在註冊後，有關資料將轉作學生紀錄，高峰進修學院 / 職業訓練局可利用該等紀錄作學術或行政上之用。
- 本人明白在申請中提供任何虛假或誤導性資料會導致即時**取消入學資格**，已繳費用**概不會退還**。
- 本人知悉並同意高峰進修學院於本人出席CPD課程或學歷頒授課程時，查閱本人之有效身份證明文件(由香港特區政府入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或有效的來港就讀之簽證 / 進入許可)以核實身份。
- 本人明白並會儘量填寫足夠資料，否則學院不能有效地處理本人的申請。
- 本人知悉並同意高峰進修學院以高峰進修學院的時鐘作為計算本人就該課程出席時數和所獲得的持續專業進修(CPD) / 持續培訓(CPT)時數，並同意「(II) 報名須知」第7項有關IA, MPFA, SFC及ECF時數的計算方式。

## (IV) 學生知識產權政策

### 知識產權

1. 「知識產權」指任何發現、創作、發明、設計、式樣、商標、可作商業用途的科技、數據庫使用權、機密資料、商業秘密、專有技術或任何研究方法，以及所有相關權利，包括：專利、版權、商標、外觀設計、實用新型、其他同類保障權，不論否在任何國家註冊該等權利；以及前述各項的應用權。知識產權創造者可獲法律保障，享有其創作的經濟權益及控制權。

### 知識產權政策對學生的適用範圍

2. VTC的知識產權政策適用於所有修讀VTC或其學院 / 中心的全日制及兼讀制課程的註冊學生，不論課程是否由VTC獨立開辦、與其他伙伴機構合辦或是委託開辦，同樣適用。

### 知識產權擁有權

3. 學生在學期間會運用局方的器材、設施或資源，包括但不限於繪圖、數據、草圖、檔案、實驗室、文具及消耗品，並於老師指導下，為功課及專題習作創出新意念，因而產生知識產權，日後或有機會用作商業用途。在此情況下，學生擁有該等素材的知識產權，並給予VTC在全球各地永久免版稅的非獨家使用權。此使用權一經給予，不得撤回，表示VTC可複製或使用（包括修改）學生在修讀課程期間，由其本人獨力或與他人合作創造之知識產權的全部或部份材料。該使用權包括但不限於以下情況：
  - (a) VTC有權將知識產權的使用權再授予其他人；
  - (b) 展出學生的獲獎作品，供宣傳或展示之用；以及
  - (c) 於研討會、座談會、課堂及專業會議上引用並使用學生創作的作品。
4. 以下情況則不受上述條文所列的擁有權所規限：當學生獲外間公司及 / 或VTC贊助進行專題習作，則須按各方在事前簽訂的協議，決定該習作的知識產權屬該公司 / VTC抑或學生所有。此處提及的「贊助」指該公司或VTC給予的支持，可包括以現金或實物形式提供的財政資助、使用該公司或VTC的器材及設施、接觸該公司或VTC與該習作相關的機密資料、圖則、草圖及文件。

### 學生的義務及承諾

5. 教學人員或學系向學生提供的筆記及課程材料僅供學生個人使用。學生不得將該等資料上載至其他伺服器，亦不得製作印刷或電子複本，供其他非註冊修讀該課程的人士使用。未經許可，課堂期間禁止錄影或錄音。
6. 學生須確定其創作的知識產權素材並無侵犯任何屬於他人的知識產權，特別是版權、道德權利、專利或註冊外觀設計，更不得載有任何損害名譽或誹謗的內容。
7. 任何學生如發現或有理由相信知識產權材料由他人獨自或共同擁有，應立即向VTC舉報。
8. 當學生在註冊入讀VTC或其附屬機構所提供的課程時，每名學生必須同意遵守VTC公布或不時修訂的知識產權政策、規則及規例。所有學生須表示明白遵循有關政策、規則及規例乃繼續修業及取得畢業資格的條件。違反VTC知識產權政策屬嚴重的不當行為，有關個案或會交由學生紀律委員會或相關部門處理及跟進。

## (V) 學生學術原創聲明書

本人謹此聲明本人在修讀課程期間所提交的學術作品，包括但不限於以下形式：堂課、論文作業、實驗室作業及報告、演示及相關文稿、作品集、製品、專題研究等，均會為本人的個人作品。本人明白遞交不屬自己的學術或學習評估資料（整份或部份）而聲稱是本人的，可被視為「作弊」，並會面臨紀律處分。

本人已細閱、明白並同意遵守職業訓練局轄下之高峰進修學院載於此表格第二及第三頁之「(I) 個人資料收集及用途」、「(II) 報名須知」、「(III) 聲明」、「(IV) 學生知識產權政策」及「(V) 學生學術原創聲明書」中，及於「課程管理指引」(指引) 和「學生手冊」內所列明之規則。	申請人簽名	日期
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## EMPLOYER SURVEY

After completion of the award-bearing programme, PEAK/VTC will invite the employing company of students to conduct employer survey. If you agree that PEAK could send the invitation to your employing company, please tick this box.

## USE OF PERSONAL DATA

VTC and its member institutions intend to use the personal data you 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 use your personal data without your consent. If you do not agree the arrangement stated above, please put a tick in the following box.

I do not agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by 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 peak@vtc.edu.hk or by fax to 2891 5707.

## (I) COLLECTION and USE OF PERSONAL DATA

- The information collected from the applicants/students at the time of their application and registration of study, including the name, phone number, mobile number, email address, correspondence address and education level, will be used by PEAK/VTC for the following enrollment and programme administrative purposes:
  - for processing and selection of applications for admission to PEAK/VTC programmes; and related purposes;
  - for obtaining the HKCEE/HKDSE/HKALE results from the Hong Kong Examinations and Assessment Authority (HKEAA), and obtaining information from relevant institutions about the applicant's candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
  - for checking of application records, checking and obtaining the study records and records of examination results attained in the programmes provided by member institutions under the VTC;
  - for statistical analysis of the application data and/or the profile of students. The enrollment form and other related personal information will be disposed of after the completion of the admissions exercise. Nevertheless, if I have indicated in the enrollment form that I wish to receive information about PEAK/VTC, the application data will be retained;
  - for storage of information on the successful applicants in the Students Records System; and
  - if applicant indicated his/her wish to receive PEAK/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; and
  - for conducting employer survey at the end of the programme.
- PEAK/VTC undertakes to keep personal data provided by applicants/students confidential. However, PEAK/VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK/VTC.
- In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant/a student has the right:
  - to check whether PEAK holds his/her personal data;
  - to request a copy of such data; and
  - to require PEAK to correct any of the personal data relating to him/her which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.
- Request for access for data should be submitted in writing to:  
PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
- In accordance with the terms of the Ordinance, PEAK/VTC reserves the right to charge a fee for the processing of data access request.

## (II) NOTES TO APPLICANTS

- Applicants should complete one enrollment form (the Form) for each programme and photocopy the Form if necessary.
- Applicants should show HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR for enrollment.
- For the applicants who pay the programme fees by cheque, please return the Form to us by mail or in person with a crossed cheque (one cheque for one programme) payable to "Vocational Training Council". For the applicants who pay the programme fees by credit card, please return the Form to us by fax / mail / in person (Fax no.: 2891 5707 / Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong).
- For applicants who choose to return the Form and cheque payment to PEAK by fax or mail, please call us at 2836 1906 to confirm our receipt of your application and payment before the programme commences.
- Except for award-bearing programmes, all places are allocated on a first-come-first-served basis. **Incomplete forms, forms without applicants' signatures and forms received without payment will not be processed.**
- Applicants should refer to the programme leaflets or the programme prospectus for the admission requirements & relevant details of PEAK's programmes and provide the information about the qualifications and working experience relevant to the programme(s) he/she is applying for in this section of the enrollment form. During the enrollment, the applicant should provide the original copies of the academic transcript(s) & certificate(s) and the employment proofs & job reference letters from employers accompanied with one photocopy of each documentation to PEAK for verification. The responsibility of providing all necessary evidence rests with the applicant.
- Applicants / Students must read carefully and observe the "Programme Administration Guidelines" (the Guidelines) stipulated in PEAK's Programme Prospectus. In particular, students of Continuing Professional Development (CPD) programmes should read & comply with the circumstance defined for the calculation of IA, MPFA, SFC and ECF hours as indicated in the "CPD Programme-Notes to Students" in the Guidelines. The Guidelines are also available from PEAK Office and on PEAK Website.
- The programme fees paid are non-refundable, except for the cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained.**
- Applicants/Students who have outstanding fees in respect to his/her previous study in VTC would need to clear the outstanding debts owed to VTC even if the outstanding fees is revealed after his/her re-admission to a VTC programme. Otherwise, his/her study transcripts, award certificates and related certification of all VTC programmes will be withheld.

## (III) DECLARATION

- I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by PEAK/VTC.
- I authorize PEAK/VTC to obtain, and the relevant authorities (which include the HKEAA, VTC, etc.) to release, any and all information about my results of any public examinations and my studies in institutions in Hong Kong and elsewhere.
- I authorize PEAK/VTC to use my data to carry out checks on any applications for admission to programmes it offers and checks on records of current and previous studies in VTC and its member institutions.
- I understand that upon my registration in a programme in PEAK/VTC, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in PEAK/VTC.
- I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION of my application** without notice and cancellation of any resultant registration. Any fees paid will **NOT** be refunded.
- I acknowledge and agree that PEAK may check my valid identification documentations (HKID card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR) for identity verification purpose while I am participating in CPD programmes and award-bearing programmes.
- I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
- I acknowledge and agree that PEAK may calculate my attendance hours and CPD / CPT hours of a programme according to PEAK's clocks. I also agree to Point 7 of the "(II) Notes to Applicants" which defines the circumstance for calculating IA, MPFA, SFC and ECF hours.

## (IV) INTELLECTUAL PROPERTY POLICY (IP Policy) ON STUDENTS

### Intellectual Property

1. "Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

### Applicability of Intellectual Property Policy to Students

2. VTC's Policy on Intellectual Property is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions/ centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

### Ownership of the Intellectual Property

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his/ her course of study. Such right to use will include but not limited to, for example, the followings:
  - a) The right of VTC to sub-license the Intellectual Property;
  - b) To showcase the award-winning works of the student for publicity or display purpose; and
  - c) To refer to and use the works created by student in seminars, symposia, lectures and professional meetings. VTC will acknowledge the materials as the student's Intellectual Property.
4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and/or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, "sponsor" means support from the Company or VTC, which could include financial assistance (cash or in kind), use of Company's or VTC's equipment and facilities, and access to Company's or VTC's confidential data, drawings, sketches, and documents relating to the project.

### Student's Obligations and Warranty

5. Notes and programme materials provided to students by teachers or departments are VTC's properties and shall be used by students only for private study. Students are not permitted to upload such materials to other servers and/ or make copies, either in printed or electronic format, of the materials for other people who are not registered on the studying programme concerned. Video taking or recording during lessons without permission are prohibited.
6. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libelous.
7. Each students undertakes to promptly report to VTC if he/ she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him/ her.
8. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions/ centres, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrollment and graduation. Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institution handling student disciplinary matters, for investigation and consideration.

## (V) STUDENT DECLARATION ON ACADEMIC ORIGINALITY

I declare that all the academic work that I will submit, which may take various forms such as but not limited to class work, written assignments, laboratory work, presentations, portfolios, artefacts and projects during the course of my study are entirely my own work. I understand submitting or presenting academic or assessment works, either in its entirety or in part, which is not my own work but claiming that it is my own work would be considered as cheating, which will render me liable to disciplinary actions.

I have read, understood and agreed to follow all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 & 3 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".	<b>Applicant's Signature</b>	<b>Date</b>
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## Disclaimer

### 免責聲明

1. Whilst every care has been taken to ensure the accuracy of the information provided in this Prospectus at the time of publication, PEAK is not liable for any errors or omissions found in the Prospectus.
  2. PEAK reserves the right to amend the contents of the Prospectus and to modify, withdraw, or replace the programmes / courses listed in the Prospectus.
  3. Students should refer to PEAK's Website ([www.peak.edu.hk](http://www.peak.edu.hk)) for the most updated content of the Prospectus.
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T. 2836 1922

F. 2891 5707

E. [peak@vtc.edu.hk](mailto:peak@vtc.edu.hk)