

# HONG KONG INSTITUTE OF VOCATIONAL EDUCATION

## HOSPITALITY DISCIPLINE



Member of VTC Group  
VTC 機構成員

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

### Part A: Programme Details 第一部份 :

Programme & Code 課程及編號 :

Commencing Date 開班日期 :

### 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 :

(DD)

(MM)

(YYYY)

Email 電郵 :

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

### Programme Fee 學費 (Please tick the appropriate box 請於合適空格上加上 ✓ 號)

Applicants below are eligible for 10% discount (supporting document is required upon the submission of the application)

合資格申請人須連同有關證明文件一併遞交, 可獲九折優惠。

VTC Staff 職業訓練局職員

Graduate of "Certificate for Fitness Coach" who applies for "Advanced Certificate for Fitness Coach"

已修畢本學系之「體適能教練證書」課程, 並現報讀「體適能教練高級證書」課程之學員

Graduate of "Certificate in Safety & Hygiene for Swimming Pool & Spa Supervisors" who applies for "Certificate in Safety and Hygiene for Swimming Pool and Spa Manager" 修畢「泳池及水療機構衛生及安全經理證書」課程, 並現報讀「泳池及水療機構衛生及安全經理證書」課程之學員

Programme Fee 費用

Name of Bank & Cheque No. 銀行名稱支票號碼

### Part C: Declaration and Authorization 聲明及授權 (\*Application form without signature will not be processed 申請表上沒有簽名將不會受理)

- I declare that all information given in this application is, to best of my knowledge, accurate and complete.  
本人在此聲明, 所有於此申請表格上填報的各項資料及附加文件, 以本人所認知, 是準確及完整。
- I authorize Vocational Training Council (VTC) to use, check and process my data as required for my application to all courses which are held in VTC. I accept that all the data in this form and those the courses are authorized to obtain will be used for purposes related to the processing and administration of my application in VTC.  
本人授權職業訓練局使用, 檢查並根據申請所有職業訓練局課程的要求處理本人的資料。本人接受所有於申請表格上和經授權而從課程中獲得的資料會被使用作處理及執行本人於職業訓練局的申請。
- I authorize Vocational Training Council (VTC) and the relevant bodies or academic institution in elsewhere to extract, obtain, release and access any and all information about my examination results, records of studies or professional qualifications for relevant purposes.  
本人授權職業訓練局和相關機構或學術機構提取、獲取、發放和存取任何及所有有關本人的考試成績、課程或專業資格的記錄及相關用途。
- I am aged over 18, and do not have any health problems that made me unfit for alcoholic beverage tasting.  
本人已年滿 18 歲, 並沒有因品嚐酒類飲品, 從而造成任何健康問題。
- I agree to conform to all student regulations of Hong Kong Institute of Vocational Education.  
本人願遵守香港專業教育學院的一切學生規章。
- I understand and agree the above and all "Application Notes I to X" on P.2.  
本人理解並同意以上各項及在第 2 頁上的所有「申請須知 I 至 X」。

Applicant Signature 申請人簽署 :

Date 日期 :

I do NOT wish to receive information in relation to any programmes, admission and events of Hospitality Discipline and member institutions of VTC.  
我不願意收到任何有關 職業訓練局轄下院校 及 酒店及旅遊學科 的任何課程、招生和活動的資訊。

## 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 435, 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) 435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。

### **V Special Consideration and Reasonable Adjustment | 特殊考慮及合理調整 (For WSET Only | 只適用於葡萄酒與烈酒教育基金會課程)**

If Wine and Spirit Education Trust (WSET) students have any special consideration and reasonable adjustment requests, you may send email to [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) “Hospitality Discipline’s In-service Programme Team” stating your name, address and contact information with full details of the complaint with supporting documents. Hospitality Discipline can arrange reasonable adjustment for special consideration as this [policy](#).

如果葡萄酒與烈酒教育基金會 (WSET) 的課程學生有任何特殊考慮和合理調整需要，您可以發送電子郵件至 [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) 「酒店及旅遊學科在職培訓組」，註明您的姓名、地址和聯繫信息，以及調整的完整詳細信息和支持文件。酒店及旅遊學科為此政策可安排合理調整。

### **VI Complaints and Appeals | 投訴及上訴程序 (For WSET Only | 只適用於葡萄酒與烈酒教育基金會課程)**

If Wine and Spirit Education Trust (WSET) student have any complaints and appeals, you may send email to [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) “Hospitality Discipline’s In-service Programme Team” stating your name, address and contact information with full details of the complaint with supporting documents. “The Programme Team” should acknowledge receipt of it in writing normally within 5 working days. This will be conducted an investigation into the complaint. Result of investigation would be responded in writing within 20 working days. If the response of complaint is not satisfied, you may send email for appeal to “The Programme Team Coordinator” after 5 days of receiving response. “The Programme Team Coordinator” should acknowledge receipt of it in writing normally within 5 working days. This will be conducted a further investigation into this appeal. Result of appeal investigation would be responded in writing within 20 working days. If the student is still dissatisfied, you may wish to file a complaint with WSET about the Approved Programme Provider (APP) referring to WSET’s Quality Assurance Team email to [qa@wsetglobal.com](mailto:qa@wsetglobal.com).

如果葡萄酒與烈酒教育基金會 (WSET) 的課程學生有任何投訴和上訴，您可以發送電子郵件至 [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) 「酒店及旅遊學科在職培訓組」，註明您的姓名、地址和聯繫信息，以及投訴的完整詳細信息和支持文件。「在職培訓組」通常應在 5 個工作日內以書面形式確認收到，並對投訴進行調查。調查結果將在 20 個工作日內作出書面回覆。若您對投訴的結果不滿意，您可以在收到回覆 5 天內再次發送電子郵件向「在職培訓組統籌員」提出申訴。「在職培訓組統籌員」通常應在 5 個工作日內以書面形式確認收到，並對該上訴進行進一步調查。上訴調查結果將在 20 個工作日內作出書面回覆。若您仍不滿意結果，您可透過電郵 [qa@wsetglobal.com](mailto:qa@wsetglobal.com) 向 WSET 質量保證團隊提交有關 特許授權培訓機構 (APP) 的投訴。

### **VII Enquiry and Feedback | 考試查詢及回饋 (For WSET Only | 只適用於葡萄酒與烈酒教育基金會課程)**

This [Enquiry & Feedback Form](#) enables candidates to request an enquiry against examination results (re-mark) and/or feedback on their scripts.

An enquiry can be requested for all grades awarded; feedback can only be requested for fail grades.

此查詢及回饋表能夠使考生請求對考試結果 (重新評分) 和/或對其作答的回饋進行查詢。

考生只可要求對所有被評核的等級進行查詢；並只能針對不及格的成績請求回饋。

### **VIII Diversity and Equality Policy | 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。

### **IX 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](mailto: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，否則不能如此使用您的個人資料。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](mailto:iveht@vtc.edu.hk)。

為了更了解您的學習和個人發展需要，請填寫以下問卷。酒店及旅遊學科從而能提供更配合業界需要的職業專才教育和培訓計劃。  
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.  
(Please tick the appropriate box 請於合適空格上加上 ✓ 號)

1. 你如何得知本培訓課程?

How did you learn about this training programme?

- |                                    |                                         |                                  |                      |
|------------------------------------|-----------------------------------------|----------------------------------|----------------------|
| <input type="checkbox"/> 社交/流動媒體   | Social Media / Mobile Channel           | <input type="checkbox"/> 職業訓練局網頁 | VTC Website          |
| <input type="checkbox"/> 同事/朋友推薦   | Colleagues / Friends referrals          | <input type="checkbox"/> 關鍵字搜尋   | Key Search           |
| <input type="checkbox"/> 酒店及旅遊學科電郵 | Email from Hospitality Discipline       | <input type="checkbox"/> 關鍵字搜尋   | Online Advertisement |
| <input type="checkbox"/> 香港酒店業協會電郵 | Email from Hong Kong Hotels Association | <input type="checkbox"/> 報章廣告    | Print Advertisement  |

2. 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)

國際專業資格 International Professional Qualifications

- |                                             |                                              |
|---------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> 葡萄酒與烈酒教育基金會—葡萄酒    | WSET Awards in Wines                         |
| <input type="checkbox"/> 葡萄酒與烈酒教育基金會—清酒     | WSET Awards in Sake                          |
| <input type="checkbox"/> 葡萄酒與烈酒教育基金會—烈酒     | WSET Awards in Spirits                       |
| <input type="checkbox"/> 其他葡萄酒，例如：波爾多葡萄酒學校  | Other wines: e.g. L'Ecole du Vin de Bordeaux |
| <input type="checkbox"/> 以上沒有列出，請說明：        |                                              |
| Not the above listed, please specify: _____ |                                              |

康樂、娛樂、運動教練及設施管理相關 Leisure, Recreation, Sports Coaching and Facilities Management related

- |                                             |                                              |
|---------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> 游泳池及水療衛生及安全        | Hygiene and Safety for Swimming Pool and Spa |
| <input type="checkbox"/> 健身教練               | Fitness Coach                                |
| <input type="checkbox"/> 以上沒有列出，請說明：        |                                              |
| Not the above listed, please specify: _____ |                                              |

酒店及餐飲營運管理相關 Hotel and Catering Operations Management related

- |                                             |                                             |
|---------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> 客戶服務管理             | Customer Service Management                 |
| <input type="checkbox"/> 房務部營運及管理           | Housekeeping Operations and Management      |
| <input type="checkbox"/> 前台營運及管理            | Front Office Operations and Management,     |
| <input type="checkbox"/> 餐飲服務營運及管理          | Food and Beverage Operations and Management |
| <input type="checkbox"/> 專業管家服務             | Professional Butler Service                 |
| <input type="checkbox"/> 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

- |                                   |                                           |
|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> 旅遊行業專業人士 | Industry Professionals                    |
| <input type="checkbox"/> 遊學團業務必讀  | Study Tours                               |
| <input type="checkbox"/> 旅行社優質服務  | Quality Customer Service in Travel Agency |
| <input type="checkbox"/> 旅遊產品銷售   | Selling Travel Products                   |

其他課程 Others: \_\_\_\_\_

感謝您的參與及寶貴意見 Thank you for your participation and valuable comment

Opening Hours 開放時間 : 9:00 a.m. – 5:00 p.m. (Monday to Friday) (星期一至星期五)

Tel 電話: 2957 5784 WhatsApp: 2957 5736 /2708 5388 E-mail 電郵 : iveht@vtc.edu.hk Website

網址 : <https://hospitality.vtc.edu.hk/en/in-service-training/>