PEAK

Member of VTC Group
VTC 機構成員

2025 ▪ FEB-APR

持續專業發展課程及短期課程手冊

Continuing Professional Development (CPD) Programme & Short Course Prospectus

高峰進修學院
Institute of Professional Education And Knowledge

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

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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^ : 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^ : 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

^ *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.*

^ *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。*

Featured CPD Programmes

精選持續專業發展課程

PEAK eCPD 課程

自主學習 隨你所想

簡介

高峰進修學院作為保險業持續專業培訓的先驅，現已推出eCPD培訓平台及多元化eCPD課程供你選擇，切合二十一世紀自主學習的新方向。

eCPD課程範疇

道德或規例	商業道德操守（金融業）單元一至單元四 合規培訓課程（保險代理人）單元一至單元八
個人提升	壓力管理新思維（金融專業人士） 商業技巧系列單元一至單元四 職場健康解碼系列單元一
市場營銷	銷售管理新方向（保險及投資專業人士） 粵港澳大灣區系列單元一至單元四
數碼創新，財務及投資管理	數字經濟系列單元一至單元三 金融投資系列單元一至單元三
資訊安全管理	金融業網絡安全系列單元一

中英合共127個eCPD小時可供選擇

eCPD培訓平台特色

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

Enquiries 查詢

Mr. Cheung 張先生
2836 1379 | keithcheung@vtc.edu.hk

詳情及報名

最新eCPD課程簡介

數字經濟系列（eCPD）
單元三：生成式人工智能（Generative AI）與金融業變革（中文版）

本課程旨在提供有關生成式人工智能及其在香港金融業相關發展的知識，從而探討生成式人工智能在金融業未來發展的機遇和挑戰。本課程備有中英文版本。

- 第一部分：生成式人工智能的概述及其在金融業的應用
- 第二部分：生成式人工智能在香港金融業的未來發展與挑戰

（eCPD：2小時）

Digital Economy Series (eCPD)
Module 3: Generative AI and Financial Industry Transformation (English Version)

This course aims at providing knowledge about Generative AI and its development related to the financial industry in Hong Kong, and further explore the opportunities and challenges of future development of Generative AI in the financial industry.

- Part One: Overview and Current Applications of Generative AI in the Financial Industry
- Part Two: Future development and challenges of Generative AI in Hong Kong financial industry

(eCPD: 2 hours)

評核

學員須完成課程的所有學習部分及通過相關評核，才可獲得由高峰進修學院頒發的「持續專業發展課程」修業證書及相應的持續專業培訓時數。如未能通過有關評核，學員不會獲發電子修業證書以及相應的持續專業培訓時數。

- 如學員於同一評核期內，同時報讀中文版及英文版課程，會被視為重覆修讀，學員不會獲取額外持續專業培訓時數。

報讀方式

- 若曾於高峰進修學院報讀保險業持續專業培訓課程（CPD）的學員，均可經由本學院網站自行報讀課程。
- 新學員於網上報名後，必須通過本學院的身份核實方可啟用eCPD培訓平台及參與有關課程。

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eCPD Programme List
eCPD課程總覽

Code 編號	E-learning Programme Information 電子學習課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
Digital Innovation and Financial Services 數碼創新及金融服務						
PE4200769	數字經濟系列（eCPD） EN 單元二：人工智能（AI）和聊天機器人如何徹底改變金融業（英文版）* Digital Economy Series Module 2: How Artificial Intelligence (AI) and Chatbots Revolutionize the Finance Industry (English Version)* Duration: 2 hours ** with English and Chinese Subtitles*	HK$220	2	2 non-core	2	2
PE4200862	數字經濟系列（eCPD） NEW 單元三：生成式人工智能（Generative AI）與金融業變革（中文版） Digital Economy Series Module 3: Generative AI and Financial Industry Transformation (Chinese Version) 時數：2小時	HK$220	2	2 non-core	2	2
PE4200863	數字經濟系列（eCPD） EN NEW 單元三：生成式人工智能（Generative AI）與金融業變革（英文版） Digital Economy Series Module 3: Generative AI and Financial Industry Transformation (English Version) Duration: 2 hours	HK$220	2	2 non-core	2	2
Ethics, Rules and Regulations 道德、法規及規例						
PE4200711	商業道德操守（金融業）（eCPD） EN 單元一：簡介（英文版） Business Ethics in the Finance Sector (eCPD) Module 1: Introduction (English Version) Duration: 2 hours	HK$220	2	2 non-core	2 Ethics or Regulations	2
PE4200712	商業道德操守（金融業）（eCPD） 單元一：簡介（中文版） Business Ethics in the Finance Sector (eCPD) Module 1: Introduction (Chinese Version) 時數：2小時	HK$220	2	2 non-core	2 Ethics or Regulations	2
PE4200713	商業道德操守（金融業）（eCPD） EN 單元二：商業道德的構成（英文版） Business Ethics in the Finance Sector (eCPD) Module 2: Framing Business Ethics (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200714	商業道德操守（金融業）（eCPD） 單元二：商業道德的構成（中文版） Business Ethics in the Finance Sector (eCPD) Module 2: Framing Business Ethics (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

EN *英語授課，提供英文教材 Taught in English with English programme handouts provided.*

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註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

Code 編號	E-learning Programme Information 電子學習課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業 資歷架構 CPD (Hours)
PE4200647	商業道德操守（金融業）(eCPD) EN 單元三：管理與合規（英文版） Business Ethics in the Finance Sector (eCPD) Module 3: Management and Compliance (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200648	商業道德操守（金融業）(eCPD) 單元三：管理與合規（中文版） Business Ethics in the Finance Sector (eCPD) Module 3: Management and Compliance (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200674	商業道德操守（金融業）(eCPD) 單元四：金融業法規（中文版） Business Ethics in the Finance Sector (eCPD) Module 4: Regulations of the Financial Industry (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200673	商業道德操守（金融業）(eCPD) EN 單元四：金融業法規（英文版） Business Ethics in the Finance Sector (eCPD) Module 4: Regulations of the Financial Industry (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200643	合規培訓課程（保險代理人）(eCPD) EN 單元一：保險業監管局對保險中介人的操守要求（英文版） Compliance Training Courses for Insurance Agents (eCPD) Module 1: IA's Code of Conduct for Insurance Intermediaries (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200644	合規培訓課程（保險代理人）(eCPD) 單元一：保險業監管局對保險中介人的操守要求（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 1: IA's Code of Conduct for Insurance Intermediaries (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200544	合規培訓課程（保險代理人）(eCPD) EN 單元二：打擊洗錢及恐怖分子資金籌集（英文版） Compliance Training Courses for Insurance Agents (eCPD) Module 2: Anti-Money Laundering and Counter-Terrorist Financing (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200646	合規培訓課程（保險代理人）(eCPD) 單元三：eKYC – 電子化認識你的客戶（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 3: The Introduction of eKYC (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200715	合規培訓課程（保險代理人）(eCPD) EN 單元四：金融業的客戶個人資料私隱法規要求（英文版） Compliance Training Courses for Insurance Agents (eCPD) Module 4: The Privacy Regulation Requirements of the Personal Data of Customers in the Financial Industry (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200716	合規培訓課程（保險代理人）(eCPD) 單元四：金融業的客戶個人資料私隱法規要求（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 4: The Privacy Regulation Requirements of the Personal Data of Customers in the Financial Industry (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200733	合規培訓課程（保險代理人）(eCPD) 單元五：保險中介人的銷售合規指引及守則（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 5: Sales Compliance Guidelines and Regulations for Insurance Intermediaries (Chinese Version) 時數：4小時	HK$440	4	4 non-core	4 Ethics or Regulations	4
PE4200734	合規培訓課程（保險代理人）(eCPD) EN 單元五：保險中介人的銷售合規指引及守則（英文版） Compliance Training Courses for Insurance Agents (eCPD) Module 5: Sales Compliance Guidelines and Regulations for Insurance Intermediaries (English Version) Duration: 4 hours	HK$440	4	4 non-core	4 Ethics or Regulations	4
PE4200735	合規培訓課程（保險代理人）(eCPD) 單元六：認識平等機會原則及反歧視法例（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 6: Understanding The Principle of Equal Opportunities and Anti-Discrimination Ordinances (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200736	合規培訓課程（保險代理人）(eCPD) EN 單元六：認識平等機會原則及反歧視法例（英文版） Compliance Training Courses for Insurance Agents (eCPD) Module 6: Understanding The Principle of Equal Opportunities and Anti-Discrimination Ordinances (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200770	合規培訓課程（保險代理人）(eCPD) 單元七：認識投資相連壽險及其相關規管（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 7: Understanding Investment-linked Assurance Schemes and Relevant Regulations (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200771	合規培訓課程（保險代理人）(eCPD) EN 單元七：認識投資相連壽險及其相關規管（英文版） Compliance Training Courses for Insurance Agents (eCPD) Module 7: Understanding Investment-linked Assurance Schemes and Relevant Regulations (English Version) Duration: 3 hours	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200788	合規培訓課程（保險代理人）(eCPD) 單元八：打擊洗錢及恐怖分子資金籌集（增訂版）（中文版） Compliance Training Courses for Insurance Agents (eCPD) Module 8: Anti-Money Laundering and Counter-Terrorist Financing (New Edition) (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

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Financial and Investment Management 財務及投資管理						
PE4200717	數字經濟系列（eCPD） 單元一：金融市場的數字化轉型（英文版） Digital Economy Series (eCPD) Module 1: Digital Transformation on Financial Marketplace (English Version) Duration: 3 hours	HK$330	3	3 non-core	3	3
PE4200718	數字經濟系列（eCPD） 單元一：金融市場的數字化轉型（中文版） Digital Economy Series (eCPD) Module 1: Digital Transformation on Financial Marketplace (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200725	金融投資系列（eCPD） 單元一：環境、社會和企業管治（ESG）投資（中文版） Financial Investment Series (eCPD) Module 1: Environmental, Social, and Governance (ESG) Investing (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200724	金融投資系列（eCPD） 單元一：環境、社會和企業管治（ESG）投資（英文版） Financial Investment Series (eCPD) Module 1: Environmental, Social, and Governance (ESG) Investing (English Version) Duration: 3 hours	HK$330	3	3 non-core	3	3
PE4200786	金融投資系列（eCPD） 單元二：綠色及可持續金融（中文版） Financial Investment Series (eCPD) Module 2: Green and Sustainable Finance (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200810	金融投資系列（eCPD） 單元三：加密數字資產與監管（中文版） Financial Investment Series (eCPD) Module 3: Crypto Assets Regulation (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
Personal Enhancement 個人提升						
PE4200495	壓力管理新思維（金融專業人士）– 職場壓力解碼（eCPD）（中文版） Stress Management (Financial Professionals) – Decoding Stress at Work Place (eCPD) (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	-

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PE4200812	職場健康解碼系列（eCPD） 單元一：管理人員的身心健康（中文版） Workplace Health Decoding Series (eCPD) Module 1: Personal Wellness for Managers (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200708	商業技巧系列（eCPD） 單元一：說服技巧（金融服務業專才）（中文版） Business Skills Series (eCPD) Module 1: Persuasion Skills for Financial Professionals (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200709	商業技巧系列（eCPD） EN 單元一：說服技巧（金融服務業專才）（英文版） Business Skills Series (eCPD) Module 1: Persuasion Skills for Financial Professionals (English Version) Duration: 3 hours	HK$330	3	3 non-core	3	3
PE4200731	商業技巧系列（eCPD） 單元二：卓越顧客服務（金融服務業專才）（中文版） Business Skills Series (eCPD) Module 2: Customer Service Excellence for the Financial Professionals (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200732	商業技巧系列（eCPD） EN 單元二：卓越顧客服務（金融服務業專才）（英文版） Business Skills Series (eCPD) Module 2: Customer Service Excellence for the Financial Professionals (English Version) Duration: 3 hours	HK$330	3	3 non-core	3	3
PE4200772	商業技巧系列（eCPD） 單元三：領導才能（金融服務業專才）（中文版） Business Skills Series (eCPD) Module 3: Leadership Skills for the Financial Professionals (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200867	商業技巧系列（eCPD） Coming Soon 單元四：理解、解決問題及建立信任的策略（中文版） Business Skills Series (eCPD) Module 4: Strategies for Understanding, Resolving and Building Trust (Chinese version) 時數：1小時	HK$110	1	1 non-core	1	1
PE4200868	商業技巧系列（eCPD） Coming Soon EN 單元四：理解、解決問題及建立信任的策略（英文版） Business Skills Series (eCPD) Module 4: Strategies for Understanding Resolving and Building Trust (English version) Duration: 1 hour	HK$110	1	1 non-core	1	1

EN *英語授課，提供英文教材 Taught in English with English programme handouts provided.*

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Code 編號	E-learning Programme Information 電子學習課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業 資歷架構 CPD (Hours)
Sales, Marketing and Business Management 銷售、市場營銷及商業管理						
PE4200513	銷售管理新方向（保險及投資專業人士）– 打動人心的高效銷售方式（eCPD）（中文版） The New Solution of Sales Management (Insurance and Investment Professionals) – How to do Heart Selling with High Impact (eCPD) (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200706	粵港澳大灣區系列（eCPD） 單元一：粵港澳大灣區與香港金融業務的機遇（中文版） Greater Bay Area Series (eCPD) Module 1: Opportunities in Greater Bay Area (Financial Services) (Chinese Version) 時數：2小時	HK$220	2	2 non-core	2	2
PE4200707	粵港澳大灣區系列（eCPD） 單元二：香港金融業在「前海」與「琴澳」擴容發展下的 新機遇（中文版） Greater Bay Area Series (eCPD) Module 2: The New Opportunities of the Hong Kong Financial Industry under the Development Strategy of Qianhai and Hengqin – Macao (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200784	粵港澳大灣區系列（eCPD） 單元三：廣佛同城化下香港金融業務新機遇（中文版） Greater Bay Area Series (eCPD) Module 3: New Opportunities to Hong Kong's Financial Businesses under the Integration of Guangzhou-Foshan (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
PE4200798	粵港澳大灣區系列（eCPD） 單元四：香港和大灣區的可持續發展、 社會責任和綠色金融（中文版） Greater Bay Area Series (eCPD) Module 4: Sustainability, Social Responsibility and Green Finance in Hong Kong and the Greater Bay Area (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3
Information Security 資訊安全管理						
PE4200811	金融業網絡安全系列（eCPD） 單元一：金融科技罪行及網絡安全策略（中文版） Cybersecurity for Financial Industry Series (eCPD) Module 1: FinTech Crime and Cybersecurity Strategy (Chinese Version) 時數：3小時	HK$330	3	3 non-core	3	3

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物業管理業監管局
PROPERTY MANAGEMENT SERVICES AUTHORITY
PMSA

CPD Programmes for Property Management Industries
物業管理業持續專業發展課程

Introduction 簡介

高峰進修學院為了緊貼物業管理業的市場需要，加強業界的知識和技能以應付物管的不同工作範疇，現已推出多元化CPD課程供你選擇，切合二十一世紀持續專業進修及自主學習的發展新方向。

PEAK has launched a diverse range of CPD courses to enhance the knowledge and skills of individuals as well as to cope with the market needs of the Property Management Industries. These courses aim to provide you a new direction of continuous professional development and self-paced learning in the 21st century.

Course Introduction 課程簡介

Course Code 課程編號：PE4200864 Coming Soon

職場健康解碼系列（eCPD）
單元一：管理人員的身心健康（非核心：3小時）
Workplace Health Decoding Series (eCPD)
Module 1: Personal Wellness for Managers

本課程旨在為物業管理人員提供有關身心健康的知識以及應對之策略。

第一部分：認識身心健康的本質及高壓力工作環境中身心健康的重要性

第二部分：了解達致身心健康的實用策略 – 個人層面

第三部分：了解達致身心健康的實用策略 – 團隊及企業層面

Target Audience 課程對象

- Property management practitioner (Tier 1) licensees
  物業管理人（第1級）牌照持有人
- Property management practitioner (Tier 2) licensees
  物業管理人（第2級）牌照持有人

全新物業管理網上學習課程，自主學習，無場地限制！

CPD Programme List CPD課程總覽

以下課程以類別及日期排序：

Code 編號	Programme Information 課程資料	Duration 時數	Fee 費用	PMSA CPD (Hours)
創新科技系列				
PE4200726	物業管理的創新科技新趨勢 – 物聯網的應用 Application of IoT Technologies in Property Management 日期：7.4.2025 時間：2:00pm - 6:00pm	4小時	HK$400	4 non-core

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Enquiries 查詢

Ms. Chung 鍾小姐 | 2919 1424 | ctwaichung@vtc.edu.hk

Code 編號	Programme Information 課程資料	Duration 時數	Fee 費用	PMSA CPD (Hours)
PE4200756	如何應用人工智能（AI）和圖像/視頻識別技術協助物業保安管理 How Artificial Intelligence (AI) and Image/ Video Recognition Technology Help in Building Security Management 日期：22.4.2025 時間：9:30am - 11:30am	2小時	HK$200	2 non-core
PE4200757	物業管理的創新科技新趨勢－了解人工智慧（AI）和聊天機器人技術如何為物業管理建構多國語言的高效客戶服務 How Artificial Intelligence (AI) and Chatbot Technology Help for Responsive Customer Service with Multiple Languages in Property Management 日期： 23.4.2025 時間： 9:30am - 11:30am	2小時	HK$200	2 non-core
個人技巧提升及商業管理系列				
PE4200754	職場壓力管理心法 Property Management Training for Professionals – Stress Management Skills Enhancement at Work Place 日期：22.2.2025 時間：9:30am - 1:30pm	4小時	HK$400	4 non-core
PE4200755	實用說服技巧解密 Property Management Training for Professionals – Persuasion Skills Enhancement at Work Place 日期：3.3.2025 時間：9:30am - 1:30pm	4小時	HK$400	4 non-core
PE4200866	物業管理實務系列－籌備業主大會實用應對技巧 Property Management Training for Professionals – Practical Skills in Preparing Owner's Meeting 日期：22.3.2025 時間：9:30am - 12:30pm	3小時	HK$300	3 non-core
PE4200729	物業管理主任培訓系列－提升溝通及激勵員工技巧 Property Management Training for Officers – Communication and Staff Motivation Skills Enhancement 日期：1.4.2025 時間：6:00pm - 10:00pm	4小時	HK$400	4 non-core
PE4200728	物業管理領導者培訓系列－提升溝通及培訓員工技巧 Property Management Training for Managers – Communication and Staff Training Skills Enhancement 日期：5.4.2025 時間：9:30am - 1:30pm	4小時	HK$400	4 non-core
PE4200865	物業管理實務系列－大廈漏水處理技巧 Property Management Training for Professionals – Skills of Handling Water Leakage of Buildings 日期：26.4.2025 時間：9:30am - 1:30pm	4小時	HK$400	4 non-core

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Ethics and Compliance
道德與合規

Introduction 簡介

These courses blend theoretical foundations with practical case studies, equipping you with the knowledge and skills to navigate complex ethical landscapes with confidence and proficiency. They can provide you with on a journey towards ethical leadership and compliance excellence.

Programme Content 課程大綱

道德與合規
單元四：道德治理 – 企業風險管理
Ethics and Compliance
Module 4: Ethical Governance in Enterprise Risk Management

This course explores the intersection of ethics and risk management, cultivating a culture of transparency, responsibility, and sustainable decision-making within enterprises. It helps students to navigate complex risks ethically and safeguard organizational integrity effectively.

1. Framework and regulatory requirements
2. Risk governance and risk appetite statement
3. Three lines of defence model and everyone is a risk manager
4. Assessments and control of risk
5. Own risk and solvency assessment
6. Governance and internal control
7. Red flags/case studies on sales process and wealth management
8. Ethics-Plus decision making model for enterprise risk

道德與合規
單元五：道德治理 – 操作風險管理
Ethics and Compliance
Module 5: Ethical Governance in Operational Risk Management

This is a comprehensive course that navigates the complex realm of operational risks through an ethical lens, fostering transparency, accountability, and sustainable practices within organizations. It assists participants to fortify operational resilience and uphold ethical standards in risk management effectively.

1. Governance of operational risk management frameworks
2. Supervisory approach and three lines of defence
3. Measurement, assessment and mitigation of operational risks
4. Cyber-resilience and operational resilience
5. Outsourcing risk, model risk and stress testing
6. Risks related to money laundering, financing of terrorism, financial crime, and fraud
7. Red flags on client accounts, procurement, staff administration
8. Ethics-Plus decision making model for operational enterprise risk

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Enquiries 查詢

Mr. John Tsang 曾先生 | 2836 1863 | johntsang@vtc.edu.hk

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
PE4200869	道德與合規 單元四：道德治理 – 企業風險管理 Ethics and Compliance Module 4: Ethical Governance in Enterprise Risk Management 日期：3.2.2025 時間：2:30pm - 5:30pm 時數：3小時 上課模式：實時網上課程	NEW	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200870	道德與合規 單元五：道德治理 – 操作風險管理 Ethics and Compliance Module 5: Ethical Governance in Operational Risk Management 日期：1.3.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	NEW	HK$330	3	3 non-core	3 Ethics or Regulations	3

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Seizing Financial Services Opportunities in Greater Bay Area (GBA)
把握大灣區金融服務機遇

Introduction 簡介

These courses are designed to equip students with the necessary skills and knowledge for navigating the Greater Bay Area (GBA) landscape effectively. They help learners with insights and practical tools essential for success in this dynamic region.

Programme Content 課程大綱

把握大灣區金融服務機遇
單元一：大灣區新質生產力之低空經濟 – 持續創新
Seizing Financial Services Opportunities in Greater Bay Area (GBA)
Module 1: Low Altitude Economy of New Productivity in GBA – Sustainable Innovation

This course explores the transformative landscape of the low altitude economy of New Productivity in GBA. It uncovers sustainable innovation strategies tailored for the Greater Bay Area (GBA), focusing on driving productivity and economic growth at low altitude.

1. 新質生產力簡介
2. 了解低空經濟
3. 內地及香港的戰略板塊
4. 粵港澳大灣區領跑低空經濟產業
5. 多元化應用場景落地大灣區
6. 推動大灣區智慧城市群互聯互通
7. 個案研究與實際應用
8. 對香港及保險業的機遇

把握大灣區金融服務機遇
單元二：大灣區之橫琴、前海、南沙 – 展望未來
Seizing Financial Services Opportunities in Greater Bay Area (GBA)
Module 2: Hengqin, Qianhai and Nansha in GBA – Facing the Future

This course embarks on a visionary journey with Hengqin, Qianhai and Nansha in GBA It investigates into the strategic landscapes of these pivotal regions within the Greater Bay Area (GBA), exploring future-facing initiatives, economic opportunities, and sustainable growth prospects.

1. 粵港澳大灣區發展規劃及戰略背景
2. 『前海擴區』帶來的機遇
3. 『琴澳』一體化的啟示
4. 廣州『南沙方案』的重點及機遇
5. 聚焦科技創新
6. 金融市場互聯互通機制、保險機構跨境合作
7. 藉港深融合再上新階
8. 香港的戰略價值與局限

把握大灣區金融服務機遇
單元三：大灣區大眾及高淨值家庭之投資偏好，財富傳承與保險需求
Seizing Financial Services Opportunities in Greater Bay Area (GBA)
Module 3: Investment Preference, Wealth Inheritance and Insurance Demand for Mass and High Net Worth Families in GBA

This course discovers tailored strategies for both mass and high net worth families in the Greater Bay Area (GBA), navigating investment landscapes, inheritance planning, and insurance essentials for sustained financial prosperity and comprehensive insights.

概述：

1. 大灣區財富管理趨勢
2. 香港作為大灣區的投資和保險中心

大眾客戶：

3. 內地理財產品
4. 客戶風險偏好與預期收益
5. 香港與內地銀行風險評級的差異

高淨值家庭：

6. 客戶細分、投資心態和投資行為
7. 生活品質、家庭財富永續發展與財富傳承
8. 醫療保險、高端醫療保險與跨境醫療

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

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Enquiries 查詢

Mr. John Tsang 曾先生 | 2836 1863 | johntsang@vtc.edu.hk

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
PE4200871	把握大灣區金融服務機遇 NEW 單元一：大灣區新質生產力之低空經濟 – 持續創新 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 1: Low Altitude Economy of New Productivity in GBA – Sustainable Innovation 日期：25.2.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	HK$330	3	3 non-core	3	3
PE4200871	把握大灣區金融服務機遇 NEW 單元一：大灣區新質生產力之低空經濟 – 持續創新 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 1: Low Altitude Economy of New Productivity in GBA – Sustainable Innovation 日期：17.3.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	HK$330	3	3 non-core	3	3
PE4200872	把握大灣區金融服務機遇 NEW 單元二：大灣區之橫琴、前海、南沙 – 展望未來 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 2: Hengqin, Qianhai and Nansha in GBA – Facing the Future 日期：21.3.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	HK$330	3	3 non-core	3	3
PE4200873	把握大灣區金融服務機遇 NEW 單元三：大灣區大眾及高淨值家庭之投資偏好，財富傳承與保險需求 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 3: Investment Preference, Wealth Inheritance and Insurance Demand for Mass and High Net Worth Families in GBA 日期：15.4.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	HK$330	3	3 non-core	3	3

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Investment Decoding
投資解碼

Enquiries 查詢

Mr. John Tsang 曾先生 | 2836 1863 | johntsang@vtc.edu.hk

Introduction 簡介

These courses are designed to help individuals understand the complexities of financial markets and investment strategies. They are suitable for beginners looking to build a strong foundation as well as experienced investors aiming to refine their strategies.

Programme Content 課程大綱

投資解碼
單元四：透過協同交易所買賣基金和主動投資策略實現雙贏的財富創造
Investment Decoding
Module 4: Enhancing Wealth Creation through Synergistic Exchange Traded Funds (ETFs) and Active Investment Strategies for Win-Win

This is a unique course that blends the dynamic fusion of ETFs and active investment strategies to maximize wealth creation synergies, fostering mutually beneficial outcomes for investors. It helps to unlock new avenues for students' financial success.

1. ETFs vs actively managed funds
2. Common misunderstandings about ETFs
3. Factors to consider when adding ETFs into active portfolio
4. Constructing a portfolio with ETFs and active investments
5. Short and long term trading strategies with ETFs
6. Basic and advanced investing strategies with ETFs
7. Core-satellite investing approach with ETFs and active investment
8. Evaluating ETFs vs actively managed funds' performance

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
PE4200874	投資解碼 單元四：透過協同交易所買賣基金和主動投資策略實現雙贏的財富創造 Innovate for Impact Module 4: Reshaping Insurance Industry by Artificial Intelligence 日期：20.3.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	NEW	HK$330	3	3 non-core	3	3

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Innovate for Impact
創新影響力

Enquiries 查詢

Mr. John Tsang 曾先生 | 2836 1863 | johntsang@vtc.edu.hk

Introduction 簡介

These courses are to leverage technology on dynamic strategies and tools to drive positive change across industries. They look into innovation methodologies, sustainability practices, and social impact frameworks to show how a community of change-makers to create meaningful impact through innovative solutions.

Programme Content 課程大綱

創新影響力
單元四：人工智能重塑保險業
Innovate for Impact
Module 4: Reshaping Insurance Industry by Artificial Intelligence

This is a course designed to unveil the transformative power of AI in revolutionizing insurance practices, from underwriting to claims processing. It goes into cutting-edge technologies reshaping the sector, optimizing operations, and enhancing customer experiences.

1. Introduction to AI in Insurance
2. AI Applications in Underwriting
3. Customer Engagement and Personalization
4. Claims Processing and Fraud Detection
5. Predictive Analytics for Risk Management
6. Insurtech Innovations
7. Regulatory Compliance and Ethical Considerations
8. Future Trends and Industry Outlook

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
PE4200861	創新影響力 單元四：人工智能重塑保險業 Innovate for Impact Module 4: Reshaping Insurance Industry by Artificial Intelligence 日期：18.2.2025 時間：10:00am - 1:00pm 時數：3小時	NEW	HK$330	3	3 non-core	3	3
PE4200861	創新影響力 單元四：人工智能重塑保險業 Innovate for Impact Module 4: Reshaping Insurance Industry by Artificial Intelligence 日期：26.3.2025 時間：10:00am - 1:00pm 時數：3小時 上課模式：實時網上課程	NEW	HK$330	3	3 non-core	3	3

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CPD實時網上虛擬課程 嶄新學習模式

簡介

以網上虛擬課程方式（如Zoom）進行合資格持續專業培訓活動，已獲保險業監管局接納為認可的持續專業培訓活動方式，學員可以自由地選擇在現場課堂或虛擬課堂上課學習。職業訓練局高峰進修學院作為保險業持續專業培訓的先驅，現推出一系列精選課程以網上虛擬課程方式進行，讓你無論身在何處，亦能無遠弗屆地參與持續專業培訓。

Virtual CPD Programme List
CPD網上虛擬課程總覽

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
Digital Innovation and Financial Services 數碼創新及金融服務						
PE4200843	創新影響力 單元一：生成式人工智慧（gen AI）： 下一波顛覆性創新 Innovate for Impact Module 1: Generative Artificial Intelligence (gen AI): Next Wave of Disruptive Innovation 日期：6.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200372	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元四：虛擬貨幣、比特幣和區塊鏈 III FinTech, Insurtech & Creative Business Management Module 4: Virtual Currencies, Bitcoin and Blockchain III 日期：13.2.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	2
PE4200861	創新影響力 單元四：人工智能重塑保險業 Innovate for Impact Module 4: Reshaping Insurance Industry by Artificial Intelligence 日期：18.2.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200720	區塊鏈、加密商務和虛擬貨幣的風險和機遇 單元一：比特幣區塊鍊及其金融特性 Risk and Opportunities of Blockchain, Cryptocommerce and Virtual Currencies Module 1: Bitcoin Blockchain and Their Financial Features 日期：24.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200762	金融創新：重新定義金融科技 單元一：銀行科技- 擁抱銀行業創新 Finnovation: Redefining Fintech Module 1: BankTech – Embracing Innovation for Banking Industry 日期：24.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200375	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元七：共享經濟 FinTech, Insurtech & Creative Business Management Module 7: Sharing Economy 日期：4.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200844	創新影響力 單元二：代幣化：引領以區塊鏈為基礎的金融科技進化 Innovate for Impact Module 2: Tokenization: Leading the Blockchain-based Fintech Evolution 日期：4.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200344	電子金融服務與大數據 單元二：電子金融服務的應用 Electronic Financial Service and Big Data Module 2: Electronic Financial Services Application 日期：11.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200763	金融創新：重新定義金融科技 單元二：保險科技 – 為保險業釋放機遇 Finnovation: Redefining Fintech Module 2: InsurTech – Unleashing Opportunities for Insurance Industry 日期：13.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200722	區塊鏈、加密商務和虛擬貨幣的風險和機遇 單元三：加密商務的風險和價值 Risk and Opportunities of Blockchain, Cryptocommerce and Virtual Currencies Module 3: The Risk and Value of Cryptocommerce 日期：25.3.2025 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200861	創新影響力 NEW 單元四：人工智能重塑保險業 Innovate for Impact Module 4: Reshaping Insurance Industry by Artificial Intelligence 日期：26.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200346	電子金融服務與大數據 單元四：人工智能在保險服務的應用 Electronic Financial Service and Big Data Module 4: Artificial Intelligence (AI) in Insurance 日期：10.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200407	5G與金融業 單元二：5G及物聯網（IoT）打造新保險科技和社會環境 5G and the Finance Industry Module 2: 5G and IoT (Internet of Things) Building the New InsurTech and Society 日期：11.4.2025 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200843	創新影響力 單元一：生成式人工智慧（gen AI）：下一波顛覆性創新 Innovate for Impact Module 1: Generative Artificial Intelligence (gen AI): Next Wave of Disruptive Innovation 日期：16.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200376	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元八：點對點金融 FinTech, Insurtech & Creative Business Management Module 8 : P2P 日期：22.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200764	金融創新：重新定義金融科技 單元三：財富科技 – 開啟財富管理業新篇章 Finnovation: Redefining Fintech Module 3: WealthTech – Opening a New Chapter for Wealth Management Industry 日期：25.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
Ethics, Rules and Regulations 道德、法規及規例						
PE4200869	道德與合規 NEW 單元四：道德治理 – 企業風險管理 Ethics and Compliance Module 4: Ethical Governance in Enterprise Risk Management 日期：3.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200566	打擊洗錢及恐怖分子資金籌集系列 單元二：數碼時代下的eKYC – 認識你的客戶 AML/CFT Series Module 2: eKYC – The Future of Know Your Customer in Digital Era 日期：5.2.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200501	商業道德操守 單元四：金融業 Business Ethics Module 4: Finance Sector 日期：12.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2 Ethics or Regulations	2
PE4200840	道德與合規 單元一：商業道德：工作場所最佳實踐 Ethics and Compliance Module 1: Business Ethics: Best Practices in Workplace 日期：15.2.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200659	打擊洗錢及恐怖分子資金籌集系列 單元四：香港保險和金融從業員的監管新知 AML/CFT Series Module 4: Regulatory Update for Insurance and Financial Practitioners in Hong Kong 日期：18.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200767	監管合規培訓 單元三：監管更新及合適性規定 Regulatory Compliance Training Module 3: Regulatory Update and Suitability Requirements 日期：21.2.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200759	遺產規劃 單元一：高淨值客戶的家族辦公室與資產配置 Estate Planning Module 1: Family Office and Asset Allocation for High Net Worth Clients 日期：27.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200870	NEW 道德與合規 單元五：道德治理 – 操作風險管理 Ethics and Compliance Module 5: Ethical Governance in Operational Risk Management 日期：1.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200631	打擊洗錢及恐怖分子資金籌集條例和相關監管要求 單元四：打擊洗錢/恐怖分子資金籌集合規更新和保護個人資料私隱 Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 4: AML/CFT Compliance Update & Personal Data Protection Privacy 日期：5.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200855	贏在終點線 – 規劃與傳承系列 單元一：平安三保 Winning at the Finish Line: Planning and Legacy Series Module 1: Three Instruments of Peace 日期：7.3.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200841	道德與合規 單元二：金融業的監理架構與市場失當行為 Ethics and Compliance Module 2: Regulatory Framework and Market Misconduct for Financial Industry 日期：10.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200567	打擊洗錢及恐怖分子資金籌集系列 單元三：合規科技如何能夠改善合規表現 AML/CFT Series Module 3: AML/CFT: How Regtech can Improve Compliance Performance? 日期：18.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200760	遺產規劃 單元二：高淨值客戶的信託和全球稅務規劃 Estate Planning Module 2: Trust and Global Tax Planning for High Net Worth Clients 日期：27.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200737	國際貿易融資防止洗黑錢 單元二：銀行和保險從業者TBML實務 Trade Based Money Laundering Module 2: TBML Practices for Banking and Insurance Practitioners 日期：24.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200779	監管合規培訓 單元五：網路安全與個人資料隱私：保護數位時代的訊息 Regulatory Compliance Training Module 5: Cyber Security and Personal Data Privacy: Safeguarding Information in the Digital Age 日期：25.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200565	打擊洗錢及恐怖分子資金籌集系列 單元一：環球打擊洗錢新趨勢及香港最新的監管發展 AML/CFT Series Module 1: AML/CFT: Global Trends on AML and HK's Latest Regulatory Developments 日期：2.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200705	銷售金融產品的監管要求重温及新知 單元五：遵從法規指引新知 Regulatory Requirement for Selling Financial Products Review and Updates Module 5: Regulatory Compliance Review and Updates 日期：8.4.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2 Ethics or Regulations	2

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PE4200842	道德與合規 單元三：打擊金融犯罪並加強監管合規性 Ethics and Compliance Module 3: Fighting Financial Crime and Reinforcing Regulatory Compliance 日期：8.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200766	監管合規培訓 單元二：香港及澳門風險為本的打擊洗錢/恐怖分子資金籌集及制裁 Regulatory Compliance Training Module 2: Risk-based Approach on AML/CFT and Sanctions for HK and Macau 日期：11.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200181	傳承規劃和傳承學 單元六：高端客戶的傳承規劃法律原則和工具 Legacy Planning and Legacyology Module 6: Legal Principles and Tools of Legacy Planning for High Net-worth Customers 日期：15.4.2025 時間：2:00pm - 7:00pm 時數：5小時	HK$550	5	5 non-core	5	5
PE4200632	打擊洗錢及恐怖分子資金籌集條例和相關監管要求 單元五：打擊洗錢/恐怖分子資金籌集合規更新，防止貪污和保護個人資料私隱處理方法 Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 5: Compliance update on the AML/CFT, Corruption Prevention & Handling Personal Data Privacy 日期：16.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200765	監管合規培訓 單元一：商業道德操守 – 大灣區金融專業人士 Regulatory Compliance Training Module 1: Business Ethics for Financial Professionals in Greater Bay Area 日期：23.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200778	監管合規培訓 單元四：商業道德和欺詐風險管理：培養誠信並降低風險 Regulatory Compliance Training Module 4: Business Ethics and Fraud Risk Management: Fostering Integrity and Mitigating Risks 日期：28.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200761	**遺產規劃** **單元三：遺囑和遺囑認證 – 法律框架與實際應用** Estate Planning Module 3: Wills and Probate – Legal Framework and Practical Application 日期：29.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
Financial and Investment Management 財務及投資管理						
PE4200849	投資解碼 單元一：孫子兵法與財富管理 Investment Decoding Module 1: Sun Tzu's Art of War and Wealth Management 日期：28.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200818	跨境理財產品市場面面觀系列 單元一：內地宏觀經貿形勢概覽 An Overview of the Cross-Border Wealth Management Product Market Module 1: Overview of the Macroeconomic and Trade Situation in Mainland China 日期：4.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200793	投資哲學 – 技術分析 單元一：陰陽燭、成交量及技術分析入門 Investment Finlosophy – Technical Analysis Module 1: Candlesticks, Volume and Introduction to Technical Analysis 日期：7.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200846	國策通識 單元一：內房危機，最新金融政策及中美博弈的新時代 Mainland Policies Module 1: Mainland Housing Crisis, Latest Financial Policies and Sino-US Competition 日期：22.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200603	風險管理系列 單元二：信用風險 Risk Management Series Module 2: Credit Risk 日期：24.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200871	把握大灣區金融服務機遇 NEW 單元一：大灣區新質生產力之低空經濟－持續創新 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 1: Low Altitude Economy of New Productivity in GBA – Sustainable Innovation 日期：25.2.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200520	打開向高資產客戶銷售保險的大門 單元三：高資產及公司客戶對家族信托的需求及相關風險管理方案 Open the Door to Selling Insurance to High-Net-Worth Customers Module 3: High-Net-Worth and Corporate Customers' Needs for Family Trusts and Related Risk Management Solutions 日期：25.2.2025 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	-
PE4200850	投資解碼 單元二：英國、澳洲和加拿大的房地產、教育、遺產和稅務（PEET）規劃 Investment Decoding Module 2: Property, Education, Estate and Tax (PEET) Planning in UK, Australia and Canada 日期：26.2.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200815	智型個人財務規劃 單元三：退休前後全天候智慧策劃 Smart Personal Financial Planning Module 3: Pre and Post Retirement All-Weather Smart Planning 日期：1.3.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200848	國策通識 單元三：一帶一路：智慧綠色絲路 Mainland Policies Module 3: One Belt One Road: Smart and Green Silk Road 日期：8.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200820	跨境理財產品市場面面觀系列 單元三：多元化的跨境理財產品分析 An Overview of the Cross-Border Wealth Management Product Market Module 3: Analysis of Diversified Cross-border Wealth Management Products 日期：12.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200838	專業風險管理 單元二：卓越信用風險管理 Professional Risk Management Module 2: Ethical Excellence in Credit Risk Management 日期：15.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200871	NEW 把握大灣區金融服務機遇 單元一：大灣區新質生產力之低空經濟 – 持續創新 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 1: Low Altitude Economy of New Productivity in GBA – Sustainable Innovation 日期：17.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200846	國策通識 單元一：內房危機、最新金融政策及中美博弈的新時代 Mainland Policies Module 1: Mainland Housing Crisis, latest Financial Policies and Sino-US Competition 日期：17.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200874	NEW 投資解碼 單元四：透過協同交易所買賣基金和主動投資策略實現雙贏的財富創造 Investment Decoding Module 4: Enhancing Wealth Creation through Synergistic Exchange Traded Funds (ETFs) and Active Investment Strategies for Win-Win 日期：20.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200872	把握大灣區金融服務機遇 單元二：大灣區之橫琴、前海、南沙 – 展望未來 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 2: Hengqin, Qianhai and Nansha in GBA – Facing the Future 日期：21.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200833	智型個人財務規劃 單元五：從困境到決策 – 以案例研究方式提升金融行業的道德意識 Smart Personal Financial Planning Module 5: From Dilemmas to Decisions – A Case Study Approach to Elevating Ethical Awareness in the Financial Industry 日期：21.3.2025 時間：2:00pm - 4:00pm 時數：2小時	HK$220	2	2 non-core	2	2

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PE4200381	打開向高資產客戶銷售保險的大門 單元二：高資產及公司客戶對保險及保費融資的需求 Open the Door to Selling Insurance to High-Net-Worth Customers Module 2: High-Net- Worth and Corporate Customers' Needs for Insurance and Premium Financing 日期：21.3.2025 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	-
PE4200847	國策通識 單元二：大灣區的金融科技與新質生產力 Mainland Policies Module 2: GBA FinTech and New Quality Productive Forces 日期：22.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200794	投資哲學 – 技術分析 單元二：實用技術指標應用 Investment Finlosophy – Technical Analysis Module 2: Practical Applications of Technical Indicators 日期：29.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200382	打開向高資產客戶銷售保險的大門 單元一：高資產客戶所面對的財富風險及相關解決方案 Open the Door to Selling Insurance to High-Net-Worth Customers Module 1: Resolution of Wealth Risk Faced by High-Net-Worth Customers 日期：2.4.2025 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	-
PE4200847	國策通識 單元二：大灣區的金融科技與新質生產力 Mainland Policies Module 2: GBA FinTech and New Quality Productive Forces 日期：9.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200669	基金透視鏡101系列 單元二：封閉式基金101：封閉式基金比較差？ Fund Series 101 Module 2: Closed-Ended Fund 101: Closed-Ended Worst? 日期：10.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200873	把握大灣區金融服務機遇 NEW 單元三：大灣區大眾及高淨值家庭之投資偏好，財富傳承與保險需求 Seizing Financial Services Opportunities in Greater Bay Area (GBA) Module 3: Investment Preference, Wealth Inheritance and Insurance Demand for Mass and High Net Worth Families in GBA 日期：15.4.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200849	投資解碼 單元一：孫子兵法與財富管理 Investment Decoding Module 1: Sun Tzu's Art of War and Wealth Management 日期：17.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200795	投資哲學 – 技術分析 單元三：趨勢線、形態學及進階技術分析 Investment Finlosophy – Technical Analysis Module 3: Trendlines, Patterns and Advanced Technical Analysis 日期：30.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
New Product Insight and Market Intelligence 新興產品及市場知識						
441E2	健康保險 單元三： 保險從業員須具備的醫學知識 – 危疾I及II Health Insurance Module 3 : Medical Knowledge for Insurance Practitioners – Critical Illness I & II 日期：11.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200807	內地近況 單元七：小紅書與保險 – 入門及粉絲運營 Recent Evolutions in Mainland Module 7: Xiaohongshu and Insurance – Introduction and Fans Operation 日期：14.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200282	飲食篇 單元一：進食與營養 Health Management Series Module 1: Eating and Nutrition 日期：19.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	-

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PE4200676	強積金中介人培訓 – 安心退休 單元一：強積金讓退休更輕鬆 MPF Training Programme – Smart Retiring Module 1: Retirement Made Easier and Simpler with MPF Funds 日期：6.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200032	健康保險 單元四：保險從業員須具備的醫學知識 – 病史申報I及II Health Insurance Module 4 : Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure I & II 日期：10.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200339	健康保險 單元五： 保險從業員須具備的醫學知識 – 病史申報III Health Insurance Module 5 : Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure III 日期：11.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200676	強積金中介人培訓 – 安心退休 單元一：強積金讓退休更輕鬆 MPF Training Programme – Smart Retiring Module 1: Retirement Made Easier and Simpler with MPF Funds 日期：13.3.2025 時間：4:00pm - 6:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200807	內地近況 單元七：小紅書與保險 – 入門及粉絲運營 Recent Evolutions in Mainland Module 7: Xiaohongshu and Insurance – Introduction and Fans Operation 日期：14.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200859	強積金培訓 單元九：積金易成員及僱主平台 MPF Training Programme Module 9: The eMPF Member and Employer Portals 日期：18.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2

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PE4200342	飲食篇 單元五：基因營養學 Health Management Series Module 5: Nutrigenomics 日期：19.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	-
445E2	健康保險 單元二：醫療開支與保險市場 Health Insurance Module 2: Medical Expenses and the Insurance Market 日期：19.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	-	3 non-core	3	-
441E2	健康保險 單元三： 保險從業員須具備的醫學知識 – 危疾I及II Health Insurance Module 3 : Medical Knowledge for Insurance Practitioners – Critical Illness I & II 日期：27.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200032	健康保險 單元四：保險從業員須具備的醫學知識 – 病史申報I及II Health Insuracne Module 4: Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure I & II 日期：1.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200676	強積金中介人培訓 – 安心退休 單元一：強積金讓退休更輕鬆 MPF Training Programme – Smart Retiring Module 1: Retirement Made Easier and Simpler with MPF Funds 日期：3.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
446E2	健康保險 單元七：醫療保險索償（保險中介人須知） Health Insurance Module 7 : Medical Insurance Claims for Insurance Intermediaries 日期：3.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	-	3 non-core	3	-

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PE4200860	強積金培訓 單元十：積金易助理介面及相關強積金中介人操守 MPF Training Programme Module 10: The eMPF Assistant Portal and Relevant Conduct Requirements for MPF Intermediaries 日期：14.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200827	內地近況 單元七：小紅書與保險 – 入門及粉絲運營 Recent Evolutions in Mainland Module 7: Xiaohongshu and Insurance – Introduction and Fans Operation 日期：24.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200339	健康保險 單元五：保險從業員須具備的醫學知識 – 病史申報III Health Insurance Module 5: Medical Knowledge of Insurance Practitioners – Medical Examinee's Disclosure III 日期：25.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200797	強積金培訓 單元七：強積金中介人操守及強積金制度發展（2024） MPF Training Programme Module 7: Conduct Issues and Development of the MPF System for MPF Intermediaries (2024) 日期：29.4.2025 時間：2:30pm - 4:30pm 時數：2小時	HK$285	2	2 core	2	2
New-Gen and Alternative Investments 新世代及另類投資						
PE4200681	環境、社會及管治投資 單元三: 可持續發展的演變 – 準備好環境、社會及管治（ESG）的金融機構如何增強其價值鏈並贏得下一代的生意 ESG Investing Module 3: Sustainability Evolution – How ESG-ready Financial Institutions Can Enhance Their Value Chains and Win The Business of Next Generation 日期：13.3.2025 時間：10:00am - 1:00pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200845	創新影響力 單元三：永續發展和氣候風險管理：保護人民和繁榮 Innovate for Impact Module 3: Sustainability and Climate Risk Management: Protecting People and Prosperity 日期：9.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
Personal Enhancement 個人提升						
SC-1312-07	「身心語言程式學」工作坊 單元一：財經服務業的NLP應用技巧 Boost Your Work Competence with NLP Module 1: Application of NLP in Financial Services Environment 日期：7.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200853	專業演講技巧系列（保險及金融專業人士） NEW 單元二：高效寫作與演講 Speaking to Impress Series (Insurance and Financial Professionals) Module 2: Writing and Presenting with Impact 日期：12.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200613	飛躍專才管理CDC系列（銀行及金融專業） 單元二：賦予權力：發展高效團隊 Accelerated Talent Management CDC Series (Banking and Finance) Module 2: Empowering Employees through Delegation 日期：12.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200854	專業演講技巧系列（保險及金融專業人士） NEW 單元三：吸引並說服他人 Speaking to Impress Series (Insurance and Financial Professionals) Module 3: Speaking to Engage & Persuade Others to Act on Your Ideas 日期：20.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200614	飛躍專才管理CDC系列（銀行及金融專業） 單元三：教練領導力：激動人心 Accelerated Talent Management CDC Series (Banking and Finance) Module 3 : Coaching Leadership: Inspiring People 日期：28.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200836	從職場到家庭（保險和金融專才系列） NEW 單元三：如何在子女面前成為達人 From Workplace to Family (Insurance and Financial Professionals) Module 3: Becoming an Expert in Front of Your Children 日期：1.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3
392E2	DISC性格創富（保險及投資專業人士）學習坊 單元一：DISC的基本概念 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 1: What is DISC? 日期：8.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200267	提升人際關係－九型人格：概要 Enhancing Interpersonal Relationships – Enneagram: Overview 日期：23.4.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	-
Sales, Marketing and Business Management 銷售、市場營銷及商業管理						
PE4200828	保險和金融專業人士的人工智能領導力 單元一：人工智能與領導力要素 Artificial Intelligence (AI) Leadership for Insurance and Financial Professionals Module 1: AI and Leadership Essentials 日期：11.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200578	善用社交工程（Social Engineering）– 4P營銷術（保險及投資專才系列） 單元四：清除成交路上的障礙：排除異議 Make Good Use of Social Engineering in 4P Marketing (Insurance and Investment Professionals) Module 4: Clear the Runway for Business-handling Objections 日期：25.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200830	保險和金融專業人士的人工智能領導力 單元三：新興趨勢與未來 Artificial Intelligence (AI) Leadership for Insurance and Financial Professionals Module 3: Emerging Trends and Innovations 日期：30.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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金融業持續專業發展課程

CPD Programmes for Financial Industries

CPD Programmes for Financial Industries
金融業持續專業發展課程

Trainees who attend PEAK programmes are required to adhere to the guidelines stipulated in the "Programme Administration Guidelines" section of this Prospectus. In particular, **CPD Students should read the "CPD Programme - Notes to Students" carefully**.

報讀高峰進修學院課程之學員均須遵守載列於本課程手冊「課程管理指引」中的守則。此外，**持續專業發展課程之學員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」**。

Please refer to PEAK website for detailed programme information.

請瀏覽高峰進修學院之網頁詳閱課程資料。

The following programmes are sorted **by category and date:**

以下課程**以類別及日期排序**:

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業資歷架構 CPD (Hours)
Digital Innovation and Financial Services 數碼創新及金融服務						
PE4200844	創新影響力 (EN) 單元二：代幣化：引領以區塊鏈為基礎的金融科技進化 Innovate for Impact Module 2: Tokenization: Leading the Blockchain-based Fintech Evolution Date: 3.3.2025 Time: 2:00pm - 5:00pm Duration: 3 hours	HK$330	3	3 non-core	3	3
PE4200796	元宇宙、NFT與DAO金融投資的未來 單元四：元宇宙生態系統和虛擬資產 Metaverse, NFT and the Future of DAO Financial Investment Module 4: Metaverse Ecosystems and Virtual Asset 日期：13.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3

(EN) *英語授課，提供英文教材 Taught in English with English programme handouts provided.*

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PE4200642	元宇宙、NFT與DAO金融投資的未來 單元三：元宇宙房地產和虛擬資產管理 Metaverse, NFT and the Future of DAO Financial Investment Module 3: Metaverse Real Estate and Virtual Asset Management 日期：7.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
Ethics, Rules and Regulations 道德、法規及規例						
PBA00050	保險和金融產品法規和指引的更新 PIBA CPD* Update of Regulations and Guidance Notes for Insurance and Financial Products 日期：7.2.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$300	3	3 non-core	3 Ethics or Regulations	3
PE4200677	安心退休 單元二：「財務獨立、提早退休」(FIRE) – 通往財務自由之路 Smart Retiring Module 2:"Financial Independence, Retire Early" (FIRE) - Path to Financial Freedom 日期：11.2.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200499	商業道德操守 單元二：構建過程 Business Ethics Module 2: Construction Process 日期：17.2.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200855	贏在終點線 – 規劃與傳承系列 單元一：平安三保 Winning at the Finish Line: Planning and Legacy Series Module 1: Three Instruments of Peace 日期：19.2.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3	3
274E2	資產保障相關法律 – 信託 EN Law Relating to Asset Protection – Trusts Date: 20.2.2025 Time: 9:00am - 2:00pm Duration: 5 hours	HK$550	5	5 non-core	5 Ethics or Regulations	5

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PE4200500	商業道德操守 單元三：管理與合規 Business Ethics Module 3: Management and Compliance 日期：4.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2 Ethics or Regulations	2
PE4200507	金融產品中介人實務須知 單元一：銷售金融產品的合規要求（重點重温及最新修訂）I Best Practices for Financial Products Intermediaries Module 1:Sales Compliance Reviews and Updates I 日期：5.3.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200022	保險及金融法規遵守 – 打擊洗錢及恐怖分子資金籌集 PIBA CPD* Insurance and Financial Regulatory Compliance – Anti-Money Laundering and Counter-Terrorist Financing 日期：7.3.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$300	3	3 non-core	3 Ethics or Regulations	3
PE4200856	贏在終點線 – 規劃與傳承系列 單元二：大灣區遺產規劃 Winning at the Finish Line: Planning and Legacy Series Module 2: Greater Bay Area Heritage Planning 日期：11.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
298E2	資產保障相關法律 – 信託以外的安排 EN Law Relating to Asset Protection – Non-Trust Arrangements Date: 13.3.2025 Time: 2:00pm - 7:00pm Duration: 5 hours	HK$550	5	5 non-core	5 Ethics or Regulations	5
PE4200510	金融產品中介人實務須知 單元四：市場慣例及客戶合適程度管理II Best Practices for Financial Products Intermediaries Module 4 – Market Practices and Customer Suitability Management II 日期：17.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2 Ethics or Regulations	2

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PE4200808	合規培訓課程（保險中介人） 單元一：保險業監管局對保險代理人的操守要求 Compliance Training Courses for Insurance Intermediaries Module 1: IA's Code of Conduct for Licensed Insurance Agents 日期：18.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200501	商業道德操守 單元四：金融業 Business Ethics Module 4: Finance Sector 日期：20.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2 Ethics or Regulations	2
PE4200702	銷售金融產品的監管要求重温及新知 單元二：銷售合規審查及新知 II Regulatory Requirement for Selling Financial Products Review and Updates Module 2: Sales Compliance Review and Updates II 日期：24.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200809	合規培訓課程（保險中介人） 單元二：道德操守（保險代理人） Compliance Training Courses for Insurance Intermediaries Module 2: Business Ethics (Insurance Agents) 日期：24.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200184	傳承規劃和傳承學 單元三：內地遺產規劃及相關法規 Legacy Planning and Legacyology Module 3: Mainland Estate Planning and Related Compliance 日期：25.3.2025 時間：2:00pm - 7:00pm 時數：5小時	HK$550	5	5 non-core	5	5
PE4200704	銷售金融產品的監管要求重温及新知 單元四：銷售實務及新知（銀保） Regulatory Requirement for Selling Financial Products Review and Updates Module 4: Selling Practice Review and Updates (Bancassurance) 日期：27.3.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200809	合規培訓課程（保險中介人） 單元二：道德操守（保險代理人） Compliance Training Courses for Insurance Intermediaries Module 2: Business Ethics (Insurance Agents) 日期：31.3.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200486	保險及金融法規遵守 – 保險中介人最新監管要求摘要 Insurance and Financial Regulatory Compliance – Highlight of the Latest Regulatory Requirements for Insurance Intermediaries 日期：31.3.2025 時間：6:45pm - 9:45pm 時數：3小時	PIBA CPD* HK$300	3	3 non-core	3	3
PE4200498	商業道德操守 單元一：簡介 Business Ethics Module 1: Introduction 日期：7.4.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3
PE4200857	贏在終點線 – 規劃與傳承系列 單元三：婚姻法與財富規劃知多啲 Winning at the Finish Line: Planning and Legacy Series Module 3: The Marriage Law and Wealth Planning Knowledge 日期：14.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200184	傳承規劃和傳承學 單元三：內地遺產規劃及相關法規 Legacy Planning and Legacyology Module 3: Mainland Estate Planning and Related Compliance 日期：23.4.2025 時間：2:00pm - 7:00pm 時數：5小時	HK$550	5	5 non-core	5	5
PE4200783	合規培訓課程（保險中介人） 單元三：保險業監管局對保險經紀人的操守要求 Compliance Training Courses for Insurance Intermediaries Module 3: IA's Code of Conduct for Licensed Insurance Brokers 日期：24.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200022	**保險及金融法規遵守 – 打擊洗錢及恐怖分子資金籌集** PIBA CPD* **Insurance and Financial Regulatory Compliance – Anti-Money Laundering and Counter-Terrorist Financing** 日期：29.4.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$300	3	3 non-core	3 Ethics or Regulations	3
Financial and Investment Management 財務及投資管理						
PE4200700	被動投資系列指數化投資 單元三：ESG和氣候指數與ETF發展趨勢 Passive Investment Index Investing Series Module 3: Evolution of ESG and Climate-related Index and ETF 日期：6.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200693	卓越財富管理系列 單元三：學懂完美的投資習慣 The Pursuit of Excellent Wealth Management Series Module 3: Good Investment Habit Makes Perfect 日期：6.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200692	卓越財富管理系列 單元二：最佳資產分配策略 The Pursuit of Excellent Wealth Management Series Module 2: Optimal Strategies of Asset Allocation 日期：10.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200691	卓越財富管理系列 單元一：成為出色的基金銷售人員 The Pursuit of Excellent Wealth Management Series Module 1: How Good is an Investment Fund Sales Team 日期：14.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200816	智型個人財務規劃 單元四：專業人士的投資組合管理 Smart Personal Financial Planning Module 4: Portfolio Management by Professionals 日期：15.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200813	智型個人財務規劃 單元一：綜合保險策劃 Smart Personal Financial Planning Module 1: Insurance Planning in a Holistic Approach 日期：18.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200423	進階圖表走勢理論 – 波浪理論 單元一：數浪規則及指引 Advanced Technical Analysis – Elliott Wave Theory Module 1: Cardinal Rules & Guidelines 日期：21.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200819	跨境理財產品市場面面觀系列 單元二：解讀內地宏觀經濟指標 An Overview of the Cross-Border Wealth Management Product Market Module 2: Interpreting the Macroeconomic Indicators of Mainland China 日期：25.2.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200833	智型個人財務規劃 單元五：從困境到決策 – 以案例研究方式提升金融行業的道德意識 Smart Personal Financial Planning Module 5: From Dilemmas to Decisions–A Case Study Approach to Elevating Ethical Awareness in the Financial Industry 日期：28.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2	2
PE4200814	智型個人財務規劃 單元二：實現明智目標及避免潛在陷阱 Smart Personal Financial Planning Module 2: Achieving Sensible Goals and Avoiding Potential Minefields 日期：28.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200606	另類投資系列 單元二：外匯和商品 Alternative Investment Series Module 2: Foreign Exchange and Commodities 日期：1.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200851	投資解碼 單元三：選擇有利可圖的房地產投資信託基金（REITs）的基本標準 Investment Decoding Module 3: Essential Criteria for Picking Profitable Real Estate Investment Trusts (REITs) 日期：3.3.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
744F2	客戶投資心理解說 單元二：投資心理 Know Your Customers' Investment Psychology Module 2: Understanding Investment Psychology 日期：6.3.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	2
PE4200435	圖表走勢理論 – 基本圖表分析 單元一：分析原理 Technical Analysis – Basic Charting Module 1: Fundamentals 日期：10.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200678	安心退休 單元三：年金如何幫助退休投資 Smart Retiring Module 3: How Annuity Helps Retirement Investing 日期：11.3.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200436	圖表走勢理論 – 基本圖表分析 單元二：交易規則 Technical Analysis – Basic Charting Module 2: Rules of Trading 日期：14.3.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	2
PE4200699	被動投資系列指數化投資 單元二：指數的編制和應用（被動收入） Passive Investment Index Investing Series Module 2: Index Construction and Application (Passive Income) 日期：18.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200104	傳承規劃和傳承學 單元五：高端客戶的傳承規劃方案 Legacy Planning and Legacyology Module 5: Legacy Planning Solutions for High Net-worth Customers 日期：26.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200670	基金透視鏡101系列 單元三：對沖基金101：揭開對沖基金神秘的面紗 Fund Series 101 Module 3: Hedge Fund 101: Uncover the Mystery of Hedge Fund 日期：28.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200446	金融衍生工具 單元三：牛熊證投資 Derivative Financial Instruments Module 3: Callable Bull/Bear Contracts (CBBC) Investment 日期：29.3.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200205	客戶投資心理解說 單元四：理財策劃與資產配置心理學 Know Your Customers' Investment Psychology Module 4: The Psychology of Asset Allocation & Financial Planning 日期：2.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200574	對沖投資系列 單元三：善用衍生工具 – 指數期權簡介及應用 Hedging Investing Series Module 3: Derivatives and Hedging: Introduction and Application of Index Option 日期：3.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200425	進階圖表走勢理論 – 波浪理論 單元三：波浪形態 Advanced Technical Analysis – Elliott Wave Theory Module 3: Basic Structures 日期：10.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200833	智型個人財務規劃 單元五：從困境到決策 – 以案例研究方式提升金融行業的道德意識 Smart Personal Financial Planning Module 5: From Dilemmas to Decisions – A Case Study Approach to Elevating Ethical Awareness in the Financial Industry 日期：11.4.2025 時間：2:00pm - 4:00pm 時數：2小時	HK$220	2	2 non-core	2	2
PE4200818	跨境理財產品市場面面觀系列 單元一：內地宏觀經貿形勢概覽 An Overview of the Cross-Border Wealth Management Product Market Module 1: Overview of the Macroeconomic and Trade Situation in Mainland China 日期：16.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200449	金融衍生工具 單元六：股票期權 Derivative Financial Instruments Module 6: Stock Option 日期：16.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200668	基金透視鏡101系列 單元一：開放式基金101：開放式基金=互惠基金？ Fund Series 101 Module 1: Open-Ended Fund 101: Opened-Ended Fund=Mutual Fund? 日期：22.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200819	跨境理財產品市場面面觀系列 單元二：解讀內地宏觀經濟指標 An Overview of the Cross-Border Wealth Management Product Market Module 2: Interpreting the Macroeconomic Indicators of Mainland China 日期：24.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200572	對沖投資系列 單元一：善用衍生工具 – 香港及美國期貨簡介及應用 Hedging Investing Series Module 1: Derivatives and Hedging: Introduction and Application of Hong Kong and US Futures 日期：24.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3

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PE4200850	投資解碼 單元二：英國、澳洲和加拿大的房地產、教育、遺產和稅務（PEET）規劃 Investment Decoding Module 2: Property, Education, Estate and Tax (PEET) Planning in UK, Australia and Canada 日期：25.4.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200573	對沖投資系列 單元二：善用衍生工具 – 股票期權簡介及應用 Hedging Investing Series Module 2: Derivatives and Hedging: Introduction and Application of Stock Option 日期：28.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200816	智型個人財務規劃 單元四：專業人士的投資組合管理 Smart Personal Financial Planning Module 4: Portfolio Management by Professionals 日期：30.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
New Product Insight and Market Intelligence 新興產品及市場知識						
PE4200858	強積金培訓 單元八：強積金中介人常見違規及不當行為 MPF Training Programme Module 8: Common Offences and Misconduct of MPF Intermediaries 日期：3.2.2025 時間：2:30pm - 4:30pm 時數：2小時	HK$285	2	2 core	2	2
PE4200069	強積金培訓 單元二：強積金與香港退休需要 MPF Training Programme Module 2: MPF & HK Retirement Needs – Backup Class 日期：4.2.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200397	強積金培訓 單元五：「可扣稅自願性供款」強積金中介人培訓 MPF Training Programme Module 5: Tax Deductible Voluntary Contributions (TVCs) for MPF Intermediaries 日期：6.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2

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PE4200797	強積金培訓 單元七：強積金中介人操守及強積金制度發展（2024） MPF Training Programme Module 7: Conduct Issues and Development of the MPF System for MPF Intermediaries (2024) 日期：7.2.2025 時間：2:30pm - 4:30pm 時數：2小時	HK$285	2	2 core	2	2
PE4200517	工程專業責任保險：保單範圍、索償程序及個案分享 Construction All Risks (CAR) Professional Indemnity/ Liability Insurances Underwriting and Claims Handling with Interesting Cases Sharing 日期：10.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$300	-	3 non-core	3	-
747E2	旅遊保險（財產） Travel Insurance (Property) 日期：10.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
743F2	客戶投資心理解說 單元一：向內地富戶提供金融服務 Know Your Customers' Investment Psychology Module 1: Providing Financial Service to Wealthy Mainland Customers 日期：13.2.2025 時間：2:00pm - 5:00pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200521	壽險及醫療險 單元二：醫療基礎學問及索償個案 Life and Medical Insurance Module 2: Essential Medical Knowledge & Claims Case Studies 日期：14.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200859	強積金培訓 單元九：積金易成員及僱主平台 MPF Training Programme Module 9: The eMPF Member and Employer Portals 日期：17.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2

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PE4200140	僱員福利系列 – 僱員補償保險 Employee Benefits Series – Employees' Compensation Insurance 日期：17.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200256	優越服務必須掌握的保險知識 單元四：商業保險範圍 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 4: Basic Insurance Coverage of Commercial Policies 日期：18.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200518	醫學美容行業所需的綜合責任保險 Medical Beauty Industry – Public and Product Liabilities Insurances Policy Coverage and Main Exclusions, Underwriting and Claims Handling with Interesting Cases Sharing 日期：19.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$300	-	3 non-core	3	-
PE4200825	內地近況 單元四：香港和內地的可持續、社會和綠色金融 Recent Evolutions in Mainland Module 4: Sustainable, Social, and Green Finance in Hong Kong and Mainland 日期：19.2.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200860	強積金培訓 單元十：積金易助理介面及相關強積金中介人操守 MPF Training Programme Module 10: The eMPF Assistant Portal and Relevant Conduct Requirements for MPF Intermediaries 日期：24.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200143	僱員福利系列 – 醫療保險 Employee Benefits Series – Medical Insurance 日期：24.2.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-

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PE4200858	強積金培訓 單元八：強積金中介人常見違規及不當行為 MPF Training Programme Module 8: Common Offences and Misconduct of MPF Intermediarie 日期：26.2.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200228	強積金培訓 單元一：強積金中介人預設投資策略培訓 MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries 日期：3.3.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200799	保險理賠 單元一：常見個人保險索償爭議 Insurance Claims Module 1: Common Personal Insurance Claims Disputes 日期：3.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200069	強積金培訓 單元二：強積金與香港退休需要 MPF Training Programme Module 2: MPF & HK Retirement Needs – Backup Class 日期：4.3.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200797	強積金培訓 單元七：強積金中介人操守及強積金制度發展（2024） MPF Training Programme Module 7: Conduct Issues and Development of the MPF System for MPF Intermediaries (2024) 日期：6.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200694	公眾責任保險 Public Liability Insurance 日期：10.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$300	-	3 non-core	3	-

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PE4200144	僱員福利系列 – 人身意外保險 Employee Benefits Series – Personal Accident Insurance 日期：10.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200727	壽險及醫療險 單元三：醫療保險的政策範圍剖析 Life and Medical Insurance Module 3: A Dissection of Coverage of Medical Insurance Policies 日期：14.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200142	僱員福利系列 – 人壽保險 Employee Benefits Series – Life Insurance 日期：17.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200826	內地近況 單元五：內地與香港家庭資產及財產處置的差異 Recent Evolutions in Mainland Moduel 5: Differences of Disposal of Family Assets and Property Between Mainland and Hong Kong 日期：19.3.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200797	強積金培訓 單元七：強積金中介人操守及強積金制度發展（2024） MPF Training Programme Module 7: Conduct Issues and Development of the MPF System for MPF Intermediaries (2024) 日期：20.3.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200860	強積金培訓 單元十：積金易助理介面及相關強積金中介人操守 MPF Training Programme Module 10: The eMPF Assistant Portal and Relevant Conduct Requirements for MPF Intermediaries 日期：24.3.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2

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748E2	旅遊保險（經濟權益） Travel Insurance (Pecuniary Interests) 日期：25.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200258	優越服務必須掌握的保險知識 單元六：理賠概念 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 6: Basic Claims Concepts 日期：26.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200797	強積金培訓 單元七：強積金中介人操守及強積金制度發展（2024） MPF Training Programme Module 7: Conduct Issues and Development of the MPF System for MPF Intermediaries (2024) 日期：1.4.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200859	強積金培訓 單元九：積金易成員及僱主平台 MPF Training Programme Module 9: The eMPF Member and Employer Portals 日期：7.4.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
746E2	旅遊保險（人身） Travel Insurance (Person) 日期：7.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-
PE4200719	財物保險原則，保單範圍， 核保因素與索償程序及個案分享 Property All Risks Underwriting and Claims Handling with Interesting Cases Sharing 日期：9.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$300	-	3 non-core	3	-

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PE4200228	強積金培訓 單元一：強積金中介人預設投資策略培訓 MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries 日期：14.4.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200858	強積金培訓 單元八：強積金中介人常見違規及不當行為 MPF Training Programme Module 8: Common Offences and Misconduct of MPF Intermediaries 日期：16.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200397	強積金培訓 單元五：「可扣稅自願性供款」強積金中介人培訓 MPF Training Programme Module 5: Tax Deductible Voluntary Contributions (TVCs) for MPF Intermediaries 日期：17.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200797	強積金培訓 單元七：強積金中介人操守及強積金制度發展（2024） MPF Training Programme Module 7: Conduct Issues and Development of the MPF System for MPF Intermediaries (2024) 日期：22.4.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$285	2	2 core	2	2
PE4200260	優越服務必須掌握的保險知識 單元八：私家車保險 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 8: Private Motor Car Insurance 日期：28.4.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	-	3 non-core	3	-
860E2	網絡世紀中的法律責任及相關保險 – 網絡保險 Liability in Cyber Age and Associated Insurance – Cyber Insurance 日期：28.4.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	-	3 non-core	3	-

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New-Gen and Alternative Investments 新世代及另類投資						
PE4200680	環境、社會及管治投資 單元二：綠色科技 – 香港和內地銀行業和保險業的綠色和可持續金融 ESG Investing Module 2: GreenTech–Green and Sustainable Finance (GSF) for Banking & Insurance in Hong Kong and Mainland 日期：27.2.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200792	環境、社會及管治投資 單元六：ESG投資 – 透過永續投資和綠色金融創造長期價值 ESG Investing Module 6: ESG Investing – Long-Term Value Creation through Sustainable Investing and Green Finance 日期：17.4.2025 時間：6:45pm - 9:45pm 時數：3小時	HK$330	3	3 non-core	3	3
Personal Enhancement 個人提升						
PE4200834	從職場到家庭（保險和金融專才系列） 單元一：如何在長輩面前成為達人 From Workplace to Family (Insurance and Financial Professionals) Module 1: Becoming an Expert in Front of Elders 日期：8.2.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	-
727E2	「不言而喻」的奧妙 – 保險從業員工作坊 單元二：非語言溝通技巧1 – 商業禮儀 "Communicating without Talking" for Financial Professionals Module 2 – Non-verbal Communication Skills I – Business Etiquette : What Makes You Differ from a Normal Insurance Agent 日期：20.2.2025 時間：3:00pm - 5:00pm 時數：2小時	HK$220	2	2 non-core	2	-

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業 資歷架構 CPD (Hours)
PBA00043	心靈管理系列 – 壓力管理 單元三：積極及正向思維技巧（二） Mind Management Series – Stress Management Module 3: Positive Thinking (2) 日期：27.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	-
PE4200580	職場心理學：活學活用NLP（保險及投資專才系列） 單元二：如何透過NLP技巧提升服務質素 – 同理心模型 – RETHINK的應用 Workplace Psychology: Lively Learning and Using NLP (Insurance and Investment Professionals) Module 2 : How to Improve Service Quality through NLP Techniques – Application of Empathy Model – RETHINK 日期：28.2.2025 時間：3:00pm - 5:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200267	提升人際關係 – 九型人格：概要 Enhancing Interpersonal Relationships – Enneagram: Overview 日期：28.2.2025 時間：3:00pm - 5:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200835	從職場到家庭（保險和金融專才系列） 單元二：如何在朋友面前成為達人 From Workplace to Family (Insurance and Financial Professionals) Module 2: Becoming an Expert in Front of Friends 日期：3.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
SC-2082-12	強化影響力課程 單元一：影響力與激勵 Strengthening Your Influential Power Course Module 1: Influential Power & Motivation 日期：5.3.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	2

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided.
For enquiries, please contact us at 2836 1922.
註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業 資歷架構 CPD (Hours)
PBA00041	心靈管理系列 – 壓力管理 單元一：工作壓力面面觀 Mind Management Series – Stress Management Module 1: Introduction of Stress 日期：7.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	-
SC-2084-12	強化影響力課程 單元三：影響與激勵團隊 Strengthening Your Influential Power Course Module 3: Influencing & Motivating Team 日期：27.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
728E2	「不言而喻」的奧妙 – 保險從業員工作坊 單元三：非語言溝通技巧2 – 身體語言解碼 "Communicating without Talking" for Financial Professionals Module 3 – Non-verbal Communication Skills II – Understanding Insurance Customers through Body Language 日期：14.4.2025 時間：3:00pm - 5:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200582	職場心理學：活學活用NLP（保險及投資專才系列） 單元四：如何透過NLP技巧提升工作成效 – 理性模型PDCA & TOTE的應用 Workplace Psychology: Lively Learning and Using NLP (Insurance and Investment Professionals) Module 4 : How to Improve Work Efficiency through NLP Techniques – Application of the Rational Model – PDCA & TOTE 日期：17.4.2025 時間：10:00am - 12:00pm 時數：2小時	HK$220	2	2 non-core	2	-
Sales, Marketing and Business Management 銷售、市場營銷及商業管理						
SC-2061-11	說服技巧（金融服務業專才） 單元二：超卓的說服技巧 Persuasion Skills for Financial Professionals Module 2: Excel Your Persuasion Skills 日期：15.2.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided.
For enquiries, please contact us at 2836 1922.
註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業 資歷架構 CPD (Hours)
294E2	商務人際網絡的建立 – 保險從業員工作坊 單元一：建立商務人際網絡的藝術 Business Networking Workshop for Insurance Practitioners Module 1: An Introduction to the Art of Networking 日期：17.2.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	-
PE4200576	善用社交工程（Social Engineering）– 4P營銷術（保險及投資專才系列） 單元二：如何促成買賣雙方共同創造價值 Make Good Use of Social Engineering in 4P Marketing (Insurance and Investment Professionals) Module 2: How to Create Value by Collaboration between Buyer and Seller 日期：21.2.2025 時間：7:00pm - 9:00pm 時數：2小時	HK$220	2	2 non-core	2	-
296E2	商務人際網絡的建立 – 保險從業員工作坊 單元三：建立人際網絡的說服技巧概論 Business Networking Workshop for Insurance Practitioners Module 3: An introduction to Influencing Skills for Networking 日期：8.3.2025 時間：2:00pm - 6:00pm 時數：4小時	HK$440	4	4 non-core	4	-
SC-2063-11	說服技巧（金融服務業專才） 單元四：轉化成為超卓的說服者 Persuasion Skills for Financial Professionals Module 4: Transform You to Become a Powerful Persuader 日期：15.3.2025 時間：9:30am - 12:30pm 時數：3小時	HK$330	3	3 non-core	3	3
PE4200829	保險和金融專業人士的人工智能領導力 單元二：人工智慧應用與領導挑戰 Artificial Intelligence (AI) Leadership for Insurance and Financial Professionals Module 2: AI Applications and Leadership Challenges 日期：17.3.2025 時間：7:00pm - 10:00pm 時數：3小時	HK$330	3	3 non-core	3	3

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided.
For enquiries, please contact us at 2836 1922.
註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT 證監會 CPT (Hours)	MPFA CPD 積金局 CPD (Hours)	IA CPD 保監局CPD (Hours)	HKMA ECF-CPD 銀行專業 資歷架構 CPD (Hours)
SC-2061-11	說服技巧（金融服務業專才） 單元二：超卓的說服技巧 Persuasion Skills for Financial Professionals Module 2: Excel Your Persuasion Skills 日期：26.4.2025 時間：2:30pm - 5:30pm 時數：3小時	HK$330	3	3 non-core	3	3

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese OR English programme handouts will be provided.
For enquiries, please contact us at 2836 1922.
註： 除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

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## 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##（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## 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## before the class commencement.

成功申請人將於開課前至少七個工作天##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##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## 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##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」**。

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

1. 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。

2. 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 。

3. 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。

4. 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。

5. 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。

6. 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。**

7. 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。

8. 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。**

9. 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。

10. 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。*

11. 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。

12. 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## 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## 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席證書。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##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##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。

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) 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學院網頁（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**）	
No. 1 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）	
No. 3 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）	
Pre-No.8 Special Announcement# / Tropical Cyclone Warning Signal No. 8 or above / "Extreme Conditions" Announcement 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 **at 6:15 am or before 11:00 am** **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** **Cancelled 取消**
	(b) Issued or in force **at 11:00 am or before 4:00 pm** **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** **Cancelled 取消**
	(c) Issued or in force **at 4:00 pm or thereafter** **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** **Cancelled 取消**
	(d) Issued when classes / examinations** are **in session** **上課 / 考試**期間**懸掛	All classes / examinations** will be immediately **suspended** for the session. **即時終止**在該時段進行的課堂 / 考試**
	(e) Issued **before start** of examinations** **考試**開始前**懸掛	Examinations** to be held in that particular session should be **postponed**. 在該時段舉行的考試**將會**延期**
Lowering to No. 3 or below or lowering all signals or cancellation of "Extreme Conditions", at any time 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** **to resume with the next session unless** road or other conditions remain adverse. 若路面或其他情況許可，**恢復在下一時段進行**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。

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**）	
AMBER **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）	
RED **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）	
BLACK **黑色暴雨警告**	(a) Issued or in force **at 6:15 am or before 11:00 am** **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** **Cancelled 取消**
	(b) Issued or in force **at 11:00 am or before 4:00 pm** **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** **Cancelled 取消**
	(c) Issued or in force **at 4:00 pm or thereafter** **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** **Cancelled 取消**
	(d) Issued when classes / examinations** are **in session** **上課 / 考試**期間**發出	All classes / examinations** should **continue** (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**繼續進行**（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。 *Remarks 注意：* *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.* *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 **before start** of examinations** **考試**開始前**發出	Examinations** to be held in that particular session should be **postponed**. 在該時段舉行的考試**將會**延期**。
Lowering to AMBER rainstorm warning signal or lowering of all rainstorm warning signals at any time **改發黃色暴雨警告信號或取消所有暴雨警告信號**		All classes / examinations** **to resume with the next session unless** road or other conditions remain adverse. 若路面或其他情況許可，**恢復在下一時段**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

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

1. 課室內不准飲食
2. 學院及職訓局大樓範圍內嚴禁吸煙
3. 未經許可，課堂期間禁止錄影或錄音
4. 如學生違反學院規則，學院院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。

PEAK
Member of VTC Group
VTC 機構成員

報名表
（短期課程）

本院專用 Office use only ver 20201209

Date of Receipt: _____ Handled by: _____

Receipt No: _____

Application: ☐ Walk-in ☐ By Mail ☐ By Fax

Payment: ☐ Cash ☐ Cheque ☐ Credit Card

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#：_____

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）：_____ /_____ /_____

開課時間：_____

由本院填寫：

☐ 閣下所報讀的課程已確認開課，請提早15分鐘到達高峰進修學院（九樓接待處旁/_____樓 _____室）簽到，**本院不會向閣下另行發出開課通知**。

☐ 閣下將於**開課前7個工作天**（不包括星期六、星期日及公眾假期）收到由本院發出的開課確認通知。

如在**開課前3個工作天**尚未接獲課程確認通知，請致電2836 1892 / 2836 1922與職員聯絡。

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**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：_____ ☐ VISA ☐ MasterCard

有效期：
（月/年）_____

本人（持卡人）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）

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：

(1) 申請人須把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以作核實，並由本院蓋章。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，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。

(2) 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。

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）內所列明之規則。

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

1. 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：
   (a) 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；
   (b) 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；
   (c) 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；
   (d) 申請資料及學生紀錄會用於與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；
   (e) 儲存獲取錄的申請人資料於學生紀錄系統；及
   (f) 若申請人表示願意收到高峰進修學院 / 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。
2. 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。
3. 根據《個人資料（私隱）條例》，申請人 / 學生有權
   (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 / 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。
4. 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
5. 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

1. 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。
2. 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。
3. 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。
4. 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 1892 / 2836 1922以確認本院收到有關表格及費用。
5. 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**。
6. 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。
7. 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。
8. **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**。
9. 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學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

1. 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。
2. 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。
3. 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。
4. 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。
5. 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。
6. 本人知悉並同意高峰進修學院於本人出席CPD課程或短期課程時，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。
7. 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。
8. 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，不論有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) 內所列明之規則。	**申請人簽名**	**日期**

PEAK
Member of VTC Group
VTC 機構成員

Enrollment Form (Short Course)

Office use only ver 20201209

Date of Receipt: _____ Handled by: _____

Receipt No: _____

Application: ☐ Walk-in ☐ By Mail ☐ By Fax

Payment: ☐ Cash ☐ Cheque ☐ Credit Card

PERSONAL PARTICULARS OF APPLICANT

(Please fill in your name as it appears on your **HK Identity (HKID) Card / Passport**)

Name (in English): Mr. / Ms. / Miss* (Surname) _____

(Given Name): _____

(in Chinese) _____ 先生/女士/小姐*

HKID Card / Passport No.*: _____

Date of Birth: (dd/mm/yyyy) _____

Correspondence Address: _____

_____

Employing Company: _____

Job Title / Department: _____

E-Mail Address#: _____

Daytime Contact Telephone No.: _____

Mobile Phone No.: _____ Fax No.: _____

Do you require a visa / entry permit to enter Hong Kong Special Administrative Region (HKSAR) for study? ☐ YES ☐ NO

(If YES, please provide the original copy of visa / entry permit for study to PEAK for verification at the time of enrollment)

\# *Applicants would be notified of Enrollment results, Class confirmation and further notices relating to the study (e.g. rescheduling of classes) by **EMAIL.** (Applicants without email accounts will be contacted by Mail/Phone).*

* *Please delete as appropriate*

I AM APPLYING FOR THE FOLLOWING PROGRAMME

Programme Code / Title:

_____

Commencement Date (dd/mm/yy): ____ /____ /____

Commencement Time: _____

FOR OFFICE USE ONLY

☐ The programme you have applied for has been confirmed. Please go to PEAK (9/F Reception Counter / Rm ____, ____ /F) **15 minutes before the commencement time** for taking attendance. **No further notice of class commencement will be sent.**

☐ Class Confirmation will be sent **7 working days** (exclusive of Saturdays, Sundays and Public Holidays) before the class commencement date. Please contact us at 2836 1892 / 2836 1922 if you do not receive any notices **3 working days** before the class commences.

PAYMENT METHOD

For a programme commencing **within 7 working days** (exclusive of Saturdays, Sundays & Public Holidays) at the time of enrollment, applicants are required to settle the programme fee by **cash**.

☐ Cash Amount: HK$ _____

☐ Cheque (payable to "Vocational Training Council") Cheque No.: _____

☐ Credit Card

Card Number: _____ ☐ VISA ☐ MasterCard

Expiry Date: (mm/yy) _____

I, Cardholder, hereby authorise PEAK to charge the credit card above for a tuition fee of HK$ _____ .

_____ _____

Cardholder's Name Authorised Signature

Where did you learn about this programme? (You may select more than one source by "✓")

☐ Keywords Search on Website (Google / Yahoo)
☐ Website / Mobile Apps Advertisement
☐ PEAK Website PEAK
☐ Social Media
☐ Information Session
☐ Email
☐ Prospectus / Leaflet
☐ Friend
☐ Other

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF:

(1) Please submit the completed CEF application form, together with a copy of HKID Card issued by the Immigration Department of the Government of the HKSAR to PEAK for certification, within one year upon the successful completion of the CEF reimbursable Course before submitting the relevant documents to OCEF. Late submission will NOT be accepted.

(2) Please refer to the "Application Procedures" under "Continuing Education Fund" stipulated in Programme Administration Guidelines of PEAK's Programme Prospectuses for details.

APPLICANT'S DECLARATION and SIGNATURE

By signing on the "Applicant's signature" on page 3 of this enrollment form, I fully understood and agreed to comply with 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).

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

1. 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:
   (a) for processing and selection of applications for admission to PEAK/VTC programmes; and related purposes;
   (b) 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;
   (c) 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;
   (d) 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;
   (e) for storage of information on the successful applicants in the Students Records System; and
   (f) 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.
2. 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.
3. In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant/a student 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 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.
4. Request for access for data should be submitted in writing to:
   PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
5. 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

1. Applicants should complete one enrollment form (the Form) for each programme and photocopy the Form if necessary.
2. 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.
3. 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).
4. For applicants who choose to return the Form and cheque payment to PEAK by fax or mail, please call us at 2836 1892 / 2836 1922 to confirm our receipt of your application and payment before the programme commences.
5. 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.**
6. 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.
7. 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.
8. **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.**
9. 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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 short courses.
7. I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
8. 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).	**Applicant's Signature**	**Date**

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) for the most updated content of the Prospectus.

1. 高峰進修學院在編製本課程手冊時已力求審慎，盡可能確保所載的資料準確。惟高峰進修學院不會因課程手冊內出現的錯漏而負上任何責任。
2. 高峰進修學院保留更改本課程手冊的內容，以及修改、取消或取代本手冊內所列課程的權利。
3. 學員應該瀏覽高峰進修學院之網頁（www.peak.edu.hk）以取得本課程手冊的最新內容。

www.peak.edu.hk

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