

高峰進修學院

Institute of Professional Education And Knowledge



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  
FEB - APR



# ***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



Happy New Year!

As one of the pioneering institutions in offering Continuing Professional Development (CPD) programmes in Hong Kong, PEAK keeps on reviewing the training programmes with an aim to accommodate the diverse needs of financial practitioners. The following highlights our new CPD programmes for the coming quarter:

The Hong Kong Legislative Council passed the Insurance Companies (Amendment) Bill 2014 on 10 July 2015. Under the Ordinance, an independent Insurance Authority (IA) will be established to replace the existing Office of the Commissioner of Insurance (OCI). The supervision of insurance industry will be strengthened from a self-regulatory system to a statutory licensing regime for insurance intermediaries. As a frontline financial and insurance intermediate, you have to keep abreast of the latest information of the industry. The new programmes of "Significant Changes to Regulatory Regime for Insurance Intermediaries (2016)", "Significant Changes to Regulatory Regime for Insurers (2016)" and "Update of Legislation and Regulation for Insurance and Financial Products – Amendment of Insurance Companies Ordinance and Other Financial-related regulations" will provide participants with the most up-to-date information on the new ordinance and other related financial issues which help participants get prepared for the new regulations.

The China economy grows rapidly over the past years, implying that there are enormous opportunities in the Mainland market. Working in the forefront of the financial industry, you must want to expand your business in the market, especially to the High Net Worth Individuals. In order to keep you equip with updated information about the Mainland market, PEAK has launched several related programmes; these include - 「如何與內地高端客戶打交道」, "Mainland Contemporary Financial Topics" and "Introduction to Mainland Commercial Law for Financial Professionals New Module: Contract Law".

I hope you will find our programmes and courses useful and relevant to your training needs. I look forward to welcoming you at PEAK.

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

新年進步!

高峰進修學院 (PEAK) 一直致力推動「終身學習」, 為本港的在職人士提供多方面的持續教育課程。為了在這個競爭激烈的市場中生存, 您必須持續自我增值, 才能保持及提升自己的競爭力。PEAK作為提供持續專業發展 (CPD) 課程的領導機構之一, 不斷檢討所提供的培訓課程, 希望能切合各金融從業員不同的需求。以下是來季最新CPD課程的概覽。

香港立法會於2015年7月10日通過了《2014年保險公司(修訂)條例草案》。根據該條例, 保險業將會成立一個獨立的保險業監管局 (IA), 以取代現時的保險業監理處 (保監處)。保險業的監管將會更加嚴謹, 從自我規管制度發展至以法定的發牌制度的保險中介機構作更有系統的監管。作為前線的金融及保險從業員, 掌握行業的最新資訊是非常重要的。「保險中介人監管制度的重大修訂 (2016)」, 「保險人監管制度的重大修訂 (2016)」及「保險及金融產品相關法律及監管更新 - 新修訂之保險公司條例以及其他金融相關法規」這三個新課程將為學員提供最新的條例內容和其他相關的金融資訊, 幫助學員為新法規及條例作好準備。

過去幾年中國經濟迅速增長, 意味著內地市場蘊含巨大商機。作為前線的金融從業員, 您必定希望把業務拓展到內地, 尤其是對高淨值人士。為了讓您在進攻內地市場前裝備得更好, PEAK推出了多個相關的課程-「如何與內地高端客戶打交道」, 「內地當前財經熱話」和「內地商務法例入門 (金融專業) 單元四: 內地合同法」。

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1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<sup>^^</sup> : 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<sup>^^</sup> : 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/>

<sup>^^</sup> 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.

<sup>^^</sup> 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 - Ongoing Monitoring and Case Studies

## 金錢服務經營者打擊洗錢課程 - 持續監察及個案分析

### Speakers 講師



**Mr. Vincent Tse**  
謝天能先生  
AHKIB, CFA, CPA,  
FCCA, MBA

Mr. Tse is the founding Chief Executive Officer of the MSOA. He has more than 16 years of experience in advisory, finance and banking services. Vincent was invited as a Speaker at the 6<sup>th</sup> Annual AML & Financial Crime Conference Asia Pacific organized by the Association of Certified Anti-Money Laundering Specialists ("ACAMS").

謝先生為香港金錢服務業協會創會行政總裁。謝先生擁有超過16年諮詢、金融及銀行經驗。此外，謝先生獲邀前往馬來西亞出席由「國際公認反洗錢師協會」舉辦的第六屆反洗錢及金融犯罪亞太區年度會議，並擔任講師。



**Mr. Jimlian Chan**  
陳振廉先生 CPA

Mr. Chan has over 16 years of experience in accounting, auditing, taxation, company secretarial and business consulting etc, of which includes more than 10 years of experience providing professional accounting and consulting services to the money service industry. Mr. Chan is also the Compliance Officer and Money Laundering Reporting Officer of a number of licensed money changers and has extensive experience in compiling compliance policies and procedures as well as providing relevant trainings. He is also an AML course speaker of MSOA.

陳先生擁有超過16年會計、審計、稅務、公司秘書及商業顧問等經驗，當中包括超過10年對金錢服務業的專業會計及顧問服務經驗。陳先生亦為多間金錢服務經營者的合規主任及洗錢報告主任、編寫合規手冊程序，具備豐富培訓經驗，及為本會任教多個打擊洗錢培訓課程。

### Enquiry 查詢

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### Co-organizer 合辦機構



### Sponsor 贊助



### Programme Objectives 課程目標

This programme, which is jointly organized with the Hong Kong Money Service Operators Association ("MSOA")\* and Institute of Professional Education and Knowledge ("PEAK"), is designed for money service operators so as to enable them to better understand the latest statutory and regulatory requirements regarding Ongoing Monitoring of Anti-Money Laundering and Counter Terrorist Financing. This will also raise participants' awareness of the importance of Ongoing Monitoring so that they can help to detect irregular or suspicious financial activities.

本課程由香港金錢服務業協會\*與高峰進修學院合辦。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（金融機構）條例》及《打擊洗錢及恐怖分子資金籌集指引（金錢服務經營者適用）》的要求，提高從業員對持續監察的意識，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 organization, aims to represent and protect the interests of money service operators, maintain communication with government departments, strive to assist Hong Kong to align with requirements set out by international organizations, and at the same time 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
PE4200083	<b>金錢服務經營者打擊洗錢課程－持續監察及個案分析</b> <b>Anti-Money Laundering Course for Money Service Operators - Ongoing Monitoring and Case Studies</b> 日期：28.4.16 時間：7:30pm - 10:00pm 時數：2.5小時 費用：HK\$450 Or HK\$350** (**只限金錢服務經營者)	Taught in Cantonese supplemented with English terminology 中文授課，以英文輔助

#### \*\* 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 address: 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。惟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

# New CPD Programmes

## 全新持續專業發展課程





# 如何與內地高端客戶打交道

## 主講嘉賓



周定鼎女士

周定鼎女士擁有近二十年外貿營商經驗及多年高階管理實務歷練，曾於內地外貿單位及港台三地設立據點，負責監督業務運營。是一位經驗豐富的中國商貿專家和專業商業普通話培訓導師。

## 課程簡介

中國經濟發展騰飛，內地龐大的市場提供無限商機，加上國情變化，政策放寬，令到不少保險界人士躍躍欲試大展拳腳。本課程會告訴你各種與內地接軌的實務技巧方法，因應不同地區的客戶，配合不同文化和禮節，方能在對方心中劃下深刻的印象，大大提高行銷成交率。

提供針對港人如何跟內地高端客戶打交道的指導課程，旨在協助團隊在銷售交流過程中排除障礙，與內地市場接軌，發揮更大空間。

## 對象

有意北上拓展事業者或保險專員團隊

## 講題

- 內地高端客戶的特性
- 內地政經營商消費的趨勢
- 中國各地文化習性和特色
- 教育內地高端客戶投資理財概念

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
PE4200171	<b>如何與內地高端客戶打交道</b> 日期：24.2.16 時間：2:15pm - 6:15pm 時數：4小時 授課語言：普通話和廣東話	PIBA CPD* HK\$360	4	4 non-core	4	Management & Soft Skills

\* 本課程由本院與香港專業保險經紀協會 (PIBA) 合辦，完成課程後可獲保監處認可CPD學分。香港專業保險經紀協會會員經該會報讀本課程，可獲折扣優惠，優惠詳情可直接聯絡香港專業保險經紀協會。

## Enquiry 查詢

Ms. Jenny Chu 朱小姐

Tel 電話：2919 1404

Email 電郵：chu\_chu\_623@vtc.edu.hk





## Enquiry 查詢

Ms. Tam 談小姐

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## Regulatory Requirements for Selling Financial Products Updates Module 4: Customer Due Diligence Review & Update

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

### Programme Contents

#### 課程內容

- Code of conduct 行為守則
- Risk-based approach 風險為本的態度
- Anti-money laundering 反洗錢
- Account opening procedure 開戶程序
- Ongoing monitoring 持續監控
- Case studies 個案分享
- Know Your Client process and customer risk profiling 了解你的客戶程序和客戶風險分析
- Suitability assessment and selling practices 合適程度評估和銷售行為
- Handling of mismatches or exceptions and compliance monitoring  
處理不匹配或異常和合規監控
- Treat Customers Fairly (TCF) principles 公平對待客戶守則

Duration 課程時數：3 hours 小時

## Introduction to Mainland Commercial Law for Financial Professionals Module 4: Contract Law

內地商務法例入門（金融專業）單元四：內地合同法

### Programme Contents

#### 課程內容

- The definition of Contract 合同的定義
- The functions of Contract 合同法的功用
- Five elements of Contract 合同法內五個必要元素
- Contents of Contract 合同的內容
- Elements of Invalidity of Contract 合同無效的因素
- Revocation of Contract 合同解除
- Remedy and Compensation 違約救濟和賠償
- Privity of Contract 合同相對性

- Jurisdiction 非專屬司法管轄權條款 / 專屬司法管轄權條款
- PRC Civil Litigation 中國內地民事訴訟

Duration 課程時數：5 hours 小時

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
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：31.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
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：25.4.16 & 26.4.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	Law & Compliance





# Significant Changes to Insurance Industry Regulation (2016)



## Enquiry 查詢

Ms. Jenny Chu 朱小姐

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## 背景

2015年7月10日，立法會通過了《2015年保險公司（修訂）條例》，象徵本港保險業在行業監管上進入了一個新紀元。為了實施該條例，政府將於2015年年底成立臨時的保監局；一年後，此機構將正式成為一個獨立的保監局，陸續從政府屬下的保監處和三個自律監管機構接手規管保險公司和保險中介人。

條例首次引入保險中介人發牌制度，以取代現行的登記制度，擔任同類工作的保險公司員工將不獲豁免。條例在許多方面，將大大加重保險中介人的法定責任（包括披露更多資料的責任），同時賦予保監局廣泛的權力以進行調查、處分等。

另外，新的操守規定將徹底的改變保險中介人處理客戶時應採取的原則和具體方法。

## 課程目的

### 單元一

#### Significant Changes to Regulatory Regime for Insurers (2016)

給學員精闢的介紹《2015年保險公司（修訂）條例》就保險公司的規管作出了什麼重大的變更。

### 單元二

#### Significant Changes to Regulatory Regime for Insurance Intermediaries (2016)

給學員精闢的介紹《2015年保險公司（修訂）條例》就保險中介人的規管作出了什麼重大的變更。

## 課程內容

### 單元一

#### Significant Changes to Regulatory Regime for Insurers (2016)

- 修訂的概覽
- 保險人與其代理人的關係
- 保監局可向保險人施行的監管權力
- 新訂的罪行
- 過渡安排

### 單元二

#### Significant Changes to Regulatory Regime for Insurance Intermediaries (2016)

- 修訂的概覽
- 保險中介人發牌制度
- 保監局可向保險中介人施行的監管權力
- 新訂的罪行
- 過渡安排

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	保險中介人監管制度的重大修訂 (2016) <b>Significant Changes to Regulatory Regime for Insurance Intermediaries (2016)</b> 日期：31.3.16 & 1.4.16 時間：7:00pm - 9:30pm 時數：5小時 (共2堂)	HK\$450	-	5 non-core	5	Law & Compliance
PE4200168	保險人監管制度的重大修訂 (2016) <b>Significant Changes to Regulatory Regime for Insurers (2016)</b> 日期：8.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Law & Compliance



# Mainland Contemporary Financial Topics

## 內地當前財經熱話



### Enquiry 查詢

Ms. Tam 談小姐

Tel 電話：2836 1822

Email 電郵：pollytam@vtc.edu.hk

#### Module 1: One Belt, One Road: the 21<sup>st</sup> Century Silk Road (3 hours)

##### 單元1：一帶一路：21世紀的絲綢之路（3小時）

1. 外交策略
2. 基礎設施發展
3. 經濟意義
4. 人民幣國際化
5. 對香港的影響

#### Module 2: Asian Infrastructure Investment Bank: Rival to World Bank (2 hours)

##### 單元2：亞投行：世界銀行的對手（2小時）

1. 成員和結構
2. 對中國的重要性
3. 新的世界秩序
4. 對香港的機遇
5. 展望

#### Module 3: Qianhai: Potential for cooperation or competition (3 hours)

##### 單元3：前海：合作還是競爭（3小時）

1. 概述
2. 戰略意義
3. 主要政策
4. 對香港是機遇還是威脅
5. 跨境人民幣貸款市場

#### Module 4: Mutual Recognition of Funds between China and Hong Kong (3 hours)

##### 單元4：中國和香港之間的基金互認（3小時）

1. 重大突破
2. 符合條件的產品
3. 信息披露
4. 銷售和分銷
5. 相關的風險

#### Module 5: People's Bank of China: RMB strategy and financial reform (3 hours)

##### 單元5：中國人民銀行：人民幣戰略和金融改革（3小時）

1. 概述
2. 人民幣全球化
3. 金融發展
4. 開放金融業
5. 趨勢與展望

#### Module 6: China non-performing assets: Problem and solution (3 hours)

##### 單元6：中國不良資產：問題與對策（3小時）

1. 宏觀概述
2. 中國的不良資產市場
3. 不良資產的估值
4. 資產管理公司
5. 退出策略

#### Module 7: China shadow banking: Does it matter? (3 hours)

##### 單元7：中國影子銀行：有沒有關係呢？（3小時）

1. 性質
2. 潛在的風險
3. 中國影子銀行的危機
4. 可能的改革
5. 啟示



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
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 <sup>st</sup> Century Silk Road 日期：1.4.16 時間：6:30pm - 9:30pm 時數：3小時	▲ HK\$300	3	3 non-core	3	Investment & Financial Planning
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：7.4.16 時間：1:00pm - 3:00pm 時數：2小時	▲ HK\$200	2	2 non-core	2	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：7.4.16 時間：3:15pm - 6:15pm 時數：3小時	▲ HK\$300	3	3 non-core	3	Investment & Financial Planning
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：14.4.16 時間：2:30pm - 5:30pm 時數：3小時	▲ HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200178	內地當前財經熱話 單元五：中國人民銀行：人民幣戰略和金融改革 Mainland Contemporary Financial Topics Module 5: People's Bank of China: RMB strategy and financial reform 日期：14.4.16 時間：6:30pm - 9:30pm 時數：3小時	▲ HK\$300	3	3 non-core	3	Investment & Financial Planning
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：29.4.16 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：有沒有關係呢？ Mainland Contemporary Financial Topics Module 7: China shadow banking: Does it matter? 日期：29.4.16 時間：6:30pm - 9:30pm 時數：3小時	▲ HK\$300	3	3 non-core	3	Investment & Financial Planning

▲ Subject to HKCAAVQ approval

# Update of Legislation and Regulation for Insurance and Financial Products – Amendment of Insurance Companies Ordinance and Other Financial-related regulations

保險及金融產品相關法律及監管更新 – 新修訂之保險公司條例以及其他金融相關法規



## 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 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.

## Introduction

This programme is designed for insurance and financial intermediaries to understand the latest development of Insurance Companies Ordinance, privacy law, contract law and business conduct regulations.

## Objectives

To enable participants to understand and its applications for:

- The Insurance Companies (Amendment) Ordinance, new privacy regulations, new contract law and new business conduct regulations.

## Who Should Attend

- Insurance intermediaries
- Persons responsible for advising on financial products
- Executives especially responsible for compliance and/or marketing promotion

## Programme Contents

- Amendment of Insurance Companies Ordinance
- Privacy Issues
  - Section 33 of Personal Data (Privacy) Ordinance – yet to be effective
  - Customers' Rights of Consent to and Opt-out from Direct Marketing Activities under the Personal Data (Privacy) Ordinance
  - Guidance on Data Breach Handling and the Giving of Breach Notifications
- Contracts (Rights of Third Parties) Ordinance and its application in insurance policy
- Competition Ordinance Overview
- Business Conduct Regulation
  - OCI Guidance Note on Underwriting Long Term Insurance Business (other than Class C Business) (GN16)
  - HKFI New "Initiative on Financial Needs Analysis"

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
PE4200170	保險及金融產品相關法律及監管更新 – 新修訂之保險公司條例以及其他金融相關法規 <b>Update of Legislation and Regulation for Insurance and Financial Products – Amendment of Insurance Companies Ordinance and Other Financial-related regulations</b> Date : 11.4.16 Time : 6:30pm - 9:30pm Duration : 3 hours	PIBA CPD* HK\$270	3	3 non-core	3	Law & Compliance

## Enquiry 查詢

Ms. Jenny Chu 朱小姐

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\* 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.

## Medium of Instruction

All classes are conducted in Cantonese.

# 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
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：2.2.16 時間：3:00pm - 5:00pm 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：2.2.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	-	3 non-core	3	General Insurance
392E2	“DISC” 性格創富（保險專業人士）學習坊 單元一：DISC的基本概念 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 1: What is DISC? 日期：3.2.16 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	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：3.2.16 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
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：4.2.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
815E2	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 日期：5.2.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
SC-2082-12	強化影響力課程 單元一：影響力與激勵 Strengthening Your Influential Power Course Module 1: Influential Power & Motivation 日期：5.2.16 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance

 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
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：6.2.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
606F2	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 日期：6.2.16 時間：9:00am - 4:00pm（包括午膳1小時） 時數：6小時	HK\$540	6	6 non-core	6	Investment & Financial Planning
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：13.2.16 時間：9:00am - 1:00pm 時數：4小時	HK\$360	4	4 non-core	4	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：13.2.16 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：13.2.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
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：16.2.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
PE4200141	僱員福利系列－旅遊保險 Employee Benefits Series - Travel Insurance 日期：16.2.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
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：17.2.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
396E2	強積金最新發展 MPF Recent Development 日期：17.2.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others

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
861E2	使用電腦及互聯網可能引致的法律責任 Liabilities Arising from Use of Computers and Internet Activities 日期：17.2.16 & 24.2.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	-	5 non-core	5	General Insurance
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：18.2.16 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：18.2.16 時間：2:00pm - 6:00pm 時數：4 小時	 HK\$360	4	4 non-core	4	Management & Soft Skills
717E2	高效授權 Successful Delegation 日期：18.2.16 時間：6:45pm - 9:45pm 時數：3 小時	 HK\$270	3	3 non-core	3	Management & Soft Skills
PE4200035	投資策劃（證券） Investment Planning (Equity Securities) 日期：18.2.16 & 25.2.16 時間：7:00pm - 9:00pm 時數：4小時（共2堂）	 HK\$360	4	4 non-core	4	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：19.2.16 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：19.2.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
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：20.2.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
718E2	領導的教練技術 Coaching as a Leadership Tool 日期：20.2.16 時間：9:00am - 2:00pm 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
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：20.2.16 時間：11:15am - 2:15pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
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：22.2.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：22.2.16 時間：3:00pm - 6:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
148I3	保險相關刑事法律 Criminal Law Relating To Insurance 日期：22.2.16 & 29.2.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	-	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：23.2.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PE4200171	如何與內地高端客戶打交道 日期：24.2.16 時間：2:15pm - 6:15pm 時數：4小時 授課語言：普通話及粵語	中 NEW PIBA CPD* HK\$360	4	4 non-core	4	Management & Soft Skills
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：24.2.16 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：24.2.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
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：25.2.16 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

\* 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
PE4200162	強積金銷售合規與近期發展 MPF Sales Compliance & Recent Development 日期：25.2.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
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：26.2.16 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：26.2.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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：26.2.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：26.2.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$330	3	3 non-core	3	General Insurance
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：26.2.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：27.2.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：27.2.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
288E3	瞭解建築險客戶－多層高樓 Understanding Construction Insurance Clients - High-rise Buildings 日期：27.2.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance

# 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
262I2	香港保險法例個案 Hong Kong Insurance Legal Cases 日期：29.2.16 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
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：29.2.16 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：29.2.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
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：29.2.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	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：1.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
702E3	法律責任證書課程第二單元－佔用人責任及產品責任 Certificate Course in Legal Liability Part II - Occupier's Liability & Product Liability 日期：2.3.16 時間：1:15pm - 6:15pm 時數：5小時	EN HK\$450	5	5 non-core	5	Law & Compliance
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 2: Influencing & Motivating Self 日期：2.3.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
400E2	加強對強積金中介人的規管（1小時） Enhanced Regulation of MPF Intermediaries 日期：2.3.16 時間：6:30pm - 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：2.3.16 時間：7:30pm - 8:30pm 時數：1小時					

EN Taught in English

● 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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PE4200143	僱員福利系列－醫療保險 Employee Benefits Series - Medical Insurance 日期：2.3.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
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：3.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：3.3.16 時間：2:00pm - 6:00pm 時數：4 小時	HK\$360	4	4 non-core	4	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：3.3.16 & 4.3.16 時間：6:30pm - 8:30pm 時數：4小時（共2堂）	HK\$440	4	4 non-core	4	General Insurance
274E2	資產保障相關法律－信托 Law Relating to Asset Protection - Trusts 日期：4.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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 3: Influencing & Motivating Team 日期：4.3.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
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：5.3.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	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：5.3.16 時間：9:00am - 1:00pm 時數：4 小時	 HK\$360	4	4 non-core	4	Management & Soft Skills

 中文教材 Chinese materials



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452D2	主要經濟指標與投資策劃 單元二：領先經濟指標 <b>Key Economic Indicators and Investment Planning</b> <b>Module 2: Leading Economic Indicators</b> 日期：5.3.16 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
446E2	醫療保險索償（保險中介人須知） <b>Medical Insurance Claims for Insurance Intermediaries</b> 日期：5.3.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
825E2	投資策略系列 單元一：長線投資策略 <b>Investment Strategies Series</b> <b>Module 1: Long Term Investment Strategies</b> 日期：7.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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？ <b>Creative Thinking Techniques for Business and Personal</b> <b>Enhancement (Insurance Professionals) Workshop</b> <b>Module 1: What is Creativity?</b> 日期：7.3.16 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
613F3	股市技術分析課程 單元三：動向指標、順勢指標、隨機指標 <b>Advanced Technical Analysis Module 3: Directional Movement</b> <b>Index (DMI), Commodity Channel Index (CCI), Stochastic Oscillator)</b> 日期：7.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
708I3	受信人責任－代理人、受托人及董事 <b>Duties Of Fiduciaries - Agents, Trustees And Directors</b> 日期：7.3.16 & 14.3.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	General Insurance
780E2	保險索償替代爭議解決方法 <b>Alternative Insurance Dispute Resolution</b> 日期：8.3.16 時間：9:30am - 12:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
743F2	客戶投資心理解說 單元一：向內地富戶提供金融服務 <b>Know Your Customers' Investment Psychology</b> <b>Module 1: Providing Financial Service to Wealthy Mainland Customers</b> 日期：8.3.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

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731F2	<p>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</p> <p>日期：8.3.16 時間：2:00pm - 5:00pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Management & Soft Skills
PE4200088	<p>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</p> <p>日期：8.3.16 時間：6:30pm - 8:30pm 時數：2小時</p>	HK\$180	2	2 non-core	2	Law & Compliance
PBA00019	<p>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</p> <p>日期：8.3.16 時間：6:30pm - 9:30pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Management & Soft Skills
260I2	<p>僱員補償條例 Employees' Compensation Ordinance</p> <p>日期：9.3.16 時間：9:15am - 5:30pm 時數：7小時（12:45pm - 2:00pm午膳）</p>	HK\$630	7	7 non-core	7	Law & Compliance
SC-2064-11	<p>「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</p> <p>日期：9.3.16 時間：3:00pm - 5:00pm 時數：2小時</p>	HK\$180	2	2 non-core	2	Management & Soft Skills
SC-1761-09	<p>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</p> <p>日期：10.3.16 時間：1:00pm - 5:00pm 時數：4小時</p>	HK\$360	4	4 non-core	4	Management & Soft Skills
740F2	<p>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</p> <p>日期：10.3.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	General Insurance
295E2	<p>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</p> <p>日期：10.3.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Management & Soft Skills

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PE4200162	<b>強積金銷售合規與近期發展</b> <b>MPF Sales Compliance &amp; Recent Development</b> 日期：10.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
PE4200123	<b>內地商務法例入門（金融專業）</b> <b>單元三：外商投資企業及其資本金和往來帳戶</b> <b>Introduction to Mainland Commercial Law for Financial Professionals Module 3: Capital Account Operation</b> 日期：10.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200036	<b>投資策劃（常犯投資錯誤）</b> <b>Investment Planning (Common Mistakes in Investing)</b> 日期：10.3.16 & 17.3.16 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
PE4200049	<b>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</b> <b>Advanced Management Skills for Financial Professionals Module 2: Coaching Skills for Service Leaders</b> 日期：11.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
162I2	<b>銷售人壽保險的法律須知</b> <b>Legal Knowledge for Life Insurance Selling</b> 日期：11.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	-	5 non-core	5	Life & Health Insurance
726E2	<b>「不言而喻」的奧妙－保險從業員工作坊</b> <b>單元一：非語言溝通新體驗</b> <b>Communicating without Talking for Insurance Practitioners Module 1: Non-verbal Communications Overview</b> 日期：11.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PBA00016	<b>中國房地產投資策略 單元一：中國房地產發展</b> <b>China Real Estate Investment Strategies Module 1: China Real Estate Development</b> 日期：11.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
737F2	<b>亞洲證券市場 單元二：亞洲金融危機及改革</b> <b>Asian Securities Markets Module 2: Reforms after Financial Crisis</b> 日期：12.3.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
756F2	<b>商業道德操守（金融業）單元四：管理商業道德的工具 I</b> <b>Business Ethics in the Finance Sector Module 4: Tools and Techniques to Manage Business Ethics I</b> 日期：12.3.16 時間：9:00am - 12:00pm 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-2062-11	<p>說服技巧 (金融服務業專才) 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</p> <p>日期：12.3.16 時間：9:00am - 2:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200090	<p>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</p> <p>日期：12.3.16 時間：9:00am - 2:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Investment & Financial Planning
738F2	<p>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 &amp; Difference between Western / Eastern Securities Markets</p> <p>日期：12.3.16 時間：11:15am - 2:15pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Investment & Financial Planning
757F2	<p>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</p> <p>日期：12.3.16 時間：12:15pm - 2:15pm 時數：2小時</p>	HK\$180	2	2 non-core	2	General Insurance
445E2	<p>醫療開支與保險市場 Medical Expenses and the Insurance Market</p> <p>日期：12.3.16 時間：2:00pm - 5:00pm 時數：3小時</p>	HK\$270	-	3 non-core	3	Life & Health Insurance
826E2	<p>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</p> <p>日期：14.3.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Investment & Financial Planning
749F2	<p>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 &amp; Government Structure</p> <p>日期：14.3.16 時間：6:30pm - 9:30pm 時數：3小時</p>	HK\$270	3	3 non-core	3	General Insurance
SC-1889-10	<p>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 &amp; Investment Professionals) Module 3: Sales Coaching</p> <p>日期：15.3.16 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Management & Soft Skills
PBA00023	<p>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</p> <p>日期：15.3.16 時間：6:00pm - 10:00pm 時數：4小時</p>	HK\$360	4	4 non-core	4	General 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
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：15.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200145	中國保險中介市場及法規 日期：15.3.16 時間：7:00pm - 9:00pm 時數：2小時	中❖ HK\$180	-	2 non-core	2	General Insurance
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：15.3.16 & 16.3.16 時間：6:30pm - 9:30pm 時數：6小時（共2堂）	HK\$540	6	6 non-core	6	Management & Soft Skills
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：16.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
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：16.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
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：17.3.16 時間：1:00pm - 6:00pm 時數：5小時	NEW HK\$450	5	5 non-core	5	Management & Soft Skills
732F2	互聯網時代的商機和人事（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：17.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
719E2	強化領導力 High Impact Leadership Skills 日期：17.3.16 時間：6:45pm - 9:45pm 時數：3 小時	中 HK\$270	3	3 non-core	3	Management & Soft Skills
27111	適用於人壽保險的法律原則 Legal Principles Applicable to Life Insurance 日期：18.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	-	5 non-core	5	Life & Health Insurance

中 中文教材 Chinese materials

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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
306E2	保險業客戶關係管理－理論與實踐 Applying CRM Concepts in Insurance Industry 日期：18.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200006	酒店及餐飲業所需的責任保險： 保單範圍、索償程序及個案分享 Liability Insurance Coverage for Hotel and Catering Services, Underwriting and Claims Handling with Interesting Cases Sharing 日期：18.3.16 時間：2:15pm - 6:15pm 時數：4小時	PIBA CPD* HK\$360	-	4 non-core	4	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：18.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	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：18.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
806E2	團隊溝通及衝突管理 Building Team Communication & Resolving Conflict 日期：19.3.16 時間：9:00am - 2:00pm 時數：5 小時	 HK\$450	5	5 non-core	5	Management & Soft Skills
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：19.3.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General 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：21.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200092	強制性保險條例－汽車 Statutory Insurance - Motor 日期：21.3.16 時間：1:15am - 6:15pm 時數：5小時	HK\$450	—	5 non-core	5	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：21.3.16 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills

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 中文教材 Chinese materials

# 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
744F2	客戶投資心理解說 單元二：投資心理 Know Your Customers' Investment Psychology Module 2: Understanding Investment Psychology 日期：21.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PE4200022	保險及金融法規遵守－ 打擊洗錢及恐怖分子資金籌集 Insurance and Financial Regulatory Compliance - Anti-Money Laundering and Counter-Terrorist Financing 日期：21.3.16 時間：6:30pm - 9:30pm 時數：3 小時	EN PIBA CPD* HK\$270	3	3 non-core	3	Law & Compliance
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：21.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：22.3.16 時間：12:00pm - 3:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：22.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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：22.3.16 時間：3:15pm - 5:15pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
PBA00014	保險業有關妥善處理客戶個人資料指引 日期：22.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
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：23.3.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance

EN Taught in English

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SC-2085-12	強化影響力課程 單元四：3Q影響策略 Strengthening Your Influential Power Course Module 4: 3Q Influential Strategy 日期：24.3.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	General Insurance
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：24.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：29.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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：29.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
749E2	旅遊保險（法律責任） Travel Insurance (Legal Liability) 日期：29.3.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	-	3 non-core	3	General Insurance
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：30.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	General Insurance
394E2	“DISC” 性格創富（保險專業人士）學習坊 單元三：DISC分析工具和技巧 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 3: DISC Profiling Tools and Techniques 日期：30.3.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：30.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills

 中文教材 Chinese materials



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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：31.3.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	General Insurance
PE4200172	銷售金融產品的監管要求新知 <b>NEW</b> 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：31.3.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
PE4200169	保險中介人監管制度的重大修訂 (2016) <b>NEW</b> Significant Changes to Regulatory Regime for Insurance Intermediaries (2016) 日期：31.3.16 & 1.4.16 時間：7:00pm - 9:30pm 時數：5小時 (共2堂)	HK\$450	-	5 non-core	5	Law & Compliance
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：1.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PE4200174	內地當前財經熱話 <b>NEW</b> ▲ 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 <sup>st</sup> Century Silk Road 日期：1.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200070	滬港通 單元一：最新發展 The Shanghai-Hong Kong Stock Connect - Module 1: Recent Development 日期：1.4.16 時間：6:45pm - 9:45pm 時數：3 小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
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：2.4.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
PE4200142	僱員福利系列－壽險 Employee Benefits Series - Life Insurance 日期：5.4.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance

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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：6.4.16 時間：10:00am - 1:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：6.4.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
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：6.4.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：6.4.16 時間：6:30pm - 9:30pm 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 <b>NEW</b> Mainland Contemporary Financial Topics Module 2: Asian Infrastructure Investment Bank: Rival to World Bank 日期：7.4.16 時間：1:00pm - 3:00pm 時數：2小時	HK\$200	2	2 non-core	2	Investment & Financial Planning
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：7.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200074	家庭法（理財策劃師須知） Family Laws for Financial Planners 日期：7.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
395E2	“DISC” 性格創富（保險專業人士）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 Professionals) Workshop Module 4: DISC Selling Skills 日期：7.4.16 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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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：7.4.16 時間：3:15pm - 6:15pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
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：7.4.16 & 8.4.16 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－以關心顧客心 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 3: Hong Tai Travel - Touching Customers' Hearts with Genuine Care 日期：8.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：8.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	General Insurance
396E2	強積金最新發展 MPF Recent Development 日期：8.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
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：8.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
PE4200168	保險人監管制度的重大修訂（2016） Significant Changes to Regulatory Regime for Insurers (2016) 日期：8.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Law & Compliance
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：8.4.16 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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PE4200071	滬港通 單元二：概況 The Shanghai-Hong Kong Stock Connect - Module 2: Overview 日期：8.4.16 時間：6:45pm - 8:45pm 時數：2 小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
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：9.4.16 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
804E2	激勵人才與績效提升 Motivating People for Peak Performance 日期：9.4.16 時間：9:00am - 2:00pm 時數：5 小時	中 HK\$450	5	5 non-core	5	Management & Soft Skills
173I3	瞭解你的保險客戶（樓宇建築業）－合約招標 Understanding Insurance Clients (Building Construction Industry) - Tendering of Contracts 日期：9.4.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance
410B2	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 日期：11.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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：11.4.16 時間：2:00pm - 4:00pm 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：11.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
411B2	股票圖表走勢分析 單元二：陰陽燭 Technical Analysis Module 2: Japanese Candlestick 日期：11.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200170	保險及金融產品相關法律及監管更新－ 新修訂之保險公司條例以及其他金融相關法規 Update of Legislation and Regulation for Insurance and Financial Products - Amendment of Insurance Companies Ordinance and Other Financial-related Regulations 日期：11.4.16 時間：6:30pm - 9:30pm 時數：3小時	NEW PIBA CPD* HK\$270	3	3 non-core	3	Law & Compliance

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748E2	旅遊保險 (經濟權益) Travel Insurance (Pecuniary Interests) 日期: 11.4.16 時間: 6:45pm - 9:45pm 時數: 3小時	中 HK\$270	-	3 non-core	3	General Insurance
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: 12.4.16 時間: 1:00pm - 5:00pm 時數: 4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
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: 12.4.16 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200140	僱員福利系列 – 僱員補償保險 Employee Benefits Series - Employees' Compensation Insurance 日期: 12.4.16 時間: 6:45pm - 9:45pm 時數: 3小時	HK\$270	-	3 non-core	3	General Insurance
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: 13.4.16 時間: 1:00pm - 5:00pm 時數: 4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
273I2	中港保險法比較 A Comparison of Insurance Law between China & Hong Kong 日期: 13.4.16 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: 13.4.16 時間: 6:30pm - 8:30pm 時數: 2 小時	HK\$180	2	2 non-core	2	Management & Soft Skills
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: 13.4.16 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$270	3	3 non-core	3	General Insurance
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: 13.4.16 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$270	3	3 non-core	3	General Insurance

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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：14.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
PE4200177	內地當前財經熱話 <b>NEW ▲</b> 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：14.4.16 時間：2:30pm - 5:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
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：14.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$330	3	3 non-core	3	General Insurance
PE4200178	內地當前財經熱話 <b>NEW ▲</b> 單元五：中國人民銀行：人民幣戰略和金融改革 Mainland Contemporary Financial Topics Module 5: People's Bank of China: RMB Strategy and Financial Reform 日期：14.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200005	酒店及餐飲業所需的財產及經濟權益保險： 保單範圍、索償程序及個案分享 Property & Pecuniary Insurance Coverage for Hotel and Catering Services, Underwriting and Claims Handling with Interesting Cases Sharing 日期：15.4.16 時間：2:15 pm - 6:15 pm 時數：4小時	PIBA CPD* HK\$360	-	4 non-core	4	General Insurance
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：15.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
PE4200072	滬港通 單元三：風險管理 The Shanghai-Hong Kong Stock Connect- Module 3: Risk Management 日期：15.4.16 時間：6:45pm - 9:45pm 時數：3 小時	HK\$270	3	3 non-core	3	Investment & Financial Planning

▲ Subject to HKCAAVQ approval

\* 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
272I1	保險相關普通法原則 Common Law Principles of Insurance 日期：15.4.16 & 22.4.16 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	-	5 non-core	5	General Insurance
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：16.4.16 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：16.4.16 時間：1:00pm - 4:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
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：16.4.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
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：18.4.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
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：18.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：19.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：19.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning

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
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：19.4.16 時間：1:15pm - 6:15pm 時數：5小時	HK\$450	5	5 non-core	5	Law & Compliance
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：19.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200073	常見個人保險索償爭議 Common Personal Insurance Claims Disputes 日期：19.4.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
842E2	醫療保險計劃 Medical Insurance Plans 日期：20.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	-	2 non-core	2	Life & Health Insurance
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：20.4.16 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：20.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
722F2	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 日期：21.4.16 時間：1:00pm - 4:00pm 時數：3小時	HK\$270	3	3 non-core	3	Law & Compliance
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：21.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	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
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：21.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
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：21.4.16 時間：2:00pm - 6:00pm 時數：4 小時	中 HK\$360	4	4 non-core	4	Management & Soft Skills
723F2	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 日期：21.4.16 時間：4:15pm - 6:15pm 時數：2小時	HK\$180	2	2 non-core	2	Law & Compliance
PE4200034	投資策劃（基金） Investment Planning (Mutual Funds) 日期：21.4.16 & 28.4.16 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
297E2	商務人際網絡的建立－保險從業員工作坊 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 日期：22.4.16 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：22.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
SC-2086-12	強化影響力課程 單元五：引領變革 Strengthening Your Influential Power Course Module 5: Leading Change 日期：22.4.16 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
819E2	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 日期：22.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning

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
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：23.4.16 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
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：23.4.16 時間：9:00am - 1:00pm 時數：4 小時	 HK\$360	4	4 non-core	4	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：23.4.16 時間：11:15am - 1:15pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
287E3	瞭解建築險客戶－特殊危險 Understanding Construction Insurance Clients - Special Hazards 日期：23.4.16 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	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：23.4.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
828E2	投資策略系列 單元四：即市交易投資策略 Investment Strategies Series Module 4: Short Term Intraday Trading Strategies 日期：25.4.16 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
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：25.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Management & Soft Skills
746E2	旅遊保險 (人身) Travel Insurance (Person) 日期：25.4.16 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	-	3 non-core	3	General Insurance
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：25.4.16 & 26.4.16 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	 HK\$450	5	5 non-core	5	Law & Compliance

 中文教材 Chinese materials

# 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
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：26.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management & Soft Skills
860E2	網絡保險 Cyber Insurance 日期：26.4.16 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
757E3	財務風險保險證書課程第三單元－ 應變保險、僱員忠誠保險、電子商貿、僱傭行為責任保險 Certificate Course in Insurance of Financial Risks Part III - Contingency, Fidelity Guarantee, E-commerce, Employment Practices 日期：27.4.16 時間：9:30am - 12:30pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
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：27.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
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：27.4.16 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Management & Soft Skills
763E2	財務風險保險證書課程第二單元－專業彌償保險 Certificate Course in Insurance of Financial Risks Part II - Professional Indemnity 日期：27.4.16 時間：2:30pm - 5:30pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
PE4200162	強積金銷售合規與近期發展 MPF Sales Compliance & Recent Development 日期：27.4.16 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF & Others
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：27.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance

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
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：27.4.16 時間：6:30pm - 9:30pm 時數：3 小時	HK\$270	3	3 non-core	3	Management & Soft Skills
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：28.4.16 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
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：28.4.16 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
220C1	提高優質顧客服務 Enhancing Quality Customer Services 日期：29.4.16 時間：1:30pm - 5:30pm 時數：4小時	HK\$360	4	4 non-core	4	Management & Soft Skills
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：29.4.16 時間：2:30pm - 5:30pm 時數：3小時	▲ NEW ▲ 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：有沒有關係呢？ Mainland Contemporary Financial Topics Module 7: China shadow banking: Does it matter? 日期：29.4.16 時間：6:30pm - 9:30pm 時數：3小時	▲ NEW ▲ HK\$300	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：30.4.16 時間：9:00am - 1:00pm 時數：4小時	HK\$360	4	4 non-core	4	Investment & Financial Planning

▲ Subject to HKCAAVQ approval

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
PBA00063	協助客人避免漏報 (壽險及醫療險) <b>Help Your Clients Avoid Non-disclosure (Life &amp; Medical Insurance)</b> 日期 : 30.4.16 時間 : 2:00pm - 5:00pm 時數 : 3小時	HK\$270	-	3 non-core	3	Life & Health Insurance

## NOTICE 通告

With effect from 8 June 2015, the presentation of Continuing Professional Development (CPD) / Continuous Professional Training (CPT) credits for Continuing Professional Development (CPD) programmes would be revised as follows:-

由2015年6月8日開始，持續專業進修 (CPD) / 持續培訓 (CPT) 分數的表示方式會更改如下：

For example 例子：

**Boost your Work Competence with NLP- Module 5: The Art of Success with NLP**

「身心語言程式學」工作坊 單元五：NLP成功藝術

SFC CPT <u>Hours</u>	2
MPFA Non-core CPD <u>Hours</u>	2
IA CPD <u>Hours</u>	2

The revision would be applied to the Certificates & related Programme documents for classes to be commenced as from 8 June 2015. 有關更改適用於由2015年6月8日或之後所開辦課程的證書及相關的課程文件。

# 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<sup>\*\*</sup> 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<sup>\*\*</sup>（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<sup>\*\*</sup> 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<sup>\*\*</sup> before the class commencement.

成功申請人將於開課前至少三個工作天<sup>\*\*</sup>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<sup>\*\*</sup>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<sup>\*\*</sup> 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<sup>\*\*</sup>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2836 1922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**」。

<sup>\*\*</sup> Working days (exclusive of Saturdays, Sundays and Public Holidays) <sup>\*\*</sup> 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席證書。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 <b>6:15 am or before 11:00 am</b> 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** <b>Cancelled 取消</b>
	(b) Issued or in force at <b>11:00 am or before 4:00 pm</b> 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** <b>Cancelled 取消</b>
	(c) Issued or in force at <b>4:00 pm or thereafter</b> 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** <b>Cancelled 取消</b>
	(d) Issued when classes / examinations** are <b>in session</b> 上課 / 考試**期間懸掛 All classes / examinations** will be immediately <b>suspended</b> for the session. 即時 <b>終止</b> 在該時段進行的課堂 / 考試**
	(e) Issued <b>before start</b> of examinations** 考試**開始前懸掛 Examinations** to be held in that particular session should be <b>postponed</b> . 在該時段舉行的考試**將會 <b>延期</b>
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** <b>to resume with the next session</b> unless road or other conditions remain adverse. 若路面或其他情況許可， <b>恢復在下一時段進行的所有課堂 / 考試**</b>

\*\*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 <b>at 6:15 am or before 11:00 am</b> 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** <b>Cancelled 取消</b>
	(b) Issued or in force <b>at 11:00 am or before 4:00 pm</b> 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** <b>Cancelled 取消</b>
	(c) Issued or in force <b>at 4:00 pm or thereafter</b> 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** <b>Cancelled 取消</b>
	(d) Issued when classes / examinations** are <b>in session</b> 上課 / 考試**期間發出	All classes / examinations** should <b>continue</b> (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 <b>繼續進行</b> 。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 <b>before start</b> of examinations** 考試**開始前發出	Examinations** to be held in that particular session should be <b>postponed</b> . 在該時段舉行的考試**將會 <b>延期</b>
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** <b>to resume with the next session</b> unless road or other conditions remain adverse. 若路面或其他情況許可, <b>恢復在下一時段</b> 進行的所有課堂 / 考試**

\*\* Examinations refer to internal examinations of PEAK. \*\* 考試指高峰進修學校內考試。

## 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

- No eating or drinking is allowed in all classrooms. 課室內不准飲食
- Smoking is prohibited in all areas of PEAK and VTC Tower. 學院及大樓範圍內嚴禁吸煙
- Prior approval should be granted by the programme director for audio recording in the class. 如欲在課堂錄音, 需事先取得課程總監的批准
- Principal of the Institute has the authority to terminate the study of any student who violates PEAK's policies. 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<sup>^^</sup>.

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<sup>^^</sup>內致電2836 1922。

# Continuing Education Fund 持續進修基金

## Procedures of Application and Claim Reimbursement 申請及申請發還學費手續



### 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](http://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](http://www.wfsfaa.gov.hk/cef)。

### Application Procedures 申請手續

1. 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](http://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](http://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](http://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](http://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）。
2. 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。
3. Applicants can bring the application forms to the Reception Counter of PEAK for certification during the office hours<sup>^^</sup>.  
申請人可於辦公時間<sup>^^</sup>將申請表交予本院蓋章。

### How to Claim Reimbursement 申請發還款項手續

1. 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。
2. "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。**
3. Claimants should submit the completed RCF with the following documents (Original Copies) to PEAK for certification.
  - i. Original copy(ies) of the VTC Official Receipt(s);
  - ii. Original copy(ies) of the documentary proof of successful completion of the Course:
    - a. Attendance Certificate; and / or
    - b. Completion Certificate; and / or
    - c. 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：
  - i. 學費收據正本；
  - ii. 成功修畢課程的證明文件正本：
    - a. 出席證書 及 / 或
    - b. 結業證明書 及 / 或
    - c. 由本院發出的信件或成績單等
4. 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<sup>##</sup> 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<sup>##</sup>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」。**
5. 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。

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



# 報名表

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

## 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 <sup>(註)</sup> (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)

☐ 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 <sup>(註)</sup> (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: \_\_\_\_\_

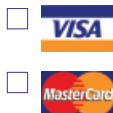
☐ 信用卡

信用卡號碼: \_\_\_\_\_

有效期: \_\_\_\_\_

(月/年)

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:

- (1) 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。
- (2) 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，以及核對及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以及其產權的控制權。

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的先決條件。

## (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 <sup>(NOTE)</sup> (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)

☐ 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 <sup>(NOTE)</sup> (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\$ \_\_\_\_\_

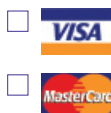
☐ Cheque (payable to "Vocational Training Council")

Cheque No.: \_\_\_\_\_

☐ Credit Card

Card Number: \_\_\_\_\_

Expiry Date: (mm/yy) \_\_\_\_\_ Amount: \_\_\_\_\_



Cardholder's Name \_\_\_\_\_

Authorised Signature \_\_\_\_\_

## 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](http://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](http://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***