

Enrolment Form for QF Programme 資歷架構課程報名表

由本院填寫 For HKPC Internal Use

Academic	Experience	Others
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Checked By:	Date:
Approved By:	Date:

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

課程編號 Programme Code :	課程名稱 Programme Title :	學費 Programme Fee:

甲部 (Part A) 申請者資料 Applicant Information :

中文姓名 (先生/小姐/太太/女士*) 必填 :			
Chinese Name (Mr./Miss/Mrs./Ms*) Mandatory :	(必須與香港身份證/護照相同 Must be the same as shown on ID card/Passport)		
英文姓名 :			
Name in English :	姓 Last Name	名 First Name	(必須與香港身份證/護照相同 Must be the same as shown on ID card/Passport)
公司名稱 :			
Company Name :			
職位 :			
Position :			
學校名稱 :			
Name of School :			
(適用於16歲以下的申請人 For applicant under 16 years of age)			
聯絡電話 :	手提電話 :		
Phone Number :	Mobile Number :		
電郵地址 :			
E-mail Address :			
通訊地址 :			
Correspondence Address :	室 Room/Flat	樓 Floor	座·大廈 Block, Building
屋苑·街道 Estate, Street/Road		地區 District	

乙部 (Part B) 學歷 Qualifications (請順序列出 In chronological order) :

請填寫申請報讀課程所需的學歷，並附上相關學歷證明。Please state qualifications relevant to the programme entry requirements you are applying for and provide proof of the qualifications.

學科 / 獲頒授學位 Subject / Degree Awarded	考試 / 頒授學歷機構 Examination / Awarding Institute	成績 Grade	頒授日期 Date of Award

丙部 (Part C) 就業資料 Employment (請順序列出 In chronological order) :

請填寫現職及與申請報讀課程有關的工作經驗，並附上相關證明文件。Please state your current employment and your past working experience relevant to the programme entry requirements you are applying for, and provide proof of the working experience.

機構名稱 Name of Company	職位 Position	全職/兼職 Full-time/Part-time	日期 (由/至) Date (From/To)

家長/ 合法監護人姓名： Parent/ Legal Guardian's Name： 手提電話： Mobile Number： 電郵地址： E-mail Address：	<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> 姓 Last Name 名 First Name </div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> </div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em;"></div>
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請選擇一項 Please select one only	*請刪去不適用者/Please delete whichever is inappropriate
<input type="checkbox"/> 網上繳費 Online payment (申請人可以 VISA、萬事達卡、繳費靈或轉數快繳付學費 Course fees can be paid by VISA or MasterCard, PPS or FPS)	
<input type="checkbox"/> 銀行存款 / 轉帳 Bank Deposit / Transfer 直接存款或轉帳費用到「香港生產力促進局」之銀行帳戶，並把姓名、聯絡電話、所報讀的課程名稱，以及存款通知書電郵至 academy@hkpc.org 以作為付款證明。渣打銀行（香港）：003-447-1-071900-3 Deposit or transfer the fee to the bank account of “Hong Kong Productivity Council” and send the name, contact number, programme name and deposit advice to academy@hkpc.org by the payment due date as a proof of payment. STANDARD CHARTERED BANK (HONG KONG) LIMITED: 003-447-1-071900-3	
<input type="checkbox"/> 支票繳費 號碼 Cheque No. : _____ (公司 Company / 私人 Private*) (支票請劃線，抬頭人為「香港生產力促進局」。The cheque has to be crossed and made payable to the “Hong Kong Productivity Council.”)	
<input type="checkbox"/> 易辦事 EPS / 離線支付 Google Pay, Apple Pay, WeChat Pay, Alipay Offline (請親臨本局辦理 Must be made in person at enrolment counter)	

本人/我們不同意香港生產力促進局使用本人/我們的個人資料，包括但不限於姓名、年齡、性別、電話號碼、職位、繳費資料包括信用卡資料(如適用)、學術及專業資格及電郵地址 (“**個人資料**”) 於推介本局最新發展、工業支援服務、顧問服務、培訓課程及相關的活動及其他由生產力局的推廣活動的用途。1/ We do not consent to the proposed use of my /our personal data including, without limitation, name, age, gender, phone number, job title, payment details including credit card information (where applicable), academic and professional qualification and email address (“**Personal Data**”) for the purpose of sending me information relating to HKPC's latest developments, industry support services, consultancy services, training courses and related events, and other marketing activities as may be organized by HKPC.

- ☐ 工業4.0及智能製造 Industry 4.0 and Smart Manufacturing
- ☐ 數碼轉型、應用與網絡安全 Digital Transformation & Application and Cyber Security
- ☐ 綠色科技及可持續發展 Green Tech & Sustainability
- ☐ 樂齡科技 Gerontech
- ☐ 政府資助 Government Funding
- ☐ 人才管理及企業培訓 Talent Development & Corporate Training
- ☐ 中小企及初創企業支援 SME & Start-up Support
- ☐ 創新科技及人工智能及機械人應用 Innovation, Artificial Intelligence (AI) and Robotics Application
- ☐ 智能運輸 Smart Mobility
- ☐ 食品科技 Food Technology
- ☐ 測試及標準 Testing & Standards
- ☐ 大灣區發展機遇 GBA Opportunity
- ☐ STEM教育 STEM Education
- ☐ 生產力局場地及設施 HKPC Venue & Facilities

請問閣下從事哪個行業？ Please indicate your industry

- ☐ 汽車 Automotive
- ☐ 創意產業及旅遊業 Creative/Tourism Industry
- ☐ 電子 Electronics
- ☐ 政府/非牟利機構/行業商會 Government/NGOs/Trade Associations
- ☐ 信息和通訊技術 Information and Communication Technology (ICT)
- ☐ 保健 Healthare
- ☐ 塑膠 Plastics
- ☐ 零售 Retail
- ☐ 紡織服裝 Textile and Apparel
- ☐ 手錶、鐘錶及珠寶 Watch, Clock and Jewelry
- ☐ 款待及餐飲業 Hospitality, Food and Beverage
- ☐ 建築 Construction
- ☐ 化學和原材料 Chemicals and Raw Materials
- ☐ 金融保險 Financial and Insurance

- ☐ 航空 Aviation
- ☐ 家電 Electrical Appliances
- ☐ 環保 Environmental Industry
- ☐ 進出口貿易 Import and Export Trade
- ☐ 機械、金屬和模具 Machinery, Metals and Tooling
- ☐ 光學產品 Optical Products
- ☐ 專業服務 (例如：建築、法律、人力資源、市場營銷、公共關係等)
Professional Services (e.g. Architecture, Legal, Human Resources, Marketing, Public Relations, etc.)
- ☐ 玩具 Toys
- ☐ 運輸及物流 Transportation and Logistics
- ☐ 教育與培訓 Education and Training
- ☐ 物業管理 Property Management
- ☐ 媒體、印刷和出版 Media, Printing and Publishing
- ☐ 中醫藥與中藥材 Chinese Medicine and Chinese Materia Medica

報名程序

請填妥報名表、連同相關課程需要的文件及費用，親身或以郵遞方式遞交。

郵寄地址：九龍達之路 78 號生產力大樓香港生產力促進局生產力學院 (請於信封面註明報讀課程名稱及編號。)

條款及細則:

- 學費必須連同報名表 (可用影印本) 於開課前十五個工作天一併繳交，否則報名無效。
- 本局在收妥費用後，將發出付款收據予申請人，惟本局對郵遞付款收據的任何遺失事故，概不負責。如申請人以支票繳費，所繳交款項須經過銀行結算後方可作實。
- 所收集的個人資料將會作入學申請、登記、學術、行政、研究、統計及市場分析及用於推介本局最新發展、工業支援服務、顧問服務、活動和培訓課程的用途。個人資料會嚴格保密處理。除非獲得閣下的同意，本局不會將個人資料轉移予第三者。本局已制定收集、使用及保留個人資料的政策，於報名處供索閱，閣下亦可向本局個人資料管理主任查詢。
- 除非本局於以下期限前收到申請者書面通知退學，否則已繳學費 (不論全費或部份) 概不退還：
 - 由本地講師教授的課程，最少於開課前十五個工作天通知
 - 由外地講師教授的課程，最少於開課前三十個工作天通知閣下申請退還學費需繳交手續費二百元正。如申請者以信用卡繳交學費，則需額外支付學費約 4% 作銀行手續費用。
- 生產力局保留在任何情況下及以任何原因拒絕任何入學申請的權利。閣下繳付學費後，仍須符合入學的所有條件，其中請方可獲得接納。
- 生產力局保留在有需要的情況下更改講師及/或課程內容、授課地點、日期及/或時間的權利。
- 颱風及黑雨警告：如課堂時間是在早上(09:00-13:00)、下午(14:00-17:00)或晚間(18:30-22:00)，將在下列情況下取消：(一)八號或以上颱風訊號或黑色暴雨警告訊號在早上 6:00、11:00 或下午 4:00 仍然懸掛；或(二)港天文台在早上 6:00、11:00 或下午 4:00 或之後，宣佈將懸掛八號或以上颱風訊號或黑色暴雨警告訊號。本局將盡早通知閣下補課的日期及時間。
- 所有參加者須遵守香港法律。
- 本局保留更改以上“條款及細則”的權利。以上“條款及細則”內容以本院課程單張及網頁公佈之最後更新版本為依歸。

ENROLMENT PROCEDURE

Please complete and send this enrolment form with requisite documents and fee to the Council in person or by mail.

Mailing Address: HKPC Academy, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon. **(Please mark the programme title and programme code on the envelope.)**

Terms and Conditions:

- Programme fee must be submitted together with this form (or photocopy of this form) 15 working days before programme commencement, otherwise enrolment will be rejected.
- Receipts will be issued for fees paid but HKPC will not be responsible for any loss of receipt sent by mail. Receipt of cheque payment is subject to bank clearance.
- Personal Data collected will be used for processing your application for admission, registration, academic, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to HKPC's latest developments, industry support services, consultancy services, events and training programmes. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, HKPC will not transfer Personal Data to any third parties. HKPC implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Personal Data Controlling Officer of HKPC for further details.
- Enrolment fee (in full or in part) is not refundable except if HKPC is notified in writing of your withdrawal:
 - at least 15 working days before the programme commence for training program run by local speaker
 - at least 30 working days before the programme commencement for training program run by overseas speakerA handling charge of **HK\$200** will be levied. For payment made by credit card, an additional **bank charge of around 4%** of the enrolment fee will be imposed.
- HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application. To be accepted for any application, you are required to fulfill the admission requirements.
- HKPC reserves the right to replace the speaker and/ or change the contents, venue and/ or time as may be necessary.
- Classes in the morning (09:00-13:00), afternoon (14:00-17:00) or evening (18:30-22:00) will be cancelled if:
 - Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning remains hoisted after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively; **OR**
 - Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is announced by the Hong Kong Observatory to be hoisted at/after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. You will be notified of the re-scheduling arrangement as soon as possible.
- All participants must act in compliance with the laws of Hong Kong.
- These terms and conditions are subject to revisions as may be set out in the programme pamphlets and the latest updates in the Institute's website.