



Member of VTC Group
VTC 機構成員

NOV 2023-
JAN 2024



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



Innovation 意念創新



Quality 全面優質



Results 著重成果



Team Work 團隊協作



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Institute Information 學院資料

Institute of Professional Education And Knowledge (PEAK) is a member of the VTC Group with over 20 years of experience in professional education and 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, hospitality, property management, aviation, etc. 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，致力為業界提供全面的在職培訓及專業考試服務，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、酒店及旅遊、物業管理及航空等。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 : 8:45am - 8:00pm
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 : 上午八時四十五分至晚上八時
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。



精選持續專業發展 課程

Featured CPD Programme





自主學習 隨你所想

📞 Enquiries 查詢 Mr. Cheung 張先生 | ☎ 2836 1379 | ✉ keithcheung@vtc.edu.hk

➡ 詳情及報名



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

共73個eCPD小時

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)
單元一至單元六

個人發展

- 壓力管理新思維 (金融專業人士)
- 商業技巧系列
單元一至單元三

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
單元一至單元二

財務及投資管理

- 數字經濟系列
單元一
- 金融投資系列
單元一

eCPD培訓平台特色

- 微學習**
短時間把握關鍵要點
- 自主學習空間**
隨意調整學習計劃
- 互動教學**
讓學習充滿樂趣
- 聲音導航**
仿如置身面授課堂
- 多元化課程**
內容由專業導師編撰

eCPD
培訓平台



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。



最新eCPD課程簡介

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）

本課程旨在讓學員了解保險中介人在日常工作，特別是在銷售過程中所應具備的道德及專業操守行為，以符合香港保險業監管局當前的法規要求，從而建立一個專業、可靠的形象。

課程內容

- 理解《銷售投資相連壽險計劃產品指引》及有關施行公平待客原則的步驟
- 了解《持牌保險代理人操守守則》的背景及主要條文
- 了解《持牌保險代理人操守守則》的一般原則第1-8項，及各項一般原則的實際應用情況

（eCPD：4小時）

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）

本課程旨在探討甚麼是平等機會，並介紹不同地方及香港有關歧視的調查研究，以檢視當前的歧視狀況。透過介紹香港反歧視條例的重點來加深學員對條例的認識，讓他們更好的掌握條例的精神及要求，進一步了解平等機會的重要性，藉以促進建立一個更和諧及共融的工作氛圍。

課程內容

- 認識什麼是「平等」
- 了解世界各地及香港的歧視狀況，及有關職場歧視的調查
- 認識香港相關的反歧視條例及金融業界的實務守則
- 了解如何在職場上建立互相尊重、共融的工作環境

（eCPD：3小時）

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。

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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For enquiries, please contact us at 2836 1922.

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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)
Ethics, Rules and Regulations 道德、法規及規例						
PE4200711	商業道德操守 (金融業) (eCPD) 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) 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
PE4200648	商業道德操守 (金融業) (eCPD) 單元三：管理與法規 (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
PE4200643	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 (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


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

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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)  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
PE4200545	合規培訓課程 (保險代理人) (eCPD) 單元二：打擊洗錢及恐怖分子資金籌集 (中文版) Compliance Training Courses for Insurance Agents (eCPD) Module 2: Anti-Money Laundering and Counter-Terrorist Financing (Chinese Version) 時數：3小時	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
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
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: The Principle of Equal Opportunities and the Anti-Discrimination Legislation (Chinese Version) 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3

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

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Financial and Investment Management 財務及投資管理						
PE4200717	數字經濟系列 (eCPD) EN 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) Coming Soon 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
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	-
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
PE4200732	商業技巧系列 (eCPD) Coming Soon 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

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

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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

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CPD實時網上虛擬課程 嶄新學習模式

Enquiries 查詢 ☎ 2836 1922 | ✉ peak@vtc.edu.hk

詳情及報名



簡介

以網上虛擬課程方式（如Microsoft Teams、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						
PE4200660	金融市場的數字化轉型 單元一：數字經濟－立即為金融服務的新機遇做好準備 Digital Transformation on Financial Marketplace Module 1: Digital Economy - Prepare Now for New Opportunities in the Financial Service 日期：9.11.2023 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200408	5G與金融業 單元三：5G在保險業的基礎設施、架構、實行及應用 5G and the Finance Industry Module 3: 5G Basic Infrastructure, Implementation and Application in Insurance 日期：20.11.2023 時間：10:00am - 12:00pm 時數：2小時	HK\$220	2	2 non-core	2	2
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：11.12.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3

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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：9.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200744	機智過人（投資和保險專業人士） 單元一：「機智過人」還是「機不如人」－ 打開金融業的機遇 Open to Artificial Intelligence (AI) (Investment and Insurance Professionals) Module 1: AI vs Humans – Opening Up Opportunities for the Financial World 日期：9.1.2024 時間：2:30pm - 5:30pm 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 日期：12.1.2024 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：12.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
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：17.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200745	機智過人（投資和保險專業人士） 單元二：人工智能 (AI) 和和聊天機器人 (Chatbot) – 轉型金融業並幫助客戶 Open to Artificial Intelligence (AI) (Investment and Insurance Professionals) Module 2: AI & Chatbot - Transforming Financial Industry and Helping Customers 日期：17.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3

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Ethics, Rules and Regulations 道德、法規及規例						
PE4200632	<p>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</p> <p>日期：1.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200457	<p>合規培訓課程（保險代理人） 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 Agents Module 1: IA's Code of Conduct for Licensed Insurance Agents</p> <p>日期：2.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200659	<p>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</p> <p>日期：6.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200737	<p>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</p> <p>日期：9.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200457	<p>合規培訓課程（保險代理人） 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 Agents Module 1: IA's Code of Conduct for Licensed Insurance Agents</p> <p>日期：15.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3

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761F2	<p>打擊洗錢及恐怖分子資金籌集條例和 相關監管要求 單元一： Anti-Money Laundering and Counter – Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 1:</p> <p>日期：21.11.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$220	2	2 non-core	2 Ethics or Regulations	2
PE4200457	<p>合規培訓課程（保險代理人） 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 Agents Module 1: IA's Code of Conduct for Licensed Insurance Agents</p> <p>日期：28.11.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200224	<p>打擊洗錢及恐怖分子資金籌集條例和相關監管要求 單元三：打擊洗錢/恐怖分子資金籌集合規 – 潛在高風險區域 Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 3: AML/CFT Compliance – Potential High Risk Areas</p> <p>日期：30.11.2023 時間：2:30pm - 4:30pm 時數：2小時</p>	HK\$220	2	2 non-core	2 Ethics or Regulations	2
PE4200458	<p>合規培訓課程（保險代理人） 單元二：道德操守（保險代理人） Compliance Training Courses for Insurance Agents Module 2: Business Ethics (Insurance Agents)</p> <p>日期：4.12.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200457	<p>合規培訓課程（保險代理人） 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 Agents Module 1: IA's Code of Conduct for Licensed Insurance Agents</p> <p>日期：11.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3

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PE4200565	<p>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</p> <p>日期：12.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200631	<p>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</p> <p>日期：15.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200659	<p>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</p> <p>日期：19.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200458	<p>合規培訓課程（保險代理人） 單元二：道德操守（保險代理人） Compliance Training Courses for Insurance Agents Module 2: Business Ethics (Insurance Agents)</p> <p>日期：21.12.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200765	<p>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</p> <p>日期：4.1.2024 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200759	<p>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</p> <p>日期：5.1.2024 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	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：8.1.2024 時間：10:00am - 1:00pm 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：10.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200457	合規培訓課程（保險代理人） 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 Agents Module 1: IA's Code of Conduct for Licensed Insurance Agents 日期：10.1.2024 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：11.1.2024 時間：10:00am - 1:00pm 時數：3小時	▲ NEW ▲ HK\$330	3	3 non-core	3	3
PE4200501	商業道德操守 單元四：金融業 Business Ethics Module 4: Finance Sector Date: 15.1.2024 Time: 2:30pm - 4:30pm Duration: 2 hours	EN HK\$220	2	2 non-core	2 Ethics or Regulations	2
PE4200457	合規培訓課程（保險代理人） 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 Agents Module 1: IA's Code of Conduct for Licensed Insurance Agents 日期：16.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3

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

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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：18.1.2024 時間：2:30pm - 5:30pm 時數：3小時	▴NEW ▴ HK\$330	3	3 non-core	3	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：23.1.2024 時間：2:30pm - 5:30pm 時數：3小時	▴NEW ▴ HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200458	合規培訓課程（保險代理人） 單元二：道德操守（保險代理人） Compliance Training Courses for Insurance Agents Module 2: Business Ethics (Insurance Agents) 日期：23.1.2024 時間：6:45pm - 9:45pm 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：25.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200767	監管合規培訓 單元三：合適性規定的監管更新 Regulatory Compliance Training Module 3: Regulatory Update on Suitability Requirements 日期：26.1.2024 時間：10:00am - 1:00pm 時數：3小時	▴NEW ▴ HK\$330	3	3	3 Ethics or Regulations	3

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PE4200632	<p>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</p> <p>日期：29.1.2024 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200737	<p>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</p> <p>日期：31.1.2024 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
Financial and Investment Management 財務及投資管理						
PE4200678	<p>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</p> <p>日期：7.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200225	<p>環球稅制概覽 單元二：全球稅務資訊交換 Global Taxation Overview Module 2: Common Reporting Standard</p> <p>日期：14.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200684	<p>投資未來 單元三：交易所買賣基金 (ETF) 的投資策略 – ETF如何與主動投資相輔相成，實現創富共贏 Investing in Future Module 3: ETF Investment Strategies – How ETFs Can Complement With Active Investment to Achieve Wealth Creation and Win-win</p> <p>日期：17.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3

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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：29.11.2023 時間：10:00am - 1:00pm 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：1.12.2023 時間：9:30am - 12:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200697	投資可以很簡單 單元三：商品投資：啟發抗通脹及 多元化投資組合新思維 Investing Made Simple Module 3: Commodities Investing: Inspiring New Thinking on Inflation Resilient and Diversified Investment Portfolio 日期：7.12.2023 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200429	進階圖表走勢理論 – 道氏理論 單元一：趨勢類別 Advanced Technical Analysis – Dow Theory Module 1: Types of Trends 日期：11.12.2023 時間：7:00pm - 10:00pm 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：15.1.2024 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：18.1.2024 時間：9:30am - 12:30pm 時數：3小時	HK\$330	3	3 non-core	3	3

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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)
PE4200618	<p>安心投資</p> <p>單元四：海外稅務，房地產和教育規劃 (英國、澳洲及加拿大)</p> <p>Smart Investing Module 4: Overseas Tax, Property and Education Planning (UK, Australia and Canada)</p> <p>日期：22.1.2024 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200616	<p>安心投資</p> <p>單元二：香港及海外房地產投資信託基金 (REITs) – 紙磚頭可以收租</p> <p>Smart Investing Module 2: Real Estate Investment Trusts (REITs) in Hong Kong and Overseas – Paper Bricks for Rental Income</p> <p>日期：24.1.2024 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
New Product Insight and Market Intelligence 新興產品及市場知識						
PE4200069	<p>強積金培訓</p> <p>單元二：強積金與香港退休需要</p> <p>MPF Training Programme Module 2: MPF & HK Retirement Needs</p> <p>日期：3.11.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200730	<p>強積金培訓</p> <p>單元六：強積金中介人操守及強積金制度發展 (2023)</p> <p>MPF Training Programme Module 6: Conduct of MPF Intermediaries (MPFIs) and Development of the MPF System (2023)</p> <p>日期：7.11.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200341	<p>健康管理系列飲食篇</p> <p>單元四：防癌飲食</p> <p>Health Management Series Module 4: Dietary Advice on Cancer Prevention</p> <p>日期：8.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	-
PE4200397	<p>強積金培訓</p> <p>單元五：(可扣稅自願性供款) 強積金中介人培訓</p> <p>MPF Training Programme Module 5: Tax Deductible Voluntary Contributions (TVCs) for MPF Intermediaries</p> <p>日期：14.11.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2

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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 日期：20.11.2023 時間：6:45pm - 8:45pm 時數：2小時	HK\$285	2	2 core	2	2
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：22.11.2023 時間：2:30pm - 4:30pm 時數：2小時	HK\$285	2	2 core	2	2
PE4200730	強積金培訓 單元六：強積金中介人操守及 強積金制度發展 (2023) MPF Training Programme Module 6: Conduct of MPF Intermediaries (MPFIs) and Development of the MPF System (2023) 日期：27.11.2023 時間：2:00pm - 4:00pm 時數：2小時	HK\$285	2	2 core	2	2
PE4200562	粵港澳大灣區系列 單元一：粵港澳大灣區 – 「前海」+「琴澳」 擴容發展戰略下香港的新機遇 Greater Bay Area Series Module 1: Greater Bay Area – Hong Kong's New Opportunities under Development Strategy of Qianhai and Hengqin - Macao 日期：8.12.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200625	粵港澳大灣區系列 單元六：粵港澳大灣區財富管理新時代的客戶細分、 理財產品、客戶風險及回報偏好 Greater Bay Area Series Module 6: Greater Bay Area–Client Segmentation, Wealth Management Products, Risk and Return Preference in The New Era of Wealth Management 日期：14.12.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	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 日期：14.12.2023 時間：6:45pm - 8:45pm 時數：2小時	HK\$285	2	2 core	2	2

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PE4200730	<p>強積金培訓 單元六：強積金中介人操守及強積金制度發展 (2023) MPF Training Programme Module 6: Conduct of MPF Intermediaries (MPFIs) and Development of the MPF System (2023)</p> <p>日期：20.12.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200397	<p>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</p> <p>日期：28.12.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200069	<p>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</p> <p>日期：5.1.2024 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200730	<p>強積金培訓 單元六：強積金中介人操守及 強積金制度發展 (2023) MPF Training Programme Module 6: Conduct of MPF Intermediaries (MPFIs) and Development of the MPF System (2023)</p> <p>日期：13.1.2024 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200397	<p>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</p> <p>日期：22.1.2024 時間：2:00pm - 4:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2
PE4200730	<p>強積金培訓 單元六：強積金中介人操守及強積金制度發展 (2023) MPF Training Programme Module 6: Conduct of MPF Intermediaries (MPFIs) and Development of the MPF System (2023)</p> <p>日期：29.1.2024 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$285	2	2 core	2	2

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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：10.11.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
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：12.12.2023 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						
PE4200577	善用社交工程 (Social Engineering) – 4P營銷術 (保險及投資專才系列) 單元三：置身客人視野的市場推廣 Make Good Use of Social Engineering in 4P Marketing (Insurance and Investment Professionals) Module 3: Promotion from Customer's Perspective 日期：24.11.2023 時間：2:30pm - 4:30pm 時數：2小時	HK\$220	2	2 non-core	2	-
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：28.11.2023 時間：10:00am - 12:00pm 時數：2小時	HK\$220	2	2 non-core	2	-

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PBA00046	心靈管理系列 – 壓力管理 單元六：克服恐懼減壓技巧 Mind Management Series – Stress Management Module 6: Overcoming Anxiety and Depression 日期：7.12.2023 時間：3:00pm - 5:00pm 時數：2小時	HK\$220	2	2 non-core	2	-
PE4200581	「職場心理學：活學活用NLP」(保險及投資專才系列) 單元三：如何透過NLP技巧清除工作上阻礙 – 解難模型 – SCORE的應用 Workplace Psychology: Lively Learning and Using NLP (Insurance and Investment Professionals) Module 3: How to Clear Obstacles in Work through NLP Techniques – Application of Problem Solving Model – SCORE 日期：19.12.2023 時間：3:00pm - 5:00pm 時數：2小時	HK\$220	2	2 non-core	2	-
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：9.1.2024 時間：7:00pm - 9:00pm 時數：2小時	HK\$220	2	2 non-core	2	-
PBA00047	心靈管理系列 – 壓力管理 單元七：平息客戶情緒技巧 Mind Management Series – Stress Management Module 7: Handling Customers' Emotions 日期：19.1.2024 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						
PE4200575	善用社交工程 (Social Engineering) – 4P營銷術 (保險及投資專才系列) 單元一：應用社交工程 (Social Engineering) 協助產品市場定位 Make Good Use of Social Engineering in 4P Marketing (Insurance and Investment Professionals) Module 1: How to Use Social Engineering in Product Market Positioning? 日期：17.11.2023 時間：3:00pm - 5:00pm 時數：2小時	HK\$220	2	2 non-core	2	-

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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：15.1.2024 時間：10:00am - 12:00pm 時數：2小時	HK\$220	2	2 non-core	2	-

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CPD Programmes for Property Management Industries

物業管理業持續專業發展課程

Enquiries 查詢 Mr. Wong 黃先生 | ☎ 2836 1793 | ✉ wongwh@vtc.edu.hk

詳情及報名



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

PE4200726

物業管理的創新科技新趨勢 – 物聯網的應用
(認可參與時數：4小時)

Application of IoT Technologies in Property Management (4 CPD Hours)

本課程旨在協助參與者提升物聯網 (IoT) 的知識和技能，以更有效地執行物管的工作，同時加強他們對IT安全的意識，以應對物業管理行業中社區不斷變化的需求。

The course aims to facilitate participant's IoT knowledge and skills to perform their work more effectively and also enhance their awareness of IT Security to deal with the ever changing needs of the community in the industry of Property Management.

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

Course Outline 課程大綱

- Introduction to IoT technologies in Property Management
介紹物業管理中的物聯網技術
- Application Scenarios and Case Studies
應用場景和案例研究
- Sensing Technologies (Temperature, Humidity, Light, Infrared, Ultra-Sonic, Gas, Face Recognition)
感測技術 (溫度、濕度、光線、紅外線、超聲波、氣體、人臉識別)
- IoT Technologies Working with AI & Robotic Automation (Building Automation, Predictive energy usage, Power distribution, Preventive building maintenance, Security patrol robots)
物聯網技術&人工智能和機器人自動化的應用 (物業自動化、預測能源使用、電力分配、預防性建築維護、安全巡邏機器人)
- Smart Building (Smart building management, Smart sensors for facilities management, Smart access control, Smart toilet, Auto car and drone, Smart car park, Pollution prevention, Pestcontrol, Waste management)
智能建築的應用 (智能物業管理、智能感測器及設施管理、智能出入控制、智能廁所、自動車和無人機、智能停車場、污染防護、害蟲控制、廢物管理)
- Security and Blockchain Technology (Lease agreement)
安全和區塊鏈技術的應用 (租賃協議)
- Future Trend and Challenges
未來趨勢和挑戰

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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	Fee 費用	PMSA CPD (Hours)
創新科技系列			
PE4200756	<p>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用 How Artificial Intelligence (AI) and Image/ Video Recognition Technology Help in Building Security Management</p> <p>日期：10.1.2024 時間：9:30am - 11:30am 時數：2小時</p>	HK\$200	2 non-core
PE4200726	<p>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</p> <p>日期：15.1.2024 時間：2:00pm - 6:00pm 時數：4小時</p>	HK\$400	4 non-core
PE4200757	<p>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</p> <p>日期：17.1.2024 時間：9:30am - 11:30am 時數：2小時</p>	HK\$200	2 non-core
PE4200758	<p>人工智能 (AI) 技術在智能大廈管理的應用 Application of Artificial Intelligence (AI) Technology in Smart Building Management</p> <p>日期：22.1.2024 時間：2:00pm - 6:00pm 時數：4小時</p>	HK\$400	4 non-core

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Code 編號	Programme Information 課程資料	Fee 費用	PMSA CPD (Hours)
個人技巧提升及商業管理系列			
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：5.1.2024 時間：6:00pm - 10:00pm 時數：4小時	HK\$400	4 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：6.1.2024 時間：9:30am - 1:30pm 時數：4小時	HK\$400	4 non-core
PE4200754	職場壓力管理心法 Property Management Training for Professionals - Stress Management Skills Enhancement at Work Place 日期：8.1.2024 時間：6:00pm - 10:00pm 時數：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：13.1.2024 時間：9:30am - 1:30pm 時數：4小時	HK\$400	4 non-core

- 註：1) 物業管理業監管局的持續專業發展計劃以曆年（即每年1月1日起至12月31日）作為周年單位。
 2) 物業管理人（第1級）及（第2級）牌照持有人參與的「非核心」活動/課程分別不多於4及2小時；
 3) 以上課程已獲物業管理業監管局批准以CPD課程方式進行，物業管理人牌照持有人出席有關課程的時數均會獲計劃接納為「認可參與時數」。

物業管理業持續專業發展計劃詳情，請參閱物業管理業監管局網頁：

<https://www.pmsa.org.hk/tc/professional-development/continuing-professional-development-scheme>

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Regulatory Compliance Training

監管合規培訓

Enquiries 查詢 Mr. John Tsang 曾先生 | ☎ 2836 1863 | ✉ johntsang@vtc.edu.hk

Introduction 簡介

本系列幫助學員遵守法規，減少違規風險。培訓涵蓋法律法規、道德準則和行業最佳實踐，提高人員對合規要求的理解和意識。通過合規培訓，金融專業人士能夠建立合規文化，確保客戶利益的保護，維護行業聲譽，並滿足監管機構的要求。

Programme Contents 課程大綱

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

大灣區跨境商業道德對金融專業人士的重要性在於確保業務的誠信和可持續發展。金融專業人士應遵守道德準則，尊重各地文化差異，並積極履行社會責任。跨境業務涉及不同法規和商業實踐。同時，他們還應重視客戶利益，保護客戶資產，並提供公正、透明的服務。本課程幫助學員瞭解並遵守相關法律法規，防止違規行為。

1. 跨國業務關係建立
2. 商業道德
3. 企業合規
4. 跨國金融服務道德準則
5. 處理利益衝突
6. 工作場所反賄賂
7. 打擊洗錢
8. 個案研究

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

打擊洗錢/恐怖分子資金籌集合規更新和保護個人資料（隱私）對香港和澳門至關重要。本課程討論法規的變化，以打擊洗錢和恐怖分子資金籌集。此外，學員還應重視個人資料的保護，遵守相關隱私法規，確保客戶資料的安全和保密，並滿足監管機構對合規和隱私保護的要求。

1. 監管框架
2. 辨識洗錢行為

3. 了解你的客戶和客戶盡職調查
4. 監測恐怖分子資金籌集
5. 可疑交易報告
6. 制裁要求
7. 打擊洗錢/恐怖分子資金籌集和制裁的新趨勢
8. 個案研究

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 Updates and Suitability Requirements

合適性規定確保金融產品和服務與客戶需求相匹配，減少投資風險。監管機構的更新要求金融專業人士瞭解和遵守最新的合適性規定，包括客戶調查、產品選擇和風險評估等方面。本課程可以提高客戶保護水準，降低不當推薦和投資爭議的風險，並增強行業的透明度和信任度。

1. 持牌人的合適性規定
2. 了解你的客戶和客戶風險分析
3. 盡職調查和產品選擇
4. 評估過程中需要考慮的關鍵因素
5. 合適性規定的最佳實踐
6. 遵守合適性規定的簡化方法
7. 近期合適性規定的執法案例
8. 日常控制和程序的要點

Medium of Instruction 授課語言

Conducted in Cantonese 粵語授課

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)
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：4.1.2024 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：23.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200767	監管合規培訓 單元三：合適性規定的監管更新 Regulatory Compliance Training Module 3: Regulatory Update on Suitability Requirements 日期：26.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3

▲ Subject to HKCAAVQ approval.



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Estate Planning

遺產規劃

Enquiries 查詢 Mr. John Tsang 曾先生 | ☎ 2836 1863 | ✉ johntsang@vtc.edu.hk

Introduction 簡介

家族辦公室提供了一個綜合的管理結構，協調家族資產、財富傳承和家族價值觀的傳承。信託機構則可幫助實現資產保護、稅務優化和資產分配的目標。遺囑則是確保遺產按照遺願分配的重要工具。本系列能夠幫助家族實現財富的長期保護和傳承，確保財產安全、減少紛爭，並實現家族的長遠目標。

Programme Contents 課程大綱

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

高淨值客戶的家族辦公室通常提供全面的資產管理和投資服務，包括風險評估、投資組合分析和多樣化投資策略。透過適當的資產配置，家族辦公室能夠幫助高淨值客戶實現財富保值和增長的目標，並提供長期的財務規劃和資產傳承策略，以維護家族財富的持續發展。

1. 家族辦公室的定義與演變
2. 家族辦公室的類型：單一家族與多元家族
3. 設立家族辦公室的策略與要求
4. 家族辦公室的啟動與持續管理
5. 家族辦公室的最佳實踐
6. 家族辦公室的法律與監管框架
7. 透過家族辦公室的資產配置
8. 家族辦公室投資與風險管理

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

高淨值客戶的信託和全球稅務規劃在財務管理領域中扮演著重要的角色。信託是一種法律工具，用於保護和管理家族財富，同時實現資產保值和傳承的目標。通過建立信託，高淨值客戶可以在受益人和資產之間建立分離，以達到降低稅務負擔和保護資產的效果。

1. 信託作為財富保值與繼承規劃的工具
2. 信託的類型及其作用

3. 信託的建立：法律與實踐
4. 信託管理與帳戶
5. 受託投資及財務評估
6. 信託規劃的挑戰與機遇
7. 國際稅務規劃與合規
8. 稅務管理與規劃技巧

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 Applications

遺囑和遺囑認證是涉及財產分配和資產傳承的重要法律工具。遺囑是一份文件，記錄了個人對財產分配的意願，並在其去世後生效。遺囑認證則是確定遺囑的有效性和合法性的過程。遺囑和遺囑認證在個人資產規劃和遺產管理中扮演著至關重要的角色。

1. 遺囑及遺囑認證簡介
2. 有效遺囑的基本要素
3. 遺囑和遺囑處置的類型
4. 無遺囑及無遺囑繼承
5. 執行人和管理人
6. 遺囑認證程序和遺產管理
7. 遺囑爭議及爭議解決
8. 國際遺產規劃與跨國考量

Medium of Instruction 授課語言

Conducted in Cantonese 粵語授課

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)
PE4200759	遺產規劃 ▲ NEW ▲ 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：5.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200760	遺產規劃 ▲ NEW ▲ 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：11.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200761	遺產規劃 ▲ NEW ▲ 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：18.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3

▲ Subject to HKCAAVQ approval.



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Finnovation: Redefining Fintech

金融創新：重新定義金融科技

Enquiries 查詢 Mr. John Tsang 曾先生 | ☎ 2836 1863 | ✉ johntsang@vtc.edu.hk

Introduction 簡介

本系列幫助學員理解金融科技創新。它結合了金融和科技，推動了金融服務的轉型。金融科技創新包括區塊鏈、人工智慧、雲端和大數據等領域的發展。它提供了更高效、便利和智慧的金融服務，改變了人們的銀行、保險、財富管理等行為。金融科技創新也為金融機構帶來了新的商機和競爭優勢。

Programme Contents 課程大綱

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

銀行科技強調銀行業務的技術化和數位化轉型，提升銀行運營效率和客戶體驗。金融科技則更廣泛地涵蓋了銀行科技以及其他金融服務領域的技術創新。金融科技的興起使得新的參與者進入金融市場，推動了金融服務的創新和變革。銀行科技和金融科技的發展相互促進，共同推動了金融行業的轉型與進步。

1. 銀行科技概況
2. 銀行業數位轉型
3. 用人工智能重塑銀行業
4. 在銀行業中利用區塊鏈
5. 釋放雲端在銀行業的潛力
6. 探索銀行業的大數據分析
7. 客戶體驗與銀行科技
8. 銀行科技的未來趨勢與創新

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

保險科技融合了科技創新和保險服務，改變了保險產品的設計、銷售和理賠流程。保險科技提供了更高效、個性化的保險解決方案，提升了保險行業的效率和客戶體驗。它還有助於降低保險欺詐風險、改善風險評估和預測，以及提供更準確的定價策略。通過保險科技的應用，保險業能夠適應快速變化的市場需求，提供更具競爭力和創新性的保險產品和服務。

1. 保險科技概況
2. 保險業數位轉型

3. 用人工智能重塑保險業
4. 在保險業中利用區塊鏈
5. 釋放雲端在保險業的潛力
6. 探索保險業的大數據分析
7. 客戶體驗與保險科技
8. 保險科技的未來趨勢與創新

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

財富科技結合了科技創新和財富管理服務，提供更智慧、個性化的財富管理解決方案。財富科技改變了投資組合管理、財務規劃和風險評估的方式，提高了投資回報並降低了風險。同時，它也提供了更方便的數字化交易平台和投資工具，使投資者能夠更輕鬆地掌握和管理自己的財富。財富科技的應用促進了財富管理行業的創新和進步，為投資者提供了更多的選擇和便利。

1. 財富科技概況
2. 財富管理業數位轉型
3. 用人工智能重塑財富管理業
4. 在財富管理業中利用區塊鏈
5. 釋放雲端在財富管理業的潛力
6. 探索財富管理業的大數據分析
7. 客戶體驗與財富管理科技
8. 財富管理科技的未來趨勢與創新

Medium of Instruction 授課語言

Conducted in Cantonese 粵語授課

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For enquiries, please contact us at 2836 1922.*

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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)
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：9.1.2024 時間：10:00am - 1:00pm 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：12.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
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：17.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3

▲ Subject to HKCAAVQ approval.



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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						
PE4200720	區塊鏈、加密商務和虛擬貨幣的風險和機遇 單元一：比特幣區塊鏈及其金融特性 Risk and Opportunities of Blockchain, Cryptocommerce and Virtual Currencies Module 1: Bitcoin Blockchain and their Financial Features 日期：2.11.2023 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
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：6.11.2023 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200642	元宇宙、NFT與DAO金融投資的未來 單元三：元宇宙房地產和金融DAO Metaverse, NFT and the Future of DAO Financial Investment Module 3: The Metaverse Real Estate and Financial DAO 日期：22.11.2023 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3

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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)
PE4200744	<p>機智過人 (投資和保險專業人士) 單元一：「機智過人」還是「機不如人」－ 打開金融業的機遇 Open to Artificial Intelligence (AI) (Investment and Insurance Professionals) Module 1: AI vs Humans – Opening Up Opportunities for the Financial World</p> <p>日期：25.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200641	<p>元宇宙、NFT與DAO金融投資的未來 單元二：Web 3.0和元宇宙的金融機遇 Metaverse, NFT and the Future of DAO Financial Investment Module 2: Web 3.0 and the Financial Opportunities of Metaverse</p> <p>日期：30.11.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200721	<p>區塊鏈、加密商務和虛擬貨幣的風險和機遇 單元二：擬貨幣與區塊鏈運營的財務成本與激勵 Risk and Opportunities of Blockchain, Cryptocommerce and Virtual Currencies Module 2: Financial Cost and Incentive of Virtual Currencies and Blockchain Operation</p> <p>日期：4.12.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200344	<p>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</p> <p>日期：6.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200346	<p>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</p> <p>日期：12.12.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3

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PE4200745	<p>機智過人 (投資和保險專業人士) 單元二：人工智能 (AI) 和聊天機器人 (Chatbot) – 轉型金融業並幫助客戶 Open to Artificial Intelligence (AI) (Investment and Insurance Professionals) Module 2: AI & Chatbot – Transforming Financial Industry and Helping Customers</p> <p>日期：23.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200660	<p>金融市場的數字化轉型 單元一：數字經濟 – 立即為金融服務的新機遇做好準備 Digital Transformation on Financial Marketplace Module 1: Digital Economy – Prepare Now for New Opportunities in the Financial Service</p> <p>日期：27.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200373	<p>金融科技 (FinTech)、保險金融科技 (Insurtech) 與 創意營商管理 單元五：ICO, STO和微金融 FinTech, Insurtech & Creative Business Management Module 5: ICO, STO and Microfinance</p> <p>日期：28.12.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200746	<p>機智過人 (投資和保險專業人士) 單元三：人工智能 (AI) 和機器學習 (ML) – 推動金融服務創造巨大價值 Open to Artificial Intelligence (AI) (Investment and Insurance Professionals) Module 3: AI & Machine Learning (ML) – Driving Massive Value Creation for Financial Services</p> <p>日期：29.12.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200661	<p>金融市場的數字化轉型 單元二：非同質代幣 (NFT) – 金融業的變革者 Digital Transformation on Financial Marketplace Module 2: Non-Fungible Tokens (NFT) – Changemaker to the Financial Industry</p> <p>日期：2.1.2024 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3

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PE4200406	5G與金融業 單元一：5G及AI人工智能創建新金融保險 – 科技與應用 5G and the Finance Industry Module 1: 5G and AI Creating New InsurTech – Technology and Application 日期：16.1.2024 時間：1:30pm - 6:30pm 時數：5小時	HK\$550	5	5 non-core	5	5
PE4200374	金融科技 (FinTech)、保險金融科技 (Insurtech) 與 創意營商管理 單元六：Insurtech FinTech, Insurtech & Creative Business Management Module 6: Insurtech 日期：17.1.2024 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200747	機智過人 (投資和保險專業人士) 單元四：人工智能 (AI) 和機器人流程自動化 (RPA) – 重塑未來金融業的智能化工作 Open to Artificial Intelligence (AI) (Investment and Insurance Professionals) Module 4: AI & Robotic Processing Automation (RPA) – Reshaping the Smart Future of Work for Financial Sector 日期：22.1.2024 時間：6:45pm - 9:45pm 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：27.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200662	金融市場的數字化轉型 單元三：元宇宙 (Metaverse) – 徹底改變金融和虛擬世界中的一切 Digital Transformation on Financial Marketplace Module 3: Metaverse – Revolutionize Everything in the Financial and Virtual Worlds 日期：30.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3

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Ethics, Rules and Regulations 道德、法規及規例						
PE4200498	商業道德操守 單元一：簡介 Business Ethics Module 1: Introduction 日期：2.11.2023 時間：9:30am - 12:30pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200458	合規培訓課程（保險代理人） 單元二：道德操守（保險代理人） Compliance Training Courses for Insurance Agents Module 2: Business Ethics (Insurance Agents) 日期：8.11.2023 時間：6:00pm - 9:00pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200223	打擊洗錢及恐怖分子資金籌集條例和相關監管要求 單元二：逃稅 Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 2: Tax Evasion 日期：13.11.2023 時間：10:00am - 12:00pm 時數：2小時	HK\$220	2	2 non-core	2 Ethics or Regulations	2
PE4200499	商業道德操守 單元二：構建過程 Business Ethics Module 2: Construction Process Date: 13.11.2023 Time: 7:00pm - 10:00pm Duration: 3 hours	EN HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200500	商業道德操守 單元三：管理與合規 Business Ethics Module 3: Management and Compliance 日期：20.11.2023 時間：2:30pm - 4:30pm 時數：2小時	HK\$220	2	2 non-core	2 Ethics or Regulations	2

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PBA00050	保險和金融產品法規和指引的更新 Update of Regulations and Guidance Notes for Insurance and Financial Products 日期：22.11.2023 時間：10:00am - 1:00pm 時數：3小時	PIBA CPD* HK\$270	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：24.11.2023 時間：2:30pm-4:30pm 時數：2小時	HK\$220	2	2 non-core	2 Ethics or Regulations	2
298E2	資產保障相關法律 – 信託以外的安排 Law Relating to Asset Protection – Non-Trust Arrangements 日期：27.11.2023 時間：2:00pm-7:00pm 時數：5小時	HK\$550	5	5 non-core	5	5
PE4200508	金融產品中介人實務須知 單元二：銷售金融產品的合規要求（重點重溫及最新修訂）II Best Practices for Financial Products Intermediaries Module 2 : Sales Compliance Reviews and Updates II 日期：28.11.2023 時間：2:30pm - 4:30pm 時數：2小時	HK\$220	2	2 non-core	2 Ethics or Regulations	2
PE4200509	金融產品中介人實務須知 單元三：市場慣例及客戶合適程度管理 I Best Practices for Financial Products Intermediaries Module 3: Market Practices and Customer Suitability Management I 日期：5.12.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200499	商業道德操守 單元二：構建過程 Business Ethics Module 2: Construction Process 日期：9.12.2023 時間：9:30am - 12:30pm 時數：3小時	HK\$330	3	3 non-core	3 Ethics or Regulations	3

* These programmes are co-organised with Professional Insurance Brokers Association (PIBA) and will be recognised as IA - CPD credits. Members of PIBA can directly enroll via PIBA to obtain member discounts.

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274E2	資產保障相關法律 – 信託 Law Relating to Asset Protection – Trusts 日期：15.12.2023 時間：2:00pm - 7:00pm 時數：5小時	HK\$550	5	5 non-core	5	5
PE4200498	商業道德操守 單元一：簡介 Business Ethics Module 1: Introduction Date: 18.12.2023 Time: 2:30pm - 5:30pm Duration: 3 hours	EN 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：19.12.2023 時間：2:00pm - 7:00pm 時數：5小時	HK\$550	5	5 non-core	5	5
PE4200500	商業道德操守 單元三：管理與合規 Business Ethics Module 3: Management and Compliance 日期：22.12.2023 時間：2:30pm - 4:30pm 時數：2小時	HK\$220	2	2 non-core	2 Ethics or Regulations	2
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：11.1.2024 時間：2:00pm - 7:00pm 時數：5小時	HK\$550	5	5 non-core	5	5
PE4200498	商業道德操守 單元一：簡介 Business Ethics Module 1: Introduction 日期：19.1.2024 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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PE4200701	<p>銷售金融產品的監管要求重溫及新知 單元一：銷售合規審查及新知 I Regulatory Requirement for Selling Financial Products Review and Updates Module 1: Sales Compliance Review and Updates I</p> <p>日期：22.1.2024 時間：9:30am - 12:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200703	<p>銷售金融產品的監管要求重溫及新知三 單元三：最新銀行/證券合規新知 Regulatory Requirement for Selling Financial Products Review and Updates Module 3: Banking / Securities Compliance Review and Updates</p> <p>日期：26.1.2024 時間：9:30am - 12:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3 Ethics or Regulations	3
PE4200022	<p>保險及金融法規遵守－ 打擊洗錢及恐怖分子資金籌集 Insurance and Financial Regulatory Compliance – Anti-Money Laundering and Counter-Terrorist Financing</p> <p>日期：30.1.2024 時間：2:00pm - 5:00pm 時數：3小時</p>	PIBA CPD* HK\$300	3	3 non-core	3 Ethics or Regulations	3
Financial and Investment Management 財務及投資管理						
PE4200691	<p>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</p> <p>日期：1.11.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200605	<p>另類投資系列 單元一：加密貨幣和加密貨幣 ETFAlternative Investment Series Module 1: Cryptocurrencies and Cryptocurrency ETFs</p> <p>日期：7.11.2023 時間：9:30am-12:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200382	<p>打開向高資產客戶銷售保險的大門－ 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 – Resolution of Wealth Risk Faced by High-Net-Worth Customers</p> <p>日期：10.11.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	-

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PE4200602	風險管理系列 單元一：利率風險 Risk Management Series Module 1: Interest Rate Risk 日期：14.11.2023 時間：2:30pm - 5:30pm 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：23.11.2023 時間：9:30am - 12:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200615	安心投資 單元一：股票實戰投資策略：專業基金經理的致勝關鍵 Smart Investing Module 1: Practical Stock Investment Strategy: The Key to Success for Professional Fund Managers 日期：23.11.2023 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200381	打開向高資產客戶銷售保險的大門 – 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 – High-Net-Worth and Corporate Customers' Needs for Insurance and Premium Financing 日期：25.11.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	-
PE4200447	金融衍生工具 單元四：期權投資 Derivative Financial Instruments Module 4: Option Investment 日期：29.11.2023 時間：7:00pm - 10:00pm 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 – 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 – High-Net-Worth and Corporate Customers' Needs for Family Trusts and Related Risk Management Solutions 日期：2.12.2023 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	-

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PE4200573	<p>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</p> <p>日期：6.12.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200695	<p>投資可以很簡單 單元一：環球經濟與投資攻略 Investing Made Simple Module 1: Global Economies and Investment Strategies</p> <p>日期：8.12.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200424	<p>進階圖表走勢理論－波浪理論 單元二：黃金比率 Advanced Technical Analysis – Elliott Wave Theory Module 2: Golden Ratio</p> <p>日期：9.12.2023 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$220	2	2 non-core	2	2
PE4200633	<p>國家新發展系列（保險和投資專業人士） 單元五：內地高淨值家庭客戶投資偏好， 財富傳承與保險需求的專題分析 Mainland New Development Series (Insurance and Investment Professional) Module 5: Thematic Analysis on the Customer Investment Preference, Wealth Inheritance and Insurance Demand of High-net-worth Families in Mainland</p> <p>日期：13.12.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200668	<p>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?</p> <p>日期：14.12.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200425	<p>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</p> <p>日期：21.12.2023 時間：9:30am - 12:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3

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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：3.1.2024 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
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：6.1.2024 時間：9:30am - 12:30pm 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：8.1.2024 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200604	風險管理系列 單元三：貨幣風險 Risk Management Series Module 3: Currency Risk 日期：12.1.2024 時間：9:30am - 12:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200432	進階圖表走勢理論 – 陰陽燭 單元一：結構與單燭形態 Advanced Technical Analysis – Japanese Candlesticks Module 1: Structure and Single-Line Patterns 日期：12.1.2024 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200683	投資未來 單元二：以風險管理優化投資回報 – 基金經理的視角 Investing in Future Module 2: Using Risk Management to Optimize Investment Return – The Fund Manager's Perspective 日期：19.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3

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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：23.1.2024 時間：2:30pm - 5:30pm 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：24.1.2024 時間：7:00pm - 10:00pm 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 – 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 – Resolution of Wealth Risk Faced by High-Net-Worth Customers 日期：25.1.2024 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	-
PE4200520	打開向高資產客戶銷售保險的大門 – 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 – High-Net-Worth and Corporate Customers' Needs for Family Trusts and Related Risk Management Solutions 日期：29.1.2024 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	-
New Product Insight and Market Intelligence 新興產品及市場知識						
PE4200751	粵港澳大灣區全接觸 單元四：港車北上 + 醫駕住遊保 Full Contact on Guangdong-Hong Kong-Macau Greater Bay Area Module 4: Northbound Travel for Hong Kong Vehicles + Medical, Motor, Home and Travel Insurance 日期：2.11.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3

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PE4200569	<p>國家新發展系列（保險和投資專業人士） 單元二：內地遺產規劃及相關法規 Mainland New Development Series (Insurance and Investment Professionals) Module 2: Mainland Estate Planning and Relevant Regulations</p> <p>日期：2.11.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200516	<p>工程勞工保險：保單範圍、索償程序及個案分享 Construction All Risks (CAR) Employees' Compensation Insurance Underwriting and Claims Handling with Interesting Cases Sharing</p> <p>日期：6.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$270	-	3 non-core	3	-
743F2	<p>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</p> <p>日期：8.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200254	<p>優越服務必須掌握的保險知識 單元二：保險實務發展 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 2: Basic Development of Insurance Practice</p> <p>日期：10.11.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	-	3 non-core	3	-
PE4200563	<p>粵港澳大灣區系列 單元二：粵港澳大灣區－信貸法律及金融體系 Greater Bay Area Series Module 2: Greater Bay Area – Credit Laws and Financial Systems</p> <p>日期：15.11.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3

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PE4200255	<p>優越服務必須掌握的保險知識 單元三：個人保險範圍 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 3: Basic Insurance Coverage of Personal Policies</p> <p>日期：16.11.2023 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$330	-	3 non-core	3	-
PE4200748	<p>粵港澳大灣區全接觸 單元一：與別不同的澳門 Full Contact on Guangdong-Hong Kong-Macau Greater Bay Area Module 1: A Totally Different Macau</p> <p>日期：18.11.2023 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
PE4200256	<p>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</p> <p>日期：23.11.2023 時間：2:00pm - 5:00pm 時數：3小時</p>	HK\$330	-	3 non-core	3	-
PE4200257	<p>優越服務必須掌握的保險知識 單元五：承保概念 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 5: Basic Underwriting Concepts</p> <p>日期：30.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	-	3 non-core	3	-
PE4200727	<p>壽險及醫療險 單元三：醫療保險保障範圍剖析 Life and Medical Insurance Module 3: A Dissection of Coverage of Medical Insurance Policies</p> <p>日期：1.12.2023 時間：2:00pm - 5:00pm 時數：3小時</p>	HK\$330	-	3 non-core	3	-
PE4200694	<p>公眾責任保險 Public Liability Insurance Underwriting and Claims Handling with Interesting Cases Sharing</p> <p>日期：8.12.2023 時間：10:00am - 1:00pm 時數：3小時</p>	PIBA CPD* HK\$300	-	3 non-core	3	-

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PE4200342	健康管理與養生系列飲食篇 單元五：基因營養學 Health Management Series Module 5: Nutrigenomics 日期：8.12.2023 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	-
PE4200259	優越服務必須掌握的保險知識 單元七：旅遊保險 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Module 7: Travel Insurance 日期：13.12.2023 時間：2:00pm - 5:00pm 時數：3小時	HK\$330	-	3 non-core	3	-
PE4200749	粵港澳大灣區全接觸 單元二：廣佛同城（廣州+佛山） Full Contact on Guangdong-Hong Kong-Macau Greater Bay Area Module 2: Citywide Network of Guangzhou and Foshan 日期：16.12.2023 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
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：18.12.2023 時間：6:45pm - 9:45pm 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：20.12.2023 時間：2:30pm - 4:30pm 時數：2小時	HK\$285	2	2 core	2	2
PE4200624	粵港澳大灣區系列 單元五：大灣區風險管理概況、保險前景、 法律制度及粵港澳保險法規 Greater Bay Area Series Module 5: Risk Management Scenery, Insurance Prospect, Legal System and Local Insurance Regulations for Hong Kong, Macau and Guangdong in the Greater Bay Area 日期：21.12.2023 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3

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PE4200141	僱員福利系列 – 旅遊保險 Employee Benefits Series – Travel Insurance 日期：28.12.2023 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	-	3 non-core	3	-
PE4200140	僱員福利系列 – 僱員補償保險 Employee Benefits Series – Employees' Compensation Insurance 日期：2.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	-	3 non-core	3	-
PE4200284	健康管理系列 單元三：均衡飲食 Health Management Series Module 3: Balanced Diet 日期：3.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	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：8.1.2024 時間：2:30pm - 5:30pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200142	僱員福利系列 – 壽險 Employee Benefits Series – Life Insurance 日期：9.1.2024 時間：6:45pm - 9:45pm 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：10.1.2024 時間：2:00pm - 5:00pm 時數：3小時	PIBA CPD* HK\$300	-	3 non-core	3	-
PE4200753	內地最新動態 單元五：內地與香港家庭資產及財產處置的差異 Mainland Latest Dynamics Module 5: Differences of Disposal of Family Assets and Property Between Mainland and Hong Kong 日期：10.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3

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PE4200727	壽險及醫療險 單元三：醫療保險保障範圍剖析 Life and Medical Insurance Module 3: A Dissection of Coverage of Medical Insurance Policies 日期：18.1.2024 時間：2:00pm - 5:00pm 時數：3小時	HK\$330	-	3 non-core	3	-
PE4200750	粵港澳大灣區全接觸 單元三：中珠一體化（中山+珠海） Full Contact on Guangdong-Hong Kong-Macau Greater Bay Area Module 3: Integration of Zhongshan and Zhuhai 日期：20.1.2024 時間：10:00am - 1:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200144	僱員福利系列 – 人身意外保險 Employee Benefits Series – Personal Accident Insurance 日期：25.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	-	3 non-core	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：26.1.2024 時間：2:00pm - 5:00pm 時數：3小時	HK\$330	-	3 non-core	3	-
PE4200686	內地最新動態 單元二：內房債務危機對銀行業及個人的影響 Mainland Latest Dynamics Module 2: Impact of Real Estate Debt Crisis on Mainland's Banking Industry and Individuals 日期：26.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3
PE4200752	內地最新動態 單元四：香港和內地的可持續、社會和綠色金融 Mainland Latest Dynamics Module 4: Sustainable, Social, and Green Finance in Hong Kong and Mainland 日期：31.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	3	3 non-core	3	3

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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：31.1.2024 時間：6:45pm - 9:45pm 時數：3小時	HK\$330	-	3 non-core	3	-
New-Gen and Alternative Investments 新世代及另類投資						
PE4200679	環境、社會及管治投資 單元一：從社會責任投資 (SRI) 到環境、 社會及管治 (ESG) 投資 – 將財富管理產品與 投資者價值觀互相結合 ESG Investing Module 1: From SRI to ESG investing – Aligning Wealth Management Products With Investor Values 日期：27.11.2023 時間：7:00pm - 10:00pm 時數：3小時	HK\$330	3	3 non-core	3	3
Personal Enhancement 個人提升						
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：1.11.2023 時間：3:00pm - 6:00pm 時數：3小時	HK\$330	3	3 non-core	3	-
393E2	DISC性格創富 (保險及投資專業人士) 學習坊 單元二：保險及投資專業人士的DISC分析 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 2: The Interpretation of DISC 日期：4.1.2024 時間：1:30pm - 5:30pm 時數：4小時	HK\$440	4	4 non-core	4	-
726E2	「不言而喻」的奧妙 – 保險從業員工作坊 單元一：非語言溝通新體驗 Communicating without Talking for Financial Professionals Module 1: Non-verbal Communications Overview 日期：11.1.2024 時間：10:00am - 12:00pm 時數：2小時	HK\$220	2	2 non-core	2	-

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727E2	<p>「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</p> <p>日期：23.1.2024 時間：10:00am - 12:00pm 時數：2小時</p>	HK\$220	2	2 non-core	2	-
PE4200582	<p>「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</p> <p>日期：24.1.2024 時間：3:00pm - 5:00pm 時數：2小時</p>	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	<p>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</p> <p>日期：4.11.2023 時間：10:00am - 1:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
745F2	<p>客戶投資心理解說 單元三：與客戶共渡經濟危與機 Know Your Customers' Investment Psychology Module 3: Getting through Economic Ups & Downs with Customers</p> <p>日期：9.11.2023 時間：7:00pm - 10:00pm 時數：3小時</p>	HK\$330	3	3 non-core	3	3
296E2	<p>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</p> <p>日期：29.11.2023 時間：1:30pm - 5:30pm 時數：4小時</p>	HK\$440	4	4 non-core	4	-

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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	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)
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：15.12.2023 時間：3:00pm - 5:00pm 時數：2小時	HK\$220	2	2 non-core	2	-
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：20.1.2024 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.

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短期 課程

Short Courses



IT eLearning Series

- | | | | |
|---|---|--|---|
| <ul style="list-style-type: none"> AI Enterprise Planning
PE4200523 Bitcoin Technology Fundamentals
PE4200527 Blockchain Trust and Design
PE4200531 Internet of Things Hardware
PE4200535 | <ul style="list-style-type: none"> Applying AI to Robotics
PE4200524 Working with Bitcoin
PE4200528 Blockchain and Your Business
PE4200532 The AI Practitioner: Role & Responsibilities
PE4200536 | <ul style="list-style-type: none"> Introduction to Digital Currency
PE4200525 Exploring Blockchain
PE4200529 Developing with Blockchain
PE4200533 The AI Practitioner: Optimizing AI Solutions
PE4200537 | <ul style="list-style-type: none"> The Basics of Blockchain
PE4200526 Blockchain in Action and IoT
PE4200530 Internet of Things Applications
PE4200534 The AI Practitioner: Tuning AI Solutions
PE4200538 |
|---|---|--|---|

Study Paths of IT Short Courses

Artificial Intelligence Series

- | | |
|--|--|
| <ul style="list-style-type: none"> Certificate in Machine Learning and Python Workshop for Data Analytics
PE4200387 Certificate in AI and Deep Learning Workshop
PE4200589 | <ul style="list-style-type: none"> Huawei Certified ICT Associate – Artificial Intelligence (HCIA-AI V3.0)
PE4200490 Certificate in NAO and Pepper Programming Workshop using Choregraphe and Object Recognition with Artificial Intelligences
PE4200590 |
|--|--|

Data Analytics Series

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> Certificate in Data Analytics for Descriptive Analysis
PE4200403 | <ul style="list-style-type: none"> Certificate in Data Analytics for Predictive Analysis
PE4200402 | <ul style="list-style-type: none"> Certificate in Strategic Business Analysis using Big Data
PE4200404 |
|---|--|--|

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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Information Security Series

• Certificate in Cybersecurity and Ethical Hacking

PE4200399



• Certificate in CISA Preparation

PE4200400



• Certificate in CISSP Preparation

PE4200401

Mobile Apps Development Series

• Mobile Apps Development - iPhone & iPad Apps Development

PE4200156



• Mobile Apps Development - Android Apps Development

PE4200591

Programming Development Series

• Certificate Course in Python Programming

PE4200327

• Web Application Programming Interface Development

PE4200664

• Certificate in STEM Series: Micro:bit Programming

PE4200592

• Certificate in STEM Series: Arduino Programming

PE4200593



Other Courses

• Essential Skills for Robotic Process Automation (RPA) Workshop

PE4200468

• Blockchain Technology and its Applications

PE4200665

• Social Media Marketing

PE4200595

• Cloud Computing

PE4200666

• Short Film Production for Real Estate Market using Smart Phone

PE4200594

• Container Technology

PE4200663

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。

Certificate in Cybersecurity and Ethical Hacking

Enquiries 查詢 Ms. Cocoa Wong 黃小姐 | ☎ 2836 1853 | ✉ cocoawong@vtc.edu.hk

Programme Details 課程資料



Introduction

Ethical hacking involves finding vulnerabilities and breach in a system or a network and rectifying those threats. Ethical hacking means legalized hacking where, hacking is carried upon an individual or organisation consent. Ethical hacker mainly deals with penetration testing. If you are eager to learn ethical hacking and cybersecurity, this is the right course for you. You will learn from basics to advanced of both hacking and cybersecurity in a hands-on approach.

Target Audience

Information Security Officer, Information Security Analysts, Software Security Engineer, Penetration Tester, and those who are interested in cybersecurity and ethical hacking

Prerequisite

To get the most out of the course, participants are expected to have basics of computer and Internet. No programming skills are required. We will start from scratch.

Course Contents

1. Basic cybersecurity concepts
2. Risk management
3. Access control
4. Network attack and control
5. Application attack and control
6. Cryptography

Medium of Instruction

Cantonese supplemented with English terms

Speaker Profile

Mr Leo Tsui

BSc(Hons) CUHK; MSc HKBU; CISA, CISSP, CISM, ITIL Foundation, ISO27001 Lead Auditor, CCNA1 Instructor, CCNA CyberOps Instructor

With over 12 years of solid experience in information technology, information security and audit, Leo has been working as an information technology consultant responsible for conducting security risk assessment, designing security controls and conducting information technology audit for various corporations. Moreover, he is the trainer of information security courses in various tertiary education institutes including IVE, SHAPE and HKUSPACE. Leo also conducts seminars and in-house training for various corporations and government sectors.

Code 編號	Course Information 課程資料	RTTP Course Code RTTP課程編號
PE4200399	Certificate in Cybersecurity and Ethical Hacking Date : 2.1.2024 (Tue) to 26.3.2024 (Tue) Time : 7:00pm - 10:00pm Duration : 36 hours, 12 days of 3 hours each Fee : HK\$5,300	Peak/21/2021 (RT)

This course has been included in the list of reimbursable courses under the Reindustrialisation and Technology Training Programme (RTTP). RTTP is a funding scheme under the Innovation and Technology Fund which subsidises local companies on a 2:1 matching basis to train their staff in advanced technologies, especially those related to "Industry 4.0". Please refer to RTTP web site (<https://rttp.vtc.edu.hk>) for more details.

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，附有中文或英文講義。如有查詢，請致電2836 1922。

Container Technology

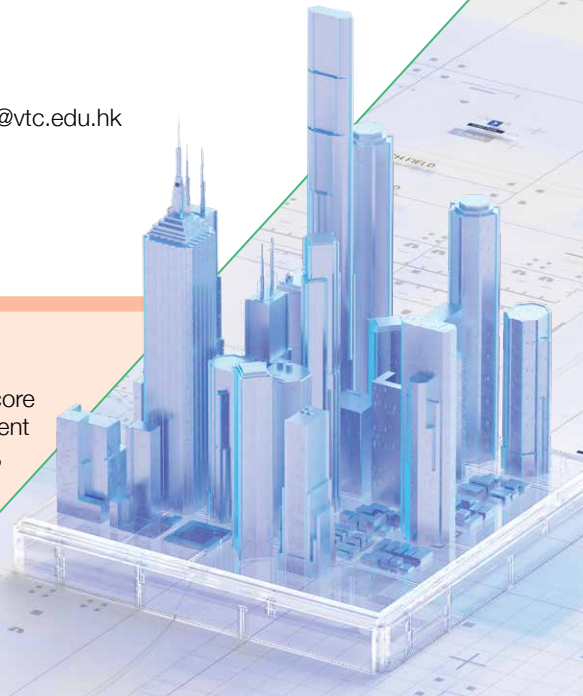
Enquiries 查詢 Ms. Cocoa Wong 黃小姐 | ☎ 2836 1853 | ✉ cocoawong@vtc.edu.hk

Programme Details 課程資料



Introduction

This course will provide participants a comprehensive understanding of the core concepts and best practices regarding Container architecture, design, deployment and management, as well as the related technologies such as Microservices, Docker, Kubernetes, and Service Mesh. In this course, participants will learn about the features, abilities and differences of the corresponding technologies. Then, participants will move on to recognize the necessary software tools and security concerns too. The goal of this course is to help you gain the big picture of Container Technologies and equip with the essential skills in the implementation of automation services in your company.



Target Audience

Anyone who is interested to learn the skills and knowledge of Container and related technologies for enhancing workflow automation, for example, Business analyst, System developer and IT practitioner.

Prerequisite

To benefit most from the course, participants are expected to have basic concepts in computer knowledge and programming.

Course Contents

- Overview of Microservices
 - Introduction to monolithic architecture, miniservice architecture and microservice architecture
 - Comparison of monolithic architecture, miniservice architecture and microservice architecture
 - Benefits of using microservices
- Overview of Container Technology
 - Introduction to virtual machine, container and docker
 - Comparison of virtual machine, container and docker
 - Pros and cons of using container
 - Demonstration
- Overview of Kubernetes
 - Introduction to Kubernetes architecture
 - Kubernetes objects and basic kubectl commands
 - Benefits of using Kubernetes
 - Demonstration
- Overview of Service Mesh
 - Introduction to service mesh
 - How service mesh works in Kubernetes
 - Benefits of using service mesh
 - Comparison of service mesh tools: OpenShift, Istio, Linkerd, and Consul
 - Demonstration

5. Security Considerations for Containers, Docker and Kubernetes
6. Project Management - Methodology and Process Automation
7. Use Cases and Best Practice for Containerised Applications

Medium of Instruction

Cantonese supplemented with English terms

Speaker Profile

Mr. Peter Ma

Mr. Peter Ma is a senior professional with over thirty years' experience in the Information Technology Industry. Peter not only conducts lectures and develops course materials in IT and Mathematics subjects to Higher Diploma and Top-up Degree students, but also he provides technology-based business solution and delivers in-house training for various corporations and government sectors. Peter is a technical expert who incorporates rich experience with mixed academic and industry knowledge

Code 編號	Course Information 課程資料	RTTP Course Code RTTP課程編號
PE4200663	Container Technology Date: 8.11.2023 (Wed) to 29.11.2023 (Wed) Time: 6:30pm - 10:00pm Durations: 14 hours, 4 lessons of 3.5 hours each Fee : HK\$5,800	Peak/10/2022 (RT)

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。

Cloud Computing

Enquiries 查詢 Ms. Cocoa Wong 黃小姐 | ☎ 2836 1853 | ✉ cocoawong@vtc.edu.hk

Programme Details 課程資料



Introduction

This course will begin with a clear overview of Cloud Computing covering the market trends, benefits and major applications. Participants will explore the fundamental systems on which the cloud is based, the essential features, appropriate security controls and useful management techniques necessary for building the Cloud Computing Services. This course is designed for beginners who wish to learn and acquire the basic knowledge in Cloud Computing. The course builds a strong foundation for participants for their further study in Cloud Computing.

Target Audience

Anyone who are interested to learn Cloud Computing, for examples, Business analyst, IT practitioner and Hobbyist.

Prerequisite

To benefit most from the course, participants are expected to have basic computer knowledge and Cloud concept.

Course Contents

1. Overview of Cloud Computing
2. Cloud Computing Benefits and Adoption Frameworks
3. Model and Architectures of Cloud Computing
4. Migrating Cloud from Legacies
5. Usage of NoSQL and Version Control
6. Cloud Services Foundations
7. Virtual vs. Physical Data Centers
8. Cloud Containers and Docker
9. Public Cloud Service Providers and Compute Services
10. Private Cloud Application
11. Cloud Security and Compliance
12. Cloud Management, Monitoring and Control

Medium of Instruction

Cantonese supplemented with English terms

Speaker Profile

Mr. Peter Ma

Mr. Peter Ma is a senior professional with over thirty years' experience in the Information Technology Industry. Peter not only conducts lectures and develops course materials in IT and Mathematics subjects to Higher Diploma and Top-up Degree students, but also he provides technology-based business solution and delivers in-house training for various corporations and government sectors. Peter is a technical expert who incorporates rich experience with mixed academic and industry knowledge.

Code 編號	Course Information 課程資料
PE4200666	Cloud Computing Date: 6.12.2023 (Wed) to 13.12.2023 (Wed) Time: 6:30pm - 10:00pm Durations: 7 hours, 2 lessons of 3.5 hours each Fee : HK\$4,300

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，附有中文或英文講義。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 1906 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 1906）。

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

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

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

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

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

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

Estate Agents Authority (EAA) 地產代理監管局

1. Students of EAA Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. EAA CPD points will be given to students according to the attendance record. Students who have not signed in and / or out on the attendance sheet for a particular class will be deemed to have been absent from that class.

凡參加地產代理監管局持續專業進修 (EAA CPD) 課程之學生，請緊記於每一課堂上課前及每一課堂完結時在點名簿上簽名，以便計算EAA CPD學分。學生若未有按上述指示於點名簿上簽名，將一律被當作缺席處理。

2. Students who are late for a CPD class should go to **PEAK's Reception Counter at 9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet.

學生若遲到上課，請立即前往**職業訓練局大樓9樓高峰進修學院接待處**或向班房門外當值同事（如適用）簽到。

3. EAA CPD points for students will be calculated according to the attendance record. Please note that the minimum unit of EAA CPD point is 1. Hence, for students who are late for class, absent from the class or leave before the class ends for any reason in total for more than 15 minutes, a minimum of 1 EAA CPD point will be deducted.

學生可獲的EAA CPD學分將根據出席課堂的記錄計算。有關時數的最少單位為1分，不論任何原因，學生遲到、早退或離開課室合共超過15分鐘或以上均會被扣減1個EAA CPD學分。

4. Students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for over 1 hour.

學生若遲到、早退或離開課室合共超過1小時，將不能獲得任何EAA CPD學分。

5. For multi-session programmes with 11 EAA CPD points or more, students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for more than 20% of the total hours of the programme.

如總時數為11小時或以上的多次性課程，若學生遲到、早退或離開課室合共超過課程總時數的百分之二十，將不能獲得任何EAA CPD學分。

6. Students should refer to the digital clock displayed at PEAK for signing in and signing out purpose.

本院將以院內的時鐘所顯示之時間記錄學生出席時數。

7. No eating or drinking is allowed in classrooms.

課室內不准飲食。

Certificate 證書頒發

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

- Students enroll in a programme in less than 3 working days^{##} 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 Typhoons / "Extreme Conditions" and Rainstorms

颱風 / 「極端情況」及暴雨期間之課堂 / 考試**安排

Typhoons / "Extreme Conditions" (颱風) / 「極端情況」

When typhoons (also refer to tropical cyclones) / "Extreme Conditions" affect Hong Kong, the following arrangements for classes / examinations** of the Institute of Professional Education And Knowledge (PEAK) will apply:

颱風 (亦指熱帶氣旋) 襲港 / 在「極端情況」期間，高峰進修學院課堂 / 考試**安排如下：

Typhoon Signal / "Extreme Conditions" 颱風信號 / 「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 一號颱風信號	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)
No. 3 三號颱風信號	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# / Typhoon Signal No. 8 or above / "Extreme Conditions" Announcement 八號預警# / 八號或以上颱風信號 / 「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 Typhoon signal No. 3 or below or lowering all typhoon signals or cancellation of "Extreme Conditions" at any time 改掛三號或以下颱風信號 / 除下所有颱風信號 / 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 two hours of the hoisting of the Typhoon Signal No. 8.
如情況許可，香港天文台在發出八號颱風信號前兩小時內會發出預警 (即八號預警)。

Rainstorms (暴雨)

When rainstorm signal is issued, the following arrangements for classes / examinations** of the Institute of Professional Education And Knowledge (PEAK) 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 Rainstorm 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 Rainstorm 紅色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)

Rainstorm Warning Signal 暴雨警告信號		Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)
BLACK Rainstorm 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。 <i>Remarks 注意:</i> <i>If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes/examinations** conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i> 若由於上課時間表安排的差異, 學生 / 學員當時尚未返抵學院 / 上課地點, 應留在家中或在安全地方暫避。如課堂 / 考試**在戶外舉行, 在場負責的職員會即時終止活動, 並安排所有學生 / 學員在安全地方暫避。
	(e) Issued 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.
考試指高峰進修院校內考試。

Fees 費用

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

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

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

所有行政或課程費用如有所調整, 恕不另行通知。

Special Discount 特別優惠

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

Remarks:

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

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

備註:

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

Classroom Discipline 課室規則

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

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



Introduction 簡介

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

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

Application Procedures 申請手續

1. Application forms can be obtained from the Home Affairs Enquiry Centres, Office of the Continuing Education Fund (OCEF) and the <https://www.wfsfaa.gov.hk/cef/download/SFO313.pdf>. Please refer to “Guidance Notes for Application [SFO 312_E (2022)]” when completing the application form (<https://www.wfsfaa.gov.hk/cef/download/SFO312E.pdf>). (Remark: the CEF Institutional Code of Vocational Training Council is “501”).

申請表可於各區民政諮詢中心或持續進修基金辦事處索取，亦可透過網頁<https://www.wfsfaa.gov.hk/cef/download/SFO313.pdf>下載。填寫申請表格，請參閱有關持續進修基金“申請指引[SFO312_C (2022)]”(<https://www.wfsfaa.gov.hk/cef/download/SFO312C.pdf>)（備註：職業訓練局之持續進修基金編號為501）。

2. Applicants should submit the completed application forms [SFO 313 (2022)], **within one year upon the successful completion of the Course**, together with the following documents (Original Copies) to PEAK for certification during the office hours (Please refer to P.1 of this prospectus):
 - i. Original copy(ies) of the VTC Official Receipt(s);
 - ii. Original copy(ies) of the documentary proof of successful completion of the Course:
 - a. Attendance Certificate; and / or
 - b. Completion Certificate; and / or
 - c. Letters or Transcripts certifying the claimant has passed the relevant course assessment(s).

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[SFO 313 (2022)]，連同以下文件（正本）於辦公時間（請參閱本課程手冊第一頁）交回本院以作核實，並由本院蓋章：

- i. 學費收據正本；
 - ii. 成功修畢課程的證明文件正本：
 - a. 出席證書 及 / 或
 - b. 結業證明書 及 / 或
 - c. 由本院發出的信件或成績單等。
3. “Successful completion” of the Course means that applicants must pass the course assessment(s) and fulfill the attendance requirement as set out in the relevant programme brochures. **Please be reminded that reimbursement can only be claimed upon completion of the Course. Completion of an individual module which is not registered under CEF would not be accepted for the reimbursement.**

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

4. If the applicant is proved to have successfully completed the Course, PEAK will do the document certification and issue a “Letter of Certification” to the claimant after all required documents are received. Our staff will then contact the respective claimant for the collection arrangement. **If the claimant fails to submit any of the above documents, PEAK will NOT stamp on the application forms and issue the “Letter of Certification”.**

如確認申請人成功修畢課程，本院會於申請人提交上述文件後核實所有提交的文件及向申請人發出「證明信件」，並會通知有關申請人前來領取。如申請人未能出示上述文件，本院有權拒絕於申請表上蓋章及發出「證明信件」。

5. Please refer to CEF information to submit the required documents to claim the reimbursement. Late applications will not be accepted.

請參閱持續進修基金申請資料，將所需文件遞交至持續進修基金辦事處申領發還學費。逾期遞交的申請概不受理。

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

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 1906 / 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: _____



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"✓")

☐ Yahoo ☐ Google ☐ PEAK 網頁 ☐ 電郵 ☐ 單張 ☐ 每季課程章程 ☐ 朋友 ☐ 教育展覽會
☐ 報紙/雜誌(名稱: _____) ☐ 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

- 申請人 / 學生於其課程申請及入學註冊時所填報的資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，高峰進修學院 / 職業訓練局將會用於處理下列與課程的入學申請及行政相關之用途：
 - 處理一切有關高峰進修學院 / 職業訓練局課程的入學申請及甄選事宜；及相關用途；
 - 向香港考試及評核局索取申請人的香港中學會考 / 香港中學文憑考試 / 香港高級程度會考成績，以及向本港或以外的有關院校，索取申請人的公開試及校內試修業成績；
 - 核對申請人申請紀錄，以及核對和索取申請人在職業訓練局及其機構成員就讀的紀錄與成績；
 - 申請資料及學生紀錄會用於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；
 - 儲存獲取錄的申請人資料於學生紀錄系統；及
 - 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。
- 高峰進修學院 / 職業訓練局會對申請人 / 學生的資料絕對保密，但可將申請人 / 學生的個人資料，給予對本院有保密承諾的任何人士或其代表，用於(1)段所述的用途。
- 根據《個人資料(私隱)條例》，申請人 / 學生有權
 - 查閱高峰進修學院是否持有他的個人資料；
 - 要求獲得上述資料的副本；及
 - 要求高峰進修學院更正他的個人資料。申請人 / 學生必須提供足夠資料予高峰進修學院以識別身份，否則本院有權拒絕上述要求。
- 申請人 / 學生如欲查閱個人資料，須以書面形式向高峰進修學院提出，地址如下：
高峰進修學院
香港灣仔活道27號
職業訓練局大樓9樓
- 根據《個人資料(私隱)條例》，高峰進修學院 / 職業訓練局保留權利收取查閱資料所需行政費用。

(II) 報名須知

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

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

(IV) 學生知識產權政策

知識產權

1. 「知識產權」指任何發現、創作、發明、設計、式樣、商標、可作商業用途的科技、數據庫使用權、機密資料、商業秘密、專有技術或任何研究方法，以及所有相關權利，包括：專利、版權、商標、外觀設計、實用新型、其他同類保障權，不論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

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 1906 / 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: _____



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 "✓")

☐ Yahoo ☐ Google ☐ PEAK Website ☐ Email ☐ Leaflet ☐ Prospectus ☐ Friend ☐ Education Expo

☐ Newspaper / Magazine (Name _____) ☐ Other _____

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF:

- 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.
- 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

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

(II) NOTES TO APPLICANTS

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

(III) DECLARATION

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

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

Intellectual Property

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

Applicability of Intellectual Property Policy to Students

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

Ownership of the Intellectual Property

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his/ her course of study. Such right to use will include but not limited to, for example, the followings:
 - a) The right of VTC to sub-license the Intellectual Property;
 - b) To showcase the award-winning works of the student for publicity or display purpose; and
 - c) To refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student's Intellectual Property.

4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and/or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, "sponsor" means support from the Company or VTC, which could include financial assistance (cash or in kind), use of Company's or VTC's equipment and facilities, and access to Company's or VTC's confidential data, drawings, sketches, and documents relating to the project.

Student's Obligations and Warranty

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

(V) STUDENT DECLARATION ON ACADEMIC ORIGINALITY

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

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

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.
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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。



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