HONG KONG INSTITUTE OF VOCATIONAL EDUCATION
HOSPITALITY DISCIPLINE

IVE
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 ： 課程資料

Programme Title 課程名稱：	**HT4200003**	**Certificate in Safety and Hygiene for Swimming Pool and Spa Supervisors** **泳池及水療機構衛生及安全主任證書**
Cohort 繭华:	**AY2223 - Oct 2223學年 - 十月班**	

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.	HKID No. 身份證號碼：	
中文姓名：	先生	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)

Please attach a copy of relevant document to enjoy 10% discount 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 ☐ VTC Alumni 職業訓練局校友

☐ No, I am not the above 以上皆不適用的其他人士

Programme Fee 費用	HKD$1950	**Name of Bank 銀行名稱**	
		Cheque No. 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)

1. 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。
2. 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。
3. 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。
4. 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。
5. I understand and agree the above and all **"Application Notes I to VI"** 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 VI』**。

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(黃克競分校) 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

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。

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

Tel 電話: 2595 2591 / 2708 5394
WhatsAPP: 2595 2591
Fax 傳真: 2360 5516
E-mail 電郵 : iveht@vtc.edu.hk
Website 網址 : https://hospitality.vtc.edu.hk/en/in-service-training/
Opening Hours 辦公時間 : 9:00 a.m. – 5:00 p.m. (Monday to Friday) (星期一 至 星期五)

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能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?

☐	社交/流動媒體	Social Media / Mobile Channel	☐	職業訓練局網頁	VTC Website
☐	同事/朋友推薦	Colleagues / Friends referrals	☐	關鍵字搜尋	Key Search
☐	酒店及旅遊學科電郵	Email from Hospitality Discipline	☐	關鍵字搜尋	Online Advertisement
☐	香港酒店業協會電郵	Email from Hong Kong Hotels Association	☐	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**

- ☐ 葡萄酒與烈酒教育基金會—葡萄酒 WSET Awards in Wines
- ☐ 葡萄酒與烈酒教育基金會—清酒 WSET Awards in Sake
- ☐ 葡萄酒與烈酒教育基金會—烈酒 WSET Awards in Spirits
- ☐ 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
- ☐ 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**

- ☐ 游泳池及水療衞生及安全 Hygiene and Safety for Swimming Pool and Spa
- ☐ 健身教練 Fitness Coach
- ☐ 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**

- ☐ 客戶服務管理 Customer Service Management
- ☐ 房務部營運及管理 Housekeeping Operations and Management
- ☐ 前台營運及管理 Front Office Operations and Management,
- ☐ 餐飲服務營運及管理 Food and Beverage Operations and Management
- ☐ 專業管家服務 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 Industry Professionals
  - ☐ 遊學團業務必讀 Study Tours
  - ☐ 旅行社優質服務 Quality Customer Service in Travel Agency
  - ☐ 旅遊產品銷售 Selling Travel Products

☐ **其他課程 Others:**

- ☐ 專業禮儀培訓 Professional Etiquette and Manner
- ☐ 款待及旅遊概論 Introduction to Hospitality and Tourism

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

	選擇因素 Factors of Selection		極其重要 Extremely Important	非常重要 Very Important	有些重要 Some Important	不重要 Not important	沒有關係 Irrelevant
A	可銜接更高資歷	Articulation pathway	☐	☐	☐	☐	☐
B	學費	Course fee	☐	☐	☐	☐	☐
C	課程設計	Curriculum design	☐	☐	☐	☐	☐
D	課期長度	Duration of course	☐	☐	☐	☐	☐
E	上課地點和時間	Venue location and time	☐	☐	☐	☐	☐
F	課程專業認受性	Professional recognition	☐	☐	☐	☐	☐
G	教學質素	Quality of teaching	☐	☐	☐	☐	☐
H	院校聲譽	Reputation of the institution	☐	☐	☐	☐	☐

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

Enquiry | 查詢 Opening Hours 辦公時間 :9:00 a.m. – 5:00 p.m. (Monday to Friday) (星期一 至 星期五)
Tel 電話: 2595 2591 / 2708 5394 **E-mail 電郵 :** iveht@vtc.edu.hk
WhatsApp: 2595 2591 **Website 網址 :** https://hospitality.vtc.edu.hk/en/in-service-training/