



Member of VTC Group
VTC 機構成員

2019
FEB - APR

持續專業發展課程及 短期課程手冊

Continuing Professional Development (CPD) Programme and Short Course Prospectus



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及培訓課程、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.

Over the years, PEAK has been working closely with the insurance industry to facilitate its growth and development. Following the previous years' Summits with overwhelming feedbacks from participants, the "Insurance Summit 2018" was successfully hosted by VTC Insurance Training Board and PEAK on 8 October 2018. We have the honour to invite the Under Secretary for Financial Services and the Treasury of the HKSAR Government, Mr Joseph Chan Ho-lim, JP, the Chief Executive Officer of Insurance Authority, Mr Clement Cheung Wan-ching, GBS, JP and the Associate Director (Market Conduct) of Insurance Authority, Ms Peggy Fu Mei-yuk as honourable speakers to discuss the industry's opportunities and developments, the new regulatory issues and market changes. The Summit has attracted highly positive response from the insurance and related industries, with around 300 senior professionals attended.

The following highlights our new CPD programmes for the coming quarter :

With the fast development of FinTech and InsurTech, the cybersecurity in the financial industry becomes more important yet challenging today. To protect the systems and networks from attacks, implementing effective cybersecurity measures is particularly crucial to the business. PEAK launches a new programme series "The Cybersecurity Next Frontier" which contains 2 modules - "Recent Development in the Cybersecurity Space" and "New Industry Practices and Regulatory Regimes". The programme aims to introduce participants new updates and trends in cybersecurity so as to enhance their readiness in this domain. Besides the cybersecurity programmes, the 8 modules of "FinTech, InsurTech & Creative Business Management" programme are also updated to keep you abreast on the trend. Find out more from the Featured CPD Programme Section!

As a financial practitioner, you will definitely need to keep yourself update on the recent development of the regulatory requirements in the financial industry. In this quarter, PEAK launches 2 new modules under the "Regulatory Requirements for Selling Financial Products Updates" series, covering updates on the regulatory compliance; namely, "Regulatory Compliance Updates III" and "Regulatory Compliance – Selling Practice for Front Office". These modules are specially designed for the frontline financial practitioners who want to review and understand the latest updates on compliance, for offering professional services and effective selling of financial products.

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

Gladys YAM
Principal, Institute of Professional Education And Knowledge
Vocational Training Council
Jan 2019

新年進步!

PEAK作為提供持續專業發展 (CPD) 課程的領導機構之一，不斷更新所提供的培訓課程，希望能切合各金融從業員不同的需求。

多年來，PEAK一直與業界緊密合作，促進保險業的發展。「保險業高峰論壇」於過去兩年成功舉辦並獲得肯定的成果，職業訓練局保險業訓練委員會與PEAK今年再次攜手於10月8日籌辦了「保險業高峰論壇2018」。論壇邀得財經事務及庫務局副局長陳浩濂先生太平紳士，保險業監管局行政總監張雲正先生及副總監(市場行為)符美玉女士擔任講者，討論香港保險業界的未來機遇與發展及新推行的規管對保險市場所帶來的改變。論壇吸引了逾300位保險業、銀行業等金融業人士參加。

以下是來季最新CPD課程的概覽。

隨著金融科技和保險金融科技的急速發展，金融行業的網絡安全變得更加重要且具有挑戰性。為了保護系統及網絡免受攻擊，實施有效的網絡安全措施對業務尤為重要。PEAK推出了一個新的課程系列 - 「網絡安全的新領域」，當中包含2個單元，分別是「網絡安全最新發展」及「最新防禦措施及監管要求」，集中討論網絡安全的最新資訊及趨勢，提高及加強學員在這方面的認識。除了有關網絡安全的最新課程外，「金融科技 (FinTech)、保險金融科技 (InsurTech) 與創意營商管理」系列的8個單元也作出了內容上的更新，讓您掌握當前的市場趨勢。快到精選持續專業發展課程部分了解更多！

作為前線的金融從業員，您必須掌握金融行業法規的最新發展動態。PEAK在「銷售金融產品的監管要求新知」課程系列中推出了2個新的單元課程 - 「遵從法規指引新知III」及「監管合規 - 前線銷售實踐」，內容涵蓋監管合規的最新情況，讓學員了解金融業法律的發展和實務狀況，因而能夠為客戶提供更專業的服務及更有效的銷售。

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。



任影嬋
高峰進修學院院長
職業訓練局
2019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 food safety. 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，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、地產與物業管理及食品安全等。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,
Wan Chai, HK

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

General Enquiry: Tel : 2836 1922
Website : www.peak.edu.hk

學院地址 : 香港灣仔活道27號
職業訓練局大樓9樓

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

一般查詢 : 電話 : 2836 1922
網址 : www.peak.edu.hk

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

[^] 高峰進修學院報名處會於冬至、平安夜、除夕及農曆新年除夕提早在下午五時十五分開閉 (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。



精選持續專業發展課程

Featured CPD Programmes



FinTech, Insurtech & Creative Business Management 金融科技 (FinTech) 、保險金融科技(Insurtech)與創意營商管理

Marketing and Business Development

單元一：人工智能、機械人諮詢和金融 (5小時)

- ▶ 我們在哪裡得悉人工智能？
 - 新的競爭優勢
 - 帶有定量人工智能機器人技術的興起
- ▶ 人工智能+金融和銀行業務
- ▶ 人工智能+財富管理
- ▶ 人工智能+保險
- ▶ 人工智能+ Algo Trading
- ▶ 人工智能+金融產品
- ▶ 人工智能+銀行業務+O2O 機器人
- ▶ 新的中小企 / 獨立財務顧問的商機
- ▶ 交互式人工智能、聊天機器人和機器人
- ▶ 人工智能經濟與社會
- ▶ 人工智能+物聯網(IOT)和共享經濟
- ▶ 人工智能+大數據

課程查詢 Enquiries

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

單元二：虛擬貨幣、比特幣和區塊鏈 I (2小時)

- ▶ 比較因素
- ▶ 電子貨幣成為解決方案
- ▶ 什麼是加密貨幣？
- ▶ 區塊鏈和加密貨幣的關係
- ▶ 如何提防加密金融詐騙

單元三：虛擬貨幣、比特幣和區塊鏈 II (2小時)

- ▶ 區塊鏈特徵和安全共識
- ▶ 密碼學
- ▶ 分佈式分類帳/分佈式財務
- ▶ 分佈式共識
- ▶ 加密貨幣相關的金融活動

單元四：虛擬貨幣、比特幣和區塊鏈 III (2小時)

- ▶ 分佈式和集中式
- ▶ 數字貨幣的財務影響
- ▶ 手機支付

單元五：ICO、STO和微金融 (3小時)

- ▶ 區塊鏈生態系統
- ▶ 替代融資
 - ICO - 初始硬幣發行
 - STO
 - Altcoins
 - 政府支持的加密貨幣
- ▶ 電子商務和微型企業
- ▶ 眾籌
- ▶ 法規，反洗錢和客戶盡職審查
- ▶ 如何避免區塊鏈金融詐騙？

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese **OR** English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

註：除非另有註明，所有課程均以廣東話授課，附以中文或英文講義。如有查詢，請致電2836 1922。

單元六：Insurtech (3小時)

- ▶ 什麼是Insurtech ?
- ▶ Insurtech趨勢
- ▶ 人工智能保險
- ▶ Insurtech安全和隱私
- ▶ 物聯網和可穿戴設備
- ▶ 智能合約
- ▶ 眾籌和DAO保險
- ▶ 行為經濟學
- ▶ 線上對應線下實體(O2O)保險

單元八：點對點金融 (3小時)

- ▶ 個人點對點概述
- ▶ 個人點對點應用
 - 融資和貸款
 - 小額信貸
- ▶ 內地與歐洲P2P開發
- ▶ DIY銀行家

單元七：共享經濟 (3小時)

- ▶ 共享經濟相關金融科技 (FinTech) 的基本概念
- ▶ 共享經濟的主要業務與科技
- ▶ 共享經濟
 - 共享經濟應用
 - 內地共享金融經濟模式
 - 共享經濟的未來模式

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Remarks 備註	Category 類別
PE4200369	金融科技(FinTech)、保險金融科技 (Insurtech)與創意營商管理單元一：人工智能、機械人諮詢和金融 FinTech, Insurtech & Creative Business Management Module 1: Introduction to AI, Robo advisory & Robofinance 日期：9.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 500	5	5 non-core	5	▲	Sales & Marketing
PE4200370	金融科技(FinTech)、保險金融科技 (Insurtech)與創意營商管理單元二：虛擬貨幣、比特幣和區塊鏈 I FinTech, Insurtech & Creative Business Management Module 2: Virtual Currencies, Bitcoin and Blockchain I 日期：23.2.19 時間：11:30am - 1:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	▲	Sales & Marketing
PE4200371	金融科技(FinTech)、保險金融科技 (Insurtech)與創意營商管理單元三：虛擬貨幣、比特幣和區塊鏈 II FinTech, Insurtech & Creative Business Management Module 3: Virtual Currencies, Bitcoin and Blockchain II 日期：26.2.19 時間：7:30pm - 9:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	▲	Sales & Marketing

▲ Subject to HKCAAVQ approval

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese **OR** English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

註：除非另有註明，所有課程均以廣東話授課，附有中文或英文講義。如有查詢，請致電2836 1922。

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Remarks 備註	Category 類別
PE4200372	金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元四：虛擬貨幣、比特幣和區塊鏈 III FinTech, Insurtech & Creative Business Management Module 4: Virtual Currencies, Bitcoin and Blockchain III 日期：16.3.19 時間：12:30pm - 2:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	▲	Sales & Marketing
PE4200373	金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元五：ICO、STO和微金融 FinTech, Insurtech & Creative Business Management Module 5: ICO, STO and Microfinance 日期：16.3.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	▲	Sales & Marketing
PE4200374	金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元六：Insurtech FinTech, Insurtech & Creative Business Management Module 6: Insurtech 日期：27.4.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	▲	Sales & Marketing
PE4200375	金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元七：共享經濟 FinTech, Insurtech & Creative Business Management Module 7: Sharing Economy 日期：13.4.19 時間：11:30am - 2:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	▲	Sales & Marketing
PE4200376	金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元八：點對點金融 FinTech, Insurtech & Creative Business Management Module 8: P2P 日期：13.4.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	▲	Sales & Marketing

▲ Subject to HKCAAVQ approval

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The Cybersecurity Next Frontier

網絡安全的新領域

Marketing and Business Development

Programme Objectives

With the explosive growth of fintech and insurtech, the cyberspace in the area of financial services and insurance is getting complicated and vulnerable. Financial institutions have to stay abreast of the changing landscape of cyber threat and the new tools of cybersecurity in order to combat and mitigate the impact of cyber risk. The course aims to introduce participants the new updates and trends in cybersecurity so as to enhance their readiness in this domain.

課程查詢 Enquiries

Mr. Hooton Fung 馮先生

電話 Tel: 2919 1404

電郵 Email: hootonfung@vtc.edu.hk

Programme Outlines

Recent Development in the Cybersecurity Space 網絡安全最新發展

- ▶ The Complex Cyber Space
- ▶ New Ways of Cyberattack on the Rise
- ▶ Overview of Emerging Cyber Threats
- ▶ AI / Machine Learning for Cybersecurity
- ▶ Cybersecurity Challenges and Trends

Duration: 3 hours

New Industry Practices and Regulatory Regimes 最新防禦措施及監管要求

- ▶ The HKMA Cybersecurity Fortification Initiative
- ▶ The EU General Data Protection Regulation (GDPR)
- ▶ The Future of Cybersecurity
- ▶ Cyber Attack Case Stories
- ▶ New Industry Practices

Duration: 3 hours

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Remarks 備註	Category 類別
PE4200365	The Cybersecurity Next Frontier - Recent Development in the Cybersecurity Space 網絡安全的新領域 - 網絡安全最新發展 日期：13.4.19 時間：2:00pm - 5:00pm 時數：3 小時	HK\$ 300	3	3 non-core	3	▲	Social Media Marketing
PE4200366	The Cybersecurity Next Frontier - New Industry Practices and Regulatory Regimes 網絡安全的新領域 - 最新防禦措施及 監管要求 日期：27.4.19 時間：2:00pm - 5:00pm 時數：3 小時	HK\$ 300	3	3 non-core	3	▲	Social Media Marketing

▲ Subject to HKCAAVQ approval

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese **OR** English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

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理財計劃中不應被忽略的環節 — 殯儀安排與費用

此課程由蘭亭雅會有限公司擁有

Product Knowledge

課程目的

讓學員認識林林總總的殯儀服務及相關費用的概況，助其更準確地計算個別客人所需的壽險保額，及有能力於恰當時刻給客人的家人在殯儀安排方面作出提示。

課程內容

- ▶ 安排喪禮的程序和細節
- ▶ 種種開支、預算的制定
- ▶ 香港私營骨灰龕場所的發牌制度及市場供求狀況
- ▶ 生前準備的重要性和選項

課程查詢 Enquiries

Mr. Hooton Fung 馮先生

電話 Tel: 2919 1404

電郵 Email: hootonfung@vtc.edu.hk

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Remarks 備註	Category 類別
PE4200361	理財計劃中不應被忽略的環節 - 殯儀安排與費用 日期：12.3.19 時間：7:00pm - 10:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	▲	Investment & Financial Planning
PE4200361	理財計劃中不應被忽略的環節 - 殯儀安排與費用 日期：16.4.19 時間：7:00pm - 10:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	▲	Investment & Financial Planning

▲ Subject to HKCAAVQ approval

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese **OR** English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

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Smart tips for selecting the suitable travel insurance – emergency assistance and typhoon delay or cancellation

明智選擇合適的旅行保險 - 緊急支援及颱風延誤和取消

Product Knowledge

Introduction

This programme is suitable for the insurance practitioners including agents, brokers, underwriters and claims who want to thoroughly understand the various features of different available coverage and extensions of travel insurance in Hong Kong for smart choice and practical handling of common related claims; with detailed discussions of concerns related to the travel emergency and typhoon delay or cancellation.

Programme Content

- ▶ Sharing of the related reports of Consumer Council related to travel insurance in Hong Kong
- ▶ Review of key coverages and extensions
- ▶ Emergency assistant services related coverage and claims
 - Operation process of evacuation or repatriation handling and co-ordination by emergency service vendor
 - Repatriation or evaluation expenses
 - Travel expenses incurred to return dependent children
 - Companion / Relative visit etc
- ▶ Travel delay and trip cancellation or loss of deposit due to Typhoon
- ▶ Interesting claims cases sharing

Facilitator

Ms. Connie Yuen, Snr Assoc ANZIIF, BA (Hons)

Connie has over 20 years extensive experiences in general insurance working as key management in well known Insurance Companies focus on claims managements including Personal Insurance such as travel, home, PA and hospital, Commercial, Public Liability, Employees' Compensation, Property, Motor and Marine Insurances etc. She was also the Travel Sub Committee Convenor of Accident Insurance Association under the Hong Kong Federation of Insurers over 5 years. Apart from the management role, Connie has substantial experience as the speaker in the seminars and talks to the insurance industry players, international corporate clients, brokers, inhouse agents/colleagues for the insurance of claims topics.

課程查詢 Enquiries

Mr. Hooton Fung 馮先生

電話 Tel: 2919 1404

電郵 Email: hootonfung@vtc.edu.hk

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Remarks 備註	Category 類別
PE4200379	Smart tips for selecting the suitable travel insurance – emergency assistance and typhoon delay or cancellation 明智選擇合適的旅行保險 - 緊急支援及颱風延誤和旅行取消 Date : 19.3.19 Time : 2:15pm - 6:15pm Duration : 4 hours	HK\$ 360	-	4 non-core	4	PIBA CPD*	General Insurance

*These programmes 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.

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Regulatory Requirements for Selling Financial Products Updates 銷售金融產品的監管要求新知

Regulatory and Legal Issues

銷售金融產品的監管要求新知系列推出兩個全新課程，內容簡介如下：

Module 11: Regulatory Compliance Updates III (2 hours)

單元十一：遵從法規指引新知 III (2小時)

- ▶ Complaint Case Sharing 投訴案例分享
- ▶ AML - Address Verification Requirement 反洗錢 - 地址驗證要求
- ▶ Operational Incident 營運事件
- ▶ Credit Risk Management - Residential Mortgage 信用風險管理 - 房屋抵押貸款
- ▶ Credit Risk Management - Lending to Property Developers 信用風險管理 - 向地產開發商提供貸款
- ▶ Bank Culture Reform 銀行文化改革
- ▶ E-Alert by Land Register 土地登記電子警報
- ▶ Manager - in-Charge Regime 經理主管制度
- ▶ Securities Margin Financing 證券保證金融資
- ▶ Conflicts of Interest in Financial Groups 金融集團的利益衝突

課程查詢 Enquiries

Ms. Polly Tam 談小姐

電話 Tel: 2836 1822

電郵 Email: pollytam@vtc.edu.hk

Module 12: Regulatory Compliance – Selling Practice for Front Office (2 hours)

單元十二：監管合規 - 前線銷售實踐 (2小時)

- ▶ Security Controls for Internet Trading Services 互聯網交易服務的安全措施
- ▶ Treating Customer Fairly Charter - Private Banking 公平對待客戶約章 - 私人銀行服務
- ▶ Customer Due Diligence 客戶盡職審查
- ▶ Selling of Investment Products and Handling of Client Securities 銷售投資產品和處理客戶證券戶口
- ▶ Future Brokers - Compliance Issues 期貨經紀 - 合規問題
- ▶ Engaging in Asset Management Business 從事資產管理業務

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPD hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Category 類別
PE4200367	Regulatory Requirements for Selling Financial Products Updates Module 11: Regulatory Compliance Updates III 銷售金融產品的監管要求新知單元十一：遵從法規指引新知 III 日期：11.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance
PE4200367	Regulatory Requirements for Selling Financial Products Updates Module 11: Regulatory Compliance Updates III 銷售金融產品的監管要求新知單元十一：遵從法規指引新知 III 日期：8.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance

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Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Category 類別
PE4200368	Regulatory Requirements for Selling Financial Products Updates Module 12: Regulatory Compliance – Selling Practice for Front Office 銷售金融產品的監管要求新知單元十二：監管合規 - 前線銷售實踐 日期：25.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance
PE4200368	Regulatory Requirements for Selling Financial Products Updates Module 11: Regulatory Compliance Updates III 銷售金融產品的監管要求新知單元十二：監管合規 - 前線銷售實踐 日期：29.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance



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The background features a city skyline at night with several skyscrapers. Overlaid on this are various financial data visualizations, including a candlestick chart at the top, a line graph with multiple colored lines (yellow, red, blue) and circular markers, and a bar chart with vertical bars of varying heights. The entire scene is framed by large, overlapping geometric shapes in shades of orange, yellow, and blue. Small, colorful triangles (red, green, blue) are scattered around the main graphic.

金融業持續專業發展課程

CPD Programmes for Financial Industries

Insurance CPD & Banking Programmes

保險業CPD及銀行業課程

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」。

Please refer to PEAK website for detail programme information. 請瀏覽高峰進修學院之網頁詳閱課程資料。

The following programmes are sorted by Date 以下課程以日期排序：

Marketing and Business Development

Personal Enhancement

Product Knowledge

Regulatory and Legal Issues

Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局 CPD	Category 類別
SC-2068-11	Sales Essentials for Financial Professionals Module 1: “High I.M.P.A.C.T.” Sales Model and Techniques 銷售要訣 (財經專才系列) 單元一: “High I.M.P.A.C.T.” 高效銷售 日期: 1.2.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Sales & Marketing
749E2	Travel Insurance (Legal Liability) 旅遊保險 (法律責任) 日期: 1.2.19 時間: 6:45pm - 9:45pm 時數: 3小時	中 HK\$ 270	3	3 non-core	3	General Insurance
606F2	Industry Analysis and Stock Investment Series for Insurance Practitioners Module 1: Finance and Insurance 保險從業員的行業分析與股票投資系列單元一: 金融股 日期: 2.2.19 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
860E2	Liability in Cyber Age and Associated Insurance - Cyber Insurance 網絡世紀中的法律責任及相關保險 - 網絡保險 日期: 8.2.19 時間: 6:45pm - 9:45pm 時數: 3小時	HK\$ 270	-	3 non-core	3	General Insurance
753F2	Business Ethics in the Finance Sector Module 1: Introduction 商業道德操守(金融業)單元一: 簡介 Date: 9.2.19 Time: 9:00am - 11:00am Duration: 2 hours	ENG HK\$ 180	2	2 non-core	2	Business Ethics
754F2	Business Ethics in the Finance Sector Module 2: Framing Business Ethics 商業道德操守(金融業)單元二: 商業道德的構成 Date: 9.2.19 Time: 11:15am - 2:15pm Duration: 3 hours	ENG HK\$ 270	3	3 non-core	3	Business Ethics

中 廣東話授課，提供中文教材 Taught in Cantonese with Chinese programme handouts provided.

ENG 英語授課，提供英文教材 Taught in English with English programme handouts provided.

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Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局 CPD	Category 類別
SC-1762-09	Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 3: Creative Thinking Tools and Techniques 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 日期：9.2.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
PE4200347	Securities Analysis Approaches That Have Stood The Test Of Time - Fundamental Analysis (Macroeconomics) 已經站穩時間考驗的證券分析方法 - 基本分析 (宏觀經濟的考量) 日期：11.2.19 時間：12:30pm - 5:30pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
617F2	Current Development on Investment Products Module 2: Equity Market 投資產品發展近況單元二：股票市場 日期：11.2.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200340	MPF Training Programme Module 4: Conduct of MPF Intermediaries and Development of the MPF System ENG 強積金培訓單元四：強積金中介人操守及強積金制度發展 Date：11.2.19 Time：6:30pm - 8:30pm Duration：2 hours	HK\$ 285	2	2 core	2	MPF Regulatory Requirements
620F2	Current Development on Investment Products Module 5: Derivatives 投資產品發展近況單元五：衍生產品 日期：11.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
SC-1887-10	Selling Genius Workshop (Insurance and Investment Professionals) Module 1: The Art of Selling 銷售奇才研習坊 (保險及投資專業人士) 單元一：銷售藝術 日期：12.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Sales & Marketing
PE4200249	FinTech and the Finance Industry Module 1: Fintech marched into Life-Are you ready? 金融科技與金融業單元一：金融科技融入生活 日期：12.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Sales & Marketing
726E2	Communicating without Talking for Financial Professionals Module 1: Non-verbal Communications Overview 「不言而喻」的奧妙 - 保險從業員工作坊單元一：非語言溝通新體驗 日期：12.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
SC-1313-07	Boost Your Work Competence with NLP Module 2: Enhance Your Communication Power through NLP 「身心語言程式學」工作坊單元二：NLP溝通能量增強法 日期：13.2.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development

ENG 英語授課，提供英文教材 Taught in English with English programme handouts provided.

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PBA00014	Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 9: Guidance on the Proper Handling of Customers' Personal Data for the Insurance Industry 銷售合規須知及最新修訂(金融產品中介人)單元九：保險業有關妥善處理客戶個人資料指引 日期：13.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance
PBA00026	Understanding RMB Internationalization and Financial Instruments Module 1: RMB internationalization 人民幣國際化和金融工具單元一：人民幣國際化 日期：13.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200042	Achieving Wealth Management Excellence Series Module 1: Best Practice Sharing in Selling Investment Funds 財富管理技巧深造系列單元一：基金投資實務錦囊 日期：14.2.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200175	Mainland Contemporary Financial Topics Module 2: Asian Infrastructure Investment Bank: Rival to World Bank 內地當前財經熱話單元二：亞投行：世界銀行的對手 日期：14.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Mainland Market
PE4200288	Liabilities Package Policy for Medical Beauty Industry 醫學美容行業所需的綜合責任保險 日期：15.2.19 時間：1:15pm - 6:15pm 時數：5小時	PIBA CPD* HK\$ 450	-	5 non-core	5	General Insurance
392E2	DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 1: What is DISC? “DISC” 性格創富 (保險及投資專業人士) 學習坊單元一：DISC的基本概念 日期：15.2.19 時間：2:00pm - 4:00pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
441E2	Health Insurance : Medical Knowledge for Insurance Practitioners – Critical Illness I & II 健康保險：保險從業員須具備的醫學知識 - 危疾 I 及 II 日期：15.2.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
PE4200223	Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 2: Tax Evasion 打擊洗錢及恐怖分子資金籌集條例和相關監管要求單元二：逃稅 日期：15.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance

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763F2	Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 1: Introduction of Financial Dispute Resolution Scheme and Conflict 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 日期：15.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 330	3	3 non-core	3	Dispute Resolution
PE4200073	Common Personal Insurance Claims Disputes 常見個人保險索償爭議 日期：15.2.19 時間：6:45pm - 9:45pm 時數：3小時	HK\$ 270	-	3 non-core	3	General Insurance
PE4200206	Global Taxation Overview Module 1 環球稅制概覽單元一 日期：16.2.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 500	5	5 non-core	5	Investment & Financial Planning
PBA00024	Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 3 社交媒體和雲端競爭優勢 [金融專才] 單元三 日期：16.2.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Social Media Marketing
27111	Financial Planning (Estate Inheritance and Probate) - Legal Principles Applicable to Life Insurance 財務策劃 (遺產繼承與承辦) - 適用於人壽保險的法律原則 日期：18.2.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	-	5 non-core	5	Life & Health Insurance
623F2	Investing in Commodities Series Module 1: Investing in Gold 商品投資系列單元一：黃金 日期：18.2.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
SC-1312-07	Boost Your Work Competence with NLP Module 1: Application of NLP in Financial Services Environment 「身心語言程式學」工作坊單元一：財經服務業的NLP應用技巧 日期：18.2.19 時間：3:00pm - 5:00pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200300	Cyber Security in Financial Services - An Overview of Cyber Security 金融服務的網絡安全 - 網絡安全概要 日期：18.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Social Media Marketing
PE4200292	Behavioral Economics for the Finance Industry Module 1 行為經濟學(金融業) 單元一 日期：18.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning

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PE4200048	Advanced Management Skills for Financial Professionals Module 1: Solving Problems Analytically and Creatively 金融專業管理技巧(進階課程) 單元一：分析和創作力解難技巧 日期：18.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Management
626F2	Investing in Commodities Series Module 4: Soft Commodities 商品投資系列單元四：軟商品 日期：18.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
734F2	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 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 日期：19.2.19 時間：6:00pm - 10:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Social Media Marketing
SC-2082-12	Strengthening Your Influential Power Course Module 1 – Influential Power & Motivation 強化影響力課程單元一：影響力與激勵 日期：19.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200089	Introduction to Mainland Commercial Law for Financial Professionals Module 1: Mainland Insurance Law 內地商務法例入門（金融專業）單元一：內地保險法 日期：19.2.19 & 20.2.19 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$ 450	5	5 non-core	5	Mainland Law
PBA00041	Mind Management Series – Stress Management Module 1: Introduction of Stress 心靈管理系列 - 壓力管理單元一：工作壓力面面觀 日期：20.2.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Personal Development
PE4200341	Health Management Series Module 4: Dietary Advice on Cancer Prevention 健康管理系列飲食篇單元四：防癌飲食 日期：20.2.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Life & Health Insurance
816E2	Risk Assessment and Management for Financial Service Executives Module 2: The Bloody Stories of Loss – Case Study 風險評估及管理(財經業人士) 單元二：案例回顧 日期：20.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Investment & Financial Planning
743F2	Know Your Customers' Investment Psychology Module 1: Providing Financial Service to Wealthy Mainland Customers 客戶投資心理理解單元一：向內地富戶提供金融服務 日期：20.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning

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Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局 CPD	Category 類別
PE4200205	Know your Customers' Investment Psychology Module 4: The Psychology of Assets Allocation & Finance Planning 客戶投資心理解說單元四: 理財策劃與資產配置心理學 日期: 20.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
PE4200343	Electronic Financial Service and Big Data Module 1: Electronic Financial Service Overview 電子金融服務與大數據單元一: 電子金融服務概覽 日期: 21.2.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 500	5	5 non-core	5	Sales & Marketing
763E3	Certificate Course in Insurance of Financial Risks Part II - Professional Indemnity 財務風險保險證書課程第二單元 - 專業彌償保險 Date: 21.2.19 Time: 2:30pm - 5:30pm Duration: 3 hours	ENG HK\$ 270	3	3 non-core	3	General Insurance
761F2	Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 1 打擊洗錢及恐怖分子資金籌集條例和相關監管要求單元一 日期: 21.2.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Compliance
PE4200059	Achieving Wealth Management Excellence Series Module 4: Rectification of Bad Investment Habits 財富管理技巧深造系列單元四: 改正不良投資習慣 日期: 21.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200378	Significant Changes to Insurance Industry Regulation - Insurance Intermediaries (2019) NEW 保險業監管制度的重大修訂—保險中介人 (2019) 日期: 21.2.19 & 22.2.19 時間: 7:00pm - 9:30pm 時數: 5小時 (共2堂)	HK\$ 450	5	5 non-core	5	Compliance
811E2	Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 1: Effective Self Planning 個人績效登峰(保險及投資專才系列)單元一: 高效自我規劃 日期: 22.2.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Personal Development
294E2	Business Networking Workshop for Insurance Practitioners Module 1: An introduction to the art of networking 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 日期: 22.2.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Sales & Marketing
PE4200274	Asian Securities Markets Module 5: Mainland Securities Market for Foreign Investments 亞洲證券市場單元五: 外資參與內地證券市場 日期: 22.2.19 時間: 6:30am - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning

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PE420022	Insurance and Financial Regulatory Compliance - Anti-Money Laundering and Counter - Terrorist Financing 保險及金融法規遵守 - 打擊洗錢及恐怖分子資金籌集 Date : 22.2.19 Time : 6:45pm - 9:45pm Duration : 3 hours	HK\$ 270	3	3 non-core	3	Compliance
PBA00020	Essential Skills for Change Management Module 2: Project Management 變革管理技巧單元二：項目管理 日期：22.2.19 & 23.2.19 時間：6:30pm - 9:30pm 時數：6小時 (共2堂)	HK\$ 540	6	6 non-core	6	Management
SC-2063-11	Persuasion Skills for Financial Professionals Module 4: Transform You to Become a Powerful Persuader 說服技巧(金融服務業專才)單元四：轉化成為卓越的說服者 日期：23.2.19 時間：9:00am - 12:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Personal Development
451D2	Key Economic Indicators and Investment Planning Module 1: Overview of Economic Indicators 主要經濟指標與投資策劃單元一：經濟指標初探 日期：23.2.19 時間：9:00am - 1:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Investment & Financial Planning
718E2	Modern Leadership and Staff Management in the Insurance Industry - Coaching as a Leadership Tool 現代保險業的卓越領導和員工管理 - 領導的教練技術 日期：23.2.19 時間：9:00am - 2:00pm 時數：5 小時	HK\$ 450	5	5 non-core	5	Personal Development
PE4200090	Introduction to Mainland Commercial Law for Financial Professionals Module 2: Mainland Taxation 內地商務法例入門(金融專業)單元二：內地稅制 日期：23.2.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Mainland Law
815E2	Risk Assessment and Management for Financial Service Executives Module 1: Identifying and Measuring Risk Factors 風險評估及管理(財經業人士)單元一：風險評估 日期：23.2.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200370	FinTech, Insurtech & Creative Business Management Module 2: Virtual Currencies, Bitcoin and Blockchain I 金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元二：虛擬貨幣、比特幣和區塊鏈 I 日期：23.2.19 時間：11:30am - 1:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Sales & Marketing

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* *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.*

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PE4200350	Securities Analysis Approaches That Have Stood The Test Of Time - Forget About Accounting Ratios? 已經站穩時間考驗的證券分析方法-可無視會計比率嗎? 日期: 23.2.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
736F2	Asian Securities Markets Module 1: Overview of Asian Securities Markets 亞洲證券市場單元一: 亞洲證券市場概述 日期: 23.2.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
733F2	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 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 日期: 23.2.19 時間: 2:00pm - 6:00pm 時數: 4小時	HK\$ 360	4	4 non-core	4	Social Media Marketing
624F2	Investing in Commodities Series Module 2: Crude Oil 商品投資系列單元二: 原油 日期: 25.2.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
625F2	Investing in Commodities Series Module 3: Base (Nonferrous) Metals 商品投資系列單元三: 有色金屬 日期: 25.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200087	Regulatory Requirements for Selling Financial Products Updates Module 1: Sales Compliance Review 銷售金融產品的監管要求新知單元一: 銷售合規審查 日期: 25.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Compliance
861E2	Liability in Cyber Age and Associated Insurance - Liabilities Arising from Use of Computers and Internet Activities 網絡世紀中的法律責任及相關保險 - 使用電腦及互聯網可能引致的法律責任 日期: 25.2.19 & 26.2.19 時間: 6:30pm - 9:00pm 時數: 5小時(共2堂)	HK\$ 450	5	5 non-core	5	General Insurance
SC-2083-12	Strengthening Your Influential Power Course Module 2 – Influencing & Motivating Self 強化影響力課程單元二: 自我影響與激勵 日期: 26.2.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Personal Development
616F2	Current Development on Investment Products Module 1: Fixed Income Products 投資產品發展近況單元一: 定息產品 日期: 26.2.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning

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393E2	DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 2: The Interpretation of DISC “DISC” 性格創富 (保險及投資專業人士) 學習坊單元二：保險專業人士的DISC分析 日期：26.2.19 時間：2:00pm - 6:00pm 時數：4 小時	HK\$ 360	4	4 non-core	4	Personal Development
760F2	Understanding Mainland Financial System Module 5: Mainland Macroeconomic and Financial Planning Overview 內地金融制度入門單元五：內地宏觀經濟及理財策劃概況 日期：26.2.19 時間：2:30pm - 5:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200069	MPF Training Programme Module 2: MPF & HK Retirement Needs 強積金培訓單元二：強積金與香港退休需要 日期：26.2.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Products & Others
619F2	Current Development on Investment Products Module 4: Structured investment products 投資產品發展近況單元四：結構性投資產品 日期：26.2.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200371	FinTech, Insurtech & Creative Business Management Module 3: Virtual Currencies, Bitcoin and Blockchain II ▲ NEW 金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理單元三：虛擬貨幣、比特幣和區塊鏈 II 日期：26.2.19 時間：7:30pm - 9:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Sales & Marketing
263I2	Liability Insurance 責任保險 日期：27.2.19 時間：9:30am - 4:45pm 時數：6小時(12:30-1:45午膳)	HK\$ 540	-	6 non-core	6	General Insurance
722F2	Best Practices for Financial Products Intermediaries Module 3 – Market Practices and Customer Suitability Management I 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 日期：27.2.19 時間：1:00pm - 4:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Compliance
PE4200342	Health Management Series Module 5: Nutrigenomics 飲食篇單元五：基因營養學 日期：27.2.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Life & Health Insurance
723F2	Best Practices for Financial Products Intermediaries Module 4 – Market Practices and Customer Suitability Management II 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 日期：27.2.19 時間：4:15pm - 6:15pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance

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PBA00042	Mind Management Series – Stress Management Module 2: Positive Thinking (1) 心靈管理系列 - 壓力管理單元二: 積極及正向思維技巧 (一) 日期: 27.2.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Personal Development
757E3	Certificate Course in Insurance of Financial Risks Part III – Contingency, Fidelity Guarantee, E-commerce, Employment Practices 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 日期: 27.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	General Insurance
PE4200173	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 日期: 27.2.19 & 28.2.19 時間: 6:30pm - 9:00pm 時數: 5小時 (共2堂)	HK\$ 450	5	5 non-core	5	Mainland Law
SC-2084-12	Strengthening Your Influential Power Course Module 3 – Influencing & Motivating Team 強化影響力課程單元三: 影響與激勵團隊 日期: 28.2.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Personal Development
757F2	Business Ethics in the Finance Sector Module 5: Tools and Techniques to Manage Business Ethics II 商業道德操守(金融業)單元五: 管理商業道德的工具 II 日期: 28.2.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Business Ethics
727E2	Communicating without Talking for Financial Professionals Module 2: Non-verbal Communication Skills I – Business Etiquette: What makes you different from a normal insurance agent 「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 日期: 28.2.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Personal Development
817E2	Risk Assessment and Management for Financial Service Executives Module 3: Techniques of Reading Risks from Financial Statements I 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 日期: 28.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
SC-2069-11	Sales Essentials for Financial Professionals Module 2: 12 EQ Items of Selling 銷售要訣(財經專才系列)單元二: 12式銷售EQ 日期: 28.2.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Sales & Marketing
PE4200142	Employee Benefits Series - Life Insurance 僱員福利系列 - 壽險 日期: 28.2.19 時間: 6:45pm - 9:45pm 時數: 3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance

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SC-1314-07	Boost Your Work Competence with NLP Module 3: Win the Heart of Your Customers by NLP Customer Service 「身心語言程式學」工作坊單元三：贏盡客心的NLP服務竅門 日期：1.3.19 時間：1:00pm - 5:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Personal Development
PE4200344	Electronic Financial Service and Big Data Module 2: Electronic Financial Services Application 電子金融服務與大數據單元二：電子金融服務應用 日期：1.3.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Sales & Marketing
PE4200043	Achieving Wealth Management Excellence Series Module 2: Asset Allocation Decision and Rebalancing Strategies 財富管理技巧深造系列單元二：資產配置及調整策略 日期：1.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200123	Introduction to Mainland Commercial Law for Financial Professionals Module 3: Capital Account Operation 內地商務法例入門(金融專業)單元三：外商投資企業及其資本金和往來帳戶 日期：1.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Mainland Law
PE4200377	Significant Changes to Insurance Industry Regulation - Insurers (2019) NEW 保險業監管制度的重大修訂 - 保險人(2019) 日期：1.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Compliance
PE4200140	Employee Benefits Series – Employees' Compensation Insurance 僱員福利系列 - 僱員補償保險 日期：1.3.19 時間：6:45pm - 9:45pm 時數：3小時	HK\$ 270	-	3 non-core	3	General Insurance
755F2	Business Ethics in the Finance Sector Module 3: Evaluating Business Ethics 商業道德操守(金融業)單元三：商業道德的評估 日期：2.3.19 時間：9:00am - 11:00am 時數：2小時	HK\$ 180	2	2 non-core	2	Business Ethics
PE4200174	Mainland Contemporary Financial Topics Module 1: One Belt, One Road: the 21st Century Silk Road 內地當前財經熱話 單元一：一帶一路：21世紀的絲綢之路 日期：2.3.19 時間：9:00am - 12:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Mainland Market
607F2	Industry Analysis and Stock Investment Series for Insurance Practitioners Module 2: Properties and Construction 保險從業員的行業分析與股票投資系列 單元二：地產股 日期：2.3.19 時間：9:00am - 12:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning

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SC-2061-11	Persuasion Skills for Financial Professionals Module 2: Excel Your Persuasion Skills 說服技巧(金融服務業專才)單元二：超卓的說服技巧 日期: 2.3.19 時間: 9:00am - 12:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Personal Development
804E2	Leadership & Management Industry - Motivating People for Peak Performance 中 保險業之領導與管理技巧 - 激勵人才與績效提升 日期: 2.3.19 時間: 9:00am - 2:00pm 時數: 5 小時	HK\$ 450	5	5 non-core	5	Personal Development
756F2	Business Ethics in the Finance Sector Module 4: Tools and Techniques to Manage Business Ethics I 商業道德操守(金融業)單元四：管理商業道德的工具 I 日期: 2.3.19 時間: 11:15am - 2:15pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Business Ethics
PE4200178	Mainland Contemporary Financial Topics Module 5: Renminbi Internationalization: strategy and financial reform 內地當前財經熱話單元五：人民幣國際化：戰略和金融改革 日期: 2.3.19 時間: 12:15pm - 3:15pm 時數: 3小時	HK\$ 300	3	3 non-core	3	Mainland Market
732F2	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 互聯網世代的商機和人事 (金融服務專業人員) 單元二： 如何在互聯網時代的金融服務行業締造成功商機 日期: 2.3.19 時間: 1:00pm - 6:00pm 時數: 5 小時	HK\$ 450	5	5 non-core	5	Social Media Marketing
842E2	Health Insurance: Medical Insurance Plans 健康保險：醫療保險計劃 日期: 2.3.19 時間: 3:00pm - 5:00pm 時數: 2小時	HK\$ 180	-	2 non-core	2	Life & Health Insurance
PE4200049	Advanced Management Skills for Financial Professionals Module 2: Coaching Skills for Service Leaders 金融專業管理技巧(進階課程)單元二：客服主管的教練技巧 日期: 4.3.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Management
PE4200088	Regulatory Requirements for Selling Financial Products Updates Module 2: Selling Practice Updates 銷售金融產品的監管要求新知單元二：銷售運作新知 日期: 4.3.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Compliance
PE4200340	MPF Training Programme Module 4: Conduct of MPF Intermediaries and Development of the MPF System 強積金培訓單元四：強積金中介人操守及強積金制度發展 日期: 4.3.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 285	2	2 core	2	MPF Regulatory Requirements

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PE4200224	Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 3: AML/CFT Compliance - Potential High Risk Areas 打擊洗錢及恐怖分子資金籌集條例和相關監管要求單元三：打擊洗錢/反恐怖分子資金籌集合規 - 潛在高風險區域 日期：4.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance
708I3	Duties Of Fiduciaries – Agents, Trustees And Directors 受託人責任 - 代理人、受託人及董事 日期：4.3.19 & 5.3.19 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$ 450	5	5 non-core	5	General Insurance
SC-1888-10	Selling Genius Workshop (Insurance & Investment Professionals) Module 2: Selling Strategies 銷售奇才研習坊 (保險及投資專業人士) 單元二：銷售策略 日期：5.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Sales & Marketing
295E2	Business Networking Workshop for Insurance Practitioners Module 2: An Overview of Networking Strategies 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 日期：6.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Sales & Marketing
SC-2085-12	Strengthening Your Influential Power Course Module 4 – 3Q Influential Strategy 強化影響力課程單元四：3Q影響策略 日期：6.3.19 時間：2:00pm - 6:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Personal Development
PE4200293	Behavioral Economics for the Finance Industry Module 2 行為經濟學(金融業)單元二 日期：6.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
SC-2070-11	Sales Essentials for Financial Professionals Module 3: Gen Y Sales Team 銷售要訣 (財經專才系列)單元三：Y世代銷售團隊 日期：6.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Sales & Marketing
PBA00043	Mind Management Series – Stress Management Module 3: Positive Thinking (2) 心靈管理系列 - 壓力管理單元三: 積極及正向思維技巧 (二) 日期：6.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Personal Development
764F2	Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 2: Processes of Mediation 處理金融糾紛的準備和進階技巧課程單元二：調解過程 日期：6.3.19 & 7.3.19 時間：6:30pm - 8:30pm 時數：4小時 (共2堂)	HK\$ 440	4	4 non-core	4	Dispute Resolution

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PE4200283	Health Management Series Module 2: Nutrition and Food Source 健康管理與養生系列單元二：營養素與其來源 日期：7.3.19 時間：10:00am - 1:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Life & Health Insurance
220C1	Enhancing Quality Customer Services 提高優質顧客服務 日期：7.3.19 時間：2:00pm - 6:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Personal Development
745F2	Know Your Customers' Investment Psychology Module 3: Getting through Economic Ups & Downs with Customers 客戶投資心理解說單元三：與客戶共渡經濟危與機 日期：7.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200250	FinTech and the Finance Industry Module 2: Robo-Advisor: Do Investors need People Anymore? 金融科技與金融業單元二：Robo-Advisor - 機械人投資顧問 日期：7.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Social Media Marketing
750F2	Understanding Mainland Financial System Module 2: Mainland Foreign Exchange System I 內地金融制度入門單元二：內地外匯監管與操作規範 I 日期：8.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Mainland Market
PE4200177	Mainland Contemporary Financial Topics Module 4: Mutual Recognition of Funds between China and Hong Kong 內地當前財經熱話單元四：中國和香港之間的基金互認 日期：8.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Mainland Market
PE4200144	Employee Benefits Series – Personal Accident Insurance 僱員福利系列 - 人身意外保險 日期：8.3.19 時間：6:45pm - 9:45pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
758F2	Business Ethics in the Finance Sector Module 6: Business Ethics Issues in Connection with the Finance Sector I 商業道德操守(金融業)單元六：金融業相關的商業道德 I 日期：9.3.19 時間：9:00am - 11:00am 時數：2小時	HK\$ 180	2	2 non-core	2	Business Ethics
452D2	Key Economic Indicators and Investment Planning Module 2: Leading Economic Indicators 主要經濟指標與投資策劃單元二：領先經濟指標 日期：9.3.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
759F2	Business Ethics in the Finance Sector Module 7: Business Ethics Issues in Connection with the Finance Sector II 商業道德操守(金融業)單元七：金融業相關的商業道德 II 日期：9.3.19 時間：11:15am - 1:15pm 時數：2小時	HK\$ 180	2	2 non-core	2	Business Ethics

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PE4200369	FinTech, Insurtech & Creative Business Management NEW Module 1: Introduction to AI, Robo advisory & Robofinance 金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商 管理單元一：人工智能、機械人諮詢和金融 日期：9.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 500	5	5 non-core	5	Sales & Marketing
PE4200351	Securities Analysis Approaches That Have Stood The Test Of Time - Investors' Actual Behaviour 已經站穩時間考驗的證券分析方法 - 投資者的實際行為 日期：9.3.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200301	Cyber Security in Financial Services - Cyber Security Tools, Defence and Mitigation 金融服務的網絡安全 - 網絡安全防預工具 日期：9.3.19 時間：2:00pm - 5:00pm 時數：3 小時	HK\$ 300	3	3 non-core	3	Social Media Marketing
744F2	Know Your Customers' Investment Psychology Module 2: Understanding Investment Psychology 客戶投資心理解說單元二：投資心理 日期：11.3.19 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
618F2	Current Development on Investment Products Module 3: Forex/Currency and Commodity Market 投資產品發展近況單元三：外匯及商品市場 日期：11.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Investment & Financial Planning
PE4200367	Regulatory Requirements for Selling Financial Products Updates Module 11: Regulatory Compliance Updates III 銷售金融產品的監管要求新知單元十一：遵從法規指引新 知 III 日期：11.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance
PE4200361	理財計劃中不應被忽略的環節 - 殯儀安排與費用 NEW 日期：12.3.19 時間：7:00pm - 10:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Investment & Financial Planning
812E2	Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 2: First 7 Lessons to the Highest Personal Effectiveness 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 日期：13.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
273I2	A Comparison of Insurance Law between China & Hong Kong 中 中港保險法比較 日期：13.3.19 時間：1:15pm - 6:15pm 時數：5小時	HK\$ 450	5	5 non-core	5	Law

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PE4200338	Mainland Contemporary Financial Topics Module 11: Opportunities for Financial Services in The Greater Bay Area 內地當前財經熱話單元十一：粵港澳大灣區與香港金融業務的機遇 日期：13.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
PE4200236	Shanghai / Shenzhen-Hong Kong Stock Connect - Module 1: Recent Development 滬 / 深港通 - 單元一：最新發展 日期：13.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
16212	Legal Knowledge for Life Insurance Selling 銷售人壽保險的法律須知 日期：14.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Life & Health Insurance
SC-1315-07	Boost Your Work Competence with NLP Module 4: NLP Selling techniques for Insurance Practitioners 「身心語言程式學」工作坊單元四：NLP的成功銷售學 日期：14.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
781E2	Motor Insurance Claims 汽車保險索償 日期：14.3.19 時間：2:00pm - 6:00pm 時數：4小時	HK\$ 360	-	4 non-core	4	General Insurance
PBA00019	Essential Skills for Change Management Module 1: Understand the Changing Environment 變革管理技巧單元一：了解不斷變化的環境 日期：14.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Management
PBA00032	Property & Pecuniary Insurance Coverage for Property Management Industry, Underwriting and Claims Handling with interesting cases sharing 物業管理行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 日期：15.3.19 時間：2:15pm - 6:15pm 時數：4小時	PIBA CPD* HK\$ 360	-	4 non-core	4	General Insurance
SC-2064-11	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 日期：15.3.19 時間：3:00pm - 5:00pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200340	MPF Training Programme Module 4: Conduct of MPF Intermediaries and Development of the MPF System 強積金培訓單元四：強積金中介人操守及強積金制度發展 日期：15.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Regulatory Requirements

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806E2	Leadership & Management Industry - Building Team Communication & Resolving Conflict 保險業之領導與管理技巧 - 團隊溝通及衝突管理 日期: 16.3.19 時間: 9:00am - 2:00pm 時數: 5小時	中 HK\$ 450	5	5 non-core	5	Personal Development
PE4200372	FinTech, Insurtech & Creative Business Management Module 4: Virtual Currencies, Bitcoin and Blockchain III 金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理單元四: 虛擬貨幣、比特幣和區塊鏈 III 日期: 16.3.19 時間: 12:30am - 2:30pm 時數: 2小時	NEW HK\$ 200	2	2 non-core	2	Sales & Marketing
PE4200373	FinTech, Insurtech & Creative Business Management Module 5: ICO, STO and Microfinance 金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理單元五: ICO、STO 和微金融 日期: 16.3.19 時間: 3:00pm - 6:00pm 時數: 3小時	NEW HK\$ 300	3	3 non-core	3	Sales & Marketing
PE4200032	Health Insurance: Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure I & II 健康保險: 保險從業員須具備的醫學知識 - 病史申報 I 及 II 日期: 16.3.19 時間: 3:00pm - 6:00pm 時數: 3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
826E2	Investment Strategies Series Module 2: Trend Following Investment Strategies 投資策略系列單元二: 順勢交易投資策略 日期: 18.3.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
400E2	Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 6: Enhanced Regulation of MPF Intermediaries (1 hour) 銷售合規須知及最新修訂(金融產品中介人)單元六: 加強對強積金中介人的規管 (1小時) 日期: 18.3.19 時間: 6:30pm - 7:30pm 時數: 1小時	● HK\$ 285 (個別單元 每個 HK\$ 170)	2	2 core	2	MPF Regulatory Requirement
401E2	Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 7: Conduct Requirements of MPF Intermediaries (1 hour) 銷售合規須知及最新修訂(金融產品中介人)單元七: 強積金中介人的操守要求 (1小時) 日期: 18.3.19 時間: 7:30pm - 8:30pm 時數: 1小時	●				
828E2	Investment Strategies Series Module 4: Short Term Intraday Trading Strategies 投資策略系列單元四: 即日交易投資策略 日期: 18.3.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning

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● *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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PBA00016	China Real Estate Investment Strategies Module 1: China Real Estate Development 中國房地產投資策略單元一：中國房地產發展 日期：18.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Mainland Market
148I3	Criminal Law Relating To Insurance 保險相關刑事法律 日期：18.3.19 & 19.3.19 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$ 450	-	5 non-core	5	General Insurance
260I2	Employees' Compensation Ordinance 僱員補償條例 日期：19.3.19 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
SC-1889-10	Selling Genius Workshop (Insurance & Investment Professionals) Module 3: Sales Coaching 銷售奇才研習坊（保險及投資專業人士）單元三：銷售教練 日期：19.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Sales & Marketing
SC-2071-11	Sales Essentials for Financial Professionals Module 4: Meta-Coaching Sales and Management Skills 銷售要訣（財經專才系列）單元四：Meta-Coaching 教練式銷售和管理 日期：19.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Sales & Marketing
PE4200379	Smart tips for selecting the suitable travel insurance – emergency assistance and typhoon delay or cancellation 明智選擇合適的旅行保險 - 緊急支援及颱風延誤和旅行取消 日期：19.3.19 時間：2:15pm - 6:15pm 時數：4小時	HK\$ 360	-	4 non-core	4	General Insurance
749F2	Understanding Mainland Financial System Module 1: Mainland Business Culture & Government Structure 內地金融制度入門單元一：內地商業文化與政府管理機制 日期：19.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Mainland Market
SC-2065-11	Boost Your Work Competence with NLP Module 6: Professional Sales Presentation 「身心語言程式學」工作坊單元六：銷售演說技巧 日期：20.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
PE4200237	Shanghai / Shenzhen - Hong Kong Stock Connect - Module 2: Overview 滬 / 深港通 - 單元二：概況 日期：20.3.19 時間：6:30pm - 9:30pm 時數：3 小時	 HK\$ 270	3	3 non-core	3	Investment & Financial Planning

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PBA00027	Understanding RMB Internationalization and Financial Instruments Module 2: RMB Bonds 人民幣國際化和金融工具單元二：人民幣債券 日期：20.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200345	Electronic Financial Service and Big Data Module 3: Big Data Concepts and Applications in Insurance 電子金融服務與大數據單元三：應用大數據在保險服務 日期：21.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 500	5	5 non-core	5	Sales & Marketing
394E2	DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 3: DISC Profiling Tools and Techniques “DISC” 性格創富（保險及投資專業人士）學習坊單元三：DISC分析工具和技巧 日期：21.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
PBA00063	Life & Medical Insurance - Help Your Clients Avoid Non-disclosure 壽險及醫療險 - 協助客人避免漏報 日期：21.3.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
PBA00044	Mind Management Series – Stress Management Module 4: Stress Reduction Techniques (Helping Others) 心靈管理系列 - 壓力管理單元四：提升抗逆能力減壓法（助人） 日期：21.3.19 時間：3:00pm - 5:00pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
728E2	Communicating without Talking for Financial Professionals Module 3: Non-verbal Communication Skills II – Understanding Insurance Customers through Body Language 「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 日期：21.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200267	Enhancing Interpersonal Relationships – Enneagram: Overview 提升人際關係 - 九型人格：概要 日期：21.3.19 時間：6:30am - 8:30am 時數：2 小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200184	Legacy Planning and Legacyology Module 3: Mainland Estate Planning and Related Compliance 傳承規劃和傳承學單元三：內地遺產規劃及相關法規 日期：21.3.19 & 22.3.19 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$ 450	5	5 non-core	5	Law
PE4200243	Product Liability Insurance for Manufacturers and Exporters 產品責任保險（承保製造商及出口商） 日期：22.3.19 & 29.3.19 時間：6:45pm - 9:15pm 時數：5小時（共2堂）	HK\$ 450	-	5 non-core	5	General Insurance

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PBA00023	Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 2 社交媒體和雲端競爭優勢 [金融專才] 單元二 日期：23.3.19 時間：2:00pm - 6:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Social Media Marketing
PE4200033	Health Insurance : Medical Knowledge for Insurance Practitioners – Medical Examiner’s Report 健康保險 :保險從業員須具備的醫學知識 - 體檢報告 日期：23.3.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
614F3	Advanced Technical Analysis Module 4: Gap Theory, Granville Rules 股市技術分析進階課程單元四：裂口理論, 葛蘭碧八大法則 日期：25.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200368	Regulatory Requirements for Selling Financial Products Updates Module 12: Regulatory Compliance – Selling Practice for Front Office NEW 銷售金融產品的監管要求新知單元十二：監管合規 - 前線銷售實踐 日期：25.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance
611F3	Advanced Technical Analysis Module 1: Volume, Open Interest 股市技術分析進階課程單元一：成交量、未平倉合約 日期：25.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200180	Mainland Contemporary Financial Topics Module 7: China shadow banking: The next crisis? 內地當前財經熱話單元七：中國影子銀行：下一個危機？ 日期：25.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Mainland Market
720F2	Best Practices for Financial Products Intermediaries Module 1 – Sales Compliance Reviews and Updates I 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 日期：26.3.19 時間：1:00pm - 4:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Compliance
395E2	DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 4.:DISC Selling Skills “DISC” 性格創富 (保險及投資專業人士) 學習坊單元四：DISC在保險及投資銷售的應用 日期：26.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
274E2	Law Relating to Asset Protection - Trusts 資產保障相關法律 - 信托 日期：26.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning

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721F2	Best Practices for Financial Products Intermediaries Module 2 – Sales Compliance Reviews and Updates II 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 日期：26.3.19 時間：4:15pm - 6:15pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance
PE4200292	Behavioral Economics for the Finance Industry Module 1 行為經濟學(金融業)單元一 日期：26.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
780E2	Alternative Insurance Dispute Resolution 保險索償替代爭議解決方法 日期：27.3.19 時間：9:30am - 12:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Dispute Resolution
PE4200238	Shanghai / Shenzhen-Hong Kong Stock Connect - Module 3: Risk Management 滬 / 深港通 - 單元三: 風險管理 日期：27.3.19 時間：6:30pm - 8:30pm 時數：2 小時	HK\$ 180	2	2 non-core	2	Investment & Financial Planning
PE4200246	Mainland Contemporary Financial Topics Module 8: High Net-worth Mainlanders - Go Global 內地當前財經熱話單元八: 內地高淨值人士 - 邁向全球 日期：27.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
PBA00045	Mind Management Series – Stress Management Module 5: Stress Reduction Techniques (Self-helping) 心靈管理系列 - 壓力管理 單元五: 提升抗逆能力減壓法 (自助) 日期：28.3.19 時間：2:00pm - 4:00pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200340	MPF Training Programme Module 4: Conduct of MPF Intermediaries and Development of the MPF System 強積金培訓單元四：強積金中介人操守及強積金制度發展 日期：28.3.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Regulatory Requirements
PE4200225	Global Taxation Overview Module 2: Common Reporting Standard 環球稅制概覽單元二: 全球稅務資訊交換 日期：28.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
PE4200349	Securities Analysis Approaches That Have Stood The Test Of Time - Fundamental Analysis (Company Analysis) 已經站穩時間考驗的證券分析方法-基本分析中的公司分析 日期：29.3.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200104	Legacy Planning and Legacyology Module 5: Legacy Planning Solutions for High Net-worth Customers 傳承規劃和傳承學單元五：高端客戶的傳承規劃方案 日期：29.3.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Law

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PE4200179	Mainland Contemporary Financial Topics Module 6: China non-performing assets: Problem and solution 內地當前財經熱話單元六：中國不良資產：問題與對策 日期：29.3.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Mainland Market
737F2	Asian Securities Markets Module 2: Reforms after Financial Crisis 亞洲證券市場單元二：亞洲金融危機及改革 日期：30.3.19 時間：9:00am - 11:00am 時數：2小時	HK\$ 180	2	2 non-core	2	Investment & Financial Planning
819E2	Risk Assessment and Management for Financial Service Executives Module 5: Risk Management in Financial Market 風險評估及管理(財經業人士)單元五：財經市場的風險管理 日期：30.3.19 時間：9:00am - 12:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200268	Enhancing Interpersonal Relationships – Enneagram: Overview and Personality Development 提升人際關係 - 九型人格: 概要 及 個性擴展 日期：30.3.19 時間：9:00am - 1:00pm 時數：4 小時	中 HK\$ 360	4	4 non-core	4	Personal Development
738F2	Asian Securities Markets Module 3: Alternative Investments & Difference between Western / Eastern Securities Markets 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 日期：30.3.19 時間：11:15am - 2:15pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
396E2	Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2: MPF Recent Development 銷售合規須知及最新修訂(金融產品中介人)單元二: 強積金最新發展 Date : 30.3.19 Time : 12:15pm - 2:15pm Duration : 2 hours	ENG HK\$ 285	2	2 core	2	MPF Regulatory Requirements
PE4200302	Cyber Security in Financial Services - Cyber Security Regime and Management 金融服務的網絡安全 - 網絡安全機制和管理 日期：30.3.19 時間：2:00pm - 5:00pm 時數：3 小時	HK\$ 300	3	3 non-core	3	Social Media Marketing
SC-1761-09	Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 2: The Innovation Process 創意增值(保險專業人士)研習坊單元二：創意思維過程 日期：30.3.19 時間：2:00pm - 6:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Personal Development

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724F2	Best Practices for Financial Products Intermediaries Module 5 – Surviving the Financial Crisis with Investment / Insurance Customers I 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 日期：1.4.19 時間：10:00am - 1:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Personal Development
PE4200245	Regulatory Requirements for Selling Financial Products Updates Module 8: Selling Practice in Hong Kong 銷售金融產品的監管要求新知單元八：香港銷售實務 日期：1.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance
735E3	Criminal Law Relating To Insurance – Theft Robbery and Burglary 保險相關刑事法律 - 盜竊搶劫及入屋犯法 日期：1.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	-	3 non-core	3	General Insurance
761F2	Anti-Money Laundering and Counter-Terrorist Financing Ordinance and Relevant Regulatory Requirements Module 1 打擊洗錢及恐怖分子資金籌集條例和相關監管要求單元一 日期：2.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Compliance
PE4200050	Advanced Management Skills for Financial Professionals Module 3: Managing Time for Work-Life Integration 金融專業管理技巧(進階課程)單元三：工作與生活共融的時間管理 日期：2.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Management
PE4200183	Bankruptcy Laws Relating to Credit Risk and Insurance - The Real Risk 信貸風險與保險相關的破產法律 - 風險所在 日期：2.4.19 & 3.4.19 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$ 450	5	5 non-core	5	Law
262I2	Hong Kong Insurance Legal Cases 香港保險法例個案 日期：3.4.19 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
PE4200282	Health Management Series Module 1: Eating and Nutrition 健康管理與養生系列單元一：進食與營養 日期：3.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Life & Health Insurance
725F2	Best Practices for Financial Products Intermediaries Module 6 – Surviving the Financial Crisis with Investment / Insurance Customers II 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 日期：3.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Personal Development

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PBA00046	Mind Management Series – Stress Management Module 6: Overcoming Anxiety and Depression 心靈管理系列 - 壓力管理單元六:克服恐懼減壓技巧 日期: 3.4.19 時間: 6:30pm - 8:30pm 時數: 2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200215	Mainland - Hong Kong Mutual Recognition of Funds – Module 1: Overview 內地與香港基金互認 - 單元一: 概況 日期: 3.4.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200059	Achieving Wealth Management Excellence Series Module 4: Rectification of Bad Investment Habits 財富管理技巧深造系列單元四: 改正不良投資習慣 日期: 3.4.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200346	Electronic Financial Service and Big Data Module 4: Artificial Intelligence (AI) in Insurance 電子金融服務與大數據單元四: 應用人工智能在保險服務 日期: 4.4.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 300	3	3 non-core	3	Sales & Marketing
PE4200181	Legacy Planning and Legacyology Module 6: Legal Principles and Tools of Legacy Planning for High Net - worth Customers 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 日期: 4.4.19 時間: 1:00pm - 6:00pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Law
PE4200339	Health Insurance: Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure III 健康保險: 保險從業員須具備的醫學知識 - 病史申報 III 日期: 4.4.19 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
PBA00017	China Real Estate Investment Strategies Module 2: Analyzing China Real Estate Market 中國房地產投資策略單元二: 中國房地產市場分析 日期: 4.4.19 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Mainland Market
PE4200336	Highlights of International and Local Personal Data Regulations for Insurance and Financial Industry 國際及本地保險及金融業相關的個人資料法規 日期: 4.4.19 時間: 6:45pm - 9:45pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Compliance
752F2	Understanding Mainland Financial System Module 4: Fundamental PRC Taxation Regime 內地金融制度入門單元四: 內地稅務制度 日期: 6.4.19 時間: 9:00am - 12:00pm 時數: 3小時	HK\$ 270	3	3 non-core	3	Mainland Market

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PBA00022	Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 1 社交媒體和雲端競爭優勢[金融專才]單元一 日期：6.4.19 時間：11:30am - 2:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Social Media Marketing
731F2	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 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 日期：6.4.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Social Media Marketing
410B2	Technical Analysis Module 1: Basic Charting and Pattern Analysis 股票圖表走勢分析單元一：基本圖表及形態分析 日期：8.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200367	Regulatory Requirements for Selling Financial Products Updates Module 11: Regulatory Compliance Updates III 銷售金融產品的監管要求新知單元十一：遵從法規指引新知 III 日期：8.4.19 時間：6:30pm - 8:30pm 時數：2小時	NEW HK\$ 200	2	2 non-core	2	Compliance
PE4200069	MPF Training Programme Module 2: MPF & HK Retirement Needs 強積金培訓單元二：強積金與香港退休需要 日期：8.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Products & Others
412B2	Technical Analysis Module 3: Technical Indicators: Moving Averages, MACD and RSI 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 日期：8.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200248	Mainland Contemporary Financial Topics Module 10: FinTech in China – From Virtual to Reality 內地當前財經熱話單元十：國內金融科技 - 從虛擬到現實 日期：8.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
PE4200284	Health Management Series Module 3: Balanced Diet 健康管理與養生系列單元三：均衡飲食 日期：9.4.19 時間：10:00am - 1:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Life & Health Insurance
SC-2066-11	Boost Your Work Competence with NLP Module 7: NLP Conflict Resolution 「身心語言程式學」工作坊單元七：NLP排難解紛 日期：9.4.19 時間：1:00pm - 5:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Personal Development

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296E2	Business Networking Workshop for Insurance Practitioners Module 3: An introduction to influencing skills for networking 商務人際網絡的建立－保險從業員工作坊單元三：建立人際網絡的說服技巧概論 日期：9.4.19 時間：1:00pm - 5:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Sales & Marketing
703E3	Certificate Course in Legal Liability Part III - Strict Liability ENG 法律責任證書課程第三單元－嚴格責任 Date : 9.4.19 Time : 1:15pm - 6:15pm Duration : 5 hours	HK\$ 450	5	5 non-core	5	Law
729E2	Communicating without Talking for Financial Professionals Module 4: Non-verbal Communication Skills III – Managing your Look; Optimizing your Business Opportunities 「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 日期：9.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200247	Mainland Contemporary Financial Topics Module 9: Mainland Corporate Banking – Future Road Map 內地當前財經熱話單元九：國內公司銀行 - 明天的路線圖 日期：9.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
742F2	Financial Planning (Estate Inheritance and Probate) 財務策劃（遺產繼承與承辦） 日期：10.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PBA00021	Essential Skills for Change Management Module 3: Stakeholder Management 變革管理技巧單元三：持分者管理 日期：10.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Management
PE4200216	Mainland-Hong Kong Mutual Recognition of Funds – Module 2: Cross-border Fund Arrangement 內地與香港基金互認 - 單元二：跨境基金安排 日期：10.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Investment & Financial Planning
PE4200176	Mainland Contemporary Financial Topics Module 3: Qianhai: Potential for cooperation or competition 內地當前財經熱話單元三：前海：合作還是競爭 日期：10.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Mainland Market
PE4200338	Mainland Contemporary Financial Topics Module 11: Opportunities for Financial Services in The Greater Bay Area 內地當前財經熱話單元十一：粵港澳大灣區與香港金融業務的機遇 日期：10.4.19 時間：6:30pm - 9:30pm 時數：3小時	中 HK\$ 300	3	3 non-core	3	Investment & Financial Planning

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PE4200251	FinTech and the Finance Industry Module 3: The Future of Banking 金融科技與金融業單元三：未來金融業的模樣 日期：11.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Social Media Marketing
746E2	Travel Insurance (Person) 旅遊保險（人身） 日期：11.4.19 時間：6:45pm - 9:45pm 時數：3小時	中 HK\$ 270	-	3 non-core	3	General Insurance
704E3	Certificate Course in Legal Liability Part IV – Employer's Liability and Motor Liability 法律責任證書課程第四單元 - 僱主責任及汽車責任 日期: 12.4.19 時間: 1:15pm - 6:15pm 時數: 5小時	HK\$ 450	5	5 non-core	5	Law
PE4200340	MPF Training Programme Module 4: Conduct of MPF Intermediaries and Development of the MPF System 強積金培訓單元四：強積金中介人操守及強積金制度發展 日期：12.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Regulatory Requirements
PE4200205	Know your Customers' Investment Psychology Module 4: The Psychology of Assets Allocation & Financial Planning 客戶投資心理學單元四: 理財策劃與資產配置心理學 日期：12.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning
765F2	Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 3: How to use mediation skills to resolve financial disputes? 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 日期：12.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 330	3	3 non-core	3	Dispute Resolution
PE4200141	Employee Benefits Series – Travel Insurance 僱員福利系列 - 旅遊保險 日期：12.4.19 時間：6:45pm - 9:45pm 時數：3小時	HK\$ 270	-	3 non-core	3	General Insurance
608F2	Industry Analysis and Stock Investment Series for Insurance Practitioners Module 3: Consumer Goods 保險從業員的行業分析與股票投資系列單元三：消費股 日期：13.4.19 時間：9:00am - 12:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
SC-2062-11	Persuasion Skills for Financial Professionals Module 3: Influencing People Consciously and Subconsciously 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 日期：13.4.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development

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PBA00028	Understanding RMB Internationalization and Financial Instruments Module 3: RMB Investment Funds and Other Financial Products 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 日期：13.4.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200269	Enhancing Interpersonal Relationships – Enneagram: Overview and Application at Work 提升人際關係 - 九型人格: 概要 及 工作應用 日期：13.4.19 時間：9:00am - 2:00pm 時數：5 小時	中 HK\$ 450	5	5 non-core	5	Personal Development
PE4200375	FinTech, Insurtech & Creative Business Management Module 7: Sharing Economy NEW 金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理單元七：共享經濟 日期：13.4.19 時間：11:30am - 2:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Sales & Marketing
609F2	Industry Analysis and Stock Investment Series for Insurance Practitioners Module 4: Utilities and Infrastructure 保險從業員的行業分析與股票投資系列單元四：公用股及基建股 日期：13.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200143	Employee Benefits Series – Medical Insurance 僱員福利系列 - 醫療保險 日期：13.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
PE4200365	The Cybersecurity Next Frontier - Recent Development in the Cybersecurity Space NEW 網絡安全的新領域 - 網絡安全最新發展 日期：13.4.19 時間：2:00pm - 5:00pm 時數：3 小時	HK\$ 300	3	3 non-core	3	Social Media Marketing
PE4200376	FinTech, Insurtech & Creative Business Management Module 8: P2P NEW 金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理單元八：點對點金融 日期：13.4.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 300	3	3 non-core	3	Sales & Marketing
413B2	Technical Analysis Module 4: Elliott Wave Theory 股票圖表走勢分析單元四：艾略特波浪理論 日期：15.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
298E2	Law Relating to Asset Protection – Non-Trust Arrangements 資產保障相關法律 - 信托以外的安排 日期：15.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning

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613F3	Advanced Technical Analysis Module 3: Directional Movement Index (DMI), Commodity Channel Index (CCI), Stochastic Oscillator 股市技術分析進階課程單元三：動向指標、順勢指標、隨機指標 日期：15.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200244	Regulatory Requirements for Selling Financial Products Updates Module 7: Latest Banking / Securities Compliance 銷售金融產品的監管要求新知單元七：最新的銀行 / 證券合規 日期：15.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Compliance
SC-2086-12	Strengthening Your Influential Power Course Module 5 – Leading Change 強化影響力課程單元五：引領變革 日期：16.4.19 時間：2:00pm - 6:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Personal Development
PE4200266	Construction All Risks (C.A.R.) and C.A.R. Employees' Compensation Insurances Underwriting and Claims Handling with Interesting Cases Sharing 工程綜合保險及有關工程勞工保險：保單範圍、索償程序及個案分享 日期：16.4.19 時間：2:15pm - 6:15pm 時數：4小時	HK\$ 360	-	4 non-core	4	General Insurance
PE4200228	MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries 強積金培訓單元一：強積金中介人預設投資策略 (DIS) 培訓課程 日期：16.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Regulatory Requirements
PE4200252	FinTech and the Finance Industry Module 4: How Blockchain could Change the World 金融科技與金融業單元四：區塊鏈如何改變世界 日期：16.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Social Media Marketing
PE4200361	理財計劃中不應被忽略的環節 - 殯儀安排與費用 ▲ NEW 日期：16.4.19 時間：7:00pm - 10:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Investment & Financial Planning
PE4200074	Family Laws for Financial Planners 家庭法 (理財策劃師須知) 日期：17.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning

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813E2	Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 3: Master Personal Performance & Say Goodbye to Incongruence 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 日期：17.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Personal Development
PE4200172	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 日期：17.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Compliance
PE4200274	Asian Securities Markets Module 5: Mainland Securities Market for Foreign Investments 亞洲證券市場單元五：外資參與內地證券市場 日期：18.4.19 時間：6:30am - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
748E2	Travel Insurance (Pecuniary Interests) 旅遊保險(經濟權益) 日期：18.4.19 時間：6:45pm - 9:45pm 時數：3小時	 HK\$ 270	-	3 non-core	3	General Insurance
814E2	Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 4: Transcend the Ordinary You, Excel the Highest Personal Effectiveness 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 日期：23.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
612F3	Advanced Technical Analysis Module 2: Momentum, Rate of Change, BIAS, William's Index, OBV (On Balance Volume) 股市技術分析進階課程單元二：動量指標、變速率、乖離率、威廉指標、淨值成交量 日期：23.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
411B2	Technical Analysis Module 2: Japanese Candlestick 股票圖表走勢分析單元二：陰陽燭 日期：23.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200182	Bankruptcy Laws Relating to Credit Risk and Insurance – Trustee in Bankruptcy and Voluntary Arrangement 信貸風險與保險相關的破產法律 - 破產管理人與自願安排 日期：23.4.19 & 24.4.19 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$ 450	5	5 non-core	5	Law
SC-2067-11	Boost Your Work Competence with NLP Module 8: Handling Difficult Customers 「身心語言程式學」工作坊單元八：處理刁難客戶 日期：24.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development

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PBA00047	Mind Management Series – Stress Management Module 7: Handling Customers' Emotions 心靈管理系列 - 壓力管理 單元七：平息客戶情緒技巧 日期：24.4.19 時間：3:00pm - 5:00pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200122	Understanding RMB Internationalization and Financial Instruments Module 4: Impact of Shanghai - Hong Kong Stock Exchange Connect Programme on RMB Internationalization 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 日期：24.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
445E2	Health Insurance: Medical Expenses and the Insurance Market 健康保險：醫療開支與保險市場 日期：25.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
818E2	Risk Assessment and Management for Financial Service Executives Module 4: Techniques of Reading Risks from Financial Statements II 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 日期：25.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200258	Essential Technical Insurance knowledge for effective service quality enhancement – Module 6: Basic Claims Concepts 優越服務必須掌握的保險知識 - 單元六: 理賠概念 日期：26.4.19 時間：9:30pm - 12:30 pm 時數：3小時	HK\$ 270	-	3 non-core	3	General Insurance
396E2	Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2: MPF Recent Development 銷售合規須知及最新修訂(金融產品中介人)單元二：強積金最新發展 Date: 26.4.19 Time: 6:30pm - 8:30pm Duration: 2 hours	ENG HK\$ 285	2	2 core	2	MPF Regulatory Requirements
747E2	Travel Insurance (Property) 旅遊保險 (財產) 日期：26.4.19 時間：6:45pm - 9:45pm 時數：3小時	中 HK\$ 270	-	3 non-core	3	General Insurance
454D2	Key Economic Indicators and Investment Planning Module 4: Analysis of Economic Indicators of Major Markets and Limitation of Economic Indicators 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 日期：27.4.19 時間：9:00am - 1:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Investment & Financial Planning

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SC-2060-11	Persuasion Skills for Financial Professionals Module 1: Master Persuasion Skills to Get Exactly What You Want 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 日期：27.4.19 時間：9:00am - 2:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Personal Development
PBA00018	China Real Estate Investment Strategies Module 3: China Real Estate Investments 中國房地產投資策略單元三：中國房地產投資 日期：27.4.19 時間：9:00am - 4:00pm 時數：6小時 (1小時午膳)	HK\$ 540	6	6 non-core	6	Mainland Market
SC-1760-09	Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 1: What is Creativity? 創意增值(保險專業人士)研習坊單元一：什麼是創意思維？ 日期：27.4.19 時間：12:30am - 2:30pm 時數：2小時	HK\$ 180	2	2 non-core	2	Personal Development
PE4200366	The Cybersecurity Next Frontier - New Industry Practices and Regulatory Regimes 網絡安全的新領域 - 最新防禦措施及監管要求 日期：27.4.19 時間：2:00pm - 5:00pm 時數：3 小時	NEW HK\$ 300 ▲	3	3 non-core	3	Social Media Marketing
453D2	Key Economic Indicators and Investment Planning Module 3: Coincident and Lagging Economic Indicators 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 日期：27.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
PE4200374	FinTech, Insurtech & Creative Business Management Module 6: Insurtech 金融科技(FinTech)、保險金融科技(Insurtech)與創意營商管理單元六：Insurtech 日期：27.4.19 時間：3:00pm - 6:00pm 時數：3小時	NEW HK\$ 300 ▲	3	3 non-core	3	Sales & Marketing
446E2	Health Insurance: Medical Insurance Claims for Insurance Intermediaries 健康保險：醫療保險索償（保險中介人須知） 日期：27.4.19 時間：3:00pm - 6:00pm 時數：3小時	HK\$ 270	-	3 non-core	3	Life & Health Insurance
825E2	Investment Strategies Series Module 1: Long Term Investment Strategies 投資策略系列單元一：長線投資策略 日期：29.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Investment & Financial Planning
PE4200348	Securities Analysis Approaches That Have Stood The Test Of Time - Fundamental Analysis (Industry Analysis) 已經站穩時間考驗的證券分析方法 - 基本分析中的行業分析 日期：29.4.19 時間：2:00pm - 5:00pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning

▲ Subject to HKCAAVQ approval

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Code 編號	Programme Information 課程資料	Fee 學費	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局 CPD	Category 類別
PE4200368	Regulatory Requirements for Selling Financial Products Updates Module 12: Regulatory Compliance – Selling Practice for Front Office 銷售金融產品的監管要求新知單元十二：監管合規 - 前線銷售實踐 日期：29.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 200	2	2 non-core	2	Compliance
827E2	Investment Strategies Series Module 3: Medium Term Swing Investment Strategies 投資策略系列單元三：中線波段投資策略 日期：29.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 270	3	3 non-core	3	Investment & Financial Planning
SC-1890-10	Selling Genius Workshop (Insurance & Investment Professionals) Module 4: The Selling Genius 銷售奇才研習坊 (保險及投資專業人士) 單元四：銷售奇才 日期：30.4.19 時間：1:00pm - 5:00pm 時數：4小時	HK\$ 360	4	4 non-core	4	Sales & Marketing
297E2	Business Networking Workshop for Insurance Practitioners Module 4: Action plan for personal development specific to networking 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 日期：30.4.19 時間：1:00pm - 6:00pm 時數：5小時	HK\$ 450	5	5 non-core	5	Sales & Marketing
PE4200228	MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries 強積金培訓單元一：強積金中介人預設投資策略 (DIS) 培訓課程 日期：30.4.19 時間：6:30pm - 8:30pm 時數：2小時	HK\$ 285	2	2 core	2	MPF Regulatory Requirements
PE4200293	Behavioral Economics for the Finance Industry Module 2 行為經濟學(金融業)單元二 日期：30.4.19 時間：6:30pm - 9:30pm 時數：3小時	HK\$ 300	3	3 non-core	3	Investment & Financial Planning

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短期課程
Short Courses



認可兒童財商導師課程

財商教育協會 與 職業訓練局高峰進修學院聯合主辦

課程背景

自從2007-2008年全球金融危機爆發後，世界各國的教育組織均紛紛重新審視財商教育的重要性。眾多教育學家一律指出，兒童的初期教育及生活習慣對其成長後的價值觀會造成深遠的影響。因此，良好的財商教育絕對是孩子一生受用的財富。

課程目的

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

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

1. 為不同年齡層的小孩設計財商活動
2. 利用簡單、有趣的遊戲讓孩子理解複雜的理財概念，並將之應用於生活之上
3. 利用兩套具啟發性的財商教育桌上遊戲棋
4. 從日常生活訓練小朋友的財商思維及培養其對家庭的責任感
5. 糾正小孩常見的錯誤金錢觀和壞習慣，讓其懂得作出價值判斷
6. 通過財商教育遊戲活動，提升小孩的生命素質及情操

課程目的

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

課程對象

金融及保險從業員、老師、社工、兒童教育工作者、家長等。

課程導師



關顯彬先生

本課程設計者、財商教育協會課程及培訓總監

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

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

關先生亦為知名教育作家，經常接受香港有線電視、無線電視台、香港電台文教組及網上媒體訪問及發表其理財教育抱負；曾擔任《香港經濟日報》兒童理財教育專欄作家，多次被學校、教會、教育組織及社區團體等邀請主領親子理財教育講座及教授有關係列課程。其著作包括

《小管家理財方程式》、《理財理出智慧》、《生命轉捩點》、《刻苦孩子不怕痛》、《讓孩子心中有數》及《進入孩子心靈的蜜語》。

Code
編號

Programme Information
課程資料

PE4200202

認可兒童財商導師課程

日期：2019年2月21日 - 4月11日 (逢星期四)

時間：7:30pm - 10:00pm

學費：HK\$5,400

地點：高峰進修學院

總時數：20小時理論課及實習計劃

上課形式：講授、個案討論、工作坊及遊戲活動等

期終課業：獨自設計一項理財活動計劃

授課語言：粵語

Note: Unless otherwise specified, all classes are conducted in Cantonese, and either Chinese **OR** English programme handouts will be provided. For enquiries, please contact us at 2836 1922.

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理論課大綱

查詢及報名 Enquiries & Enrollment

Mr. Matt Chan 陳先生

電話 Tel: 2919 1545

電郵 Email: hin14@vtc.edu.hk

網址 Website: www.peak.edu.hk

1. 財商教育的重要性
 - 甚麼是財商教育？其重要性如何？
 - 世界各地兒童財商教育發展的情況
 - 認識自我的理財態度
 - 兒童財商教育八個方向的概念流程圖
2. 兒童經濟教育與生活的關係
 - 經濟教育與財商教育的關係
 - 從經濟概念到遊戲與範例
 - 兒童財商教育思路的重點
3. 從心理成長看兒童理財
 - 從心理成長看兒童理財教育的四個階段
 - 3至12歲兒童理財教育重點
 - 認識兒童理財態度
 - 糾正孩子面對偷竊行為
4. 兒童的第一及第二個理財世界：金錢本質及零用錢
 - 讓兒童認識金錢本質
 - 零用錢對兒童成長的重要性
 - 零用錢的分配與兒童生活上的意義
 - 零用錢與家務及學業上的關係
 - 收支紀錄的重要性 (理財周記)
5. 兒童的第三至第五個理財世界：儲蓄、消費及預算
 - 成功儲蓄的幾個要素
 - SMART儲蓄法 (三合一錢箱的觀念)
 - 四個消費概念 (人生只需四對鞋)
 - 消費預算在生活上的生活學習(家庭經濟課)
6. 兒童的第六至第八個理財世界：保護、增值金錢及分享
 - 兒童如何明白保險的來源與引進保險概念的方法
 - 認識人生風險的重要性
 - 孩子如何認識增值金錢意義與儲蓄的關係
 - 如何引導孩子樂意分享
7. 兒童財商教育桌上遊戲棋
 - 認識本港桌上遊戲小財俊、大智慧(適合9至15歲)
 - 認識本港桌上遊戲\$80環遊世界(適合8至12歲)
 - 認識台灣桌上遊戲理財大富翁 Smart Logics (適合4至8歲)
 - 介紹財商教育協會研發的桌上遊戲棋
8. 伴我成長(財商入屋)計劃及理財教育課程活動編排
 - 介紹如何設計兒童理財活動
 - 如何撰寫兒童理財活動計劃(教學活動)
 - 如何舉辦理財課程及親子理財大型活動
 - 介紹首創「伴我成長(財商入屋)」計劃內容

修畢資格

1. 凡學員於理論課出席率達75% 及
2. 成功通過理財活動計劃

將獲財商教育協會頒發《認可兒童財商導師證書》

(此證書獲得TQUK英國政府資歷考評局 雙重認證機會，詳情請瀏覽

www.fqeahk.com/about1-c1z4o)

截止報名日期

開課前7天

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Anti-Money Laundering Course for Money Service Operators - AMLO Statutory Requirements and Risk Management

金錢服務經營者打擊洗錢課程 - 打擊洗錢條例要求及風險管理

Co-organizer 合辦機構:



HONG KONG
MONEY SERVICE OPERATORS
ASSOCIATION
香港金錢服務業協會

Programme Objectives 課程目標

This programme is jointly organized by our institute with the Hong Kong Money Service Operators Association*. It is designed for money service operators (MSOs) to enable them to better understand the statutory and regulatory requirements regarding Anti-Money Laundering and Counter-Terrorist Financing Ordinance. This will also raise participants' awareness of the importance of risks associated in conducting money service business and compliance review.

本課程由本院與香港金錢服務業協會*合辦，旨在幫助金錢服務經營者更了解打擊洗錢及恐怖分子資金籌集的法例要求、提高從業員對日常營業風險及合規審計的認識。

Course Outlines 課程內容

- Update on AML regulations and industry news 打擊洗錢條例要求及市場資訊
- Risks associated with MSO businesses 金錢服務經營業務風險
- Risk-based approach and risk management 風險為本及風險管理
- Role of AML compliance audit in MSO industry 反洗錢合規審查的作用

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

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

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

Code 編號	Programme Information 課程資料	Medium of Instruction 教學語言
PE4200285	AMLO Statutory Requirements and Risk Management 打擊洗錢條例要求及風險管理 Date 日期: 11 April 2019 (Thursday 星期四) Time 時間: 7:00pm-9:30pm Duration 時數: 2.5 hours/小時 Fee 費用: HK\$590 Or HK\$490**	Teach in Cantonese supplemented with English terminology 廣東話授課，以英文輔助

** Fee Discount: The course only costs MSOA Member HK\$490 each. To verify the eligibility to the special discount, applicants must enroll in the course through the Hong Kong Money Service Operators Association at Tel: 3176 2004, Fax: 3010 8582 or Email: info@msoa.hk

**學費優惠：金錢服務業協會會員報讀本課程只須每位HK\$490。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

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Speakers 講師

Mr. Tse 謝先生

CB, CFA, CPA, FCCA, MBA

Mr. Tse is the founding Chief Executive Officer of the MSOA. He has over 10 years of experience in advisory, finance and banking services. Mr. Tse was invited as a Speaker at the 6th 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10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 陳先生

CPA

Mr. Chan has over 17 years of experience in accounting, auditing, taxation, company secretarial and business consulting, etc. of which includes more than 10 years of experience in 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17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。

課程查詢 Enquiries

Ms. Polly Tam 談小姐

電話 Tel: 2836 1822

電郵 Email: pollytam@vtc.edu.hk

Programme Administration Guidelines

課程管理指引

Enrollment 課程報名

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

Deadline for Application 截止報名日期

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

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

Notification of Class Commencement 開課通知

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

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

Programme Fees / Receipt 學費 / 收據

For a programme commencing within 7 working days^{##} at the time of enrollment, students are required to settle the programme fees 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 non-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 receipts 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或起計7個工作天^{##}內開課，學生必須以現金繳交學費。

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

學生需於第一堂簽收收據，若學生於報名截止日後繳費，收據或會稍遲發出。本院會通知未簽收收據之學生領取收據的安排。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, Wan Chai, Hong Kong. Please refer to the venue directory at PEAK before attending classes, 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, Degree and Postgraduate Diploma 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、學位及深造文憑課程外，所有課程均以廣東話授課，部份輔以英文專業用語，講義為英文或中文。

Attendance-Taking Procedures 點名程序

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

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

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

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

SFC / MPFA / IA 證監會 / 積金局 / 保監處

- 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**職業訓練局大樓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 hour is 0.5. Hence, for students who are late for class, absent from the class or leave before the class ends, even for less than 30 minutes, a minimum of 0.5 hour 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、早退或離開課室不足半小時亦作半小時計算。
- However, for **IA-CPD hour, during the first hour of the class**, for students who are late for class, absent from or leave the class for 15 minutes or more, 1 IA-CPD hour will be deducted. After the first hour of the class, for students who are late for class, absent from the class or leave before the class ends, even for less than 30 minutes, a minimum of 0.5 IA-CPD hour will be deducted.
至於**IA-CPD時數的計算**，學生若於**首一個小時的課堂**遲到或離開課室15分鐘或以上，學生將會被扣減1小時IA-CPD時數。學生若於首一個小時的課堂後遲到、早退或離開課室不足半小時亦作半小時計算，學生將會被扣減最少0.5小時IA-CPD時數。
- Students will not be given any MPFA and SFC hours if they are late for class, absent from the class or leave before the class ends in total for MORE than the specified time shown in the following table.
學生若遲到、早退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 class, absent from class or leave before the class ends for more than the specified time below 若遲到、早退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
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。

Estate Agents Authority (EAA) 地產代理監管局

- Students of EAA Continuing Professional Development (CPD) programmes are required to sign in and out on the attendance sheet for every single class. EAA CPD points 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.
凡參加地產代理監管局持續專業進修 (EAA 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EAA CPD 學分。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.
學生若遲到上課，請立即前往**職業訓練局大樓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。
- EAA CPD points for students will be calculated according to the attendance record. Please note that the minimum unit of EAA CPD point is 1. Hence, for students who are late for class, absent from the class or leave before the class ends for any reason in total for more than 15 minutes, a minimum of 1 EAA CPD point will be deducted.
學生可獲的 EAA CPD 學分將根據出席課堂的記錄計算。有關時數的最少單位為1分，不論任何原因，學生遲到、早退或離開課室合共超過15分鐘或以上均會被扣減1個 EAA CPD 學分。
- Students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for over 1 hour.
學生若遲到、早退或離開課室合共超過1小時，將不能獲得任何EAA CPD學分。
- For multi-session programmes with 11 EAA CPD points or more, students will not be given any EAA CPD points if they are late for class, absent from the class or leave before the class ends in total for more than 20% of the total hours of the programme.
如總時數為11小時或以上的多次性課程，若學生遲到、早退或離開課室合共超過課程總時數的百分之二十，將不能獲得任何EAA CPD學分。
- 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 certificates by mail, PEAK will not be responsible for any loss in mailing. Students who lost their certificates 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.

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

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

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

* Programmes may have different attendance requirements. Please refer to the programme brochures. * 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 Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate Programmes

深造文憑 / 專業文憑 / 專業證書 / 證書課程學生手冊

A Student Handbook for PEAK's Postgraduate Diploma (PgD) / Professional Diploma (PD) / Professional Certificate (PC) / Certificate (C) programmes is available for download from PEAK Website (www.peak.edu.hk) under "Home>Admission>Class Regulations". All PgD / PD / PC / C 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.

本院之深造文憑 / 專業文憑 / 專業證書 / 證書課程學生手冊已上載於本學院網頁 (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。所有於本院就讀深造文憑 / 專業文憑 / 專業證書 / 證書課程 (包括報讀個別單元課程) 的學生均須閱讀及遵守學生手冊內的指引。如有學生需要學生手冊列印本，可於辦公時間內致電2836 1922。

Class / Examination** Arrangement in Times of Typhoons and Rainstorms

颱風及暴雨期間之課堂 / 考試**安排

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

颱風 颱風襲港期間，高峰進修學院課堂 / 考試**安排大致如下：

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

** Examinations refer to internal examinations of PEAK.

** 考試指高峰進修學院校內考試。

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

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

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

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

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

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

Fees 費用

Apart from programme fees, fees will be charged for provision of other programme-related services to students upon a student's request. These services include the handling of module exemption, appeal on assessment results, replacement of award / attendance certificates etc. Students are advised to contact PEAK directly 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 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 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畢業證書正本或影印本，以供查核。

- 畢業生可享折扣優惠的課程以高峰進修學院網站公佈為準。

Classroom Discipline 課室規則

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

Suggestions and Complaints 建議及投訴

PEAK is very keen to receive feedback from students on all aspects of the Institute. If students wish to make a suggestion on or lodge a complaint about any campus matter, they may do so by raising it with the Programme Team Officer. For more details, please call us at 2836 1922 during office hours (Please refer to P. 1 of this prospectus).

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，可向課程組主任提出。學生如需更多詳情可於辦公時間（請參閱本課程手冊第一頁）內致電2836 1922。



Member of VTC Group
VTC 機構成員

報名表

本院專用 Office use only

ver 20181102

Date of Receipt: _____ Handled by: _____

Remarks: _____

Application: Walk-in By Mail By Fax

Payment: Cash Cheque 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 ^(註) (按時間順序)				
由 / 至 (月/年)	考試 / 學歷頒發機構	所獲資格	上課形式 (全日制/兼讀制/遙距學習)	頒授日期 (月/年)

若你希望以成年學生的身份申請入讀課程, 請在方格內加上“√”號。此等入學申請將視乎面試結果而決定是否取錄 (詳情請參閱有關的課程單張)。

就業詳情 ^(註) (按時間順序)			
由 / 至 (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: 港幣 _____



(持卡人姓名)

(持卡人簽署)

申請持續進修基金

如欲申請持續進修基金, 申請人須注意以下事項:

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

請問你是從以下哪途徑得知本課程? (可選多項“√”)

- Yahoo Google PEAK網頁 電郵
 單張 每季課程章程 教育展覽會 朋友
 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三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及第三頁之「(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

1. 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：
 - (a) 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；
 - (b) 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；
 - (c) 核對申請人申請紀錄，以及核對和索取申請人在職業訓練局及其機構成員就讀的紀錄與成績；
 - (d) 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；
 - (e) 儲存獲取錄的申請人資料於學生紀錄系統；及
 - (f) 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。
2. 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。
3. 根據《個人資料（私隱）條例》，申請人/學生有權
 - (a) 查閱高峰進修學院是否持有他的個人資料；
 - (b) 要求獲得上述資料的副本；及
 - (c) 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。
4. 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
5. 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

1. 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。
2. 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。
3. 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。
4. 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。
5. 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。**
6. 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。
7. 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。
8. **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。**
9. 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

1. 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。
2. 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。
3. 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。
4. 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。
5. 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。
6. 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。
7. 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。
8. 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

知識產權

1. 「知識產權」指任何發現、創作、發明、設計、式樣、商標、可作商業用途的科技、數據庫使用權、機密資料、商業秘密、專有技術或任何研究方法，以及所有相關權利，包括：專利、版權、商標、外觀設計、實用新型、其他同類保障權，不論有否在任何國家註冊該等權利；以及前述各項的應用權。知識產權創造者可獲法律保障，享有其創作的經濟權益及控制權。

知識產權政策對學生的適用範圍

2. VTC的知識產權政策適用於所有修讀VTC或其學院/中心的全日制及兼讀制課程的註冊學生，不論課程是否由VTC獨立開辦、與其他伙伴機構合辦或是委託開辦，同樣適用。

知識產權擁有權

3. 學生在學期間會運用局方的器材、設施或資源，包括但不限於繪圖、數據、草圖、檔案、實驗室、文具及消耗品，並於老師指導下，為功課及專題習作創出新意念，因而產生知識產權，日後或有機會用作商業用途。在此情況下，學生擁有該等素材的知識產權，並給予VTC在全球各地永久免版稅的非獨家使用權。此使用權一經給予，不得撤回，表示VTC可複製或使用（包括修改）學生在修讀課程期間，由其本人獨力或與他人合作創造之知識產權的全部或部份材料。該使用權包括但不限於以下情況：

- (a) VTC有權將知識產權的使用權再授予其他人；
- (b) 展出學生的獲獎作品，供宣傳或展示之用；以及
- (c) 於研討會、座談會、課堂及專業會議上引用並使用學生創作的作品。

4. 以下情況則不受上述條文所列的擁有權所規限：當學生獲外間公司及/或VTC贊助進行專題習作，則須按各方在事前簽訂的協議，決定該習作的知識產權屬該公司 / VTC抑或學生所有。此處提及的「贊助」指該公司或VTC給予的支持，可包括以現金或實物形式提供的財政資助、使用該公司或VTC的器材及設施、接觸該公司或VTC與該習作相關的機密資料、圖則、草圖及文件。

學生的義務及承諾

5. 教學人員或學系向學生提供的筆記及課程材料僅供學生個人使用。學生不得將該等資料上載至其他伺服器，亦不得製作印刷或電子複本，供其他非註冊修讀該課程的人士使用。未經許可，課堂期間禁止錄影或錄音。

6. 學生須確定其創作的知識產權素材並無侵犯任何屬於他人的知識產權，特別是版權、道德權利、專利或註冊外觀設計，更不得載有任何損害名譽或誹謗的內容。

7. 任何學生如發現或有理由相信知識產權材料由他人獨自或共同擁有，應立即向VTC舉報。

8. 當學生在註冊入讀VTC或其附屬機構所提供的課程時，每名學生必須同意遵守VTC公布或不時修訂的知識產權政策、規則及規例。所有學生須表示明白遵循有關政策、規則及規例乃繼續修業及取得畢業資格的條件。違反VTC知識產權政策屬嚴重的不當行為，有關個案或會交由學生紀律委員會或相關部門處理及跟進。

(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及第三頁之「(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



Member of VTC Group
VTC 機構成員

ENROLLMENT FORM

本院專用 Office use only ver 20181102

Date of Receipt: _____ Handled by: _____

Remarks: _____

Application: Walk-in By Mail By Fax

Payment: Cash Cheque Credit Card

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

Name (in English): Mr. / Ms. / Miss* (Surname) _____ (Given Name): _____ (in Chinese): _____ 先生 / 女士 / 小姐*

HKID Card / Passport No.: _____ Date of Birth: (dd/mm/yyyy) _____

Correspondence Address: _____

Employing Company: _____ Job Title / Department: _____

E-Mail Address#: (1) _____ (2) _____

Daytime Contact Telephone No.: _____ Mobile Phone No.: _____ Fax No.: _____

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

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

* Please delete as appropriate

I AM APPLYING FOR THE FOLLOWING PROGRAMME

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

FOR APPLICANTS APPLYING FOR AWARD-BEARING PROGRAMMES ONLY

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

(Cardholder's Name) (Authorised Signature)

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF

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

Where did you learn about this programme?
(You may select more than one source by "✓")

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

APPLICANT'S DECLARATION and SIGNATURE

By signing on the "Applicant's signature" on page 3 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 & 3 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 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 the programme prospectus 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 enrollment 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 Prospectus. 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
8. 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

Intellectual Property

1. "Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

Applicability of Intellectual Property Policy to Students

2. VTC's Policy on Intellectual Property is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions/ centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

Ownership of the Intellectual Property

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his/ her course of study. Such right to use will include but not limited to, for example, the followings:

- a) The right of VTC to sub-license the Intellectual Property;
- b) To showcase the award-winning works of the student for publicity or display purpose; and
- c) To refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student's Intellectual Property.

4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and/or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, "sponsor" means support from the Company or VTC, which could include financial assistance (cash or in kind), use of Company's or VTC's equipment and facilities, and access to Company's or VTC's confidential data, drawings, sketches, and documents relating to the project.

Student's Obligations and Warranty

5. Notes and programme materials provided to students by teachers or departments are VTC's properties and shall be used by students only for private study. Students are not permitted to upload such materials to other servers and/ or make copies, either in printed or electronic format, of the materials for other people who are not registered on the studying programme concerned. Video taking or recording during lessons without permission are prohibited.
6. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libelous.
7. Each students 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.
8. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions/ centres, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrollment and graduation. Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institution handling student disciplinary matters, for investigation and consideration.

(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 & 3 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".

Applicant's Signature

Date

Disclaimer

免責聲明

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



www.peak.edu.hk

Hotline 熱線 : 2836 1922

Fax 傳真 : 2891 5707

Email 電郵 : peak@vtc.edu.hk