

## HT310255 培訓師訓練證書課程 (款待及旅遊)

### Certificate for Train-the-Trainer (Hospitality and Tourism)

The programme aims to refine the knowledge of the graduates of the Introduction to Hospitality and Tourism Programme through hotel visit, experience sharing by teaching excellence professionals, and experiential training at Front Office, Housekeeping and Food & Beverage Department, to strengthen the learning and teaching skills and industry know-how.

本課程專為已修畢「款待及旅遊概論」的人士而設，學員在課堂中能親身體驗客務部、房務部、餐飲部等工作情況，並且由榮獲職業訓練局傑出教學獎之款待業導師作經驗分享，讓學員能了解教授款待及旅遊科的技巧。酒店參觀和餐飲服務體驗有助學員了解職訓局的教學理念及方法。透過一系列的體驗活動，深化學員對款待及旅遊概論的內容，提升學員對教授款待及旅遊科的能力及技巧。



#### Learning Contents | 學習內容

- Programme will be conducted by VTC Teaching Excellence Award (TEA) Awardees of HTI  
本課程由榮獲職業訓練局傑出教學獎之款待業導師教授
- VTC Campus Visit at (HTI/CCI/ICI)  
參觀職業訓練局轄下之學院 (酒店及旅遊學院(HTI)/中華廚藝學院(CCI)/國際廚藝學院(ICI))
- Extended Learning for the industry practitioners, including classroom management with interactive learning and teaching  
款待業導師提供延伸學習及教學分享
- Job-shadowing Activities at Front Office, Housekeeping, Food & Beverage and Travel & Tourism  
工作體驗活動，包括酒店前台部、房務部、餐飲部及旅遊行業
- VPET Experiential Learning  
職專教育體驗
- Hotel Visit  
酒店參觀

#### Contact Hours | 上課時數

Total 18 Hours including a short quiz (分 3 個課堂，總共 18 小時包括測驗)

Cohort 組別	Lesson 課堂	Date 日期	Day 星期	Time 時間	Venue 上課地點
July 2025 2025 年 7 月	Lesson 1   第一堂	7 July   7 月 7 日	Mon   (星期一)	09:30-17:00	Hotel and Tourism Institute (Pokfulam) 酒店及旅遊學院(薄扶林)
	Lesson 2   第二堂	9 July   7 月 9 日	Wed   (星期三)	09:30-17:00	
	Lesson 3   第三堂	14 July   7 月 14 日	Mon   (星期一)	09:30-17:00	



## Certification | 證書

Participants are required to attend a short quiz in a form of short questions/multiple choice questions. Upon successful completion of the programme (i.e. attended a minimum of 80% of the classes and passed the quiz), students will be awarded a certificate issued by the Hospitality Discipline of the Vocational Training Council.

課程包括一個以短答題/選擇題形式測驗。出席率不少於 80% 及測驗合格者，將獲頒發職業訓練局轄下酒店及旅遊學科之修業證書一張。

## Medium of Instruction | 授課語言

Cantonese (supplemented with English notes)

廣東話 (輔以英語教材)

## Programme Fee | 學費

HK\$2,200 per person

每人港幣\$2,200

## Application Deadline | 截止報名日期

13 June 2025

2025 年 6 月 13 日

## Enquiry | 查詢

Telephone / 電話: 2957 5736 / 2538 2411 / 9037 2228

WhatsApp: 9400 9303 / 9037 2228

Email / 電郵: [jennychan@vtc.edu.hk](mailto:jennychan@vtc.edu.hk)

Website / 網址: <http://www.hti.edu.hk>

Mailing Address / 郵寄地址: Hotel and Tourism Institute  
Room 122C, VTC Pokfulam Complex, 145 Pokfulam Road, Hong Kong  
酒店及旅遊學院  
香港薄扶林道 145 號職業訓練局薄扶林大樓 122C 室

Please post the application form to the above mailing address with enclosed cheque made to "Vocational Training Council", VTC will only bank-in the cheque once the course confirmed for commencement.

請將申請表連同支票郵寄至上述地址。支票抬頭為“職業訓練局”。本局只會在課程確認開課後，將支票交予銀行兌現。

## Disclaimer / 免責聲明

VTC reserves the right to cancel any course, revise course content or change the offering venue(s), date and time if circumstances so warrant.

職業訓練局可因應情況取消任何課程、修正課程內容或更改上課地點、日期及時間。



## 兼讀制課程報名表 Application Form for Part-time Programmes

課程編號 Programme Code	學院 Institute	課程名稱 Programme Title
課程選擇 Programme Choice	HT310255	Certificate for Train-the-Trainer (Hospitality & Tourism)

姓名 Name (先生 Mr. / 太太 Mrs. / 女士 Ms.): \_\_\_\_\_ ( \_\_\_\_\_ )  
中文 Chinese

出生日期 Date of Birth: \_\_\_\_\_ 身份證號碼 H.K.I.D. No.: \_\_\_\_\_

聯絡電話 Contact Tel. No.: \_\_\_\_\_ 電郵 Email: \_\_\_\_\_

通訊地址 Correspondence Address: \_\_\_\_\_

### 學歷 ACADEMIC QUALIFICATIONS

大學/學院/學校 University/College/School	最高資歷 Highest Qualification Attained	由(日期) From (Date)	至(日期) To (Date)

如申請人持有以下證書，請在以下方格加上剔號“√”並於註冊時遞交證書的正本以便核對。Please put a tick (√) in the following box if you are the holder of the following certificate(s) and bring the original certificate(s) for validation upon programme registration.

食物環境衛生署認可衛生督導員證書 Basic Food Hygiene Certificate for Hygiene Supervisors recognised by Food and Environmental Hygiene Department

### 工作經驗 WORKING EXPERIENCE

機構 Organisation	職位 Position	部門 Department	由(日期) From (Date)	至(日期) To (Date)

### 提名人 NOMINATED BY (如適用 if applicable):

公司名稱 Name of Company: \_\_\_\_\_

地址 Address: \_\_\_\_\_

電郵 Email: \_\_\_\_\_ 電話 Tel. No.: \_\_\_\_\_

授權 Authorised by (姓名 Name): \_\_\_\_\_ (職位 Title): \_\_\_\_\_

簽名 Signature [公司蓋印(如適用) with Company chop if applicable]: \_\_\_\_\_

### 回郵地址 MAILING LABEL (申請人必須填寫下列三欄 Please fill in all 3 labels)

姓名 Name _____	姓名 Name _____	姓名 Name _____
地址 Address _____	地址 Address _____	地址 Address _____
_____	_____	_____
_____	_____	_____

你從何得知本學院課程資料？ How did you learn about our programmes?

- 公司推薦 老師/親友推薦 網頁 (HTI CCI ICI IVE VTC) 資訊日 (九龍灣 薄扶林 天水圍 黃克競 柴灣) 報章廣告 業界通訊  
網上廣告 傳媒報道 展覽 社交媒體 (HTI,CCI,ICI面書/IG IVE面書/IG VTC面書/IG) 青年/社區中心 其他請註明： \_\_\_\_\_  
Company Referral Teacher/Friend Referral Website (HTI CCI ICI IVE VTC) Info Day (Kowloon Bay Pokfulam Tin Shui Wai  
Haking Wong Chai Wan) Print Advertisement Industry Newsletter Online Advertisement Media Reports Exhibition/Roadshow  
Social Media ( HTI,CCI,ICI Facebook/IG IVE Facebook/IG VTC Facebook/IG) Youth Centre/Community Centre Others: \_\_\_\_\_

監護人聲明 (十八歲以下申請人適用) Declaration from Guardian (For applicants aged below 18 years of age)

本人 I, \_\_\_\_\_ 身份證號碼 H.K.I.D. No. \_\_\_\_\_ 同意 consent \_\_\_\_\_ (申請人 Name of applicant)

於 貴學院接受訓練 to attend training in your Institute.

與申請人關係 Relationship to Applicant: \_\_\_\_\_ 聯絡電話 Contact Tel. No.: \_\_\_\_\_ 監護人簽署 Guardian's Signature: \_\_\_\_\_

## 申請人須知/ 個人資料

- 申請人須為香港永久居民或無工作限制之合法香港居民。
- 課程費用不可連同申請表一同郵寄。申請人若能成功入讀，將獲通知付款方法。
- 如申請人在註冊後不能依期入讀課程，已繳交之學費或有關費用概不發還，亦不可轉換上課日期及更改其他課程。
- 酒店及旅遊學院 / 中華廚藝學院 / 國際廚藝學院 / IVE 酒店及旅遊可因應情況而取消任何課程、修正課程名稱/內容/年期及更改開辦課程的院校/分校/上課地點。
- 以上內容包括課程名稱，上課時間 / 安排及收費，一切以報名時為準。
- 職業訓練局會每年檢討學費水平，學費會根據通脹、課程架構等因素釐定，如有任何更改，恕不另行通知。
- 本人所提供的資料完整真實，並同意可按照 貴局個人資料政策作有關用途。

## 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、招生及活動資訊作市場推廣之用。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 [hti@vtc.edu.hk](mailto:hti@vtc.edu.hk) / [cci@vtc.edu.hk](mailto:cci@vtc.edu.hk) / [ici@vtc.edu.hk](mailto:ici@vtc.edu.hk) / [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) 或傳真至 2538 2765 (酒店及旅遊學院 / 中華廚藝學院 / 國際廚藝學院) 或 2725 2342 (IVE 酒店及旅遊) 通知我們。

## 收集個人資料聲明

- 申請人入學申請所填報的資料，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，其用途如下：
  - 處理一切有關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公開考試成績，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；
  - 索取申請人在職業訓練局轄下院校及中心的成績；
  - 核對申請人申請紀錄，以及核對申請人在職業訓練局轄下院校及中心就讀的紀錄；
  - 儲存獲取錄的申請人資料於學生紀錄系統
- 職業訓練局會對申請人的資料絕對保密，但可將申請人的個人資料，給予對本局有保密承諾的任何人士或其代表，用於(1)段所述的用途。如申請人日後希望停止接收上述的資訊，或更改個人資料，請連同已登記的姓名、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 [hti@vtc.edu.hk](mailto:hti@vtc.edu.hk) / [cci@vtc.edu.hk](mailto:cci@vtc.edu.hk) / [ici@vtc.edu.hk](mailto:ici@vtc.edu.hk) / [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) 或傳真至 2538 2765 (酒店及旅遊學院 / 中華廚藝學院 / 國際廚藝學院) 或 2725 2342 (IVE酒店及旅遊) 通知本局。
- 根據個人資料(私隱)條例，申請人有權：
  - 查閱職業訓練局是否持有他的個人資料；
  - 要求獲得上述資料的副本；及
  - 要求職業訓練局更正他的個人資料。申請人必須提供足夠資料予職業訓練局以識別身份，否則本局有權拒絕上述要求。
- 申請人如欲查閱個人資料，須以書面形式向酒店及旅遊學院 / 中華廚藝學院 / 國際廚藝學院/IVE酒店及旅遊個人資料(私隱)主任提出，地址：香港薄扶林道145號職業訓練局薄扶林大樓7樓 / 九龍長沙灣荔枝角道702室 (IVE酒店及旅遊)
- 本局保留權利收取查閱資料所需行政費用。

申請人姓名 Name of Applicant: \_\_\_\_\_

簽署 Signature: \_\_\_\_\_

日期 Date: \_\_\_\_\_

請傳真、電郵或郵寄申請表至：Please fax, email or mail the application form to:

酒店及旅遊學院  
Hotel and Tourism Institute (HTI)  
Tel: 2538 2200 Fax: 2538 2765  
Email: [hti@vtc.edu.hk](mailto:hti@vtc.edu.hk)  
Website: [www.hti.edu.hk](http://www.hti.edu.hk)

中華廚藝學院  
Chinese Culinary Institute (CCI)  
Tel: 2538 2200 Fax: 2538 2765  
Email: [cci@vtc.edu.hk](mailto:cci@vtc.edu.hk)  
Website: [www.cci.edu.hk](http://www.cci.edu.hk)

國際廚藝學院  
International Culinary Institute (ICI)  
Tel: 2538 2200 Fax: 2538 2765  
Email: [ici@vtc.edu.hk](mailto:ici@vtc.edu.hk)  
Website: [www.ici.edu.hk](http://www.ici.edu.hk)

IVE 酒店及旅遊  
IVE Hospitality  
Tel: 2957 5714 Fax: 2725 2342  
Email: [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk)  
Website: <https://hospitality.vtc.edu.hk>

## IMPORTANT NOTICE / POLICY ON PERSONAL DATA:

- The applicant must be a permanent resident of Hong Kong eligible to stay and work in Hong Kong without limitations by the Immigration Department.
- Do not send tuition fee with application form. Successful applicants will be notified with regard to payment of tuition fee.
- Tuition fee will not be refunded nor can it be transferred to another programme or other schedule of the same programme.
- Hotel and Tourism Institute / Chinese Culinary Institute / International Culinary Institute / IVE Hospitality reserve the right to cancel any programme, revise programme title / content / duration and change offering campus(es).
- The above information including programme titles, duration / class arrangement and tuition fees are subject to change. Updated information should be obtained at registration.
- The tuition fees are subject to annual review. These are determined taking into account inflation, curriculum structure and other relevant factors. The tuition fees are subject to change without prior notice.
- I declare that the data given in this form are accurate and complete, and consent that the data can be used in accordance with the Council's Policy on Personal Data.

## 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 so 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 [hti@vtc.edu.hk](mailto:hti@vtc.edu.hk) / [cci@vtc.edu.hk](mailto:cci@vtc.edu.hk) / [ici@vtc.edu.hk](mailto:ici@vtc.edu.hk) / [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) or by fax to 2538 2765 (HTI, CCI, ICI) / 2725 2342 (IVE Hospitality).

## PERSONAL INFORMATION COLLECTION STATEMENT

- The information collected from the application, including the name, phone number, mobile number, email address, correspondence address and education level, will be used for the following purposes:
  - for processing and selection of applications for admission to VTC programmes; and related purposes;
  - for obtaining the results of public examinations from the HKEAA, and obtaining information from relevant institutions about your candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
  - for obtaining records of your examination results attained in the programmes provided by member institutions under the VTC;
  - for checking of application records and the study records of the programmes provided by member institutions under the VTC;
  - for storage of information on the successful applicants in the Student Records System
- VTC undertakes to keep personal data provided by applicants confidential. However, VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to VTC. If an applicant would like to unsubscribe from receiving the said information or update his / her personal data, please send the request with registered name, phone number, mobile number, email address, correspondence address and education level to [hti@vtc.edu.hk](mailto:hti@vtc.edu.hk) / [cci@vtc.edu.hk](mailto:cci@vtc.edu.hk) / [ici@vtc.edu.hk](mailto:ici@vtc.edu.hk) / [iveht@vtc.edu.hk](mailto:iveht@vtc.edu.hk) or by fax to 2538 2765 (HTI, CCI, ICI) / 2725 2342 (IVE Hospitality).
- In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right :
  - to check whether VTC holds his / her personal data;
  - to request a copy of such data; and
  - to require VTC to correct any of the personal data which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.
- Request for access to data must be submitted in writing to the Personal Data (Privacy) Compliance Officer of Hotel and Tourism Institute / Chinese Culinary Institute / International Culinary Institute / IVE Hospitality at 7/F, VTC Pokfulam Complex 145 Pokfulam Road, Pokfulam, Hong Kong / 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon (IVE Hospitality)
- In accordance with the terms of the Ordinance, VTC reserves the right to charge a fee for the processing of data access request.

### For Official Use Only

- A  R CI \_\_\_\_\_ Date \_\_\_\_\_  
 L EAll \_\_\_\_\_ Date \_\_\_\_\_  
 R&T EAll \_\_\_\_\_ Date \_\_\_\_\_