

高峰進修學院
Institute of Professional Education And Knowledge

PEAK

Member of VTC Group
VTC 機構成員

持續專業發展課程及 短期課程手冊

Continuing Professional Development (CPD) Programme and Short Course Prospectus

2016 AUG-OCT



Vision, Mission and Values

學院的願景、使命及信念

Vision 願景

To be a leading knowledge provider and qualifying body for organisational and professional development in the region.

在企業及個人專業發展的領域內，成為具備領導地位的知識傳授者和資格鑑定機構。

Mission 使命

To provide high quality and market driven education and training programmes, skills assessments, and consultancy services to meet the needs of adult learners and employers.

針對成年學員及僱主的需求，提供市場導向的優質教育與培訓課程、技能評核及顧問服務。

Values 信念

Customer Service 顧客至上

Innovation 意念創新

Quality 全面優質

Results 著重成果

Team Work 團隊協作

Message from the Principal 院長序言



Welcome to PEAK!

As one of the leading course providers of professional education and training programmes, PEAK strives to provide a wide spectrum of Continuing Professional Development (CPD) programmes to refresh and enhance financial practitioners' knowledge of the industry. The following highlights our new CPD programmes for the coming quarter:

Competition is a driving force for increasing the productivity and an effectively regulated competition environment is beneficial to a society.

The Competition Ordinance (Ordinance) was passed by the Legislative Council and was commenced to full operation on 14 December 2015. The objective of the Ordinance is to prohibit conduct that prevents, restricts or distorts competition and mergers that substantially lessen competition in Hong Kong. In order to provide comprehensive information on this Ordinance, PEAK launches a programme "Pitfalls Presented by the Competition Ordinance for Insurance Practitioners" which elaborates the content of the Ordinance and how to comply with the competition rules.

Aside from understanding the factual information of an ordinance, court cases review is also another way to know more about the rules and regulations. In order to let you know more about the relevant legal requirements in terms of Employees' Compensation, a new programme "Recent Court Cases Affecting Employees' Compensation" is developed. The programme aims at providing an update to the laws and procedures, making reference to employees' compensation cases and related personal injury claims.

In addition to the local ordinance, international regulations also have great impact on the Hong Kong insurance and financial industry. As a financial practitioner, you have to understand the important recent updates on international regulations in the industry. PEAK organises a new 3-hour programme "Highlights of International and Local Regulations for Insurance and Financial Industry", which aims at providing learners the Highlights of international regulations and their impact, Highlights of UK Insurance Act 2015 and an introduction of local legislations and their applications on some financial issues.

I hope you will find these courses and programmes relevant to your training needs. Let me extend my warm welcome and I look forward to seeing you at PEAK.

Dr Lillian Wong
Principal, Institute of Professional Education And Knowledge
Vocational Training Council
Jul 2016

歡迎來到高峰進修學院 (PEAK)!

高峰進修學院作為提供專業教育及培訓的領導機構之一，不斷致力為客戶提供不同範疇的持續專業發展 (CPD) 課程，為金融從業員提供最新的知識。以下是來季CPD最新課程的精選概覽。

競爭能夠提高生產效率，良性的競爭環境更是對社會有所裨益。《競爭條例》(條例) 於立法會通過並於2015年12月14日開始全面實施，《競爭條例》的目的是禁止妨礙、限制或扭曲在香港的競爭的行為，以及禁止會大幅減弱在香港的競爭的合併。為了提供有關條例的最新資訊，PEAK推出了「保險從業員應如何避免觸犯《競爭條例》」的新課程，闡述了此條例的詳細內容及如何遵守有關的競爭守則。

除了認識條例的實質資料外，研究法庭案例也是另一種方式去了解個別法規及條例。為了讓您知道更多有關僱員補償條例的資訊，PEAK推出了「僱員補償訴訟的近期案例發展」，此課程希望為學員提供相關法例的更新，以及僱員補償案件和人身損害的賠償程序等資訊。

除了本地的法律，國際法規對香港的保險和金融業也有很大的影響。作為金融從業員，您必須了解國際金融的規例及其重要的最新資訊。PEAK推出了一個3小時的課程-「國際及本地保險及金融業相關法規」，旨在為學員介紹國際法規的要點及影響、2015年英國保險法，亦會對本地一些財務議題的有關法例及應用作出闡釋。

我們希望PEAK提供的課程能夠切合您的培訓需要，期待著在PEAK與您見面。

黃倩瑛博士
高峰進修學院院長
職業訓練局
2016年7月

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Institute Information 學院資料

Institute of Professional Education And Knowledge (PEAK) is a member of the VTC Group with over 20 years of experience in professional training and corporate human resources development. We are one of the leading in-service training organisations and qualifying bodies in Hong Kong. Our programmes cover the following areas: financial services, management, information technology, languages, construction, real estate & property management and aviation. In 2014/2015 alone, over 80,000 adult learners have enrolled in our programmes. In the area of corporate training, since 2003, more than 200 well established companies have adopted our products and services to enhance the technical competency and professional expertise of their employees.

高峰進修學院 (PEAK) 是VTC機構成員，致力為業界提供全面的在職培訓及專業考試服務，擁有超過20年專業及企業人才培訓經驗，實力及規模皆處於領導地位。為配合社會的發展和需要，本學院不斷開設多項培訓課程，涵蓋範圍包括：財經事務、管理專業、資訊科技、語文、建築、地產及物業管理及航空等。單以2014/15年度計算，超過80,000人曾報讀本院課程。一直以來，本學院亦積極為僱主提供培訓服務。由2003年至今，已有超過200家大型企業採用本學院的培訓產品或專業服務，藉以提升員工的專業知識和技能。

Contact Us 聯絡我們

Address : 9/F, VTC Tower, 27 Wood Road, Wanchai, HK

Office Hours^{^^} : Mon - Fri : 8:45am - 8:00pm
Sat : 9:00am - 12:00noon
(Closed on Sundays and Public Holidays)

General Enquiry : Tel : 2836 1922
Website : <http://www.peak.edu.hk/>

學院地址 : 香港灣仔活道27號職業訓練局大樓9字樓

辦公時間^{^^} : 星期一至五 : 上午八時四十五分至晚上八時
星期六 : 上午九時至中午十二時
(星期日及公眾假期休息)

一般查詢 : 電話 : 2836 1922
網址 : <http://www.peak.edu.hk/>

^{^^} PEAK's Reception Counter will be closed at 5:15pm on Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve (If the mentioned festive days are Saturdays, the office hour is 9:00am to 12:00noon). If you have any enquiries about our opening hours on other festive days, please contact us at 2836 1922.

^{^^} 高峰進修學院報名處會於冬至、平安夜、除夕及農曆新年除夕提早在下午五時十五分開關 (如上述節慶日子為星期六，辦公時間將會為上午九時至中午十二時)。如對本院於其他節慶日子的開放時間有疑問，敬請致電2836 1922查詢。



Short Courses

短期課程



Anti-Money Laundering Course for Money Service Operators - Customer Due Diligence and Case Studies

金錢服務經營者打擊洗錢課程 - 客戶盡職審查及個案分析

Speaker 講師



Mr. Dheeraj Bajpai

Mr. Dheeraj Bajpai is the in-house Compliance Chief of City Foreign Exchange Ltd (CFEL). He has a vast experience of over 10 years in the MSO business and handling of day to day compliance related issues. He provides practical advice, ideas and strategies to identify the fraudulent activity, Customer Due-Diligence and other regulatory requirements. He is also responsible for AML training, involving in transaction monitoring as well as the filing of STRs for all sub-agents of Western Union under CFEL.

Enquiry 查詢

Ms. Polly Tam 談小姐
Tel 電話 : 2836 1822
Email 電郵 : pollytam@vtc.edu.hk

Co-organizer 合辦機構



Programme Objectives 課程目標

This programme, which is jointly organized with the Hong Kong Money Service Operators Association*, is designed for money service operators so as to enable them to better understand the latest statutory and regulatory requirements of Anti Money Laundering and Counter Terrorist Financing. This will also raise participants' awareness of the importance of Customer Due Diligence so that they can help to detect irregular or suspicious financial activities.

本課程由本院與香港金錢服務業協會*合辦，旨在幫助金錢服務經營者更了解打擊洗錢及恐怖分子資金籌集的法例要求，提高從業員對客戶盡職審查的意識，加深對客戶的了解及偵察異常或可疑活動，藉此提昇金錢服務經營者的合規水平。

* About Hong Kong Money Service Operators Association 香港金錢服務業協會簡介 (MSOA)

Hong Kong Money Service Operators Association Limited as a non-profit organizations. aims to represent and protect the interests of money service operators, maintain communications with government departments, strive to assist Hong Kong to align with requirements set out by international organizations, and at the same time to provide members a platform to share market information and experiences as well as to provide AML courses for working and non-working force.

香港金錢服務業協會有限公司為一個非牟利機構，協會旨在代表和保障金錢服務業經營者權益，與政府部門保持溝通，竭力協助香港符合國際組織相關要求，同時提供一個讓會員分享市場資訊和經驗的平台，並已舉辦多個打擊洗錢培訓課程，供在職及非在職人士參加。

Code 編號	Programme Information 課程資料	Medium of Instruction 教學語言
PE4200051	金錢服務經營者打擊洗錢課程 - 客戶盡職審查及個案分析 Anti-Money Laundering Course for Money Service Operators - Customer Due Diligence and Case Studies 日期：13.10.16 時間：7:00pm - 9:30pm 時數：2.5小時 學費：HK\$450 Or HK\$350**(**/licensed money service operators only)	Taught in English 英文授課

* Fee Discount:

The fee for licensed money service operators is HK\$350 per person. To verify the eligibility to the special discount, licensed money service operators must enroll in the course through the Hong Kong Money Service Operators Association at Tel: 3176 2004, Fax: 3010 8582, Email: info@msoa.hk or its office at A2/F, Dolford Mansion, 1-3 Chatham Court, Tsim Sha Tsui, Kowloon.

* 學費優惠：

金錢服務經營者報讀本課程只須每位HK\$350。必須經由香港金錢服務業協會報名，以核實資格。報名可聯絡香港金錢服務業協會
電話：3176 2004、傳真：3010 8582、電郵：info@msoa.hk
地址：九龍尖沙咀漆咸圍1-3號多福大廈2樓A室

認可兒童財商導師課程

財商教育協會 與 職業訓練局高峰進修學院 聯合主辦



Co-organizer 合辦機構

財商教育協會
Education Association



課程背景

自從2007-2008年全球金融危機爆發後，世界各國的教育組織均紛紛重新審視財商教育的重要性。眾多教育學家指出，兒童的初期教育及生活習慣對其成長後的價值觀會造成深遠的影響。因此良好的財商教育絕對是孩子一生受用的財富。

課程目的

本課程旨在透過獨特的生命理財教學智慧和務實的財富管理技巧，幫助學員準確的掌握小孩的想法，提升與小孩溝通的技巧，及有效地讓小孩建立正確的金錢觀念和態度及掌握處理金錢的技巧。

本課程為財商教育協會認可的專業導師課程，著重教授各種兒童財商訓練的理論基礎、生活應用及可持續實踐的方法。通過課程，學員將會學到：

1. 如何為不同年齡層的小孩設計財商活動
2. 利用簡單、有趣的遊戲讓孩子理解複雜的理財概念，並將之應用於生活之上
3. 介紹兩套完整的財商教育桌上遊戲棋
4. 從日常生活訓練小朋友的財商思維及培養其對家庭的責任感
5. 如何糾正小孩常見的錯誤金錢觀和壞習慣，讓其懂得作出價值判斷
6. 通過財商教育遊戲活動，提升小孩的生命素質及情操

課程特點

1. 介紹一套首創理論與實踐兼備，並配合持續學習的系列課程
2. 由教育學者專業設計，切合學校的教學模式及家庭生活教育的需要
3. 以兒童為學習中心，透過趣味性的模擬遊戲，讓兒童領悟出生活理財的重要元素，從而主動學習，有助在生活上作出明智的理財決定。
4. 是輔助生活教育系統。本課程的最關鍵部分是提供一套持續學習教材，以便學校或家庭跟進，目的是要求兒童將金錢管理知識技巧帶進家庭，從而養成良好生活理財習慣。
5. 本課程的焦點目標不在於教導如何賺錢，而是追求財務自由及對準人生目標。

課程對象

金融及保險從業員、老師、社工、兒童教育工作者、家長等。

Enquiry 查詢

Ms. Brenda Fung 馮小姐
Tel 電話：2836 1794
Email 電郵：bfwi@vtc.edu.hk

理論課大綱

1. 財商教育的重要
 - 香港的財商教育發展
 - 世界各地財商教育發展情況
 - 認識自我的理財態度
2. 兒童經濟教育與生活的關係
 - 經濟教育的重要
 - 從經濟概念到遊戲與範例
 - 兒童必需認識的經濟教育
 - 兒童財商教育八個方向的概念流程圖
3. 從心理成長看兒童理財
 - 從心理成長看兒童理財
 - 兒童的認知理論及社會學習論
 - 如何讓兒童認識金錢
 - 認識兒童理財態度
4. 兒童的第一個理財世界：零用錢
 - 零用錢的意義
 - 零用錢的分配
 - 理財周記
 - 親子間的「第一桶金」
5. 兒童的第二至第四個理財世界：儲蓄、消費與預算
 - SMART儲蓄法
 - 虛擬貨幣與網上虛擬理財世界
 - 四個消費概念
 - 消費預算的生活學習
6. 保護及增值金錢
 - 兒童如何明白保險的來源與概念
 - 認識人生風險的重要性
 - 孩子如何認識增值金錢
 - 從保存玩具看價值
7. 兒童財商教育桌上遊戲棋
 - 認識新加坡桌上遊戲MoneyChamp（適合4至12歲）與如何做分析報告
 - 認識本港桌上遊戲小財俊、大智慧（適合9至15歲）與有關課程和活動
8. 兒童財商導師的定位及參與理財活動
 - 兒童財商導師的任務與策略技巧
 - 財商課程與小學常識科的關係
 - 不同形式的兒童財商活動舉隅

上課形式

講授、個案討論、工作坊及遊戲活動等
期終課業：獨自設計一項理財活動計劃

修畢資格

1. 凡學員於理論課出席率達80% 及
2. 成功通過理財活動計劃

將獲財商教育協會頒發《認可兒童財商導師證書》

截止報名日期

開課前7天

Code 編號	Programme Information 課程資料	Medium of Instruction 教學語言
PE4200202	認可兒童財商導師課程 日期：18.8.16 - 13.10.16（逢星期四，9月15日除外） 時間：7:30pm - 10:00pm 地點：灣仔活道27號職業訓練局大樓9樓高峰進修學院 時數：20小時理論課及實習計劃 費用：HK\$5400	Taught in Cantonese supplemented with English terminology 廣東話授課 以英文輔助

導師



關顯彬先生
本課程設計者、
財商教育協會課程及
培訓總監

關先生為資深教育工作者，曾任兩所小學的校長、香港教育統籌局課程發展議會委員、香港校董會會員、新界校長會常務課程委員、國際財務顧問、財商教育協會課程及培訓總監、國際兒童發展協會執行委員會委員、中港教育暨深港教育交流中心理財教育顧問及香港荷花集團理財專家顧問等。具備教育行政碩士學位，正以研究兒童理財教育發展為題，修讀教育博士課程。

他於過去數年間，成功培訓了超過70名兒童財商專業導師，各人均在職場中積極實踐兒童理財教育（包括學校），亦透過財商教育協會所舉辦的理財活動，惠及眾多下一代。近年更獲澳門政府邀請進入多間學校，向學生們傳遞理財信息。

關先生亦為知名教育作家，經常接受香港有線電視、無線電視台、香港電台文教組及網上媒體訪問及發表其理財教育抱負；曾擔任《香港經濟日報》兒童理財教育專欄作家，多次被學校、教會、教育組織及社區團體等邀請主領親子理財教育講座及教授有關系列課程。其著作包括《小管家理財方程式》、《理財理出智慧》、《生命轉捩點》、《刻苦孩子不怕痛》、《讓孩子心中有數》及《進入孩子心靈的蜜語》。

New CPD Programmes

全新持續專業發展課程



Pitfalls Presented by the Competition Ordinance for Insurance Practitioners

保險從業員應如何避免觸犯《競爭條例》

背景

嶄新的《競爭條例》(《條例》)已於2015年12月14日開始全面實施，其立法目的是：禁止妨礙、限制或扭曲競爭的行為，及禁止在港進行大大降低競爭性的合併。

相信在香港經營保險業務的業務實體，包括保險中介人在內，已開始檢視其業務常規，確保這些常規符合《條例》及根據《條例》發出的指引的規定。除非從業員曾受恰當的法律訓練，否則面對這項工作時必定困難重重。本課程是基於上述背景而推出的。

課程目的

讓學員認識不久前通過的《競爭條例》中的重要條文的內容、法官對其作出的可能闡釋及法官可能如何將其運用到保險業的常規中，從而懂得找出在經營業務時容易觸犯法例的地方，進而及時改變目前的做法以避免觸犯法例。

課程內容

- 《競爭條例》的概覽
- 第一行為守則
- 第二行為守則
- 該條例所訂的罪行
- 競爭事務委員會的調查和執法權力
- 為避免犯法而可採取的實際做法

授課語言

廣東話授課，輔以英文教材

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監處 CPD	Category 類別
PE4200199	<p>保險從業員應如何避免觸犯《競爭條例》 Pitfalls Presented by the Competition Ordinance for Insurance Practitioners</p> <p>日期：1.9.16 & 8.9.16 時間：7:00pm - 9:00pm 時數：4小時(共2堂)</p>	▲ HK\$360	-	4 non-core	4	Law & Compliance

▲ Subject to HKCAAVQ approval

Enquiry 查詢

Ms. Jenny Chu 朱小姐

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Highlights of International and Local Regulations for Insurance and Financial Industry

國際及本地保險及金融業相關法規



Facilitator

Mr. Victor Lee

Victor is a Certified Public Accountant of USA (CPA(USA)) and a holder of Bachelor degree of Laws (LL.B.). He is also a Certified Anti-Money Laundering Specialist (CAMS). He is responsible for compliance, legal and risk management for an insurance company. He is also experienced in delivering seminars and training for insurance and financial intermediaries.

Enquiry

Ms. Jenny Chu 朱小姐

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Introduction

This programme is designed for insurance and financial intermediaries to understand important recent international and local regulations in relation to insurance and financial industry.

Objectives

To enable participants to understand:

- important international and local regulations in relation to insurance and financial industry.

Who Should Attend

- Insurance intermediaries
- Financial Practitioners
- Executives especially responsible for compliance and/or marketing promotion

Programme Contents

- **Highlights of international regulations and their impact on Hong Kong insurance and Financial Industry:**
 - Financial Action Task Force (FATF) Recommendations
 - FATF Guidance on the Risk-Based Approach for the Life Insurance Sector
- **Highlights of UK Insurance Act 2015**
- **Introduction of local legislations and regulations and their applications:**
 - Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance
 - OCI Guidance Note on "Fit and Proper" Criteria under the Insurance Companies Ordinance (Cap.41) (GN4)
 - OCI Guidance Note on the Corporate Governance of Authorized Insurers (GN10)
 - Securities and Futures Commission: Code of Conduct for Persons Licensed by or Registered with the Securities and Futures Commission

Medium of Instruction

All classes are conducted in Cantonese with English teaching material.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200200	國際及本地保險及金融業相關法規 Highlights of International and Local Regulations for Insurance and Financial Industry Date : 14.9.16 Time : 6:30pm - 9:30pm Duration : 3 hours	PIBA CPD* HK\$270	3	3 non-core	3	Law & Compliance

* These courses are co-organized with Professional Insurance Brokers Association (PIBA) and will be recognized as IA CPD hours. Members of PIBA can directly enroll via PIBA to obtain member discounts.

Recent Court Cases Affecting Employees' Compensation

僱員補償訴訟的近期案例發展



Facilitator

Mr. Peter Leung

Mr. Leung is a solicitor and has a focused practice in personal injury and insurance litigation. He holds a Bachelor of Laws (LL.B.) degree and a Bachelor of Commerce degree from the University of Melbourne, Australia, and a Master in Chinese and Comparative Law from the City University of Hong Kong.

Introduction

This programme is designed for insurance intermediaries and claims handlers to learn about the recent Court cases affecting employees' compensation (EC) cases and EC-related personal injury claims.

Objectives

To provide an update to the laws and procedures on employees' compensation cases and EC-related personal injury claims. This programme is designed to help practitioners to acquire the essential working knowledge to handle EC litigation with confidence.

Who Should Attend

- Insurance intermediaries
- EC Claims handlers

Programme Contents

- Commencement of Proceedings
- Liability Issues
- Recovery Issues
- Quantum Issues
- Sanctioned Offer and Sanctioned Payments
- Mediation
- Discussion on Recent Case Laws

Medium of Instruction

All classes are conducted in Cantonese with English teaching material.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處 CPD	Category 類別
PE4200201	僱員補償訴訟的近期案例發展 Recent Court cases Affecting Employees' Compensation 日期：21.10.16 時間：2:15pm - 6:15pm 時數：4 小時	HK\$360	-	4 non-core	4	Law & Compliance

* These courses are co-organized with Professional Insurance Brokers Association (PIBA) and will be recognized as IA CPD hours. Members of PIBA can directly enrol via PIBA to obtain member discounts.

Enquiry 查詢

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Insurance CPD & Banking Programmes

保險業CPD及銀行業課程



SIGNATURE OF SALE



Insurance CPD & Banking Programmes

保險業CPD及銀行業課程

- General Insurance
- Investment & Financial Planning
- Law & Compliance
- Life & Health Insurance
- Management & Soft Skills
- MPF & Others

Trainees who attend PEAK programmes are required to adhere to the guidelines stipulated in the "Programme Administration Guidelines" section of this Prospectus. In particular, **CPD Students should read the "CPD Programme - Notes to Students" carefully.**

報讀高峰進修學院課程之學員均須遵守載列於本課程手冊「課程管理指引」中的守則。此外，持續專業發展課程之學員亦應特別注意及遵守指引內的「持續專業發展課程 - 學生須知」。

以下課程以日期排序：

The following programmes are sorted **by date**:

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200169	<p>保險中介人監管制度的重大修訂 (2016) Significant Changes to Regulatory Regime for Insurance Intermediaries (2016)</p> <p>日期：1.8.16 & 2.8.16 時間：7:00am - 9:30pm 時數：5小時 (共2堂)</p>	HK\$450	5	5 non-core	5	Law & Compliance
815E2	<p>風險評估及管理 (財經業人士) 單元一：風險評估 Risk Assessment and Management for Financial Service Executives Module 1: Identifying and Measuring Risk Factors</p> <p>日期：5.8.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Investment & Financial Planning
SC-2082-12	<p>強化影響力課程 單元一：影響力與激勵 Strengthening Your Influential Power Course Module One – Influential Power & Motivation</p> <p>日期：5.8.16 時間：6:30pm - 8:30pm 時數：2小時</p>	HK\$180	2	2 non-core	2	General Insurance
606F2	<p>保險從業員的行業分析與股票投資系列 單元一：金融股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 1: Finance and Insurance</p> <p>日期：6.8.16 時間：9:00am - 4:00pm (包括午膳1小時) 時數：6小時</p>	HK\$540	6	6 non-core	6	Investment & Financial Planning
288E3	<p>瞭解建築險客戶 - 多層高樓 Understanding Construction Insurance Clients - High-rise Buildings</p> <p>日期：6.8.16 時間：1:30pm - 6:30pm 時數：5小時</p>	# HK\$450	-	5 non-core	5	General Insurance
410B2	<p>股票圖表走勢分析 單元一：基本圖表及形態分析 Technical Analysis Module 1: Basic Charting and Pattern Analysis</p> <p>日期：8.8.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Investment & Financial Planning

These programmes contain no contents on construction insurance.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
735E3	保險相關刑事法律 - 盜竊搶劫及入屋犯法 Criminal Law Relating to Insurance – Theft Robbery and Burglary 日期：8.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
411B2	股票圖表走勢分析 單元二：陰陽燭 Technical Analysis Module 2: Japanese Candlestick 日期：8.8.16 時間：6:30am - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-1312-07	「身心語言程式學」工作坊 單元一：財經服務業的NLP應用技巧 Boost Your Work Competence with NLP Module 1: Application of NLP in Financial Services Environment 日期：9.8.16 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PBA00022	社交媒體和雲端競爭優勢 (金融專才) 單元一 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 1 日期：9.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
717E2	高效授權 Successful Delegation 日期：9.8.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	3	3 non-core	3	Management & Soft Skills
SC-1887-10	銷售奇才研習坊 (保險及投資專業人士) 單元一：銷售藝術 Selling Genius Workshop (Insurance and Investment Professionals) Module 1: The Art of Selling 日期：10.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
811E2	個人績效登峰 (保險及投資專才系列) 單元一：高效自我規劃 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 1: Effective Self Planning 日期：10.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
392E2	“DISC” 性格創富 (保險及投資專業人士) 學習坊 單元一：DISC的基本概念 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 1: What is DISC? 日期：11.8.16 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills

 中文教材 Chinese materials

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PBA00026	人民幣國際化和金融工具 單元一：人民幣國際化 Understanding RMB Internationalization and Financial Instruments Module 1: RMB internationalization 日期：11.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
739F2	企業智庫個案課程 (金融服務專業人士) 單元一：中國人壽 - 人員銷售 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 1: China Life – Personal Selling through the good and bad times 日期：12.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	General Insurance
PE4200087	銷售金融產品的監管要求新知 單元一：銷售合規審查 Regulatory Requirements for Selling Financial Products Updates Module 1: Sales Compliance Review 日期：12.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
PE4200168	保險人監管制度的重大修訂 (2016) Significant Changes to Regulatory Regime for Insurers (2016) 日期：12.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
718E2	領導的教練技術 Coaching as a Leadership Tool 日期：13.8.16 時間：9:00am - 2:00pm 時數：5小時	 HK\$450	5	5 non-core	5	Management & Soft Skills
736F2	亞洲證券市場 單元一：亞洲證券市場概述 Asian Securities Markets Module 1: Overview of Asian Securities Markets 日期：13.8.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
611F3	股市技術分析課程 單元一：成交量、未平倉合約 Advanced Technical Analysis Module 1: Volume, Open Interest 日期：15.8.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
744F2	客戶投資心理理解說 單元二：投資心理 Know Your Customers' Investment Psychology Module 2: Understanding Investment Psychology 日期：15.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills

 中文教材 Chinese materials

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
SC-1760-09	創意增值 (保險專業人士) 研習坊 單元一：什麼是創意思維？ Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 1: What is Creativity? 日期：16.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
747E2	旅遊保險 (財產) Travel Insurance (Property) 日期：16.8.16 時間：6:45pm - 9:45pm 時數：3小時	中 HK\$270	-	3 non-core	3	General Insurance
842E2	醫療保險計劃 Medical Insurance Plans 日期：17.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	-	2 non-core	2	Life & Health Insurance
PE4200185	強積金培訓單元四：2015強積金修訂條例更新重點 MPF Training Programme Module Four: Key Updates on MPF Amendment Ordinance 2015 日期：17.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
SC-1313-07	「身心語言程式學」工作坊 單元二：NLP溝通能量增強法 Boost Your Work Competence with NLP Module 2: Enhance Your Communication Power through NLP 日期：18.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
134I2	汽車保險條例 Motor Insurance Ordinance 日期：18.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	-	5 non-core	5	Law & Compliance
PE4200048	金融專業人士管理技巧 (進階課程) 單元一：分析和創作力解難技巧 Advanced Management Skills for Financial Professionals Module 1: Solving Problems Analytically and Creatively 日期：18.8.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
222C2	透視個性 知己知彼 (單元一：加深自我認識) Managing Self and Relationship through Enneagram (Module 1: Enhancing self-understanding) 日期：18.8.16 時間：2:00pm - 6:00pm 時數：4小時	中 HK\$360	4	4 non-core	4	Management & Soft Skills

中 中文教材 Chinese materials

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200183	信貸風險與保險相關的破產法律 - 風險所在 Bankruptcy Laws Relating to Credit Risk and Insurance - The Real Risk 日期：18.8.16 & 25.8.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	Law & Compliance
SC-1314-07	「身心語言程式學」工作坊 單元三：贏盡客心的NLP服務竅門 Boost Your Work Competence with NLP Module 3: Win the Heart of Your Customers by NLP Customer Service 日期：19.8.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
750F2	內地金融制度入門 單元二： 內地外匯監管與操作規範 I Understanding Mainland Financial System Module 2: Mainland Foreign Exchange System I 日期：19.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
451D2	主要經濟指標與投資策劃 單元一：經濟指標初探 Key Economic Indicators and Investment Planning Module 1: Overview of Economic Indicators 日期：20.8.16 時間：9:00am - 1:00pm 時數：4小時	HK\$360	4	4 non-core	4	Investment & Financial Planning
172I3	瞭解你的保險客戶 (樓宇建築業) - 項目發展 Understanding Insurance Clients (Building Construction Industry) – Project Development 日期：20.8.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance
612F3	股市技術分析課程 單元二： 動量指標、變速率、乖離率、威廉指標、淨值成交量 Advanced Technical Analysis Module 2: Momentum, Rate of Change, BIAS, William's Index, OBV (On Balance Volume) 日期：22.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200104	傳承規劃和傳承學單元五： 高端客戶的傳承規劃方案 Legacy Planning and Legacyology Module 5: Legacy Planning Solutions for High Net-worth Customers 日期：22.8.16 時間：3:00pm - 6:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

These programmes contain no contents on construction insurance.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：22.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
148I3	保險相關刑事法律 Criminal Law Relating To Insurance 日期：22.8.16 & 29.8.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	-	5 non-core	5	General Insurance
726E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元一：非語言溝通新體驗 Communicating without Talking for Insurance Practitioners Module 1: Non-verbal Communications Overview 日期：23.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
749E2	旅遊保險（法律責任） Travel Insurance (Legal Liability) 日期：23.8.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	3	3 non-core	3	General Insurance
145I2	索償概論 Introduction to Claims 日期：23.8.16 & 24.8.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	-	5 non-core	5	Law & Compliance
294E2	商務人際網絡的建立 - 保險從業員工作坊 單元一：建立商務人際網絡的藝術 Business Networking Workshop for Insurance Practitioners Module 1: An Introduction to the Art of Networking 日期：24.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
816E2	風險評估及管理（財經業人士） 單元二：案例回顧 Risk Assessment and Management for Financial Service Executives Module 2: The Bloody Stories of Loss – Case Study 日期：24.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
PE4200049	金融專業人士管理技巧（進階課程）單元二：客服主管的教練技巧 Advanced Management Skills for Financial Professionals Module 2: Coaching Skills for Service Leaders 日期：25.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills

 中文教材 Chinese materials

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
306E2	保險業客戶關係管理 - 理論與實踐 Applying CRM Concepts in Insurance Industry 日期：25.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200162	強積金銷售合規與近期發展 MPF Sales Compliance & Recent Development 日期：25.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
740F2	企業智庫個案課程 (金融服務專業人士) 單元二：康宏理財 - 財務策劃管理改革 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 2: Convoy Financial Holdings Limited - Management Reform in Financial Planning 日期：26.8.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	General Insurance
763F2	處理金融糾紛的準備和進階技巧課程 單元一：介紹金融糾紛調解計劃與何謂衝突 Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 1: Introduction of Financial Dispute Resolution Scheme and Conflict 日期：26.8.16 時間：6:30am - 9:30am 時數：3小時	HK\$330	3	3 non-core	3	General Insurance
753F2	商業道德操守 (金融業) 單元一：簡介 Business Ethics in the Finance Sector Module 1: Introduction 日期：27.8.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
754F2	商業道德操守 (金融業) 單元二：商業道德的構成 Business Ethics in the Finance Sector Module 2: Framing Business Ethics 日期：27.8.16 時間：11:15am - 2:15pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
PBA00063	協助客人避免漏報 (壽險及醫療險) Help Your Clients Avoid Non-disclosure (Life & Medical Insurance) 日期：27.8.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance

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412B2	股票圖表走勢分析 單元三： 技術指標 - 移動平均線、MACD及相對強弱指數 Technical Analysis Module 3: Technical Indicators: Moving Averages, MACD and RSI 日期：29.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
393E2	“DISC” 性格創富 (保險專業人士) 學習坊 單元二： 保險專業人士的DISC分析 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 2: The Interpretation of DISC by Insurance Professionals 日期：30.8.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
817E2	風險評估及管理 (財經業人士) 單元三： 從財務報表中分析風險的技巧 I Risk Assessment and Management for Financial Service Executives Module 3: Techniques of Reading Risks from Financial Statements I 日期：30.8.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00041	心靈管理系列 - 壓力管理 單元一：工作壓力面面觀 Mind Management Series – Stress Management Module 1: Introduction of Stress 日期：31.8.16 時間：2:00pm - 5:00pm 時數：3小時	HK \$270	3	3 non-core	3	Management & Soft Skills
SC-2083-12	強化影響力課程 單元二：自我影響與激勵 Strengthening Your Influential Power Course Module Two – Influencing & Motivating Self 日期：31.8.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
PBA00042	心靈管理系列 - 壓力管理 單元二：積極及正向思維技巧 (一) Mind Management Series – Stress Management Module 2: Positive Thinking (1) 日期：31.8.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
400E2	加強對強積金中介人的規管 (1小時) Enhanced Regulation of MPF Intermediaries 日期：31.8.16 時間：6:30am - 7:30pm 時數：1小時	• HK\$285	2	2 core	2	MPF & Others
401E2	強積金中介人的操守要求 (1小時) Conduct Requirements of MPF Intermediaries 日期：31.8.16 時間：7:30pm - 8:30pm 時數：1小時					

• The fee for any 1-hour module is \$170 per person. 參加其中1小時課程的學費為每位170元。

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SC-1888-10	銷售奇才研習坊 (保險及投資專業人士) 單元二：銷售策略 Selling Genius Workshop (Insurance & Investment Professionals) Module 2: Selling Strategies 日期：1.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
764F2	處理金融糾紛的準備和進階技巧課程 單元二：調解過程 Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 2: Processes of Mediation 日期：1.9.16 & 2.9.16 時間：6:30pm - 8:30pm 時數：4小時 (共2堂)	HK\$440	4	4 non-core	4	General Insurance
PE4200199	保險從業員應如何避免觸犯《競爭條例》 Pitfalls Presented by the Competition Ordinance for Insurance Practitioners 日期：1.9.16 & 8.9.16 時間：7:00pm - 9:00pm 時數：4小時 (共2堂)	HK\$360	-	4 non-core	4	Law & Compliance
SC-2068-11	銷售要訣 (財經專才系列) 單元一：“High I.M.P.A.C.T.” 高效銷售 Sales Essentials for Financial Professionals Module 1: “High I.M.P.A.C.T.” Sales Model and Techniques 日期：2.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
SC-2084-12	強化影響力課程 單元三：影響與激勵團隊 Strengthening Your Influential Power Course Module Three – Influencing & Motivating Team 日期：2.9.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
223C2	透視個性 知己知彼 (單元二：個性擴展) Managing Self and Relationship through Enneagram (Module 2: Personality Development) 日期：2.9.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
PE4200182	信貸風險與保險相關的破產法律 - 破產管理人與自願安排 Bankruptcy Laws Relating to Credit Risk and Insurance – Trustee in Bankruptcy and Voluntary Arrangement 日期：2.9.16 & 9.9.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	Law & Compliance

▲ Subject to HKCAAVQ approval

📖 中文教材 Chinese materials

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607F2	保險從業員的行業分析與股票投資系列 單元二：地產股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 2: Properties and Construction 日期：3.9.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2060-11	說服技巧（金融服務業專才） 單元一：掌握說服技巧，獲取理想成果 Persuasion Skills for Financial Professionals Module 1: Master Persuasion Skills to Get Exactly What You Want 日期：3.9.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
825E2	投資策略系列單元一：長線投資策略 Investment Strategies Series Module 1: Long Term Investment Strategies 日期：5.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
613F3	股市技術分析課程 單元三：動向指標、順勢指標、隨機指標 Advanced Technical Analysis Module 3: Directional Movement Index (DMI), Commodity Channel Index (CCI), Stochastic Oscillator 日期：5.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
27211	保險相關普通法原則 Common Law Principles of Insurance 日期：5.9.16 & 12.9.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	General Insurance
727E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元二：非語言溝通技巧 I - 商業禮儀 Communicating without Talking for Insurance Practitioners Module 2: Non-verbal Communication Skills I 日期：6.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PE4200185	強積金培訓單元四：2015強積金修訂條例更新重點 MPF Training Programme Module Four: Key Updates on MPF Amendment Ordinance 2015 日期：6.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
26212	香港保險法例個案 Hong Kong Insurance Legal Cases 日期：7.9.16 時間：9:15am - 5:30pm 時數：7小時（12:45pm-2:00pm午膳）	HK\$630	7	7 non-core	7	Law & Compliance

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812E2	個人績效登峰 (保險及投資專才系列) 單元二：個人績效登峰的首七堂課 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 2: First 7 Lessons to the Highest Personal Effectiveness 日期：7.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
SC-1315-07	「身心語言程式學」工作坊 (單元四：NLP的成功銷售學) Boost Your Work Competence with NLP (Module 4: NLP Selling techniques for Insurance Practitioners) 日期：7.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200162	強積金銷售合規與近期發展 MPF Sales Compliance & Recent Development 日期：7.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
441E2	保險從業員須具備的醫學知識 - 危疾 Medical Knowledge for Insurance Practitioners – Critical Illness 日期：7.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PBA00019	變革管理技巧 單元一：了解不斷變化的環境 Essential Skills for Change Management Module 1: Understand the Changing Environment 日期：7.9.16 時間：6:30am - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
743F2	客戶投資心理解說 單元一：向內地富戶提供金融服務 Know Your Customers' Investment Psychology Module 1: Providing Financial Service to Wealthy Mainland Customers 日期：8.9.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
731F2	互聯網世代的商機和人事 (金融服務專業人員) 單元一：互聯網技術在現今金融服務行業的運用概覽 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 1: Overview of Application of Internet Technologies in Today's Financial Service Industry 日期：8.9.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
SC-2069-11	銷售要訣 (財經專才系列) 單元二：12式銷售EQ Sales Essentials for Financial Professionals Module 2: 12 EQ Items of Selling 日期：8.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

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PE4200042	財富管理技巧深造系列 單元一：基金投資實務錦囊 Achieving Wealth Management Excellence Series Module 1: Best Practice Sharing in Selling Investment Funds 日期：8.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200123	內地商務法例入門（金融專業） 單元三：外商投資企業及其資本金和往來帳戶 Introduction to Mainland Commercial Law for Financial Professionals Module 3: Capital Account Operation 日期：9.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00016	中國房地產投資策略 單元一：中國房地產發展 China Real Estate Investment Strategies Module 1: China Real Estate Development 日期：9.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
755F2	商業道德操守（金融業）單元三：商業道德的評估 Business Ethics in the Finance Sector Module 3: Evaluating Business Ethics 日期：10.9.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
452D2	主要經濟指標與投資策劃 單元二：領先經濟指標 Key Economic Indicators and Investment Planning Module 2: Leading Economic Indicators 日期：10.9.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200089	內地商務法例入門（金融專業）單元一：內地保險法 Introduction to Mainland Commercial Law for Financial Professionals Module 1: Mainland Insurance Law 日期：10.9.16 時間：1:30pm - 6:30pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200184	傳承規劃和傳承學 單元三：內地遺產規劃及相關法規 Legacy Planning and Legacyology Module 3: Mainland Estate Planning and Related Compliance 日期：10.9.16 時間：2:00pm - 7:00pm 時數：5小時	HK\$450	5	5 non-core	5	Law & Compliance
826E2	投資策略系列 單元二：順勢交易投資策略 Investment Strategies Series Module 2: Trend Following Investment Strategies 日期：12.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning

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PBA00023	社交媒體和雲端競爭優勢 (金融專才) 單元二 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 2 日期：12.9.16 時間：6:00pm - 10:00pm 時數：4小時	HK\$360	4	4 non-core	4	General Insurance
749F2	內地金融制度入門 單元一：內地商業文化與政府管理機制 Understanding Mainland Financial System Module 1: Mainland Business Culture & Government Structure 日期：12.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
263I2	責任保險 Liability Insurance 日期：13.9.16 時間：9:30am - 4:45pm 時數：6小時 (12:30-1:45午膳)	HK\$540	-	6 non-core	6	General Insurance
SC-1761-09	創意增值 (保險專業人士) 研習坊 單元二：創意思維過程 Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 2: The Innovation Process 日期：13.9.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
SC-1889-10	銷售奇才研習坊 (保險及投資專業人士) 單元三：銷售教練 Selling Genius Workshop (Insurance & Investment Professionals) Module 3: Sales Coaching 日期：13.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PBA00027	人民幣國際化和金融工具 單元二：人民幣債券 Understanding RMB Internationalization and Financial Instruments Module 2: RMB Bonds 日期：13.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
719E2	強化領導力 High Impact Leadership Skills 日期：13.9.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	3	3 non-core	3	Management & Soft Skills
860E2	網絡世紀中的法律責任及相關保險 - 網絡保險 Liability in Cyber Age and Associated Insurance - Cyber Insurance 日期：13.9.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance

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PBA00020	變革管理技巧 單元二：項目管理 Essential Skills for Change Management Module 2: Project Management 日期：13.9.16 & 14.9.16 時間：6:30pm - 9:30pm 時數：6小時 (共2堂)	HK\$540	6	6 non-core	6	Management & Soft Skills
295E2	商務人際網絡的建立 - 保險從業員工作坊 單元二：建立商務人際網絡全攻略 Business Networking Workshop for Insurance Practitioners Module 2: An Overview of Networking Strategies 日期：14.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200200	國際及本地保險及金融業相關法規 Highlights of International and Local Regulations for Insurance and Financial Industry Requirements 日期：14.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
761F2	打擊洗錢及恐怖分子資金籌集 (金融機構) 條例和相關監管要求 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements 日期：14.9.16 時間：7:00pm - 9:00pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
PE4200181	傳承規劃和傳承學 單元六： 高端客戶的傳承規劃法律原則和工具 Legacy Planning and Legacyology Module 6: Legal Principles and Tools of Legacy Planning for High Net-worth Customers 日期：15.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
224C2	透視個性 知己知彼 (單元三：提升人際關係) Managing Self and Relationship through Enneagram (Module 3: Improving Interpersonal Relationship) 日期：15.9.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
737F2	亞洲證券市場單元二 - 亞洲金融危機及改革 Asian Securities Markets Module 2 - Reforms after Financial Crisis 日期：17.9.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning

* These programmes are co-organised with Professional Insurance Brokers Association (PIBA) and will be recognised as IA - CPD credits. Members of PIBA can directly enroll via PIBA to obtain member discounts.

中 中文教材 Chinese materials

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PE4200090	內地商務法例入門 (金融專業) 單元二：內地稅制 Introduction to Mainland Commercial Law for Financial Professionals Module 2: Mainland Taxation 日期：17.9.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
738F2	亞洲證券市場單元三 - 另類投資與傳統投資 及東西方證券市場的差異 Asian Securities Markets Module 3: Alternative Investments & Difference between Western / Eastern Securities Markets 日期：17.9.16 時間：11:15am - 2:15pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200032	保險從業員須具備的醫學知識 - 病史申報 Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure 日期：17.9.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
614F3	股市技術分析課程 單元四：裂口理論，葛蘭碧八大法則 Advanced Technical Analysis Module 4: Gap Theory, Granville Rules 日期：19.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
728E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元三：非語言溝通技巧2 - 身體語言解碼 Communicating without Talking for Insurance Practitioners Module 3: Non-verbal Communication Skills II 日期：19.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
861E2	網絡世紀中的法律責任及相關保險 - 使用電腦及互聯網可能引致的法律責任 Liability in Cyber Age and Associated Insurance – Liabilities Arising from Use of Computers and Internet Activities 日期：19.9.16 & 26.9.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	General Insurance
724F2	金融產品中介人實務須知 單元五：逆境中的投資 / 保險客戶情緒管理 I Best Practices for Financial Products Intermediaries Module 5 – Surviving the Financial Crisis with Investment / Insurance Customers I 日期：20.9.16 時間：10:00am - 1:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

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720F2	金融產品中介人實務須知 單元一：銷售金融產品的合規要求（重點重溫及最新修訂）I Best Practices for Financial Products Intermediaries Module 1 – Sales Compliance Reviews and Updates I 日期：20.9.16 時間：12:00pm - 3:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
705E3	法律責任證書課程第五單元 - 董事及行政人員責任、專業責任  Certificate Course in Legal Liability Part V – Directors’ & Officers’ Liability, Professional Liability Date：20.9.16 Time：1:15pm - 6:15pm Duration：5 hours	HK\$450	5	5 non-core	5	Law & Compliance
725F2	金融產品中介人實務須知 單元六：逆境中的投資 / 保險客戶情緒管理 II Best Practices for Financial Products Intermediaries Module 6 – Surviving the Financial Crisis with Investment / Insurance Customers II 日期：20.9.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
721F2	金融產品中介人實務須知 單元二：銷售金融產品的合規要求（重點重溫及最新修訂）II Best Practices for Financial Products Intermediaries Module 2 – Sales Compliance Reviews and Updates II 日期：20.9.16 時間：3:15pm - 5:15pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
PE4200073	常見個人保險索償爭議 Common Personal Insurance Claims Disputes 日期：20.9.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
PBA00014	保險業有關妥善處理客戶個人資料指引 日期：20.9.16 時間：7:00pm - 9:00pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
27111	適用於人壽保險的法律原則 Legal Principles Applicable to Life Insurance 日期：21.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	-	5 non-core	5	Life & Health Insurance
394E2	“DISC” 性格創富（保險及投資專業人士）學習坊 單元三：DISC分析工具和技巧 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 3: DISC Profiling Tools and Techniques 日期：21.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills

 Taught in English

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
732F2	互聯網世代的商機和人事 (金融服務專業人員) 單元二：如何在互聯網時代的金融服務行業締造成功商機 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 2: How to make your business more successful in the Internet Age's Financial Service Industry 日期：21.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
303E2	保險業客戶關係管理 - 創造忠實客戶 Creating Loyal Customers in Insurance Industry through CRM 日期：22.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PBA00043	心靈管理系列 - 壓力管理 單元三：積極及正向思維技巧 (二) Mind Management Series – Stress Management Module 3: Positive Thinking (2) 日期：22.9.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
SC-2085-12	強化影響力課程 單元四：3Q影響策略 Strengthening Your Influential Power Course Module Four – 3Q Influential Strategy 日期：22.9.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	General Insurance
149I3	財務風險保險證書課程第一單元 - 董事及高級職員責任險 Certificate Course in Insurance of Financial Risks Part I – Directors & Officers 日期：22.9.16 時間：2:15pm - 6:15pm 時數：4小時	HK\$360	4	4 non-core	4	General Insurance
PBA00044	心靈管理系列 - 壓力管理 單元四：提升抗逆能力減壓法 (助人) Mind Management Series - Stress Management Module 4: Stress Reduction Techniques (Helping Others) 日期：22.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK \$180	2	2 non-core	2	Management & Soft Skills
745F2	客戶投資心理解說 單元三：與客戶共渡經濟危與機 Know Your Customers' Investment Psychology Module 3: Getting through Economic Ups & Downs with Customers 日期：22.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

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PE4200034	投資策劃 (基金) Investment Planning (Mutual Funds) 日期：23.9.16 & 30.9.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	中 HK\$450	5	5 non-core	5	Investment & Financial Planning
SC-2061-11	說服技巧 (金融服務業專才) 單元二：超卓的說服技巧 Persuasion Skills for Financial Professionals Module 2: Excel Your Persuasion Skills 日期：24.9.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
756F2	商業道德操守 (金融業) 單元四：管理商業道德的工具 I Business Ethics in the Finance Sector Module 4: Tools and Techniques to Manage Business Ethics I 日期：24.9.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
806E2	團隊溝通及衝突管理 Building Team Communication & Resolving Conflict 日期：24.9.16 時間：9:00am - 2:00pm 時數：5小時	中 HK\$450	5	5 non-core	5	Management & Soft Skills
757F2	商業道德操守 (金融業) 單元五：管理商業道德的工具 II Business Ethics in the Finance Sector Module 5: Tools and Techniques to Manage Business Ethics II 日期：24.9.16 時間：12:15pm - 2:15pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
175E3	瞭解你的保險客戶 (樓宇建築業) - 建築方法與安全事宜 Understanding Insurance Clients (Building Construction Industry) – Methods and Safety 日期：24.9.16 時間：1:30pm - 6:30pm 時數：5小時	中 # HK\$450	-	5 non-core	5	General Insurance
413B2	股票圖表走勢分析 單元四：艾略特波浪理論 Technical Analysis Module 4: Elliott Wave Theory 日期：26.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PBA00028	人民幣國際化和金融工具 單元三：人民幣投資基金與其他金融產品 Understanding RMB Internationalization and Financial Instruments Module 3: RMB Investment Funds and Other Financial Products 日期：27.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning

中 中文教材 Chinese materials

These programmes contain no contents on construction insurance.

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PE4200088	銷售金融產品的監管要求新知 單元二：銷售運作新知 Regulatory Requirements for Selling Financial Products Updates Module 2: Selling Practice Updates 日期：27.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
PE4200140	僱員福利系列 - 僱員補償保險 Employee Benefits Series – Employees’ Compensation Insurance 日期：27.9.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
PE4200033	保險從業員須具備的醫學知識 - 體檢報告 Medical Knowledge for Insurance Practitioners – Medical Examiner’s Report 日期：28.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PE4200043	財富管理技巧深造系列 單元二：資產配置及調整策略 Achieving Wealth Management Excellence Series Module 2: Asset Allocation Decision and Rebalancing Strategies 日期：28.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00024	社交媒體和雲端競爭優勢 (金融專才單元三) Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 3 日期：29.9.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	General Insurance
813E2	個人績效登峰 (保險及投資專才系列) 單元三：自我掌控、向心魔說不 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 3: Master Personal Performance & Say Goodbye to Incongruence 日期：29.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
PE4200172	銷售金融產品的監管要求新知 單元四：客戶盡職審查重溫與新知 Regulatory Requirements for Selling Financial Products Updates Module 4: Customer Due Diligence Review & Update 日期：29.9.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
708I3	受信人責任 - 代理人、受托人及董事 Duties Of Fiduciaries – Agents, Trustees And Directors 日期：29.9.16 & 6.10.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	General Insurance

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PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：30.9.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
162I2	銷售人壽保險的法律須知 Legal Knowledge for Life Insurance Selling 日期：3.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Life & Health Insurance
PBA00045	心靈管理系列 - 壓力管理 單元五：提升抗逆能力減壓法（自助） Mind Management Series – Stress Management Module 5: Stress Reduction Techniques (Self-helping) 日期：3.10.16 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PBA00046	心靈管理系列 - 壓力管理 單元六：克服恐懼減壓技巧 Mind Management Series – Stress Management Module 6: Overcoming Anxiety and Depression 日期：3.10.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
780E2	保險索償替代爭議解決方法 Alternative Insurance Dispute Resolution 日期：4.10.16 時間：9:30am - 12:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
733F2	互聯網世代的商機和人事（金融服務專業人員） 單元三：在互聯網時代的金融服務行業的Y世代人士 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 3: Gen Y'ers in the Internet Age's Financial Service Industry 日期：4.10.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
PE4200174	內地當前財經熱話 單元一：一帶一路：21世紀的絲綢之路 Mainland Contemporary Financial Topics Module 1: One Belt, One Road: the 21 st Century Silk Road 日期：4.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200050	金融專業人士管理技巧（進階課程） 單元三：工作與生活共融的時間管理 Advanced Management Skills for Financial Professionals Module 3: Managing Time for Work-Life Integration 日期：4.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

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PE4200142	僱員福利系列 - 壽險 Employee Benefits Series - Life Insurance 日期：4.10.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PE4200175	內地當前財經熱話 單元二：亞投行：世界銀行的對手 Mainland Contemporary Financial Topics Module 2: Asian Infrastructure Investment Bank: Rival to World Bank 日期：5.10.16 時間：1:00pm - 3:00pm 時數：2小時	HK\$200	2	2 non-core	2	Investment & Financial Planning
296E2	商務人際網絡的建立 - 保險從業員工作坊 單元三：卓越感染力與人際網絡技巧 Business Networking Workshop for Insurance Practitioners Module 3: An Introduction to Influencing Skills for Networking 日期：5.10.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
742F2	財務策劃 (遺產繼承與承辦) Financial Planning (Estate Inheritance and Probate) 日期：5.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200176	內地當前財經熱話 單元三：前海：合作還是競爭 Mainland Contemporary Financial Topics Module 3: Qianhai: Potential for Cooperation or Competition 日期：5.10.16 時間：3:15pm - 6:15pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
395E2	“DISC” 性格創富 (保險及投資專業人士) 學習坊 單元四：DISC在保險及投資銷售的應用 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 4: DISC Selling Skills 日期：6.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
SC-1762-09	創意增值 (保險專業人士) 研習坊 單元三：創意思維工具及技巧 Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 3: Creative Thinking Tools and Techniques 日期：6.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills

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729E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元四：非語言溝通技巧3 - 外觀禮儀 Communicating without Talking Module 4: Non-verbal Communication Skills III 日期：6.10.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PBA00018	中國房地產投資策略單元三：中國房地產投資 China Real Estate Investment Strategies Module 3: China Real Estate Investments 日期：6.10.16 & 7.10.16 時間：6:30pm - 9:30pm 時數：6小時（共2堂）	HK\$540	6	6 non-core	6	Investment & Financial Planning
741F2	企業智庫個案課程（金融服務專業人士） 單元三：康泰旅遊 - 以關心贏客心 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 3: Hong Tai Travel – Touching Customers’ Hearts with Genuine Care 日期：7.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200185	強積金培訓單元四：2015強積金修訂條例更新重點 MPF Training Programme Module Four: Key Updates on MPF Amendment Ordinance 2015 日期：7.10.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
PE4200035	投資策劃（證券） Investment Planning (Equity Securities) 日期：7.10.16 & 14.10.16 時間：7:00pm - 9:00pm 時數：4小時（共2堂）	中 HK\$360	4	4 non-core	4	Investment & Financial Planning
804E2	激勵人才與績效提升 Motivating People for Peak Performance 日期：8.10.16 時間：9:00am - 2:00pm 時數：5小時	中 HK\$450	5	5 non-core	5	Management & Soft Skills
SC-2062-11	說服技巧（金融服務專業專才） 單元三：認識有意識和潛意識說服法 Persuasion Skills for Financial Professionals Module 3: Influencing People Consciously and Subconsciously 日期：8.10.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200184	傳承規劃和傳承學單元三：內地遺產規劃及相關法規 Legacy Planning and Legacyology Module 3: Mainland Estate Planning and Related Compliance 日期：8.10.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Law & Compliance

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445E2	醫療開支與保險市場 Medical Expenses and the Insurance Market 日期：8.10.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PBA00025	社交媒體和雲端競爭優勢 (金融專才) 單元四 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 4 日期：11.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
PBA00021	變革管理必技巧 單元三：持分者管理 Essential Skills for Change Management Module 3: Stakeholder Management 日期：11.10.16. 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
PE4200143	僱員福利系列 - 醫療保險 Employee Benefits Series – Medical Insurance 日期：11.10.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
298E2	資產保障相關法律 - 信托以外的安排 Law Relating to Asset Protection – Non-Trust Arrangements 日期：12.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
273I2	中港保險法比較 A Comparison of Insurance Law between China & Hong Kong 日期：12.10.16 時間：1:15pm - 6:15pm 時數：5小時	中 HK\$450	5	5 non-core	5	Law & Compliance
PE4200124	金融從業員流動線上工具須知 - 單元一：移動技術概況 Mobile Online Tools for Financial Professionals Module 1: Overview of Mobile Technology 日期：12.10.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
760F2	內地金融制度入門 單元五：內地宏觀經濟及理財策劃概況 Understanding Mainland Financial System Module 5: Mainland Macroeconomic and Financial Planning Overview 日期：12.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance

中文教材 Chinese materials

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SC-1890-10	銷售奇才研習坊 (保險及投資專業人士) 單元四：銷售奇才 Selling Genius Workshop (Insurance & Investment Professionals) Module 4: Selling Genius 日期：13.10.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
SC-1763-09	創意增值 (保險專業人士) 研習坊 單元四：創意銷售技巧 Creative Thinking Techniques for Business and personal Enhancement (Insurance Professionals) Workshop Module 4: Creative Selling Skills 日期：13.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
703E3	法律責任證書課程第三單元 - 嚴格責任 Certificate Course in Legal Liability Part III - Strict Liability 日期：13.10.16 時間：1:15pm - 6:15pm 時數：5小時	HK\$450	5	5 non-core	5	Law & Compliance
765F2	處理金融糾紛的準備和進階技巧課程 單元三：如何運用調解技巧以解決金融糾紛 Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 3: How to Use Mediation Skills to Resolve Financial Disputes? 日期：13.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$330	3	3 non-core	3	General Insurance
SC-2070-11	銷售要訣 (財經專才系列) 單元三：Y世代銷售團隊 Sales Essentials for Financial Professionals Module 3: Gen Y Sales Team 日期：13.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
746E2	旅遊保險 (人身) Travel Insurance (Person) 日期：13.10.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	-	3 non-core	3	General Insurance
PE4200177	內地當前財經熱話 單元四：中國和香港之間的基金互認 Mainland Contemporary Financial Topics Module 4: Mutual Recognition of Funds between China and Hong Kong 日期：14.10.16 時間：2:30pm - 5:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning

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Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200178	內地當前財經熱話 單元五：人民幣國際化：戰略和金融改革 Mainland Contemporary Financial Topics Module 5: Renminbi Internationalization: Strategy and Financial Reform 日期：14.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
761F2	打擊洗錢及恐怖分子資金籌集（金融機構）條例和相關監管要求 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements 日期：14.10.16 時間：7:00pm - 9:00pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
608F2	保險從業員的行業分析與股票投資系列 單元三：消費股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 3: Consumer Goods 日期：15.10.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
752F2	內地金融制度入門 單元四：內地稅務制度 Understanding Mainland Financial System Module 4: Fundamental PRC Taxation Regime 日期：15.10.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
453D2	主要經濟指標與投資策劃 單元三：同步經濟指標及滯後經濟指標 Key Economic Indicators and Investment Planning Module 3: Coincident and Lagging Economic Indicators 日期：15.10.16 時間：1:00pm - 4:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
286E3	瞭解建築險客戶 - 橋樑 Understanding Construction Insurance Clients – Bridges 日期：15.10.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance
274E2	資產保障相關法律 - 信托 Law Relating to Asset Protection - Trusts 日期：17.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
827E2	投資策略系列 單元三：中線波段投資策略 Investment Strategies Series Module 3: Medium Term Swing Investment Strategies 日期：17.10.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning

These programmes contain no contents on construction insurance.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
SC-2065-11	「身心語言程式學」工作坊 單元六：銷售演說技巧 Boost Your Work Competence with NLP Module 6: Professional Sales Presentation 日期：18.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	General Insurance
PE4200144	僱員福利系列 - 人身意外保險 Employee Benefits Series – Personal Accident Insurance 日期：18.10.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
SC-2066-11	「身心語言程式學」工作坊 單元七：NLP排難解紛 Boost Your Work Competence with NLP Module 7: NLP Conflict Resolution 日期：19.10.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	General Insurance
734F2	互聯網世代的商機和人事（金融服務專業人員）單元四： 如何與Y世代人士一起在互聯網時代的金融服務行業創富 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 4: Ways to Wealth with Gen Y'ers in the Internet Age's Financial Service Industry 日期：19.10.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
PE4200074	家庭法（理財策劃師須知） Family Laws for Financial Planners 日期：19.10.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200125	金融從業員流動線上工具須知 - 單元二：移動技術在產品推廣及客戶服務的運用 Mobile Online Tools for Financial Professionals Module 2: Product Promotion and Customer Care Using Mobile Technology 日期：19.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
818E2	風險評估及管理（財經業人士） 單元四：從財務報表中分析風險的技巧 II Risk Assessment and Management for Financial Service Executives Module 4: Techniques of Reading Risks from Financial Statements II 日期：19.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPD hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
722F2	<p>金融產品中介人實務須知 單元三：市場慣例及客戶合適程度管理 I Best Practices for Financial Products Intermediaries Module 3 – Market Practices and Customer Suitability Management I</p> <p>日期：20.10.16 時間：1:00pm - 4:00pm 時數：2小時</p>	HK\$270	3	3 non-core	3	Law & Compliance
306E2	<p>保險業客戶關係管理 - 理論與實踐 Applying CRM Concepts in Insurance Industry</p> <p>日期：20.10.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Management & Soft Skills
220C1	<p>提高優質顧客服務 Enhancing Quality Customer Services</p> <p>日期：20.10.16 時間：1:30pm - 5:30pm 時數：4小時</p>	HK\$360	4	4 non-core	4	Management & Soft Skills
723F2	<p>金融產品中介人實務須知 單元四：市場慣例及客戶合適程度管理II Best Practices for Financial Products Intermediaries Module 4 – Market Practices and Customer Suitability Management II</p> <p>日期：20.10.16 時間：4:15pm - 6:15pm 時數：2小時</p>	HK\$180	2	2 non-core	2	Law & Compliance
PE4200070	<p>滬港通 - 單元一：最新發展 The Shanghai – Hong Kong Stock Connect – Module 1: Recent Development</p> <p>日期：20.10.16 時間：6:45pm - 9:45pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Investment & Financial Planning
297E2	<p>商務人際網絡的建立 - 保險從業員工工作坊 單元四：你的人際網絡成功大計 Business Networking Workshop for Insurance Practitioners Module 4: Action Plan for Personal Development Specific to Networking</p> <p>日期：21.10.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200201	<p>僱員補償訴訟的近期案例發展 NEW PIBA CPD* Recent Court cases Affecting Employees' Compensation</p> <p>日期：21.10.16 時間：2:15pm - 6:15pm 時數：4小時</p>	HK\$360	-	4 non-core	4	Law & Compliance
819E2	<p>風險評估及管理 (財經業人士) 單元五：財經市場的風險管理 Risk Assessment and Management for Financial Service Executives Module 5: Risk Management in Financial Market</p> <p>日期：21.10.16 時間：6:30pm - 9:30pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Investment & Financial Planning

* These programmes are co-organised with Professional Insurance Brokers Association (PIBA) and will be recognised as IA - CPD credits. Members of PIBA can directly enroll via PIBA to obtain member discounts.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200036	投資策劃 (常犯投資錯誤) Investment Planning (Common Mistakes in Investing) 日期: 21.10.16 & 28.10.16 時間: 6:30pm - 9:00pm 時數: 5小時 (共2堂)	中 HK\$450	5	5 non-core	5	Investment & Financial Planning
758F2	商業道德操守 (金融業) 單元六: 金融業相關的商業道德 I Business Ethics in the Finance Sector Module 6: Business Ethics Issues in Connection with the Finance Sector I 日期: 22.10.16 時間: 9:00am - 11:00am 時數: 2小時	HK\$180	2	2 non-core	2	General Insurance
SC-2063-11	說服技巧 (金融服務業專才) 單元四: 轉化成為超卓的說服者 Persuasion Skills for Financial Professionals Module 4: Transform You to Become a Powerful Persuader 日期: 22.10.16 時間: 9:00am - 12:00pm 時數: 3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
759F2	商業道德操守 (金融業) 單元七: 金融業相關的商業道德 II Business Ethics in the Finance Sector Module 7: Business Ethics Issues in Connection with the Finance Sector II 日期: 22.10.16 時間: 11:15am - 1:15pm 時數: 2小時	HK\$180	2	2 non-core	2	General Insurance
609F2	保險從業員的行業分析與股票投資系列 單元四: 基建股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 4: Infrastructure 日期: 22.10.16 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2067-11	「身心語言程式學」工作坊 單元八: 處理刁難客戶 Boost Your Work Competence with NLP Module 8: Handling Difficult Customers 日期: 24.10.16 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
828E2	投資策略系列單元四: 即日交易投資策略 Investment Strategies Series Module 4: Short Term Intraday Trading Strategies 日期: 24.10.16 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2064-11	「身心語言程式學」工作坊 單元五: NLP成功藝術 Boost Your Work Competence with NLP Module 5: The Art of Success with NLP 日期: 24.10.16 時間: 3:00pm - 5:00pm 時數: 2小時	HK\$180	2	2 non-core	2	Management & Soft Skills

中 中文教材 Chinese materials

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PBA00047	心靈管理系列 - 壓力管理 單元七：平息客戶情緒技巧 Mind Management Series – Stress Management Module 7: Handling Customers' emotions 日期：24.10.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PE4200173	內地商務法例入門 (金融專業) 單元四：內地合同法 Introduction to Mainland Commercial Law for Financial Professionals Module 4: Contract Law 日期：24.10.16 & 25.10.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	Law & Compliance
PE4200122	人民幣國際化和金融工具 單元四：滬港通對人民幣國際化的影響 Understanding RMB Internationalization and Financial Module 4: Impact of Shanghai-Hong Kong Stock Exchange Connect Programme on RMB Internationalization 日期：25.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200071	滬港通 - 單元二：概況 The Shanghai-Hong Kong Stock Connect – Module 2: Overview 日期：25.10.16 時間：6:45pm - 8:45pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
PE4200141	僱員福利系列 - 旅遊保險 Employee Benefits Series – Travel Insurance 日期：25.10.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
26012	僱員補償條例 Employees' Compensation Ordinance 日期：26.10.16 時間：9:15am - 5:30pm 時數：7小時 (午膳12:45pm-2:00pm)	HK\$630	7	7 non-core	7	Law & Compliance
PBA00017	中國房地產投資策略 單元二：中國房地產市場分析 China Real Estate Investment Strategies Module 2: Analyzing China Real Estate Market 日期：26.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200126	金融從業員流動線上工具須知 - 單元三：社交媒體在市場推廣及品牌建立的運用 Mobile Online Tools for Financial Professionals Module 3: Marketing and Brand Building using Social Media 日期：26.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
446E2	醫療保險索償 (保險中介人須知) Medical Insurance Claims for Insurance Intermediaries 日期: 26.10.16 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
814E2	個人績效登峰 (保險及投資專才系列) 單元四: 超脫平凡、創登峰業績 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 4: Transcend the Ordinary You, Excel the Highest Personal Effectiveness 日期: 27.10.16 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
225C2	透視個性 知己知彼 (單元四: 提升工作表現) Managing Self and Relationship through Enneagram (Module 4: Application of Enneagram at Work) 日期: 27.10.16 時間: 2:00pm - 6:00pm 時數: 4小時	中 HK\$360	4	4 non-core	4	Management & Soft Skills
PE4200162	強積金銷售合規與近期發展 MPF Sales Compliance & Recent Development 日期: 27.10.16 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$285	2	2 core	2	MPF & Others
748E2	旅遊保險 (經濟權益) Travel Insurance (Pecuniary Interests) 日期: 27.10.16 時間: 6:45pm - 9:45pm 時數: 3小時	中 HK\$270	-	3 non-core	3	General Insurance
PE4200072	滬港通 - 單元三: 風險管理 The Shanghai-Hong Kong Stock Connect - Module 3: Risk Management 日期: 27.10.16 時間: 6:45pm - 9:45pm 時數: 3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2071-11	銷售要訣 (財經專才系列) 單元四: Meta-Coaching 教練式銷售和管理 Sales Essentials for Financial Professionals Module 4: Meta-Coaching Sales and Management Skills 日期: 28.10.16 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$450	5	5 non-core	5	Management & Soft Skills

中 中文教材 Chinese materials

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200179	內地當前財經熱話 單元六：中國不良資產：問題與對策 Mainland Contemporary Financial Topics Module 6: China Non-performing Assets: Problem and Solution 日期：28.10.16 時間：2:30pm - 5:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200180	內地當前財經熱話 單元七：中國影子銀行：下一個危機？ Mainland Contemporary Financial Topics Module 7: China Shadow Banking: The Next Crisis? 日期：28.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200059	財富管理技巧深造系列單元四：改正不良投資習慣 Achieving Wealth Management Excellence Series Module 4: Rectification of Bad Investment Habits 日期：28.10.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
454D2	主要經濟指標與投資策劃 單元四：重要市場的經濟指標分析及經濟指標之限制 Key Economic Indicators and Investment Planning Module 4: Analysis of Economic Indicators of Major Markets and Limitation of Economic Indicators 日期：29.10.16 時間：9:00am - 1:00pm 時數：4小時	HK\$360	4	4 non-core	4	Investment & Financial Planning
287E3	瞭解建築險客戶 - 特殊危險 Understanding Construction Insurance Clients - Special Hazards 日期：29.10.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance
SC-2086-12	強化影響力課程 單元五：引領變革 Strengthening Your Influential Power Course Module Five – Leading Change 日期：31.10.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills

These programmes contain no contents on construction insurance.

Programme Administration Guidelines 課程管理指引

Enrollment 課程報名

- Please use the specified enrollment form and follow the “Notes to Applicants” in the form to apply for programmes.
- Applicants should show the Hong Kong Identity (HKID) Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) for enrollment.
- Individual programmes may have specific admission requirements. Applicants should refer to the admission requirements of the individual programmes.
- **All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will not be processed.**
- 請使用指定的報名表格並按照表格內的“報名須知”報讀課程。
- 申請人於報名時必須出示由香港特別行政區（香港特區）入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或有效的來港就讀之簽證 / 進入許可。
- 各個課程之入學條件有別，申請人在報讀時必須依從個別課程之入學條件作出申請。
- **所有課程名額均以先到先得方法分配，任何未填妥之表格，或學生未有附上學費的報名表，本院將不會處理。**

Deadline for Application 截止報名日期

The deadline for application is 7 working days^{**} prior to the class commencement date (The enrollment deadline might be subject to change depending on the enrollment status).

截止報名日期為每班開課前七個工作天^{**}（截止報名日期或會因應收生情況而有所更改）。

Notification of Class Commencement 開課通知

Successful applicants will be notified of the class confirmation and relevant information by the contact method specified on the enrollment form at least 3 working days^{**} before class commencement. PEAK will not be responsible for the loss of class notification sent by mail. For in-person application for Continuing Professional Development (CPD) Programmes that have already been confirmed to commence at the time of enrollment, the applicants will be given a “Confirmation of Class Commencement” immediately after completing the enrollment procedures at PEAK reception counter. Please contact us at 2836 1906 if you do not receive the notification 3 working days^{**} before the class commencement.

成功申請人將於開課前至少三個工作天^{**}接獲本院以閣下指定的聯絡方法通知開課確認及相關資料。本院對因郵遞失誤而寄失的開課通知書，概不負責。申請人如親身到高峰進修學院報名處報讀持續專業發展課程（CPD課程），而該課程在申請人報名時已獲確認開課，申請人將於完成報名手續時即時獲得「開課確認」。申請人如在開課前三個工作天^{**}尚未接獲課程確認或取消的通知，請致電本院查詢（電話：2836 1906）。

Programme Fees / Receipt 學費 / 收據

For a programme commencing within 7 working days^{**} at the time of enrollment, students are required to settle the programme fee by cash.

Programme fees paid are non-refundable, except for cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are also not transferable, and request for programme swapping will not be entertained.

Students will collect and sign to acknowledge collection of the receipts at the first lesson. Fees paid after the enrollment deadline may result in delay in receipt issuing. For those who have not collected the receipts during the first lesson, our staff will contact them for the receipt collection arrangement. If students choose to collect the receipt by mail, PEAK will not be responsible for any loss in mailing. Students will be required to pay an administrative charge of HK\$100 for their requests for each additional receipt copy. Please send crossed cheque payable to “Vocational Training Council” with a written application to “The Programme Team” of the Institute. For enquiry, please contact us at 2836 1862.

如學生所報讀的課程將在報名當日起計7個工作天^{**}內開課，學生必須以現金繳交學費。

除學生之申請不獲接納或所選課程取消 / 改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改（包括不可轉班）或轉讓他人。

學生需於第一堂簽收收據，若學生於報名截止日後繳費，收據或會稍遲發出。本院會通知未簽收收據之學生領取收據的安排或將收據郵寄予學生。如學生要求以郵寄方式收取收據，本院對郵遞失誤概不負責。學生如要求本院發出收據副本證明，需以書面通知本院課程組，並需繳付港幣100元手續費。收據重發申請須以支票付款，抬頭為「職業訓練局」。查詢請致電2836 1862。

Class Venue 上課地點

Unless otherwise specified, all classes will be held at VTC Tower, 27 Wood Road, Wanchai, Hong Kong. Please refer to the venue directory at PEAK before attending class, or call us at 2836 1922 for enquiry.

除特別指示外，所有課堂均在香港灣仔活道27號職業訓練局大樓舉行。學生可於上課前到本院查看課室編排表，或致電28361922向本院查詢。

Medium of Instruction 授課語言

Except language programmes, programmes specified to be conducted in English, and Professional Certificate, Professional Diploma, and degree programmes, all classes are conducted in Cantonese and supplemented with English terminology. Programme handouts will be provided in Chinese or English.

除語文、一些指定以英語講授、專業證書、專業文憑及學位課程外，所有課程均以廣東話授課，部份輔以英文專業用語，講義為英文或中文。

Attendance-Taking Procedures 點名程序

Students are required to take attendance at the Reception Counter of PEAK or venue specified in the class confirmation letter for the first lesson. For the remaining lessons, attendance will be taken in the classroom. Taking attendance for another student is strictly prohibited. If found, PEAK has the right to terminate the study of such student and the fees paid will not be refunded. **For Continuing Professional Development (CPD) programmes, the CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.** PEAK has the right to ask the students to present the valid identification documentations (HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of HKSAR) for identity verification purpose. In particular, CPD Students should read and observe the “**CPD Programme – Notes to Students**” carefully.

學生需於第一堂到報名處或開課通知書上列明之地點點名，第一堂之後則在課室內點名。學生不可代他人點名，如被發現，本院有權終止該學生之學籍，所繳款項亦概不發還。**凡報讀持續專業發展課程（CPD課程）而遲到之學生，其持續專業進修（CPD）/ 持續培訓（CPT）時數將按比例扣減。**本院有權要求學生出示有效身份證明文件（由香港特區入境事務處所簽發的香港身份證 / 護照 / 旅行證件、或來港就讀之簽證 / 進入許可）以核實身份。此外，報讀持續專業發展課程之學生亦應特別注意及遵守指引內的「**持續專業發展課程—學生須知**」。

^{**} Working days (exclusive of Saturdays, Sundays and Public Holidays) ^{**} 工作天（不包括星期六、日及公眾假期）

CPD Programme - Notes to Students 「持續專業發展課程 - 學生須知」

- Students of Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. CPD / CPT hours will be given to students according to the attendance record. Students who have not signed in and / or out on the attendance sheet for a particular class will be deemed to have been absent from that class.

凡參加持續專業發展 (CPD) 課程之學生，請緊記於每一課堂上課前及每一課堂完結時在點名簿上簽名，以便計算持續專業進修 (CPD)/ 持續培訓 (CPT) 時數。學生若未有按上述指示於點名簿上簽名，將一律被當作缺席處理。

- Students who are late for a CPD class should go to PEAK's Reception Counter at **9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet. The CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.

學生若因事遲到，請立即前往**本大樓9樓**高峰進修學院報名處或向班房門外當值同事（如適用）簽到。請注意，本院將按學生遲到的時間扣減持續專業進修 (CPD)/ 持續培訓 (CPT) 時數。

- CPD / CPT hours for students will be calculated on a pro-rata basis according to the attendance record. Please note that the minimum unit of CPD / CPT hours is 0.5. Hence, for students who are late for class or leave before the class ends, even for less than 30 minutes, a minimum of 0.5 hours will be deducted.

學生可獲的持續專業進修 (CPD)/ 持續培訓 (CPT) 時數將根據出席課堂的時數按比例計算。有關時數的最少單位為0.5分，遲到或早退不足半小時亦作半小時計算。

- Students will not be given any MPFA and SFC hours if they are late for or absent from the class in total for MORE than the specified time shown in the following table.

學生若遲到或離開課室合共超過下列時數，將不能獲得任何MPFA及SFC時數。

Duration of Programme (Hour(s)) 課程時數	No MPFA and SFC hours will be given if students are late for or absent from the class for more than the specified time below 若遲到或離開課室超過下列時數，將不能獲得任何MPFA及SFC時數
1	15 minutes / 15 分鐘
2	15 minutes / 15 分鐘
3	30 minutes / 30 分鐘
4	30 minutes* / 30 分鐘*
5	1 hour* / 1 小時*
6	1 hour* / 1 小時*
7	1 hour* / 1 小時*
10	2 hours* / 2 小時*

*Note: For programmes which comprise 2 lessons, MPFA and SFC hours will be given based on the total duration of the programme that the students have attended.

*註：若有關課程分兩節課堂舉行，本院將按學生於兩節課堂的總出席時數計算MPFA及SFC時數。

- CPD / CPT hours of any student will be deducted on a pro-rata basis if he / she absent from the class in total for more than 10 minutes. 若學生在上課期間離開課室合共超過10分鐘，持續專業進修 (CPD)/ 持續培訓 (CPT) 時數將按比例被扣減。

- Students will not be given any CPD / CPT hours of the "Law Society of Hong Kong" if they are absent or late for more than 10 minutes for a programme of less than 3 hours in duration.

若學生遲到或離開課室10分鐘或以上，而課堂時數少於三小時，他們將不可獲取「香港律師會」的持續專業進修 (CPD)/ 持續培訓 (CPT) 時數。

- Students should refer to the digital clock displayed at PEAK for signing in and signing out purpose.

本院將以院內的時鐘所顯示之時間記錄學生出席時數。

- No eating or drinking is allowed in classrooms.

課室內不准飲食。

Certificate 證書頒發

Students of short courses with over 80%* attendance will be issued an Attendance Certificate. Normally, certificates will be distributed to students at the end of the class. However, the certificate will not be ready at the end of the class in the following cases:

- Students enroll in a programme in less than 3 working days** before the class commencement date; and / or
- Students are late for or absent from (including leaving the class before it ends) Continuing Professional Development (CPD) programmes for more than 10 minutes**

For the cases mentioned above, the certificate will be issued within 7 working days** after the end of the programme and our staff will contact respective students for the collection arrangement. If students choose to collect the certificate by mail, PEAK will not be responsible for any loss in mailing. Students who lost their certificate and would like PEAK to reissue a certificate to them will be required to pay an administrative charge of HK\$100 and with a written application to "The Programme Team" of the Institute. If payment is made by cheque, a crossed cheque payable to "Vocational Training Council" should be sent to PEAK. For enquiry, please contact us at 2836 1825.

* Programmes may have different attendance requirements. Please refer to the programme brochures.

出席率超過80%*的短期課程學生將獲發出證書。證書一般可於課程完結當天派發，但在以下情況下，證書將未能於課程完結當日發出予學生：

- 學生於開課日前少於3個工作天**報名；及 / 或
- 學生於持續專業發展課程 (CPD課程) 的課堂遲到、早退或中途離開課室超過10分鐘**

在上述情況，本院會於課程完結後7個工作天**內發出證書，並會通知學生領取證書的安排。如學生選擇以郵寄方式收取證書，本院對郵遞失誤概不負責。如學生因遺失證書而需本院補發，需以書面通知本院課程組，並需繳付港幣100元手續費。如以支票付款，請將支票遞交至高峰進修學院，支票抬頭為「職業訓練局」。查詢請致電2836 1825。

* 個別課程會有不同的出席要求，請詳閱相關課程單張。

** Working days (exclusive of Saturdays, Sundays and Public Holidays) ** 工作天 (不包括星期六、日及公眾假期)

Student Handbook for PEAK's Professional Diploma / Professional Certificate Programmes 專業文憑及專業證書課程學生手冊

A Student Handbook for PEAK's Professional Diploma (PD) and Professional Certificate (PC) programmes is available for download from PEAK Website (www.peak.edu.hk) under "Home>Admission>Class Regulations". All PD / PC students (including students who enroll in individual modules) must read the Student Handbook carefully and comply with the guidelines stipulated in the Handbook. If any student needs a hard copy of the Handbook, please contact us at 2836 1922 during office hours.

本院之專業文憑及專業證書課程學生手冊已上載於網頁 (www.peak.edu.hk)，學生可到網頁 (位置：「主頁」>「報名」>「課室規則」) 下載學生手冊。所有於本院就讀專業文憑或專業證書課程 (包括報讀個別單元課程) 的學生均須閱讀及遵守學生手冊內的指引。如有學生需要學生手冊列印本，可於辦公時間內致電2836 1922。

Class / Examination** Arrangement in Times of Typhoons and Rainstorms 颱風及暴雨期間之課堂 / 考試**安排

Typhoons When typhoons (also refer to tropical cyclones) affect Hong Kong, the following arrangements for classes / examinations** of the Institute of Professional Education And Knowledge (PEAK) will apply:

颱風 颱風襲港期間，高峰進修學院課堂 / 考試**安排大致如下：

Typhoon Signal 颱風信號	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)	
No. 1 一號颱風信號	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
No. 3 三號颱風信號	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
Pre-No.8 Special Announcement* / Typhoon Signal No. 8 or above 八號預警# / 八號或以上颱風信號	(a) Issued or in force at 6:15 am or before 11:00 am 上午六時十五分至十一時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 9:00 am – 12:00 noon 上午九時至正午十二時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(b) Issued or in force at 11:00 am or before 4:00 pm 上午十一時至下午四時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 12:00 noon – 6:00 pm 正午十二時至下午六時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(c) Issued or in force at 4:00 pm or thereafter 下午四時或以後發出或仍然生效	PEAK classes / examinations** scheduled to commence within 6:00 pm – 10:00 pm 晚上六時至十時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(d) Issued when classes / examinations** are in session 上課 / 考試**期間懸掛	All classes / examinations** will be immediately suspended for the session. 即時終止在該時段進行的課堂 / 考試**
	(e) Issued before start of examinations** 考試**開始前懸掛	Examinations** to be held in that particular session should be postponed . 在該時段舉行的考試**將會延期
Lowering to Typhoon signal No. 3 or below or lowering all typhoon signals at any time 改掛三號或以下颱風信號或除下所有颱風信號	All classes / examinations** to resume with the next session unless road or other conditions remain adverse. 若路面或其他情況許可，恢復在下一時段進行的所有課堂 / 考試**	

**Examinations refer to internal examinations of PEAK.

** 考試指高峰進修學院校內考試。

Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No. 8 Special Announcement") two hours prior to the hoisting of the No. 8 Typhoon Warning Signal.

在上課時間內颱風襲港，如香港天文台在發出八號颱風信號前兩個小時內會發出預警 (即八號預警)。

Rainstorms When rainstorm signal is issued, the following arrangements for classes / examinations** of the Institute of Professional Education And Knowledge (PEAK) will apply:

暴雨 香港天文台發出暴雨警告信號期間，高峰進修學院課堂 / 考試**安排大致如下：

Rainstorm Warning Signal 暴雨警告信號	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)	
AMBER Rainstorm 黃色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	
RED Rainstorm 紅色暴雨警告	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise) 課堂 / 考試**如期進行 (除非高峰進修學院 / 職訓局另有宣佈)	

Rainstorm Warning Signal 暴雨警告信號	Action to be taken (PEAK Classes / Examinations**) 安排事宜 (高峰進修學院課堂 / 考試**)	
BLACK Rainstorm 黑色暴雨警告	(a) Issued or in force at 6:15 am or before 11:00 am 上午六時十五分至十一時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 9:00 am – 12:00 noon 上午九時至正午十二時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(b) Issued or in force at 11:00 am or before 4:00 pm 上午十一時至下午四時前發出或仍然生效	PEAK classes / examinations** scheduled to commence within 12:00 noon – 6:00 pm 正午十二時至下午六時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(c) Issued or in force at 4:00 pm or thereafter 下午四時或以後發出或仍然生效	PEAK classes / examinations** scheduled to commence within 6:00 pm – 10:00 pm 晚上六時至十時開始上課之高峰進修學院課堂 / 考試** Cancelled 取消
	(d) Issued when classes / examinations** are in session 上課 / 考試**期間發出	All classes / examinations** should continue (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe. 所有課堂 / 考試** (在戶外舉行者除外) 應 繼續進行 。在課堂 / 考試**結束時，若已到放學時間，而紅色/黑色暴雨警告信號仍然生效，則會在安全情況下才讓學生回家。 <i>Remarks: If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes/examinations** conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i> 注意：若由於上課時間表安排的差異，學生當時尚未返抵學院 / 上課地點，應留在家中或在安全地方暫避。如課堂 / 考試**在戶外舉行，在場負責的職員會即時終止活動，並安排所有學生在安全地方暫避。
	(e) Issued before start of examinations** 考試**開始前發出	Examinations** to be held in that particular session should be postponed . 在該時段舉行的考試**將會 延期
Lowering to AMBER Rainstorm Warning signal or lowering of all rainstorm warning signals at any time 改發黃色暴雨警告信號或取消所有暴雨警告信號	All classes / examinations** to resume with the next session unless road or other conditions remain adverse. 若路面或其他情況許可，恢復在下一時段進行的所有課堂 / 考試**	

** Examinations refer to internal examinations of PEAK. ** 考試指高峰進修院校內考試。

Fees 費用

Apart from programme fees, fees will be charged for provision of other programme-related services to students upon a student's request. These services include the handling of module exemption, appeal on assessment results, replacement of award / attendance certificates etc. Students are advised to contact PEAK direct at 2836 1922 on matters relating to administrative fees.

All administrative charges or programme fees quoted are subject to change without further notice.

除報讀課程的費用，學生如要求其他與課程有關的服務，包括處理豁免修讀單元的申請，學業成績評估上訴，補領畢業 / 出席證書等，本院將向學生收取行政費用。學生如需有關行政費用的詳情，請致電2836 1922向本院查詢。

所有行政或課程費用如有所調整，恕不另行通知。

Special Discount 特別優惠

Graduates of VTC and former TI / TC can now enjoy 10% discount for taking selected programmes listed in this prospectus. For details, please contact us at 2836 1922.

Remarks:

- Graduates are required to provide the relevant VTC / TI / TC Graduation Certificate or its copy for checking during enrollment.
- Please visit PEAK Website to obtain the latest information on the discounted programmes for graduates.

職業訓練局畢業生（包括前工業學院及科技學院畢業生）可以九折報讀此手冊之部份課程，詳情請致電2836 1922查詢。

備註：

- 畢業生報讀課程時，請出示有關VTC / TI / TC畢業證書或影印本，以供查核。
- 畢業生可享的折扣課程優惠以高峰進修學院網站公佈為準。

Classroom Discipline 課室規則

1. No eating or drinking is allowed in all classrooms.
2. Smoking is prohibited in all areas of PEAK and VTC Tower.
3. Prior approval should be granted by the programme director for audio recording in the class.
4. Principal of the Institute has the authority to terminate the study of any student who violates PEAK's policies.
1. 課室內不准飲食
2. 學院及大樓範圍內嚴禁吸煙
3. 如欲在課堂錄音，需事先取得課程總監的批准
4. 如學生違反學院規則，學院院長有權終止學生的學籍

Suggestions and Complaints 建議及投訴

PEAK is very keen to receive feedback from students on all aspects of the Institute. If students wish to make a suggestion on or lodge a complaint about any campus matter, they may do so by raising it with the Programme Team Officer. For more details, please call us at 2836 1922 during office hours^{^^}.

高峰進修學院非常重視學生對學院各方面的意見。如學生對學院事務有任何建議或投訴，可向課程小組主任提出。學生如需更多詳情可於辦公時間^{^^}內致電2836 1922。



Introduction 簡介

The Continuing Education Fund (CEF) subsidizes adults with learning aspirations to pursue continuing education and training programmes. Eligible applicants will be reimbursed 80% of their fees, subject to a maximum sum of HK\$10,000 (whichever is the less), on successful completion of a CEF reimbursable course (the Course) or module(s) forming part of the Course. The fees for more than one CEF reimbursable course may be reimbursed, subject to the maximum ceiling of HK\$10,000 per applicant not being exceeded. The following information is a brief explanation that is based on the CEF Website. For enquiries, please call 24-hour CEF hotline at 3142 2277 or visit CEF Website at www.wfsfaa.gov.hk/cef

持續進修基金為有志進修的成年人提供持續教育和培訓資助。合資格的申請人可就多於一個可獲發還款項課程申領發還款項。申請人完成可獲發還款項課程後，可獲發還有關課程費用的80%或上限10,000港元（以數額較小者為準）。以下資料乃根據持續進修基金網頁資料作扼要說明，如有查詢，請致電持續進修基金24小時熱線：3142 2277或瀏覽持續進修基金網頁：www.wfsfaa.gov.hk/cef。

Application Procedures 申請手續

- Application forms can be obtained from the Office of the Continuing Education Fund (OCEF) and the website www.wfsfaa.gov.hk/cef/download/SFO192.pdf. Please refer to "Guidance Notes for Application" when completing the application form (www.wfsfaa.gov.hk/cef/download/SFO191.pdf). (Remark: the CEF Institutional Code of Vocational Training Council is "501").
申請表可於持續進修基金辦事處索取，亦可透過網頁www.wfsfaa.gov.hk/cef/download/SFO192.pdf下載。填寫申請表格，請參閱有關持續進修基金“申請指引”(www.wfsfaa.gov.hk/cef/download/SFO191.pdf)（備註：職業訓練局之持續進修基金編號為501）。
- Applicants should submit the completed and certified application forms, together with photocopies of Hong Kong Identity (HKID) Card, to OCEF **before** the commencement of the Course. Late applications will not be accepted.
申請人必須在已報讀的“可獲發還款項課程”**開課前**將填妥並已獲院校蓋印證明的申請表，連同香港身份證副本，遞交至持續進修基金辦事處，辦理申請手續。逾期遞交的申請概不受理。
- Applicants can bring the application forms to the Reception Counter of PEAK for certification during the office hours^{^^}.
申請人可於辦公時間^{^^}將申請表交予本院蓋章。

How to Claim Reimbursement 申請發還款項手續

- Each successful applicant will be provided by OCEF a "Reimbursement Claim Form (RCF)" which should be submitted after successful completion of the Course(s) and, in any event, within four years from the date the application was approved.
持續進修基金辦事處會向申請人直接發出「發還款項申領表」。申請人成功修畢課程後，須在申請獲得批准的日期起計的四年內遞交申領表。
- "Successful completion" of the Course means that claimants must pass the course assessment(s) and fulfill the attendance requirement as required by the course provider. Each course provider would have its own method of assessing successful completion of the Course. Please refer to the relevant programme brochures. **Please be reminded that reimbursement can only be claimed upon completion of the Course. Completion of an individual module which is not registered under CEF would not be accepted for the reimbursement.**
“成功修畢”課程是指申請人必須通過院校 / 辦學機構規定的課程評核和出席要求。個別課程有其評核成功修畢的標準，請查閱有關課程單張。請注意：
申請人必須修畢整個課程才可申請發還款項，如只修畢課程的某部份或某一單元，而該部份或該單元並沒有獨立登記於「持續進修基金可獲發還款項課程」內，其發還款項申請將不獲接受。
- Claimants should submit the completed RCF with the following documents (Original Copies) to PEAK for certification.
 - Original copy(ies) of the VTC Official Receipt(s);
 - Original copy(ies) of the documentary proof of successful completion of the Course:
 - Attendance Certificate; and / or
 - Completion Certificate; and / or
 - Letters or Transcripts certifying the claimant has passed the relevant course assessment(s)申領發還學費的人士（申領人）須填妥申領表格並連同以下文件（正本）交回本院以作核實：
 - 學費收據正本；
 - 成功修畢課程的證明文件正本：
 - 出席證書 及 / 或
 - 結業證明書 及 / 或
 - 由本院發出的信件或成績單等
- If the claimant is proved to have successfully completed the Course, PEAK will do the document certification and issue a "Letter of Certification" to the claimant within 7 working days^{##} after all required documents are received. Our staff will then contact the respective claimant for the collection arrangement. **If the claimant fails to submit any of the above documents, PEAK will NOT stamp on the RCF and issue the "Letter of Certification".**
如確認申領人成功修畢課程，本院會於申領人提交上述文件後的7個工作天^{##}內核實所有提交的文件及向申領人發出「證明信件」，並會通知有關申領人前來領取。**如申領人未能出示上述文件，本院有權拒絕於申請表上蓋章及發出「證明信件」。**
- Please refer to CEF information to submit the required documents to claim the reimbursement.
請參閱持續進修基金申請資料，將所需文件遞交至持續進修基金辦事處申領發還學費。

^{##} Working days (exclusive of Saturdays, Sundays and Public Holidays) ^{##} 工作天（不包括星期六、日及公眾假期）

申請人個人資料 (請填寫香港身份證 / 護照上之姓名)

英文姓名: Mr. / Ms. / Miss* _____ 中文姓名: _____ 先生/女士/小姐*

香港身份證 / 護照號碼*: _____ 出生日期(日/月/年): _____

通訊地址: _____

任職機構名稱: _____ 職位 / 部門: _____

電郵地址*: (1) _____ (2) _____

日間聯絡電話: _____ 流動電話: _____ 傳真: _____

你是否需要簽證 / 進入許可來香港特別行政區(「香港特區」)就讀? 是 否

(如需要, 請在報讀課程時提供簽證 / 進入許可之正本予高峰進修學院以作核實之用)

* 本院會以電郵通知申請人有關課程之取錄結果, 開課確認及與課程相關之通知(如更改上課時間)(如申請人未有提供電郵地址, 本院將會以郵寄/電話通知)。

* 請刪去不適用者

本人現報讀以下課程

課程編號 / 名稱: _____ 開課日期(日/月/年) _____ / _____ / _____

只供報讀學歷頒授課程之申請人填寫

單元編號	單元名稱	開課日期(日/月/年)		
學歷及專業資格 ^(註) (按時間順序)				
由 / 至(月/年)	考試 / 學歷頒發機構	所獲資格	上課形式(全日制/兼讀制/遙距學習)	頒授日期(月/年)
<input type="checkbox"/> 若你希望以成年學生的身份申請入讀課程, 請在方格內加上"√"號。此等入學申請將視乎面試結果而決定是否取錄(詳情請參閱有關的課程單張)。				
就業詳情 ^(註) (按時間順序)				
由 / 至(日/月/年)	機構名稱	職位	全職 / 兼職	

(註: 填寫本欄前, 請參閱本表格第二頁之「(II) 報名須知」第6點。如空位不敷填寫, 申請人應另頁詳列有關資料, 並隨填妥的表格附上。)

付款方法

如報讀之課程在報名當日起7個工作天內(不包括星期六、星期日及公眾假期)開課, 申請人必須以現金繳交學費。

現金 金額: 港幣 _____ 元

支票 (抬頭請寫: 職業訓練局)

支票號碼: _____

信用卡

信用卡號碼: _____

有效期: _____ 付款額: _____



(持卡人姓名)

(持卡人簽署)

申請持續進修基金

如欲申請持續進修基金, 申請人須注意以下事項:

- 請連同持續進修基金申請表及由香港特區政府入境事務處所簽發的香港身份證副本於開課前最少10個工作天(不包括星期六、星期日及公眾假期)交回本院代辦手續, 逾期遞交恕不受理。
- 請細閱本院課程手冊內之「課程管理指引」內有關持續進修基金申請手續的詳細資料。

請問您是從以下那途徑得知本課程?(可選多項"√")

- Yahoo Google PEAK 網頁 電郵
- 單張 每季課程章程 朋友 教育展覽會
- 報紙/雜誌(名稱: _____)
- 其他: _____

申請人之聲明及簽署

本人若於此表格之第二頁簽署乃表明本人完全明白並同意遵守職業訓練局轄下之高峰進修學院載於此表格第二頁之「(I) 個人資料收集及用途」、「(II) 報名須知」、「(III) 聲明」、「(IV) 學生知識產權政策」及「(V) 學生學術原創聲明書」中, 及於「課程管理指引」(指引)和「學生手冊」內所列明之規則。

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、招生及活動推廣資訊。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peak@vtc.edu.hk或傳真至2891 5707通知我們。

(I) 個人資料收集及用途

- 申請人/學生於其課程申請及入學註冊時所填報的資料，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，高峰進修學院/職業訓練局將會用於處理下列與課程的入學申請及行政相關之用途：
 - 處理一切有關高峰進修學院/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香港中學會考/香港中學文憑考試/香港高級程度會考成績，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；
 - 核對申請人申請紀錄，以及核對和索取申請人在職業訓練局及其機構成員就讀的紀錄與成績；
 - 申請資料及學生紀錄會用於與統計及分析相關之用途。報名表及有關的個人資料會於高峰進修學院/職業訓練局收生程序完結後銷毀。然而，若申請人於報名表表示願意收到高峰進修學院/職業訓練局的資訊，則該申請資料將被保留；
 - 儲存獲取錄的申請人資料於學生紀錄系統；及
 - 若申請人表示願意收到高峰進修學院/職業訓練局的資訊，則申請資料將被保留作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。
- 高峰進修學院/職業訓練局會對申請人/學生的資料絕對保密，但可將申請人/學生的個人資料，給予對本院有保密承諾的任何人士或其代表，用於(1)段所述的用途。
- 根據《個人資料(私隱)條例》，申請人/學生有權
 - 查閱高峰進修學院是否持有他的個人資料；
 - 要求獲得上述資料的副本；及
 - 要求高峰進修學院更正他的個人資料。申請人/學生必須提供足夠資料予高峰進修學院以識別身份，否則本院有權拒絕上述要求。
- 申請人/學生如欲查閱個人資料，須以書面形式向高峰進修學院提出，地址如下：
高峰進修學院
香港灣仔活道27號
職業訓練局大樓9樓
- 根據《個人資料(私隱)條例》，高峰進修學院/職業訓練局保留權利收取查閱資料所需行政費用。

(II) 報名須知

- 申請人必須就每項課程填寫一份報名表(表格)，如有需要可自行影印。
- 申請人於報名時必須出示由香港特區政府入境事務處所簽發的香港身份證/護照/旅行證件、或有效的來港就讀之簽證/進入許可。
- 如申請人選擇以支票繳付課程費用，請將表格連同劃線支票郵寄或親身交回本院(每項課程須獨立填寫一張支票)，支票抬頭請寫「職業訓練局」，如申請人以信用卡繳付學費，請將表格傳真，郵寄或親身交回本院辦事處。傳真：2891 5707 地址：香港灣仔活道27號職業訓練局大樓9樓高峰進修學院。
- 如申請人選擇以郵寄或傳真方式交回表格及課程費用，請於開課前致電2836 1906以確認本院收到有關表格及費用。
- 除學歷頒授課程外，所有課程名額均以先到先得方法分配。**任何未填妥、沒有簽署之表格，或未有附上學費的表格，本院將不會處理。**
- 在填寫此欄時，申請人必須先詳閱個別課程單張或在本院課程手冊內各課程之入學資格或有關詳情，並提供與報讀課程相關的學歷及工作經驗等資料。在報讀課程時，申請人必須向本院出示及提供相關學歷證明，就業證明及僱主推薦信的正本與副本，以作核實。
- 申請人/學生必須細閱及遵守載列於本院課程手冊內之「課程管理指引」(指引)，報讀持續專業發展課程(CPD課程)之學生也必須注意及遵守指引內的「持續專業發展課程-學生須知」中有關IA、SFC及MPFA時數的計算方式。申請人/學生亦可向本院辦事處索取或從本院網站下載指引。
- 除本人之申請不獲接納或所選的課程取消/改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改(包括不可轉班)或轉讓他人。
- 如申請人/學生曾修讀職業訓練局轄下之課程，而仍有欠款未清，即使該申請人/學生已入讀職業訓練局的其它課程，該申請人/學生仍須清繳對職業訓練局的所有欠款。否則，該申請人/學生在職業訓練局轄下學院所修讀的所有課程/單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。

(III) 聲明

- 本人謹此聲明在本報名表填報的資料均屬正確無誤，並明白填報之資料將會在高峰進修學院/職業訓練局的招生過程中作參考之用。
- 本人授權高峰進修學院/職業訓練局索取有關本人在香港或外地參加的公開考試及就讀資料，並授權有關機構(其中包括香港考試及評核局及職業訓練局)提供此等資料。
- 本人授權高峰進修學院/職業訓練局使用本人的資料查詢任何有關申請入讀該學院課程事宜及有關本人過往及現在於職業訓練局及其機構成員就讀的資料。
- 本人明白在註冊後，有關資料將轉作學生紀錄，高峰進修學院/職業訓練局可利用該等紀錄作學術或行政上之用。
- 本人明白在申請中提供任何虛假或誤導性資料會導致即時**取消入學資格**，已繳費用概**不會**退還。
- 本人知悉並同意高峰進修學院於本人出席CPD課程或學歷頒授課程時，查閱本人之有效身份證明文件(由香港特區政府入境事務處所簽發的香港身份證/護照/旅行證件、或有效的來港就讀之簽證/進入許可)以核實身份。
- 本人明白並會儘量填寫足夠資料，否則學院不能有效地處理本人的申請。
- 本人知悉並同意高峰進修學院以高峰進修學院的時鐘作為計算本人就該課程出席時數和所獲得的持續專業進修(CPD)/持續培訓(CPT)時數，並同意「(II)報名須知」第7項有關IA、SFC及MPFA時數的計算方式。

(IV) 學生知識產權政策

(a) 知識產權

「知識產權」指任何發現、創作、發明、設計、式樣、商標、知識、研究成果，以及所有與之有關的權利，包括在任何國家內可註冊與否的權利及道義上的權利，例如專利、版權、商標、設計及模型等。知識產權創造者可獲法律保障，產權擁有者可享有經濟權利及其產權的控制權。

老師在學生進行習作過程中擔當重要角色，學生參與習作時或會創造出重要及寶貴的知識產權，這些知識產權可能十分創新及實用，甚至可將其商業化。除獲老師指導進行習作外，學生進行習作時，會使用職業訓練局及其機構成員擁有的消耗性物料、電腦硬件及軟件，或其他由職業訓練局擁有或營運的設施。鑑於上述職業訓練局對學生創造知識產權所提供的協助，要求學生作出以下承諾是公平及公正的。

(b) 學生的義務及承諾

學生可擁有其所創造的知識產權，同時給予職業訓練局在全球各地永久免專利費非獨家使用權。此使用權一經給予，不得撤回，讓職業訓練局可複製或使用學生在修讀課程期間，由其本人獨力或與人合作創造的知識產權，包括採用其全部或部分，以及經修改的部分。職業訓練局亦可把使用權分讓別人。學生須保證其知識產權為原創，並無侵害第三者的所有權及知識產權。學生承諾若得悉或有理由相信有關的知識產權由第三者個人或與人共同擁有，須盡快通知職業訓練局。學生亦承諾遵守職業訓練局及其機構成員所公布及不時修訂的知識產權政策、規例及規則。學生明白遵守有關政策及規則是繼續修讀課程及取得畢業資格之先決條件。

(V) 學生學術原創聲明書

本人謹此聲明本人在修讀課程期間所提交的學術作品，包括但不限於以下形式：堂課、論文作業、實驗室作業及報告、演示及相關文稿、作品集、製品、專題研究等，均會為本人的個人作品。本人明白遞交不屬自己的學術或學習評估資料(整份或部份)而聲稱是本人的，可被視為「作弊」，並會面臨紀律處分。

本人已細閱、明白並同意遵守職業訓練局轄下之高峰進修學院載於此表格第二頁之「(I) 個人資料收集及用途」、「(II) 報名須知」、「(III) 聲明」、「(IV) 學生知識產權政策」及「(V) 學生學術原創聲明書」中，及於「課程管理指引」(指引)和「學生手冊」內所列明之規則。

申請人簽名

日期

Enrollment Form

本院專用 Office use only	ver 20151207
Date of Receipt: _____	Handled by: _____
Remarks: _____	
Application: <input type="checkbox"/> Walk-in	<input type="checkbox"/> By Mail <input type="checkbox"/> By Fax
Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card

PERSONAL PARTICULARS OF APPLICANT (Please fill in your name as it appears on your HK Identity (HKID) Card / Passport)

Name (in English): Mr. / Ms. / Miss* (Surname) _____ (Given Name): _____ (in Chinese): _____ 先生/女士/小姐*
 HKID Card / Passport No.*: _____ Date of Birth: (dd/mm/yyyy) _____
 Correspondence Address: _____
 Employing Company: _____ Job Title / Department: _____
 E-Mail Address*: (1) _____ (2) _____
 Daytime Contact Telephone No.: _____ Mobile Phone No.: _____ Fax No.: _____

Do you require a visa / entry permit to enter Hong Kong Special Administrative Region (HKSAR) for study? YES NO
 (If YES, please provide the original copy of visa / entry permit for study to PEAK for verification at the time of enrollment)

* Applicants would be notified of Enrollment results, Class confirmation and further notices relating to the study (e.g. rescheduling of classes) by **EMAIL**.
 (Applicants without email accounts will be contacted by Mail/Phone).

* Please delete as appropriate

I AM APPLYING FOR THE FOLLOWING PROGRAMME

Programme Code / Title: _____ Commencement Date (dd/mm/yyyy): _____ / _____ / _____

FOR APPLICANTS APPLYING FOR AWARD-BEARING PROGRAMMES ONLY

Module Code	Module Title	Commencement Date (dd/mm/yyyy)		
Academic and Professional Qualifications ^(NOTE) (in chronological order)				
From / To (mm/yyyy)	Examination / Awarding Institution	Qualification Obtained	Mode of Study (Full-time / Part-time / Distance-learning)	Date of Award (mm/yyyy)
<input type="checkbox"/> Please put a "✓" in the box if you want your application to be considered as mature student application. Admission of such application is subject to a satisfactory interview (Please refer to programme leaflet for details).				
Employment Record ^(NOTE) (in chronological order)				
From / To (dd/mm/yyyy)	Company Name	Position Held	Full-time / Part-time	

(NOTE: Please read point 6 of "(II) Notes to Applicants" on page 2 of this enrollment form before completing this section. If there is insufficient space in this section, please give details on a separate sheet which should be submitted with the completed enrollment form.)

PAYMENT METHOD

For a programme commencing within 7 working days (exclusive of Saturdays, Sundays & Public Holidays) at the time of enrollment, applicants are required to settle the programme fee by cash.

Cash Amount: HK\$ _____

Cheque (payable to "Vocational Training Council")

Cheque No.: _____

Credit Card

Card Number: _____

Expiry Date: (mm/yy) _____ Amount: _____



Cardholder's Name _____

Authorised Signature _____

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF

- Please submit the completed CEF application form, together with a copy of HKID Card issued by the Immigration Department of the Government of the HKSAR to PEAK for certification during the opening hours **at least 10 working days** (exclusive of Saturdays, Sundays & Public holidays) before the course commencement. Late submission will NOT be accepted.
- Please refer to the "Application Procedures" under "Continuing Education Fund" stipulated in Programme Administration Guidelines of PEAK's Programme Prospectuses for details.

Where did you learn about this programme?

(You may select more than one source by "✓")

- Yahoo Google PEAK Website Email
 Leaflet Prospectus Friend Education Expo
 Newspaper / Magazine (Name _____)
 Other: _____

APPLICANT'S DECLARATION and SIGNATURE

By signing on the "Applicant's signature" on page 2 of this enrollment form, I fully understood and agreed to comply with all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".

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 peak@vtc.edu.hk or by fax to 2891 5707.

(I) COLLECTION and USE OF PERSONAL DATA

- The information collected from the applicants/students at the time of their application and registration of study, including the name, phone number, mobile number, email address, correspondence address and education level, will be used by PEAK/VTC for the following enrollment and programme administrative purposes:
 - for processing and selection of applications for admission to PEAK/VTC programmes; and related purposes;
 - for obtaining the HKCEE/HKDSE/HKALE results from the Hong Kong Examinations and Assessment Authority (HKEAA), and obtaining information from relevant institutions about the applicant's candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
 - for checking of application records, checking and obtaining the study records and records of examination results attained in the programmes provided by member institutions under the VTC;
 - for statistical analysis of the application data and/or the profile of students. The enrollment form and other related personal information will be disposed of after the completion of the admissions exercise. Nevertheless, if I have indicated in the enrollment form that I wish to receive information about PEAK/VTC, the application data will be retained;
 - for storage of information on the successful applicants in the Students Records System; and
 - if applicant indicated his/her wish to receive PEAK/VTC information, the application data will be retained for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.
- PEAK/VTC undertakes to keep personal data provided by applicants/students confidential. However, PEAK/VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK/VTC.
- In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant/a student has the right:
 - to check whether PEAK holds his/her personal data;
 - to request a copy of such data; and
 - to require PEAK to correct any of the personal data relating to him/her which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.
- Request for access for data should be submitted in writing to:
PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
- In accordance with the terms of the Ordinance, PEAK/VTC reserves the right to charge a fee for the processing of data access request.

(II) NOTES TO APPLICANTS

- Applicants should complete one enrollment form (the Form) for each programme and photocopy the Form if necessary.
- Applicants should show HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR for enrollment.
- For the applicants who pay the programme fees by cheque, please return the Form to us by mail or in person with a crossed cheque (one cheque for one programme) payable to "Vocational Training Council". For the applicants who pay the programme fees by credit card, please return the Form to us by fax / mail / in person (Fax no.: 2891 5707 / Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong).
- For applicants who choose to return the Form and cheque payment to PEAK by fax or mail, please call us at 2836 1906 to confirm our receipt of your application and payment before the programme commences.
- Except for award-bearing programmes, all places are allocated on a first-come-first-served basis. **Incomplete forms, forms without applicants' signatures and forms received without payment will not be processed.**
- Applicants should refer to the programme leaflets or PEAK's Programme Prospectuses for the admission requirements & relevant details of PEAK's programmes and provide the information about the qualifications and working experience relevant to the programme(s) he/she is applying for in this section of the Form. During the enrollment, the applicant should provide the original copies of the academic transcript(s) & certificate(s) and the employment proofs & job reference letters from employers accompanied with one photocopy of each documentation to PEAK for verification. The responsibility of providing all necessary evidence rests with the applicant.
- Applicants / Students must read carefully and observe the "Programme Administration Guidelines"(the Guidelines) stipulated in PEAK's Programme Prospectuses. In particular, students of Continuing Professional Development (CPD) programmes should read & comply with the circumstance defined for the calculation of IA, SFC and MPFA hours as indicated in the "CPD Programme-Notes to Students" in the Guidelines. The Guidelines are also available from PEAK Office and on PEAK Website.
- The programme fees paid are non-refundable, except for the cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained.
- Applicants / Students who have outstanding fees in respect to his/her previous study in VTC would need to clear the outstanding debts owed to VTC even if the outstanding fees is revealed after his/her re-admission to a VTC programme. Otherwise, his/her study transcripts, award certificates and related certification of all VTC programmes will be withheld.

(III) DECLARATION

- I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by PEAK/VTC.
- I authorize PEAK/VTC to obtain, and the relevant authorities (which include the HKEAA, VTC, etc.) to release, any and all information about my results of any public examinations and my studies in institutions in Hong Kong and elsewhere.
- I authorize PEAK/VTC to use my data to carry out checks on any applications for admission to programmes it offers and checks on records of current and previous studies in VTC and its member institutions.
- I understand that upon my registration in a programme in PEAK/VTC, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in PEAK/VTC.
- I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION of my application** without notice and cancellation of any resultant registration. Any fees paid will **NOT** be refunded.
- I acknowledge and agree that PEAK may check my valid identification documentations (HKID card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR) for identity verification purpose while I am participating in CPD programmes and award-bearing programmes.
- I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
- I acknowledge and agree that PEAK may calculate my attendance hours and CPD / CPT hours of a programme according to PEAK's clocks. I also agree to Point 7 of the "(II) Notes to Applicants" which defines the circumstance for calculating IA, SFC and MPFA hours.

(IV) INTELLECTUAL PROPERTY POLICY (IP Policy) ON STUDENTS

(a) Intellectual Property

"Intellectual Property" means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trade marks, designs, utility models, moral or other such rights in any country. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

Important and valuable Intellectual Property may be generated by students as a result of their involvement in assignments and projects, in which teachers play an important role. Ideas and concepts from these assignments and projects could be very practical and novel, and could be adopted for commercial use. Furthermore, to complete these assignments and projects, students make use of consumables, computer hardware or software, or other facilities owned or operated by VTC and its member institutions. In consideration for all these benefits contributed by VTC toward the creation of Intellectual Property, it is just and equitable for a student to provide the following undertaking to VTC.

(b) Student's Obligations and Warranty

Whilst the student still owns his/her IPR, each student irrevocably grants VTC a perpetual, royalty-free, world-wide non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including their adaptations) created by him/her solely or jointly with other person or persons during his/her course of study. Such right to use shall include the right to sub-license. The student warrants that the Intellectual Property materials shall be original and do not infringe any third party's proprietary and intellectual property rights. Each student undertakes to promptly report to VTC if he/she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him/her. Each student further undertakes to follow the policy, rules and regulations issued or to be issued or revised by VTC and its member institutions from time to time. Each student understands that adherence thereto is a condition of continued enrolment and graduation.

(V) STUDENT DECLARATION ON ACADEMIC ORIGINALITY

I declare that all the academic work that I will submit, which may take various forms such as but not limited to class work, written assignments, laboratory work, presentations, portfolios, artefacts and projects during the course of my study are entirely my own work. I understand submitting or presenting academic or assessment works, either in its entirety or in part, which is not my own work but claiming that it is my own work would be considered as cheating, which will render me liable to disciplinary actions.

I have read, understood and agreed to follow all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".

Applicant's Signature

Date

Disclaimer 免責聲明

1. Whilst every care has been taken to ensure the accuracy of the information provided in this Prospectus at the time of publication, PEAK is not liable for any errors or omissions found in the Prospectus.
 2. PEAK reserves the right to amend the contents of the Prospectus and to modify, withdraw, or replace the programmes / courses listed in the Prospectus.
 3. Students should refer to PEAK's Website (www.peak.edu.hk) for the most updated content of the Prospectus.
1. 高峰進修學院在編製本課程手冊時已力求審慎，盡可能確保所載的資料準確。惟高峰進修學院不會因課程手冊內出現的錯漏而負上任何責任。
 2. 高峰進修學院保留更改本課程手冊的內容，以及修改、取消或取代本手冊內所列課程的權利。
 3. 學員應該瀏覽高峰進修學院之網頁 (www.peak.edu.hk) 以取得本課程手冊的最新內容。

www.peak.edu.hk

Hotline熱線 : 2836 1922

Fax傳真 : 2891 5707

Email電郵 : peak@vtc.edu.hk