HONG KONG INSTITUTE OF VOCATIONAL EDUCATION HOSPITALITY DISCIPLINE



Application Form 報名表格 (Please complete the form in BLOCK LETTERS. 請用 正楷 填寫表格)

Part A: Program	nme	Details 5	第一台	部份 :	課程資	料						
Programme Title	課程名	稱:										
Class Schedule 課程表:												
Part B: Personal Particulars 第二部份:申請人資料 (Please delete as appropriate. 請刪去不適用者)												
The name entered should correspond with that on your HK Identity card for certificate record. 所填報的姓名須與香港身份證上相同,以作發出證書記錄。												
English Name: Mr / Ms / Miss HKID No. 身份證號碼:												
中文姓名: 先生 / 女士 / 小姐 Contact No 聯絡電話:												
Date of Birth 出生日期:												
Correspondence Address 通訊地址:												
Education Level 教育程度 (Please tick the appropriate box 請於合適空格上加上 ✓ 號)												
□ Secondary 中學:	□ Secondary 中學程度 □ Post-Secondary 專上程度							□ University or above 大學或以上				
Other (Please specify) 其他(請註明):												
Work Experience 工作經驗												
Company of Employment 任職機構名稱												
Position Held 職位 Industry 行業								Work Experience 工作經驗 Year(s) 年				Year(s) 年
•												
Programme Fee	學費	(Please tick	k the ar	opropriate	box 請於命	合適空格上加上 ✓	號)					
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										業界需要的職業專			
Please complete the following survey in order to better understand your learning and personal development needs. The information you provide may be used to assist Discipline's research in vocational and professional education and training.													
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1.			日本培訓										
	_	How did you hear about this training programme?											
		□ 社交/流動媒體 Social Media / Mo					annel		職業訓練局終	関頁 VTC We	bsite		
		同事/月	朋友推薦		Colleagues	/ Friends refe	rrals		關鍵字搜尋	Key Sea	rch		
		酒店及	及旅遊學科	軍郵	Email from I	Hospitality Dis	scipline		關鍵字搜尋	Online A	dvertisement		
		香港酒	雪店業協會	電郵	Email from I	Hong Kong H	otels Association	n 🗆	報章廣告	Print Adv	vertisement		
2.	請選	請選擇以下您感興趣的課程 (你可以選擇多於一項)											
	Please advise your areas of interest (You may choose more than one)												
		國際基	專業資格	Inte	rnational Pr	ofessional (Qualifications						
		葡萄酒與烈酒教育基金會一葡萄											
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			游泳池及水療衞生及安全 健身教練				Hygiene and Safety for Swimming Pool and Spa Fitness Coach						
			以上沒有	•	請說明:		acii						
					sted, please s _l								
			及餐飲營	運管理村	目關 Hote	and Catering Operations Management related							
			客戶服務管理 房務部營運及管理			Customer Service Management							
							eping Operations and Management ce Operations and Management,						
			餐飲服務		管理	Food and Beverage Operations and Management							
	事業管家服務 Professional Butler Service												
		□ 以上沒有列出,請說明:											
		Not the above listed, please specify: 旅遊及會議展覽營運管理相關 Tourism and MICE Operations Management related											
	□ 旅遊行業專業人士 □ 遊學團業務必讀					Industry Professionals							
						Study Tours							
		□ 旅行社優質服務 □ 旅遊產品銷售			Quality Customer Service in Travel Agency								
		其他語	/350	避產品頭 hers:	育 售	Selling Travel Products							
	_					Profession	al Etiquette and I	Manner					
□ 專業禮儀培訓 □ 款待及旅遊概論							n to Hospitality a		sm				
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3. 請排評以下你對選擇酒店及旅遊學科培訓課程的因素 Please rate the following factors of your selection in hospitality in-service programmes													
				選擇因	-		極其重要	•	非常重要	有些重要	不重要	沒有關係	
_	可從	- 在公正			Selection	.,	Extremely Impor	tant V	ery Important	Some Important	Not important	Irrelevant	
A	り 學費	接更高		Course	ation pathwa e fee	у						H	
B C		₹ Course ree 星設計 Curriculum design					Ä				Ä	- H	
D		性 Duration of course											
E		, 地點和	時間	Venue	location and	time							
F		課程專業認受性 Professional recognition											
G	教學	教學質素 Quality of teaching											
Н	院核	院校聲譽 Reputation of the institution				stitution							

Application Notes 申請須知

I Please fill up this application form attaching with crossed cheque payable to "Vocational Training Council" (back of the cheque with names of applicant and programme), send by post or in-person before the closing date to the address below:

Hospitality Discipline, Room 432
Hong Kong Institute of Vocational Education (Haking Wong),
702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon

Remarks:

- 1. Application form must be submitted with cheque together, otherwise this will NOT be processed
- 2. Cash should NOT be sent through post and dated cheques will NOT be accepted.

請填妥本申請表·連同劃線支票·抬頭請註明**「職業訓練局」**·支票背面請寫上申請人的姓名及課程名稱。 於課程截止報名日期前親身或郵寄至:

> 九龍長沙灣荔枝角道 702 號 香港專業教育學院(黃克競) 432 室 酒店及旅遊學科

備註:

- 1. 報名表格必須連同支票一併遞交,否則將不獲受理
- 2. 切勿郵寄現金,期票恕不接納。
- II Seats are limited and applications are processed on a first-come-first-served basis.

If the minimum number of students is not reached, the course will be postponed.

由於名額有限,報名以先到先得方式進行。如未能達到最低收生人數,課程將會順延。

III The admission notification will be issued a week before the commencement of the course via e-mail. Applicants who do not receive this email notification should contact us. An official receipt for their tuition fee payment will be given in the first lesson.

申請人將於開課前一星期收到確認取錄的電郵。如在開課前一星期仍未收到通知,請與我們聯絡。正式收據會於課程第一堂發出。

IV Refund and Transfer | 退還課程費用 及 學額轉讓

Fees paid is non-refundable unless the programme cancellation, rescheduling and unsuccessful application cases. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained. The Hospitality Discipline of Institute of Vocational Education reserves the right to cancel or reschedule the course.

除因課程取消、改期及申請不獲接納的情況外,所繳費用恕不退還。已繳學費及報名名額亦不可轉讓,並不受理申請換班及轉讓他人。香港專業教育學院酒店及旅遊學科將保留取消及重新安排課程之一切權利。

$_{ m V}$ Diversity and Equality Policy \parallel 多元化及平等政策

The Vocational Training Council (VTC) is committed to developing, promoting and maintaining policies of equality of opportunity which creates an environment for staff, students or any other persons who have dealings with the VTC where there is no barrier to equal opportunities and no discrimination on the grounds of sex, pregnancy, breastfeeding, disability, race, marital status, family status, or sexual orientation.

職業訓練局致力制定、推廣及維持一套平等機會政策,以締造一個機會均等,以及沒有性別、懷孕、餵哺母乳、殘疾、種族、婚姻狀況、家庭崗位或性傾向歧視的環境予所有職業訓練局僱員、學生以及與職業訓練局有事務交往的人士。

VI Personal Data Policy | 個人資料政策

VTC's policies and practices in relation to personal data and the Personal Data (Privacy) Ordinance in Hong Kong is available at http://www.vtc.edu.hk/html/en/privacy.html. VTC and its member institutions intend to use your personal data 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 so use your personal data without your consent. If you would like to unsubscribe from receiving the said information or update your personal data, please send your request to iveht@vtc.edu.hk.

關於職業訓練局對個人資料及香港《個人資料(私隱)條例》的政策及做法,請瀏覽

http://www.vtc.edu.hk/html/tc/privacy.html。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。惟我們必須先得到您的同意,否則不能如此使用你的個人資料。如您日後希望停止接收上述資訊,或更改個人資料,請電郵至iveht@vtc.edu.hk。

Contact us 聯絡我們

WhatsAPP: 9037 2228 Website 網址: https://hospitality.vtc.edu.hk/en/in-service-training/

Fax 傳真: 2360 5516 Opening Hours 辦公時間: 9:00 a.m. – 6:00 p.m. (Monday to Friday) (星期一 至 星期五)