



Member of VTC Group
VTC 機構成員

持續專業發展課程及短期課程手冊

Continuing Professional Development (CPD)
Programme and Short Course Prospectus



Vision, Mission and Values

學院的願景、使命及信念

Vision 願景

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

在企業及個人專業發展的領域內，成為具備領導地位的知識傳授者和資格鑑定機構。

Mission 使命

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

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

Values 信念

Customer Service 顧客至上

Innovation 意念創新

Quality 全面優質

Results 著重成果

Team Work 團隊協作

Message from the Principal 院長序言



Happy New Year!

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

The medical beauty industry is fast blooming in recent years because of increasing beauty-consciousness in the society. In order to help your clients obtain maximum protection for operating their business, you must have a thorough knowledge of the relevant cover through liability insurance. PEAK is now launching a new CPD programme, "Insurance Course for Liabilities Package Policy: for Medical Beauty Industry" in which you will have more understanding on this thriving industry. If you want to acquire practical knowledge on the related insurance issues and to explore more business opportunity, please come to join this new programme!

As a frontline financial practitioner, you will definitely need to keep yourself update on the recent development of the financial products to provide the professional and latest advice to your clients. In view of this, PEAK has updated the contents of MPF programmes -- "MPF Recent Development" and "MPF & HK Retirement Needs", in order to provide you the latest market information and compliance requirements.

In the coming months, PEAK will also launch 5 new modules under the "Essential Technical Insurance Knowledge for Effective Service Quality Enhancement" series, covering the insurance knowledge on different topics; namely, "Basic Development of Insurance Law", "Basic Claims Concepts", "Travel Insurance", "Private Motor Car Insurance" and "Basic Insurance Coverage of Commercial Policies". These modules are specially designed for the insurance intermediaries and service support executives who want to review and understand the current developments of insurance law and practice, for offering professional services and effective cross selling of insurance products.

I hope you will find our courses and 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 2018

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。以下是來季最新CPD課程的概覽。

由於近年社會對美容服務的興趣日益增加，醫學美容行業正在迅速發展。為了可以協助客戶更好地保障他們在業務上的營運，您必須對有關的責任保險有深入的認識。為配合市場需求，PEAK推出了一個新的CPD課程——「醫學美容行業所需的綜合責任保險」，讓您對這個正發展蓬勃的行業有更多的了解。若您希望認識有關行業的實用保險資訊及探索更多的商機，快來參加這新推出的培訓課程吧！

作為前線的金融從業員，您必須掌握金融產品的最新發展動態，才可為客戶提供專業及最緊貼市場的建議。有鑑於此，PEAK更新了有關強積金計劃的課程內容——「強積金近期發展」和「強積金及香港退休需要」，為您提供最新有關強積金的市場資訊及合規要求。

另外，PEAK在來季將於「優越服務必須掌握的保險知識」課程系列中推出5個新單元，包括「保險法發展」、「理賠概念」、「旅遊保險」、「私家車保險」及「商業保險範圍」。這些新單元課程是專為保險中介人和支援服務人員設計，讓他們重溫及了解保險法律的發展和實務狀況，因而能夠在保險產品上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。



任影輝
高峰進修學院院長
職業訓練局
2018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 2016/2017 alone, over 80,000 adult learners have enrolled in our programmes. In the area of corporate training, since 2003, more than 200 well established companies have adopted our products and services to enhance the technical competency and professional expertise of their employees.

高峰進修學院 (PEAK) 是VTC機構成員，致力為業界提供全面的在職培訓及專業考試服務，擁有超過20年專業及企業人才培訓經驗，實力及規模皆處於領導地位。為配合社會的發展和需要，本學院不斷開設多項培訓課程，涵蓋範圍包括：財經事務、管理專業、資訊科技、語文、建築、地產與物業管理及食品安全等。單以2016/2017年度計算，超過80,000人曾報讀本院課程。一直以來，本學院亦積極為僱主提供培訓服務。由2003年至今，已有超過200家大型企業採用本學院的培訓產品或專業服務，藉以提升員工的專業知識和技能。

Contact Us 聯絡我們

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

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

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

學院地址 : 香港灣仔活道27號職業訓練局大樓9字樓

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

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

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

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

Product Knowledge

Regulatory and Legal Issues



Essential Technical Insurance Knowledge for Effective Service Quality Enhancement Optional Modules - “Basic Development of Insurance Law”, “Basic Claims Concepts”, “Travel Insurance”, “Private Motor Car Insurance”, “Basic Insurance Coverage of Commercial Policies”

優越服務必須掌握的保險知識

選修個別單元 - 「保險法發展」, 「理賠概念」, 「旅遊保險」, 「私家車保險」, 「商業保險範圍」

Product Knowledge

Introduction

This series of the programme is designed for insurance intermediaries / servicing supporting staff / executives who want to review and understand the recent developments of insurance law and practice for professional services and effective cross selling of the typical insurance products.

Basic Development of Insurance Law 保險法發展

Target Participants

All levels of staff especially supporting or new staff who are unfamiliar and would like to understand some basic insurance law concepts

Programme Contents

1. Basic and recent developments of Insurance Contract & Policy wordings
2. Basic and recent developments of Insurance Law
 - 2.1 Insurable Interest
 - 2.2 Utmost Good Faith
 - 2.3 Proximate Cause
 - 2.4 Indemnity
 - 2.5 Contribution
 - 2.6 Subrogation

Basic Claims Concepts 理賠概念

Target Participants

Staff of middle level who has some basic claims concepts seeking for more advanced application and comprehensive understanding related to appropriate policy and practice.

Programme Contents

1. Basic Claims and Legal Environment
2. Essential Reserving Philosophies and concept of IBNR (incurred but not reported claims)
3. Claims management including Complaints Handling
4. ICCB and Alternative Dispute Resolutions



Travel Insurance 旅遊保險

Target Participants

Staff of middle level who has some basic knowledge about travel insurance seeking for more advanced application and comprehensive understanding related to travel insurance policy coverage.

Programme Contents

1. Key coverage of major sections
 - 1.1 Medical & Emergency Assistance and Personal Accident
 - 1.2 Property including baggage, money etc.
 - 1.3 Pecuniary including Travel Delay, Trip Cancellation and Interruption, etc.
 - 1.4 Personal Liability
2. Rating Factors and Claims Process
3. Interesting Cases sharing

Facilitator

Ms Vivian Yeung ANZIIF (Fellow) CIP, CPA Australia, MBA, BA (Accounting), BBs (Insurance)

Vivian has over 20 years working experience in risk management (both operation & treasury) and general insurance in insurance company, insurance broker firm and property management focusing on risk management and claims management including Property, Public Liability, Employees' Compensation, Construction All Risks, Money, etc. Apart from the management role, she has substantial teaching experience as part-time Lecturer of VTC as well as part-time Tutor of a local university.

Private Motor Car Insurance 私家車保險

Target Participants

Staff of middle level who has some basic knowledge about private motor insurance seeking for more advanced application and comprehensive understanding related to motor insurance policy coverage.

Programme Contents

1. Compulsory Motor Vehicles Insurance (Third Party Risks) Ordinance
2. Private Motor Insurance Policy wording and usual extensions
3. Underwriting issues and Claims Process
4. Interesting Cases sharing

Basic Insurance Coverage of Commercial Policies 商業保險範圍

Target Participants

Staff of all levels especially supporting or new staff who are unfamiliar to those classes related to commercial insurance and to understand those basic insurance coverage.

Programme Contents

1. Shop Comprehensive Insurance
2. Office Comprehensive Insurance
3. Contractor's All Risk Insurance
4. Property Insurance
5. Casualty Insurance

Facilitator

Ms Tinna Kwok Chartered Insurer, ACII, BA(Hons), DLS

Tinna has over 20 years extensive experiences in general insurance working as key management in well-known insurance companies and intermediaries focus on business development, underwriting and claims managements including Property, Construction All Risks, Product and Public Liability, Employees' Compensation, and Financial Line Insurances etc. Apart from the management role, Tinna has substantial experience as the speaker in the seminars and talks to the international corporate clients, brokers, inhouse agents/colleagues for the insurance underwriting, coverage and claims topics.

Medium of Instruction

Conducted in Cantonese

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Category 類別
PE4200253	優越服務必須掌握的保險知識 — 單元一：保險法發展 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 1: Basic Development of Insurance Law Date: 2.2.18 Time: 6:45pm - 9:45pm Duration: 3 hours	HK\$270	-	3 non-core	3	General Insurance
PE4200258	優越服務必須掌握的保險知識 — 單元六：理賠概念 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 6: Basic Claims Concepts Date: 9.2.18 Time: 6:45pm - 9:45pm Duration: 3 hours	HK\$270	-	3 non-core	3	General Insurance
PE4200260	優越服務必須掌握的保險知識 — 單元八：私家車保險 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 8: Private Motor Car Insurance Date: 27.2.18 Time: 2:30pm - 5:30pm Duration: 3 hours	HK\$270	-	3 non-core	3	General Insurance
PE4200256	優越服務必須掌握的保險知識 — 單元四：商業保險範圍 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 4: Basic Insurance Coverage of Commercial Policies Date: 21.3.18 Time: 2:30pm - 5:30pm Duration: 3 hours	HK\$270	-	3 non-core	3	General Insurance
PE4200259	優越服務必須掌握的保險知識 — 單元七：旅遊保險 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 7: Travel Insurance Date: 13.4.18 Time: 2:30pm - 5:30pm Duration: 3 hours	HK\$270	-	3 non-core	3	General Insurance

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。

Liabilities Package Policy for Medical Beauty Industry

醫學美容行業所需的綜合責任保險

Product Knowledge

黃先生 Mr. Hongnin Wong
電話 Tel: 2836 1744
電郵 Email: matthew50hk@vtc.edu.hk

Introduction

This programme is suitable for the insurance practitioners including agents, brokers, underwriters, claims and other personnel who wants to acquire technical and practical liability insurance knowledge to assist their clients with business related to medical beauty industry, to arrange suitable insurances to achieve maximum protection.

Programme Contents

1. Interesting Cases Sharing
2. Liabilities Principles for Medical Beauty Industry
3. Policy Coverage and Main Exclusions - Public, Product, Directors' and Officers' (D&O) and Professional Liability Insurance
4. Liability Underwriting Factors and Claims Reporting Procedure with case sharing
5. Which insurers and what kind of coverage more suitable for our clients

Facilitator

Ms Tinna Kwok Chartered Insurer, ACII, BA(Hons), DLS

Tinna has over 20 years extensive experiences in general insurance working as key management in well known Insurance Companies focus on business development, underwriting and claims managements including Product and Public Liability, Employees' Compensation, Property and Financial Line Insurances etc. Apart from the management role, Tinna has substantial experience as the speaker in the seminars and talks to the international corporate clients, brokers, inhouse agents/colleagues for the insurance underwriting, coverage and claims topics.

Medium of Instruction

Conducted in Cantonese

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Category 類別
PE4200288	醫學美容行業所需的綜合責任保險 Liabilities Package Policy for Medical Beauty Industry Date: 7.3.18 Time: 1:15pm - 6:15pm Duration: 5 hours	PIBA CPD* HK\$450	-	5 non-core	5	General Insurance

* 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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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。

Updates on MPF Programmes

強積金課程的更新

Regulatory and Legal Issues

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

The following MPF programmes have been updated with the latest market information and compliance requirements.

以下的強積金課程已就最新的市場資訊和合規要求作出更新。

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

- Choosing MPF Schemes 挑選強積金計劃
- Choosing MPF Funds 挑選基金
- Personal Account Consolidation 整合個人帳戶
- MPF Default Investment Strategy ("DIS") 強積金預設投資策略
- Retirement Planning 退休的規劃

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

- Demographic characteristics of Hong Kong 香港人口特徵
- Economic Development 經濟發展
- Retirement policy, MPF and other protection schemes
退休政策、強積金及其他退休保障制度
- Hong Kong current situation 香港的現況

Medium of Instruction 授課語言

Conducted in Cantonese 粵語

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Category 類別
396E2	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2: MPF Recent Development 日期：8.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
396E2	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2: MPF Recent Development Date: 13.3.18 Time: 3:00pm - 5:00pm Duration: 2 hours	 HK\$285	2	2 core	2	MPF Regulatory Requirements

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

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局 CPD	IA CPD hours 保監局 CPD	Category 類別
396E2	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2: MPF Recent Development 日期：10.4.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：23.3.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：18.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements



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金融業持續專業發展課程

CPD Programmes for Financial Industries



CPD Programmes for Financial Industries 金融業持續專業發展課程

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 detailed 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 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局CPD	Category 類別
392E2	“DISC” 性格創富 (保險及投資專業人士) 學習坊 單元一：DISC的基本概念 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 1: What is DISC? 日期：1.2.18 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
SC-1760-09	創意增值 (保險專業人士) 研習坊 單元一：什麼是創意思維？ Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 1: What is Creativity? 日期：1.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
PBA00026	人民幣國際化和金融工具 單元一：人民幣國際化 Understanding RMB Internationalization and Financial Instruments Module 1: RMB internationalization 日期：1.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2083-12	強化影響力課程 單元二：自我影響與激勵 Strengthening Your Influential Power Course Module Two – Influencing & Motivating Self 日期：2.2.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
SC-1887-10	銷售奇才研習坊 (保險及投資專業人士) 單元一：銷售藝術 Selling Genius Workshop (Insurance and Investment Professionals) Module 1: The Art of Selling 日期：2.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Sales & Marketing
PE4200253	優越服務必須掌握的保險知識 一 單元一：保險法發展 ▶NEW Essential Technical Insurance knowledge for effective service quality enhancement – Module 1: Basic Development of Insurance Law 日期：2.2.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance

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606F2	保險從業員的行業分析與股票投資系列 單元一：金融股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 1: Finance and Insurance 日期：3.2.18 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
623F2	商品投資系列 單元一：黃金 Investing in Commodities Series Module 1: Investing in Gold 日期：5.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200048	金融專業人士管理技巧(進階課程) 單元一：分析和創作力解難技巧 Advanced Management Skills for Financial Professionals Module 1: Solving Problems Analytically and Creatively 日期：5.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management
625F2	商品投資系列 單元三：有色金屬 Investing in Commodities Series Module 3: Base (Nonferrous) Metals 日期：5.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00016	中國房地產投資策略 單元一：中國房地產發展 China Real Estate Investment Strategies Module 1: China Real Estate Development 日期：5.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Mainland Market
148I3	保險相關刑事法律 Criminal Law Relating to Insurance 日期：5.2.18 & 12.2.18 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	-	5 non-core	5	General Insurance
SC-1313-07	「身心語言程式學」工作坊 單元二：NLP溝通能量增強法 Boost Your Work Competence with NLP Module 2: Enhance Your Communication Power through NLP 日期：6.2.18 時間：1:00pm – 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
306E2	保險業客戶關係管理 - 理論與實踐 Applying CRM Concepts in Insurance Industry 日期：6.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
PE4200228	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 MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries 日期：6.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
PE4200275	金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理 單元一：基本概念和共享經濟 FinTech, Insurtech & Creative Business Management Module 1: Basic Concepts and Sharing Economy 日期：6.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing


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SC-2068-11	銷售要訣(財經專才系列) 單元一：“High I.M.P.A.C.T.” 高效銷售 Sales Essentials for Financial Professionals Module 1: “High I.M.P.A.C.T.” Sales Model and Techniques 日期：7.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
PBA00022	社交媒體和雲端競爭優勢(金融專才) 單元一 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 1 日期：7.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Social Media Marketing
PE4200059	財富管理技巧深造系列 單元四：改正不良投資習慣 Achieving Wealth Management Excellence Series Module 4: Rectification of Bad Investment Habits 日期：7.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00041	心靈管理系列 - 壓力管理 單元一：工作壓力面面觀 Mind Management Series – Stress Management Module 1: Introduction of Stress 日期：8.2.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
816E2	風險評估及管理(財經業人士) 單元二：案例回顧 Risk Assessment and Management for Financial Service Executives Module 2: The Bloody Stories of Loss – Case Study 日期：8.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
294E2	商務人際網絡的建立－保險從業員工作坊 單元一：建立商務人際網絡的藝術 Business Networking Workshop for Insurance Practitioners Module 1: An Introduction to the Art of Networking 日期：8.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Sales & Marketing
396E2	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2 MPF Recent Development 日期：8.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
815E2	風險評估及管理(財經業人士) 單元一：風險評估 Risk Assessment and Management for Financial Service Executives Module 1: Identifying and Measuring Risk Factors 日期：9.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
SC-2082-12	強化影響力課程 單元一：影響力與激勵 Strengthening Your Influential Power Course Module One – Influential Power & Motivation 日期：9.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development

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PE4200258	優越服務必須掌握的保險知識 — 單元六：理賠概念  Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 6: Basic Claims Concepts 日期：9.2.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
451D2	主要經濟指標與投資策劃 單元一：經濟指標初探 Key Economic Indicators and Investment Planning Module 1: Overview of Economic Indicators 日期：10.2.18 時間：9:00am - 1:00pm 時數：4小時	HK\$360	4	4 non-core	4	Investment & Financial Planning
718E2	現代保險業的卓越領導和員工管理 - 領導的教練技術  Modern Leadership and Staff Management in the Insurance Industry - Coaching as a Leadership Tool 日期：10.2.18 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Enhancement
744F2	客戶投資心理解說 單元二：投資心理 Know Your Customers' Investment Psychology Module 2: Understanding Investment Psychology 日期：12.2.18 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
726E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元一：非語言溝通新體驗 Communicating without Talking for Financial Professionals Module 1: Non-verbal Communications Overview 日期：12.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
827E2	投資策略系列 單元三：中線波段投資策略 Investment Strategies Series Module 3: Medium Term Swing Investment Strategies 日期：12.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
811E2	個人績效登峰（保險及投資專才系列）單元一：高效自我規劃 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 1: Effective Self Planning 日期：13.2.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
747E2	旅遊保險（財產）  Travel Insurance (Property) 日期：13.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
SC-1314-07	「身心語言程式學」工作坊 單元三：贏盡客心的NLP服務竅門 Boost Your Work Competence with NLP Module 3: Win the Heart of Your Customers by NLP Customer Service 日期：14.2.18 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Personal Development

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 普通話授課，中文簡體字教材 Taught in Putonghua with Simplified Chinese programme handouts provided.

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743F2	客戶投資心理解說 單元一：向內地富戶提供金融服務 Know Your Customers' Investment Psychology Module 1: Providing Financial Service to Wealthy Mainland Customers 日期：14.2.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
860E2	網絡世紀中的法律責任及相關保險 - 網絡保險 Liability in Cyber Age and Associated Insurance - Cyber Insurance 日期：20.2.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
817E2	風險評估及管理（財經業人士） 單元三：從財務報表中分析風險的技巧 I Risk Assessment and Management for Financial Service Executives Module 3: Techniques of Reading Risks from Financial Statements I 日期：21.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-1315-07	「身心語言程式學」工作坊 單元四：NLP的成功銷售學 Boost Your Work Competence with NLP Module 4: NLP Selling Techniques for Insurance Practitioners 日期：22.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
274E2	資產保障相關法律 — 信托 Law Relating to Asset Protection - Trusts 日期：22.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
750F2	內地金融制度入門 單元二：內地外匯監管與操作規範I Understanding Mainland Financial System Module 2: Mainland Foreign Exchange System I 日期：22.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Mainland Market
727E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元二：非語言溝通技巧 I — 商業禮儀 Communicating without Talking for Financial Professionals Module 2: Non-verbal Communication Skills I 日期：22.2.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
271I1	適用於人壽保險的法律原則 Legal Principles Applicable to Life Insurance 日期：23.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	-	5 non-core	5	Life & Health Insurance
SC-2084-12	強化影響力課程 單元三：影響與激勵團隊 Strengthening Your Influential Power Course Module Three – Influencing & Motivating Team 日期：23.2.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development

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PE4200180	內地當前財經熱話 單元七：中國影子銀行：下一個危機？ Mainland Contemporary Financial Topics Module 7: China Shadow Banking: The Next Crisis? 日期：23.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Mainland Market
SC-2063-11	說服技巧（金融服務業專才）單元四：轉化成為超卓的說服者 Persuasion Skills for Financial Professionals Module 4: Transform You to Become a Powerful Persuader 日期：24.2.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
607F2	保險從業員的行業分析與股票投資系列 單元二：地產股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 2: Properties and Construction 日期：24.2.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200090	內地商務法例入門（金融專業）單元二：內地稅制 Introduction to Mainland Commercial Law for Financial Professionals Module 2: Mainland Taxation 日期：24.2.18 時間：9:00am-2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Mainland Law
736F2	亞洲證券市場 單元一：亞洲證券市場概述 Asian Securities Markets Module 1: Overview of Asian Securities Markets 日期：24.2.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
624F2	商品投資系列 單元二：原油 Investing in Commodities Series Module 2: Crude Oil 日期：26.2.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
763F2	處理金融糾紛的準備和進階技巧課程 單元一：介紹金融糾紛調解計劃與何謂衝突 Advanced Skills in Handling Financial Disputes and Preparing for the FDRS Workshop Module 1: Introduction of Financial Dispute Resolution Scheme and Conflict 日期：26.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$330	3	3 non-core	3	Disputes Resolution
626F2	商品投資系列 單元四：軟商品 Investing in Commodities Series Module 4: Soft Commodities 日期：26.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
861E2	網絡世紀中的法律責任及相關保險 - 使用電腦及互聯網 可能引致的法律責任 Liability in Cyber Age and Associated Insurance - Liabilities Arising from Use of Computers and Internet Activities 日期：26.2.18 & 5.3.18 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	General Insurance

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393E2	<p>“DISC” 性格創 (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 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 2: The Interpretation of DISC by Insurance Professionals</p> <p>日期：27.2.18 時間：2:00pm - 6:00pm 時數：4小時</p>	HK\$360	4	4 non-core	4	Personal Development
PE4200260	<p>優越服務必須掌握的保險知識 — 單元八：私家車保險 NEW Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 8: Private Motor Car Insurance</p> <p>日期：27.2.18 時間：2:30pm - 5:30pm 時數：3小時</p>	HK\$270	-	3 non-core	3	General Insurance
PE4200246	<p>內地當前財經熱話 單元八：內地高淨值人士 - 邁向全球 Mainland Contemporary Financial Topics Module 8: High Net-worth Mainlanders - Go Global</p> <p>日期：27.2.18 時間：6:30pm - 9:30pm 時數：3小時</p>	HK\$300	3	3 non-core	3	Investment & Financial Planning
749E2	<p>旅遊保險 (法律責任) Travel Insurance (Legal Liability)</p> <p>日期：27.2.18 時間：6:45pm - 9:45pm 時數：3小時</p>	 HK\$270	3	3 non-core	3	General Insurance
PE4200089	<p>內地商務法例入門 (金融專業) 單元一：內地保險法 Introduction to Mainland Commercial Law for Financial Professionals Module 1: Mainland Insurance Law</p> <p>日期：27.2.18 & 28.2.18 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)</p>	HK\$450	5	5 non-core	5	Mainland Law
780E2	<p>保險索償替代爭議解決方法 Alternative Insurance Dispute Resolution</p> <p>日期：28.2.18 時間：9:30am - 12:30pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Disputes Resolution
PE4200049	<p>金融專業管理技巧 (進階課程) 單元二：客服主管的教練技巧 Advanced Management Skills for Financial Professionals Module 2: Coaching Skills for Service Leaders</p> <p>日期：28.2.18 時間：1:00pm - 6:00pm 時數：5小時</p>	HK\$450	5	5 non-core	5	Management
PE4200249	<p>金融科技與金融業 單元一：金融科技融入生活 FinTech and the Finance Industry Module 1: Fintech Marched into Life - Are You Ready?</p> <p>日期：28.2.18 時間：6:30pm - 8:30pm 時數：2小時</p>	HK\$200	2	2 non-core	2	Social Media Marketing
PE4200087	<p>銷售金融產品的監管要求新知 單元一：銷售合規審查 Regulatory Requirements for Selling Financial Products Updates Module 1: Sales Compliance Review</p> <p>日期：28.2.18 時間：6:30pm - 9:30pm 時數：3小時</p>	HK\$270	3	3 non-core	3	Compliance

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PBA00019	變革管理技巧 單元一：了解不斷變化的環境 Essential Skills for Change Management Module 1: Understand the Changing Environment 日期：28.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management
PE4200205	客戶投資心理解說 單元四：理財策劃與資產配置心理學 Know your Customers' Investment Psychology Module 4: The Psychology of Asset Allocation & Financial Planning 日期：28.2.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
SC-1888-10	銷售奇才研習坊（保險及投資專業人士） 單元二：銷售策略 Selling Genius Workshop (Insurance & Investment Professionals) Module 2: Selling Strategies 日期：1.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
PE4200282	健康管理與養生系列 單元一：進食與營養 Health Management Series Module 1: Eating and Nutrition 日期：1.3.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$300	3	3 non-core	3	Life & Health Insurance
PBA00042	心靈管理系列 - 壓力管理 單元二：積極及正向思維技巧（一） Mind Management Series – Stress Management Module 2: Positive Thinking (1) 日期：1.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
PE4200287	保險業監管制度的重大修訂 - 保險中介人（2018）  Significant Changes to Insurance Industry Regulation - Insurance Intermediaries (2018) 日期：1.3.18 & 2.3.18 時間：7:00pm - 9:30pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	Compliance
PBA00017	中國房地產投資策略 單元二：中國房地產市場分析 China Real Estate Investment Strategies Module 2: Analyzing China Real Estate Market 日期：2.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Mainland Market
753F2	商業道德操守（金融業） 單元一：簡介  Business Ethics in the Finance Sector Module 1: Introduction Date: 3.3.18 Time: 9:00am - 11:00am Duration: 2 hours	HK\$180	2	2 non-core	2	Business Ethics
SC-2060-11	說服技巧（金融服務業專才） 單元一：掌握說服技巧 獲取理想成果 Persuasion Skills for Financial Professionals Module 1: Master Persuasion Skills to Get Exactly What You Want 日期：3.3.18 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development

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452D2	主要經濟指標與投資策劃 單元二：領先經濟指標 Key Economic Indicators and Investment Planning Module 2: Leading Economic Indicators 日期：3.3.18 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
754F2	商業道德操守（金融業）單元二：商業道德的構成 Business Ethics in the Finance Sector Module 2: Framing Business Ethics Date: 3.3.18 Time: 11:15am - 2:15pm Duration: 3 hours	EN HK\$270	3	3 non-core	3	Business Ethics
PE4200261	Basics of the Construction Industry for Insurance Practitioners - Building Defects and Hazards 日期：3.3.18 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance
273I2	中港保險法比較 A Comparison of Insurance Law between China & Hong Kong 日期：5.3.18 時間：1:15pm - 6:15pm 時數：5小時	中 HK\$450	5	5 non-core	5	Law
PE4200042	財富管理技巧深造系列 單元一：基金投資實務錦囊 Achieving Wealth Management Excellence Series Module 1: Best Practice Sharing in Selling Investment Funds 日期：5.3.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
616F2	投資產品發展近況 單元一：定息產品 Current Development on Investment Products Module 1: Fixed Income Products 日期：5.3.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
619F2	投資產品發展近況 單元四：結構性投資產品 Current Development on Investment Products Module 4: Structured Investment Products 日期：5.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200223	打擊洗錢及恐怖分子資金籌集（金融機構）條例和相關監管要求 單元二：逃稅 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements Module 2: Tax Evasion 日期：6.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
PE4200277	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元三：加密和分佈式分類帳 FinTech, Insurtech & Creative Business Management Module 3: Cryptocurrency and Distributed Ledger 日期：6.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing

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These programmes contain no contents on construction insurance.

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PE4200073	常見個人保險索償爭議 Common Personal Insurance Claims Disputes 日期：6.3.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
764F2	處理金融糾紛的準備和進階技巧課程 單元二：調解過程 Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 2: Processes of Mediation 日期：6.3.18 & 7.3.18 時間：6:30pm - 8:30pm 時數：4小時（共2堂）	HK\$440	4	4 non-core	4	Disputes Resolution
395E2	“DISC” 性格創富（保險及投資專業人士）學習坊 單元四：DISC在保險及投資銷售的應用 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 4 : DISC Selling Skills 日期：7.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
PE4200288	醫學美容行業所需的綜合責任保險 Liabilities Package Policy for Medical Beauty Industry 日期：7.3.18 時間：1:15pm - 6:15pm 時數：5小時	PIBA CPD* NEW HK\$450	-	5 non-core	5	General Insurance
SC-1312-07	「身心語言程式學」工作坊 單元一：財經服務業的NLP應用技巧 Boost Your Work Competence with NLP Module 1: Application of NLP in Financial Services Environment 日期：7.3.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
733F2	互聯網世代的商機和人事（金融服務專業人員） 單元三：在互聯網時代的金融服務行業的Y世代人士 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 3: Gen Y'ers in the Internet Age's Financial Service Industry 日期：7.3.18 時間：6:00pm - 10:00pm 時數：4小時	HK\$360	4	4 non-core	4	Social Media Marketing
PE4200236	滬 / 深港通 - 單元一：最新發展 The Shanghai/Shenzhen-Hong Kong Stock Connect - Module 1: Latest Development 日期：7.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200177	內地當前財經熱話 單元四：中國和香港之間的基金互認 Mainland Contemporary Financial Topics Module 4: Mutual Recognition of Funds between China and Hong Kong 日期：8.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Mainland Market

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PE4200276	金融科技 (FinTech)、保險金融科技 (Insurtech) 與 創意營商管理 單元二：數碼貨幣 FinTech, Insurtech & Creative Business Management Module 2: Digital Currency 日期：8.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing
PE4200184	傳承規劃和傳承學 單元三：內地遺產規劃及相關法規 Legacy Planning and Legacyology Module 3: Mainland Estate Planning and Related Compliance 日期：8.3.18 & 9.3.18 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	Law
PE4200286	保險業監管制度的重大修訂 - 保險人 (2018) NEW Significant Changes to Insurance Industry Regulation - Insurers (2018) 日期：9.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Compliance
737F2	亞洲證券市場 單元二：亞洲金融危機及改革 Asian Securities Markets Module 2 - Reforms after Financial Crisis 日期：10.3.18 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
738F2	亞洲證券市場 單元三：另類投資與傳統投資及 東西方證券市場的差異 Asian Securities Markets Module 3: Alternative Investments & Difference between Western / Eastern Securities Markets 日期：10.3.18 時間：11:15am - 2:15pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
617F2	投資產品發展近況 單元二：股票市場 Current Development on Investment Products Module 2: Equity Market 日期：12.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
620F2	投資產品發展近況 單元五：衍生產品 Current Development on Investment Products Module 5: Derivatives 日期：12.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
708I3	受信人責任 - 代理人、受托人及董事 Duties Of Fiduciaries – Agents, Trustees And Directors 日期：12.3.18 & 19.3.18 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	General Insurance
260I2	僱員補償條例 Employees' Compensation Ordinance 日期：13.3.18 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

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SC-1889-10	銷售奇才研習坊（保險及投資專業人士）單元三：銷售教練 Selling Genius Workshop (Insurance & Investment Professionals) Module 3: Sales Coaching 日期：13.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
396E2	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2 MPF Recent Development Date: 13.3.18 Time: 3:00pm - 5:00pm Duration: 2 hours	EN HK\$285	2	2 core	2	MPF Regulatory Requirements
PE4200140	僱員福利系列 - 僱員補償保險 Employee Benefits Series – Employees' Compensation Insurance 日期：13.3.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
262I2	香港保險法例個案 Hong Kong Insurance Legal Cases 日期：14.3.18 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
PE4200283	健康管理與養生系列 單元二：營養素與其來源 Health Management Series Module 2: Nutrition and Food Source 日期：14.3.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$300	3	3 non-core	3	Life & Health Insurance
PE4200247	內地當前財經熱話 單元九：國內公司銀行 - 明天的路線圖 Mainland Contemporary Financial Topics Module 9: Mainland Corporate Banking – Future Road Map 日期：14.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200237	滬 / 深港通 - 單元二：概況 The Shanghai/Shenzhen-Hong Kong Stock Connect - Module 2: Overview 日期：14.3.18 時間：6:30pm - 9:30pm 時數：3小時	中 HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2069-11	銷售要訣（財經專才系列）單元二：12式銷售EQ Sales Essentials for Financial Professionals Module 2: 12 EQ Items of Selling 日期：14.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Sales & Marketing
PE4200237	滬/深港通 - 單元二：概況 The Shanghai/Shenzhen-Hong Kong Stock Connect - Module 2: Overview 日期：14.3.18 時間：6:30pm - 9:30pm 時數：3小時	中 HK\$270	3	3 non-core	3	Investment & Financial Planning


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812E2	個人績效登峰 (保險及投資專才系列) 單元二：個人績效登峰的首七堂課 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 2: First 7 Lessons to the Highest Personal Effectiveness 日期：15.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
295E2	商務人際網絡的建立－保險從業員工作坊 單元二：建立商務人際網絡全攻略 Business Networking Workshop for Insurance Practitioners Module 2: An Overview of Networking Strategies 日期：15.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
761F2	打擊洗錢及恐怖分子資金籌集 (金融機構) 條例和相關監管要求 單元一 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements Module 1 日期：15.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
PBA00020	變革管理技巧 單元二：項目管理 Essential Skills for Change Management Module 2: Project Management 日期：15.3.18 & 16.3.18 時間：6:30pm - 9:30pm 時數：6小時 (共2堂)	HK\$540	6	6 non-core	6	Management
PE4200206	環球稅制概覽 單元一 Global Taxation Overview Module 1 日期：16.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$500	5	5 non-core	5	Investment & Financial Planning
608F2	保險從業員的行業分析與股票投資系列 單元三：消費股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 3: Consumer Goods 日期：17.3.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
806E2	保險業之領導與管理技巧 - 團隊溝通及衝突管理 Leadership & Management Industry - Building Team Communication & Resolving Conflict 日期：17.3.18 時間：9:00am - 2:00pm 時數：5小時	 HK\$450	5	5 non-core	5	Personal Enhancement
PE4200022	保險及金融法規遵守- 打擊洗錢及恐怖分子資金籌集 PIBA CPD*  Insurance and Financial Regulatory Compliance – Anti-Money Laundering and Counter-Terrorist Financing Date: 17.3.18 Time: 9:30am - 12:30pm Duration: 3 hours	HK\$270	3	3 non-core	3	Compliance

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220C1	提高優質顧客服務 Enhancing Quality Customer Services 日期：17.3.18 時間：1:30pm - 5:30pm 時數：4小時	HK\$360	4	4 non-core	4	Personal Development
609F2	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 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 4: Utilities and Infrastructure 日期：17.3.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
413B2	股票圖表走勢分析 單元四：艾略特波浪理論 Technical Analysis Module 4: Elliott Wave Theory 日期：19.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
SC-1761-09	創意增值（保險專業人士）研習坊 單元二：創意思維過程 Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 2: The Innovation Process 日期：19.3.18 時間：6:00pm - 10:00pm 時數：4小時	HK\$360	4	4 non-core	4	Personal Development
PE4200123	內地商務法例入門（金融專業） 單元三：外商投資企業及其資本金和往來帳戶 Introduction to Mainland Commercial Law for Financial Professionals Module 3: Capital Account Operation 日期：19.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Mainland Law
611F3	股市技術分析課程 單元一：成交量、未平倉合約 Advanced Technical Analysis Module 1: Volume, Open Interest 日期：19.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
720F2	金融產品中介人實務須知 單元一：銷售金融產品的合規要求（重點重溫及最新修訂）I Best Practices for Financial Products Intermediaries Module 1 – Sales Compliance Reviews and Updates I 日期：20.3.18 時間：1:00pm - 4:00pm 時數：3小時	HK\$270	3	3 non-core	3	Compliance
701E3	法律責任證書課程第一單元 - 疏忽及因他人作為的責任 Certificate Course in Legal Liability Part I - Negligence and Vicarious Liability 日期：20.3.18 時間：1:15pm - 6:15pm 時數：5小時	HK\$450	5	5 non-core	5	Law
PE4200228	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 MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries Date: 20.3.18 Time: 2:30pm - 4:30pm Duration: 2 hours	EN HK\$285	2	2 core	2	MPF Regulatory Requirements

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721F2	金融產品中介人實務須知 單元二：銷售金融產品的合規要求（重點重溫及最新修訂）II Best Practices for Financial Products Intermediaries Module 2 – Sales Compliance Reviews and Updates II 日期：20.3.18 時間：4:15pm - 6:15pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
731F2	互聯網世代的商機和人事（金融服務專業人員） 單元一：互聯網技術在現今金融服務行業的運用概覽 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 1: Overview of Application of Internet Technologies in Today's Financial Service Industry 日期：20.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Social Media Marketing
PE4200250	金融科技與金融業 單元二：機械人投資顧問 FinTech and the Finance Industry Module 2: Robo-Advisor 日期：20.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing
PE4200142	僱員福利系列 - 壽險 Employee Benefits Series – Life Insurance 日期：20.3.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
146I2	營業中斷保單的法律解釋 Legal Interpretation of Interruption Policy 日期：21.3.18 時間：1:15pm - 6:15pm 時數：5小時	HK\$450	-	5 non-core	5	General Insurance
PE4200256	優越服務必須掌握的保險知識 - NEW 單元四：商業保險範圍 Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 4: Basic Insurance Coverage of Commercial Policies 日期：21.3.18 時間：2:30pm - 5:30pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
842E2	健康保險：醫療保險計劃 Health Insurance: Medical Insurance Plans 日期：21.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	-	2 non-core	2	Life & Health Insurance
PE4200088	銷售金融產品的監管要求新知 單元二：銷售運作新知 Regulatory Requirements for Selling Financial Products Updates Module 2: Selling Practice Updates 日期：21.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
745F2	客戶投資心理解說 單元三：與客戶共渡經濟危與機 Know Your Customers' Investment Psychology Module 3: Getting through Economic Ups & Downs with Customers 日期：21.3.18 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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819E2	風險評估及管理（財經業人士）單元五：財經市場的風險管理 Risk Assessment and Management for Financial Service Executives Module 5: Risk Management in Financial Market 日期：21.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00024	社交媒體和雲端競爭優勢金融專才 單元三 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 3 日期：21.3.18 & 22.3.18 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	Social Media Marketing
PE4200274	亞洲證券市場 單元五：參與內地證券市場 Asian Securities Markets Module 5: Mainland Securities Market for Foreign Investments 日期：22.3.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
394E2	“DISC” 性格創富（保險及投資專業人士）學習坊 單元三：DISC分析工具和技巧 DISC Profiling for Business and Personal Enhancement (Insurance & Investment Professionals) Workshop Module 3: DISC Profiling Tools and Techniques 日期：22.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
PE4200267	提升人際關係 - 九型人格：概要 Enhancing Interpersonal Relationships – Enneagram: Overview 日期：22.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
735E3	保險相關刑事法律 - 盜竊搶劫及入屋犯法 Criminal Law Relating to Insurance – Theft Robbery and Burglary 日期：22.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance
162I2	銷售人壽保險的法律須知 Legal Knowledge for Life Insurance Selling 日期：23.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Life & Health Insurance
SC-2085-12	強化影響力課程 單元四：3Q影響策略 Strengthening Your Influential Power Course Module Four – 3Q Influential Strategy 日期：23.3.18 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Personal Development
PE4200069	強積金培訓 單元二：強積金與香港退休需要 MPF Training Programme Module 2: MPF & HK Retirement Needs 日期：23.3.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$285	2	2 core	2	MPF Products & Others

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PE4200043	財富管理技巧深造系列 單元二：資產配置及調整策略 Achieving Wealth Management Excellence Series Module 2: Asset Allocation Decision and Rebalancing Strategies 日期：23.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200251	金融科技與金融業 單元三：未來金融業的模樣 FinTech and the Finance Industry Module 3: The Future of Banking 日期：23.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing
756F2	商業道德操守（金融業）單元四：管理商業道德的工具I Business Ethics in the Finance Sector Module 4: Tools and Techniques to Manage Business Ethics I 日期：24.3.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Business Ethics
PE4200268	商提升人際關係 - 九型人格：概要及個性擴展 Enhancing Interpersonal Relationships – Enneagram: Overview and Personality Development 日期：24.3.18 時間：9:00am - 1:00pm 時數：4小時	中 HK\$360	4	4 non-core	4	Personal Development
SC-2062-11	說服技巧（金融服務業專才） 單元三：認識有意識和潛意識說服法 Persuasion Skills for Financial Professionals Module 3: Influencing People Consciously and Subconsciously 日期：24.3.18 時間：9:00am - 2:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
757F2	商業道德操守（金融業）單元五：管理商業道德的工具II Business Ethics in the Finance Sector Module 5: Tools and Techniques to Manage Business Ethics II 日期：24.3.18 時間：12:15pm - 2:15pm 時數：2小時	HK \$180	2	2 non-core	2	Business Ethics
PE4200263	Basics of the Construction Industry for Insurance Practitioners - Construction Contract and Project Management 日期：24.3.18 時間：1:30pm - 6:30pm 時數：5小時	# HK\$450	-	5 non-core	5	General Insurance
614F3	股市技術分析課程 單元四：裂口理論，葛蘭碧八大法則 Advanced Technical Analysis Module 4: Gap Theory, Granville Rules 日期：26.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
813E2	個人績效登峰（保險及投資專才系列） 單元三：自我掌控、向心魔說不 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 3: Master Personal Performance & Say Goodbye to Incongruence 日期：26.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development

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These programmes contain no contents on construction insurance.

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PBA00043	心靈管理系列 - 壓力管理 單元三：積極及正向思維技巧 (二) Mind Management Series – Stress Management Module 3: Positive Thinking (2) 日期：26.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
828E2	投資策略系列 單元四：即市交易投資策略 Investment Strategies Series Module 4: Short Term Intraday Trading Strategies 日期：26.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200182	信貸風險與保險相關的破產法律 - 破產管理人與自願安排 Bankruptcy Laws Relating to Credit Risk and Insurance – Trustee in Bankruptcy and Voluntary Arrangement 日期：26.3.18 & 9.4.18 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	Law
PBA00044	心靈管理系列 - 壓力管理 單元四：提升抗逆能力減壓法 (助人) Mind Management Series – Stress Management Module 4: Stress Reduction Techniques (Helping Others) 日期：27.3.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
PE4200174	內地當前財經熱話 單元一：一帶一路：21世紀的絲綢之路 Mainland Contemporary Financial Topics Module 1: One Belt, One Road: the 21st Century Silk Road 日期：27.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Mainland Market
PE4200143	僱員福利系列 - 醫療保險 Employee Benefits Series – Medical Insurance 日期：27.3.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
SC-2065-11	「身心語言程式學」工作坊 單元六：銷售演說技巧 Boost Your Work Competence with NLP Module 6: Professional Sales Presentation 日期：28.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
814E2	個人績效登峰 (保險及投資專才系列) 單元四：超脫平凡、創登峰業績 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 4: Transcend the Ordinary You, Excel the Highest Personal Effectiveness 日期：28.3.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
PE4200104	傳承規劃和傳承學 單元五：高端客戶的傳承規劃方案 Legacy Planning and Legacyology Module 5: Legacy Planning Solutions for High Net-worth Customers 日期：28.3.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Law

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PBA00063	壽險及醫療險 - 協助客人避免漏報 Life & Medical Insurance - Help Your Clients Avoid Non-disclosure 日期：28.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PBA00027	人民幣國際化和金融工具 單元二：人民幣債券 Understanding RMB Internationalization and Financial Instruments Module 2: RMB Bonds 日期：28.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
SC-2066-11	「身心語言程式學」工作坊 單元七：NLP排難解紛 Boost Your Work Competence with NLP Module 7: NLP Conflict Resolution 日期：29.3.18 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Personal Development
749F2	內地金融制度入門 單元一：內地商業文化與政府管理機制 Understanding Mainland Financial System Module 1: Mainland Business Culture & Government Structure 日期：29.3.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Mainland Market
746E2	旅遊保險(人身) Travel Insurance (Person) 日期：29.3.18 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	-	3 non-core	3	General Insurance
SC-2067-11	「身心語言程式學」工作坊 單元八：處理刁難客戶 Boost Your Work Competence with NLP Module 8: Handling Difficult Customers 日期：3.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Personal Development
734F2	互聯網世代的商機和人事(金融服務專業人員) 單元四：如何與Y世代人士一起在互聯網時代的金融服務行業創富 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 4: Ways to Wealth with Gen Y'ers in the Internet Age's Financial Service Industry 日期：3.4.18 時間：6:00pm - 10:00pm 時數：4小時	HK\$360	4	4 non-core	4	Social Media Marketing
PE4200248	內地當前財經熱話 單元十：國內金融科技 - 從虛擬到現實 Mainland Contemporary Financial Topics Module 10: FinTech in China - From Virtual to Real 日期：3.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200144	僱員福利系列 - 人身意外保險 Employee Benefits Series - Personal Accident Insurance 日期：3.4.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance

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PE4200176	內地當前財經熱話 單元三：前海：合作還是競爭 Mainland Contemporary Financial Topics Module 3: Qianhai: Potential for cooperation or competition 日期：4.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Mainland Market
441E2	健康保險：保險從業員須具備的醫學知識 - 危疾 I & II Health Insurance: Medical Knowledge for Insurance Practitioners – Critical Illness I & II 日期：4.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
724F2	金融產品中介人實務須知 單元五： 逆境中的投資 / 保險客戶情緒管理 I Best Practices for Financial Products Intermediaries Module 5 – Surviving the Financial Crisis with Investment / Insurance Customers I 日期：6.4.18 時間：10:00am - 1:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
725F2	金融產品中介人實務須知 單元六： 逆境中的投資 / 保險客戶情緒管理 II Best Practices for Financial Products Intermediaries Module 6 – Surviving the Financial Crisis with Investment / Insurance Customers II 日期：6.4.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
PE4200175	內地當前財經熱話 單元二：亞投行：世界銀行的對手 Mainland Contemporary Financial Topics Module 2: Asian Infrastructure Investment Bank: Rival to World Bank 日期：6.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$200	2	2 non-core	2	Mainland Market
752F2	內地金融制度入門 單元四：內地稅務制度 Understanding Mainland Financial System Module 4: Fundamental PRC Taxation Regime 日期：7.4.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Mainland Market
PBA00018	中國房地產投資策略 單元三：中國房地產投資 China Real Estate Investment Strategies Module 3: China Real Estate Investments 日期：7.4.18 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
453D2	主要經濟指標與投資策劃 單元三：同步經濟指標及滯後經濟指標 Key Economic Indicators and Investment Planning Module 3: Coincident and Lagging Economic Indicators 日期：7.4.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200032	健康保險：保險從業員須具備的醫學知識 - 病史申報 I&II Health Insurance: Medical Knowledge for Insurance Practitioners – Medical Examinee's Disclosure I & II 日期：7.4.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance

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410B2	股票圖表走勢分析 單元一：基本圖表及形態分析 Technical Analysis Module 1: Basic Charting and Pattern Analysis 日期：9.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PBA00045	心靈管理系列 - 壓力管理 單元五：提升抗逆能力減壓法（自助） Mind Management Series – Stress Management Module 5: Stress Reduction Techniques (Self-helping) 日期：9.4.18 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
PE4200238	滬 / 深港通 - 單元三：風險管理 The Shanghai/Shenzhen-Hong Kong Stock Connect - Module 3: Risk 日期：9.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning
PE4200205	客戶投資心理理解說 單元四：理財策劃與資產配置心理學 Know your Customers' Investment Psychology Module 4: The Psychology of Asset Allocation & Financial Planning 日期：9.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
411B2	股票圖表走勢分析 單元二：陰陽燭 Technical Analysis Module 2: Japanese Candlestick 日期：9.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00028	人民幣國際化和金融工具 單元三：人民幣投資基金與其他金融產品 Understanding RMB Internationalization and Financial Instruments Module 3: RMB Investment Funds and Other Financial Products 日期：10.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
759E3	財務風險保險證書課程第 五單元 - 保證保險 Certificate Course in Insurance of Financial Risks Part V – Bonds 日期：10.4.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	General Insurance
396E2	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 2: MPF Recent Development 日期：10.4.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
PBA00046	心靈管理系列 - 壓力管理 單元六：克服恐懼減壓技巧 Mind Management Series – Stress Management Module 6: Overcoming Anxiety and Depression 日期：10.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
PE4200141	僱員福利系列 - 旅遊保險 Employee Benefits Series – Travel Insurance 日期：10.4.18 時間：6:45pm - 9:45pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance

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SC-1890-10	銷售奇才研習坊（保險及投資專業人士）單元四：銷售奇才 Selling Genius Workshop (Insurance & Investment Professionals) Module 4: Selling Genius 日期：11.4.18 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Sales & Marketing
PE4200244	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 Regulatory Requirements for Selling Financial Products Updates Module 7: Latest Banking / Securities Compliance 日期：11.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Compliance
PE4200033	健康保險：保險從業員須具備的醫學知識 - 體檢報告 Health Insurance: Medical Knowledge for Insurance Practitioners – Medical Examiner's Report 日期：11.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
PE4200278	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元四：人工和機械智能 FinTech, Insurtech & Creative Business Management Module 4: AI and Robotic Banking 日期：11.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing
PE4200166	基本證券分析 - 從宏觀經濟學到最佳的投資資產 Fundamental Analysis of Securities - From Macroeconomics to the Best Investment Asset 日期：12.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200284	健康管理與養生系列 單元三：均衡飲食 Health Management Series Module 3: Balanced Diet 日期：12.4.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$300	3	3 non-core	3	Life & Health Insurance
PBA00023	社交媒體和雲端競爭優勢（金融專才）單元二 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 2 日期：12.4.18 時間：6:00pm - 10:00pm 時數：4小時	HK\$360	4	4 non-core	4	Social Media Marketing
296E2	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 Business Networking Workshop for Insurance Practitioners Module 3: An Introduction to Influencing Skills for Networking 日期：13.4.18 時間：1:00pm - 5:00pm 時數：4小時	HK\$360	4	4 non-core	4	Sales & Marketing
742F2	財務策劃（遺產繼承與承辦） Financial Planning (Estate Inheritance and Probate) 日期：13.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE42000259	優越服務必須掌握的保險知識 - 單元七：旅遊保險 NEW Essential Technical Insurance Knowledge for Effective Service Quality Enhancement – Module 7: Travel Insurance 日期：13.4.18 時間：2:30pm - 5:30pm 時數：3小時	HK\$270	-	3 non-core	3	General Insurance

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SC-2070-11	銷售要訣(財經專才系列) 單元三: Y世代銷售團隊 Sales Essentials for Financial Professionals Module 3: Gen Y Sales Team 日期: 13.4.18 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$270	3	3 non-core	3	Sales & Marketing
PE4200225	環球稅制概覽 單元二: 全球稅務資訊交換 Global Taxation Overview Module 2: Common Reporting Standard 日期: 13.4.18 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$300	3	3 non-core	3	Investment & Financial Planning
PE4200215	內地與香港基金互認 - 單元一: 概況 Mainland-Hong Kong Mutual Recognition of Funds – Module 1: Overview 日期: 13.4.18 時間: 6:30pm - 9:30pm 時數: 3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
758F2	商業道德操守(金融業) 單元六: 金融業相關的商業道德 I Business Ethics in the Finance Sector Module 6: Business Ethics Issues in Connection with the Finance Sector I 日期: 14.4.18 時間: 9:00am - 11:00am 時數: 2小時	HK\$180	2	2 non-core	2	Business Ethics
454D2	主要經濟指標與投資策劃 單元四: 重要市場的經濟指標分析及經濟指標之限制 Key Economic Indicators and Investment Planning Module 4: Analysis of Economic Indicators of Major Markets and Limitation of Economic Indicators 日期: 14.4.18 時間: 9:00am - 1:00pm 時數: 4小時	HK\$360	4	4 non-core	4	Investment & Financial Planning
804E2	保險業之領導與管理技巧 - 激勵人才與績效提升 Leadership & Management Industry - Motivating People for Peak Performance 日期: 14.4.18 時間: 9:00am - 2:00pm 時數: 5小時	 HK\$450	5	5 non-core	5	Personal Development
759F2	商業道德操守(金融業) 單元七: 金融業相關的商業道德 II Business Ethics in the Finance Sector Module 7: Business Ethics Issues in Connection with the Finance Sector II 日期: 14.4.18 時間: 11:15am - 1:15pm 時數: 2小時	HK\$180	2	2 non-core	2	Business Ethics
445E2	健康保險: 醫療開支與保險市場 Health Insurance: Medical Expenses and the Insurance Market 日期: 14.4.18 時間: 2:00pm - 5:00pm 時數: 3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
612F3	股市技術分析課程 單元二: 動量指標、變速率、乖離率、 威廉指標、淨值成交量 Advanced Technical Analysis Module 2: Momentum, Rate of Change, BIAS, William's Index, OBV (On Balance Volume) 日期: 16.4.18 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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728E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元三：非語言溝通技巧2 - 身體語言解碼 Communicating without Talking for Financial Professionals Module 3: Non-verbal Communication Skills II 日期：16.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
PE4200279	金融科技 (FinTech)、保險金融科技 (Insurtech) 與創意營商管理 單元五：個人點對點 (P2P)FinTech, Insurtech & Creative Business Management Module 5: P2P 日期：16.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing
412B2	股票圖表走勢分析 單元三：技術指標－移動平均線、 MACD及相對強弱指數 Technical Analysis Module 3: Technical Indicators: Moving Averages, MACD and RSI 日期：16.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200183	信貸風險與保險相關的破產法律 - 風險所在 Bankruptcy Laws Relating to Credit Risk and Insurance - The Real Risk 日期：16.4.18 & 23.4.18 時間：6:30pm - 9:00pm 時數：5小時 (共2堂)	HK\$450	5	5 non-core	5	Law
760F2	內地金融制度入門 單元五：內地宏觀經濟及理財策劃概況 Understanding Mainland Financial System Module 5: Mainland Macroeconomic and Financial Planning Overview 日期：17.4.18 時間：2:30pm - 5:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PBA00014	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 Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 9: Guidance on the Proper Handling of Customers' Personal Data for the Insurance Industry 日期：17.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
400E2	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) Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 6: Enhanced Regulation of MPF Intermediaries 日期：17.4.18 時間：6:30pm - 7:30pm 時數：1小時	● HK\$285	2	2 core	2	MPF Regulatory Requirement
401E2	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) Sales Compliance Reviews and Updates for Financial Products Intermediaries Module 7: Conduct Requirements of MPF Intermediaries 日期：17.4.18 時間：7:30pm - 8:30pm 時數：1小時					

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

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PE4200172	銷售金融產品的監管要求新知 單元四：客戶盡職審查重溫與新知 Regulatory Requirements for Selling Financial Products Updates Module 4: Customer Due Diligence Review & Update 日期：17.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Compliance
SC-1762-09	創意增值（保險專業人士）研習坊 單元三：創意思維工具及技巧 Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 3: Creative Thinking Tools and Techniques 日期：17.4.18 & 18.4.18 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	Personal Development
PE4200243	產品責任保險（承保製造商及出口商） Product Liability Insurance for Manufacturers and Exporters 日期：17.4.18 & 24.4.18 時間：6:45pm - 9:15pm 時數：5小時（共2堂）	HK\$450	-	5 non-core	5	General Insurance
PE4200181	傳承規劃和傳承學 單元六：高端客戶的傳承規劃法律原則和工具 Legacy Planning and Legacyology Module 6: Legal Principles and Tools of Legacy Planning for High Net-worth Customers 日期：18.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Law
704E3	法律責任證書課程第 四單元 - 僱主責任及汽車責任 Certificate Course in Legal Liability Part IV – Employer's Liability and Motor Liability Date: 18.4.18 Time: 1:15pm - 6:15pm Duration: 5 hours	EN HK\$450	-	5 non-core	5	Law
PBA00021	變革管理必技巧 單元三：持分者管理 Essential Skills for Change Management Module 3: Stakeholder Management 日期：18.4.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Management
SC-2086-12	強化影響力課程 單元五：引領變革 Strengthening Your Influential Power Course Module Five – Leading Change 日期：18.4.18 時間：2:00pm - 6:00pm 時數：4小時	HK\$360	4	4 non-core	4	Personal Development
PBA00033	物業管理行業所需的責任保險： 保單範圍、索償程序及個案分享 Liability Insurance Coverage for Property Management Industry, Underwriting and Claims Handling with Interesting Cases Sharing 日期：18.4.18 時間：2:15pm - 6:15pm 時數：4小時	PIBA CPD* HK\$360	-	4 non-core	4	General Insurance
PE4200069	強積金培訓 單元二：強積金與香港退休需要 MPF Training Programme Module 2: MPF & HK Retirement Needs 日期：18.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF Products & Others

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

* 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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PE4200245	銷售金融產品的監管要求新知 單元八：香港銷售實務 Regulatory Requirements for Selling Financial Products Updates Module 8: Selling Practice in Hong Kong 日期：18.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
446E2	健康保險：醫療保險索償（保險中介人須知） Health Insurance: Medical Insurance Claims for Insurance Intermediaries 日期：18.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	-	3 non-core	3	Life & Health Insurance
722F2	金融產品中介人實務須知 單元三：市場慣例及客戶合適程度管理 I Best Practices for Financial Products Intermediaries Module 3 – Market Practices and Customer Suitability Management I 日期：19.4.18 時間：1:00pm - 4:00pm 時數：3小時	HK\$270	3	3 non-core	3	Compliance
PE4200165	基本證券分析 - 行業分析有多重要？ Fundamental Analysis of Securities - How Important is Industry Analysis? 日期：19.4.18 時間：2:00pm - 5:00pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
723F2	金融產品中介人實務須知 單元四：市場慣例及客戶合適程度管理 II Best Practices for Financial Products Intermediaries Module 4 – Market Practices and Customer Suitability Management II 日期：19.4.18 時間：4:15pm - 6:15pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
PE4200228	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 MPF Training Programme Module 1: Default Investment Strategy (DIS) Training for MPF Intermediaries 日期：19.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$285	2	2 core	2	MPF Regulatory Requirements
PE4200199	保險從業員應如何避免觸犯《競爭條例》 Pitfalls Presented by the Competition Ordinance for Insurance Practitioners 日期：19.4.18 & 25.4.18 時間：7:00pm - 9:00pm 時數：4小時（共2堂）	HK\$360	-	4 non-core	4	Law
298E2	資產保障相關法律 - 信托以外的安排 Law Relating to Asset Protection – Non-Trust Arrangements 日期：20.4.18 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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297E2	商務人際網絡的建立 - 保險從業員工作坊 單元四：你的人際網絡成功大計 Business Networking Workshop for Insurance Practitioners Module 4: Action plan for personal development specific to networking 日期：20.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
PE4200252	金融科技與金融業 單元四：區塊鏈如何改變世界 FinTech and the Finance Industry Module 4: How Blockchain Could Change the World 日期：20.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Social Media Marketing
765F2	處理金融糾紛的準備和進階技巧課程 單元三：如何運用調解技巧以解決金融糾紛 Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 3: How to Use Mediation Skills to Resolve Financial Disputes? 日期：20.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$330	3	3 non-core	3	Disputes Resolution
PE4200269	提升人際關係 - 九型人格：概要及工作應用 Enhancing Interpersonal Relationships – Enneagram: Overview and Application at Work 日期：21.4.18 時間：9:00am - 2:00pm 時數：5小時	 HK\$450	5	5 non-core	5	Personal Development
PE4200167	基本證券分析 - 股票分析還是選美？巴菲特和凱恩斯的審美標準 Fundamental Analysis of Securities - Stocks Analysis or Beauty Contest? Aesthetic Standards of Buffett and Keynes 日期：21.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
826E2	投資策略系列 單元二：順勢交易投資策略 Investment Strategies Series Module 2: Trend Following Investment Strategies 日期：23.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
SC-2064-11	「身心語言程式學」工作坊 單元五：NLP成功藝術 Boost Your Work Competence with NLP Module 5: The Art of Success with NLP 日期：23.4.18 時間：3:00pm - 5:00pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
729E2	「不言而喻」的奧妙 - 保險從業員工作坊 單元四：非語言溝通技巧3 - 外觀禮儀 Communicating without Talking for Financial Professionals Module 4: Non-verbal Communication Skills III 日期：23.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
618F2	投資產品發展近況 單元三：外匯及商品市場 Current Development on Investment Products Module 3: Forex/Currency and Commodity Market 日期：24.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Investment & Financial Planning

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818E2	風險評估及管理（財經業人士） 單元四：從財務報表中分析風險的技巧 II Risk Assessment and Management for Financial Service Executives Module 4: Techniques of Reading Risks from Financial Statements II 日期：24.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200173	內地商務法例入門（金融專業）單元四：內地合同法 Introduction to Mainland Commercial Law for Financial Professionals Module 4: Contract Law 日期：24.4.18 & 25.4.18 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK\$450	5	5 non-core	5	Mainland Law
SC-2071-11	銷售要訣（財經專才系列） 單元四：Meta-Coaching教練式銷售和管理 Sales Essentials for Financial Professionals Module 4: Meta-Coaching Sales and Management Skills 日期：25.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Sales & Marketing
PE4200280	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元六：破壞式金融 IFinTech, Insurtech & Creative Business Management Module 6: Disruptive Finance I 日期：25.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$200	2	2 non-core	2	Social Media Marketing
PE4200224	打擊洗錢及恐怖分子資金籌集（金融機構）條例和相關監管要求 單元三：高風險範疇 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements Module 3: High Risk Areas 日期：25.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
PE4200216	內地與香港基金互認 - 單元二：跨境基金安排 Mainland-Hong Kong Mutual Recognition of Funds – Module 2: Cross-border Fund Arrangement 日期：25.4.18 時間：6:30pm - 8:30pm 時數：2小時	 HK\$180	2	2 non-core	2	Investment & Financial Planning
PE4200274	亞洲證券市場 單元五：參與內地證券市場 Asian Securities Markets Module 5: Mainland Securities Market for Foreign Investments 日期：25.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200050	金融專業人士管理技巧（進階課程） 單元三：工作與生活共融的時間管理 Advanced Management Skills for Financial Professionals Module 3: Managing Time for Work-Life Integration 日期：25.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Management

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

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 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。

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局CPD	Category 類別
PBA00047	心靈管理系列 - 壓力管理 單元七：平息客戶情緒技巧 Mind Management Series – Stress Management Module 7: Handling Customers' Emotions 日期：26.4.18 時間：2:00pm - 4:00pm 時數：2小時	HK\$180	2	2 non-core	2	Personal Development
758E3	財務風險保險證書課程 第四單元 - 信貸保險 Certificate Course in Insurance of Financial Risks Part IV – Credit 日期：26.4.18 時間：2:30pm - 5:30pm 時數：3小時	HK\$270	3	3 non-core	3	General Insurance
761F2	打擊洗錢及恐怖分子資金籌集（金融機構） 條例和相關監管要求 單元一 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements Module 1 日期：26.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$180	2	2 non-core	2	Compliance
PE4200281	金融科技（FinTech）、保險金融科技（Insurtech）與創意營商管理 單元七：破壞式金融 II FinTech, Insurtech & Creative Business Management Module 7: Disruptive Finance II 日期：26.4.18 時間：6:30pm - 8:30pm 時數：2小時	HK\$200	2	2 non-core	2	Social Media Marketing
PE4200059	財富管理技巧深造系列 單元四：改正不良投資習慣 Achieving Wealth Management Excellence Series Module 4: Rectification of Bad Investment Habits 日期：26.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
PE4200178	內地當前財經熱話 單元五：人民幣國際化：戰略和金融改革 Mainland Contemporary Financial Topics Module 5: Renminbi Internationalization: Strategy and Financial Reform 日期：26.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Mainland Market
748E2	旅遊保險（經濟權益） Travel Insurance (Pecuniary Interests) 日期：26.4.18 時間：6:45pm - 9:45pm 時數：3小時	 HK\$270	-	3 non-core	3	General Insurance
PE4200074	家庭法（理財策劃師須知） Family Laws for Financial Planners 日期：27.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200179	內地當前財經熱話 單元六：中國不良資產：問題與對策 Mainland Contemporary Financial Topics Module 6: China non-performing assets: Problem and Solution 日期：27.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$300	3	3 non-core	3	Mainland Market

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Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會 CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監局CPD	Category 類別
755F2	商業道德操守(金融業)單元三：商業道德的評估 Business Ethics in the Finance Sector Module 3: Evaluating Business Ethics 日期：28.4.18 時間：9:00am - 11:00am 時數：2小時	HK\$180	2	2 non-core	2	Business Ethics
SC-2061-11	說服技巧(金融服務業專才)單元二：超卓的說服技巧 Persuasion Skills for Financial Professionals Module 2: Excel Your Persuasion Skills 日期：28.4.18 時間：9:00am - 12:00pm 時數：3小時	HK\$270	3	3 non-core	3	Personal Development
PE4200264	Basics of the Construction Industry for Insurance Practitioners - # Tall Building and Basement Construction 日期：28.4.18 時間：1:30pm - 6:30pm 時數：5小時	HK\$450	-	5 non-core	5	General Insurance
825E2	投資策略系列 單元一：長線投資策略 Investment Strategies Series Module 1: Long Term Investment Strategies 日期：30.4.18 時間：1:00pm - 6:00pm 時數：5小時	HK\$450	5	5 non-core	5	Investment & Financial Planning
PE4200122	人民幣國際化和金融工具 單元四：滬港通對人民幣國際化的影響 Understanding RMB Internationalization and Financial Module 4: Impact of Shanghai-Hong Kong Stock Exchange Connect Programme on RMB Internationalization 日期：30.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning
613F3	股市技術分析課程 單元三：動向指標、順勢指標、隨機指標 Advanced Technical Analysis Module 3: Directional Movement Index (DMI), Commodity Channel Index (CCI), Stochastic Oscillator 日期：30.4.18 時間：6:30pm - 9:30pm 時數：3小時	HK\$270	3	3 non-core	3	Investment & Financial Planning

These programmes contain no contents on construction insurance.

NOTICE 啟事

To comply with the requirement of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) on the award of CPD hour, with effect from 1 March 2017, **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, one IA-CPD hour will be deducted.

根據香港學術及職業資歷評審局(評審局)出席監察機制要求，由2017年3月1日起，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。

地產業持續專業發展課程

CPD Programmes for Estate Agents



Emotional Intelligence Management (Real Estate)

- Estate Agents Best Practice Series

情商管理（地產）- 地產代理實戰篇

簡介

現代都市人面對的最大敵人是壓力，長期受壓可能會引致一連串生理和心理的疾病。在香港，約四個人當中，就有一个人會因為壓力過大，而衍生出情緒或健康問題，作為服務業前線的地產代理情況更甚。他們長期面對銷售壓力，加上工時長作息時間又不穩定，若果不能夠有效疏導壓力，豈能在競爭激烈的市場中站穩住腳？

情商管理是透過了解自我及認識他人，學習控制、調節和轉移情緒，從而化壓力為動力，以積極的態度應對難關，提升整體工作表現。為配合地產業內對情緒健康管理的需求，我們希望推出這課程系列，教導學員如何應付各種壓力和負面情緒，並將情商管理的原則融入到銷售技巧當中，以DISC性格分析，更有系統剖析客戶心理，提升學員在行業內的競爭力。除理論基礎外，本課程系列更混合一些實戰例子，將理論與實踐結合，促使學員能夠學以致用。

☎ 蔡先生 Mr. Andy Choi
電話 Tel: 2919 1424
電郵 Email: achoi@vtc.edu.hk

課題

地產代理實戰篇（一）— 身體語言話你知！（3小時）

- 身體語言的影響力與破壞力
- 五官動作、手勢與姿勢的觀察與運用
- 修飾或加強身體語言的方法與練習

地產代理實戰篇（二）— 情緒智商急轉彎（3小時）

- 人們對正面與負面轉變時的典型反應
- 處理消極情緒的方法與步驟
- 高情商（EQ）的特質及成功例子分享

地產代理實戰篇（三）— 透視顧客心（6小時）

- DISC性格系統的四大行為取向，如何以觀察及溝通辨識客戶種類
- 分析銷售員的行為特徵，發掘其獨特強項以及需改進部份
- 對各類客戶的銷售手法，從而提高準確度以及成功率

地產代理實戰篇（四）— 壓力管理和正面思維（6小時）

- 壓力的來源和對我們的影響
- 如何去舒緩壓力
- 自我管理壓力的要訣
- 正面思維的力量
- 培養正面思維，運用於自我管理、員工管理、顧客服務管理等各方面

授課語言

粵語

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Putonghua (Estate Agents)

地產代理普通話

簡介

課程專為現職或有意加入地產代理工作的人士而設。鑒於近年內地客來港置業風氣熾熱，我們希望通過情境互動教學方式，以圍繞地產銷售過程的內容，讓學員在短期內掌握地產買賣的實用普通話用語和詞彙，提高學員以普通話待客，溝通和洽談買賣等能力。

課題

- 普通話拼音簡介
- 查詢和介紹樓盤常用語
- 放盤及看樓常用語
- 議價和簽約常用語
- 驗樓收樓常用語
- 香港樓盤和街道名稱

授課語言

普通話

☎ 蔡先生 Mr. Andy Choi
電話 Tel: 2919 1424
電郵 Email: achoi@vtc.edu.hk

Code 編號	Programme Information 課程資料	Fee 費用	EAA 地監局 CPD	Category 類別
PE4200211	地產代理實戰篇(一) – 身體語言話你知! Estate Agents Best Practice Series (1) – Body Language Tells You Something 日期: 28.2.18 時間: 9:00am - 12:00pm 時數: 3小時	HK\$300	3 non-core	Emotional Intelligence Management
PE4200212	地產代理實戰篇(二) – 情緒智商急轉彎 Estate Agents Best Practice Series (2) – Embracing Change with High EQ 日期: 7.3.18 時間: 9:00am - 12:00pm 時數: 3小時	HK\$300	3 non-core	Emotional Intelligence Management
PE4200213	地產代理實戰篇(三) – 透視顧客心 Estate Agents Best Practice Series (3) – Understanding Customer Needs 日期: 14.3.18 時間: 9:00am - 12:00pm & 1:00pm - 4:00pm 時數: 6小時	HK\$600	6 non-core	Emotional Intelligence Management
PE4200214	地產代理實戰篇(四) – 壓力管理和正面思維 Estate Agents Best Practice Series (4) – Stress Management and Positive Thinking 日期: 21.3.18 時間: 9:00am - 12:00pm & 1:00pm - 4:00pm 時數: 6小時	HK\$600	6 non-core	Emotional Intelligence Management
PE400047	地產代理普通話 日期: 23.2.18-23.3.18 (逢星期五) 時間: 9:30am - 12:30pm 時數: 15小時 (共5堂), 每節課3小時	HK\$1,500	15 non-core	Putonghua

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

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

課程特點

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。

Code 編號	Programme Information 課程資料
PE4200202	<p>認可兒童財商導師課程</p> <p>日期：22.2.18 - 19.4.18 (逢星期四) (4月5日除外)</p> <p>時間：7:30pm - 10:00pm</p> <p>時數：20小時理論課及實習計劃</p> <p>地點：高峰進修學院</p> <p>學費：HK\$5,400</p> <p>導師：關顯彬先生 (前任校長、國際財務顧問、親子理財專欄作家、財商教育協會課程及培訓總監)</p> <p>總時數：20小時理論課及實習計劃</p> <p>上課形式：講授、個案討論、工作坊及遊戲活動等</p> <p>期終課業：獨自設計一項理財活動計劃</p> <p>授課語言：粵語</p>

理論課大綱

1. 財商教育的重要性
 - 香港的財商教育發展
 - 世界各地財商教育發展情況
 - 認識自我的理財態度
 - 有趣的理財問題
2. 兒童經濟教育與生活的關係
 - 經濟教育的重要性
 - 從經濟概念到遊戲與範例
 - 一些兒童必需認識的經濟教育
 - 兒童財商教育八個方向的概念流程圖
3. 從心理成長看兒童理財
 - 從心理成長看兒童理財
 - 兒童的認知理論及社會學習論
 - 兒童的第一個理財世界：
如何讓兒童認識金錢
 - 認識兒童理財態度
4. 兒童的第二個理財世界：零用錢
 - 零用錢的意義
 - 零用錢的分配
 - 理財周記
 - 親子間的「第一桶金」
5. 兒童的第三至第五個理財世界：
儲蓄、消費與預算
 - SMART儲蓄法
 - 虛擬貨幣與網上虛擬理財世界
 - 四個消費概念
 - 消費預算的生活學習
6. 兒童的第六至第八個理財世界：
保護、增值及分享
 - 兒童如何明白保險的來源與概念
 - 認識人生風險的重要性
 - 孩子如何認識增值金錢
 - 從保存玩具看價值
7. 兒童財商教育桌上遊戲棋
 - 認識新加坡桌上遊戲Money Champ
(適合4至12歲)與如何做分析報告
 - 認識本港桌上遊戲小財俊大智慧
(適合9至15歲)與有關課程和活動
 - 認識本港桌上遊戲\$80環遊世界
(適合8至12歲)
8. 兒童財商導師的定位及參與課程活動設計
編排範例
 - 兒童財商導師的任務與策略技巧
 - 財商課程與小學常識科的關係
 - 兒童財商教育課程16課與不同形式的
兒童財商活動舉隅

☎ 陳先生 Mr. Matt Chan
電話 Tel: 2919 1545
電郵 Email: hin14@vtc.edu.hk

👉 www.peak.edu.hk

修畢資格

1. 凡學員於理論課出席率達80% 及
2. 成功通過理財活動計劃

將獲財商教育協會頒發《認可兒童財商導師證書》

截止報名日期

開課前7天

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。

Preparatory Course for IIQE Paper 2: General Insurance

保險中介人考試 備試課程 卷二：一般保險

黃先生 Mr. Hongnin Wong
電話 Tel: 2836 1744
電郵 Email: matthew50hk@vtc.edu.hk

Objectives

The course aims to prepare participants for the Qualifying Examination of the Insurance Intermediaries Quality Assurance Scheme in the subject of General Insurance.

Course Outlines

- Insurance Products
- Underwriting and Policy Wording
- Claims
- Customer Service

Duration

10 hours

Code 編號	Programme Information 課程資料	Fee 費用
PE4200291	保險中介人考試 備試課程 卷二：一般保險 Preparatory Course for IIQE Paper 2: General Insurance 日期：7.2.18 & 8.2.18 時間：1:30pm - 6:30pm 時數：10 小時（共2堂）	HK\$1,000
PE4200291	保險中介人考試 備試課程 卷二：一般保險 Preparatory Course for IIQE Paper 2: General Insurance 日期：14.3.18 & 15.3.18 時間：1:30pm - 6:30pm 時數：10 小時（共2堂）	HK\$1,000
PE4200291	保險中介人考試 備試課程 卷二：一般保險 Preparatory Course for IIQE Paper 2: General Insurance 日期：23.4.18 & 24.4.18 時間：1:30pm - 6:30pm 時數：10 小時（共2堂）	HK\$1,000

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。

Anti-Money Laundering Courses for Money Service Operators

金錢服務經營者打擊洗錢課程

Speaker 講師

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。

Co-organizer 合辦機構



Programme Objectives 課程目標

This programme, which is jointly organized by our institute with the Hong Kong Money Service Operators Association*, is designed for money service operators (MSOs) to enable them to better understand the statutory and regulatory requirements regarding AMLO Statutory Requirements and Ongoing Monitoring of Anti-Money Laundering and Counter-Terrorist Financing. This will also raise participants' awareness of the importance of Customer Due Diligence and Ongoing Monitoring so that they can help to detect irregular or suspicious financial activities, and hence enhance the compliance level of MSOs.

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、提高從業員對打擊洗錢條例要求的認識、增加對客戶盡職審查及持續監察的意識及加深對客戶的了解及偵察異常或可疑活動，藉此提昇金錢服務經營者的合規水平。

* About Hong Kong Money Service Operators Association

香港金錢服務業協會簡介 (MSOA)

Hong Kong Money Service Operators Association Limited as a non-profit organization, aims to represent and protect the interests of money service operators, maintain 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。

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

Code 編號	Programme Information 課程資料	Medium of Instruction 教學語言
PE4200285	打擊洗錢條例要求 AMLO Statutory Requirements Date 日期: 22.3.18 Time 時間: 7:00pm - 9:30pm Duration 時數: 2.5 hours 小時 Fee 費用: HK\$500 Or HK\$390**	Taught in Cantonese supplemented with English terminology 中文授課，以英文輔助

** Fee Discount:

The course only costs MSOA Member HK\$390 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, Email: info@msoa.hk or its office at A2/F, Dolford Mansion, 1-3 Chatham Court, Tsim Sha Tsui, Kowloon

** 學費優惠:

金錢服務業協會會員報讀本課程只須每位HK\$390。惟必須經由香港金錢服務業協會報名，以核實資格。報名可聯絡香港金錢服務業協會
電話: 3176 2004 · 傳真: 3010 8582 · 電郵: info@msoa.hk
地址: 九龍尖沙咀漆咸圍1-3號多福大廈2樓A室

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。

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 not transferable, and request for programme swapping will not be entertained.

Students will collect and sign to acknowledge collection of the receipts at the first lesson. Fees paid after the enrollment deadline may result in delay in receipt issuing. For those who have not collected the receipts during the first lesson, our staff will contact them for the receipt collection arrangement. If students choose to collect the 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, Wanchai, 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, and degree programmes, all classes are conducted in Cantonese and supplemented with English terminology. Programme handouts will be provided in Chinese or English.

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

Attendance-Taking Procedures 點名程序

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

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

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

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

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, one 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 the 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 / Postgraduate Certificate / Professional Diploma / Professional Certificate / Certificate Programmes 深造文憑 / 深造證書 / 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) / Postgraduate Certificate (PgC) / 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 / PgC / 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 / 深造證書 / 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 / 深造證書 / 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. ** 考試指高峰進修學校內考試。

Fees 費用

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

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

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

所有行政或課程費用如有所調整，恕不另行通知。

Special Discount 特別優惠

Graduates of VTC 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

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

Suggestions and Complaints 建議及投訴

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

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



Introduction 簡介

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

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

Application Procedures 申請手續

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

How to Claim Reimbursement 申請發還款項手續

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

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

報名表

本院專用 Office use only		ver 20161001
Date of Receipt: _____	Handled by: _____	
Remarks: _____		
Application: <input type="checkbox"/> Walk-in	<input type="checkbox"/> By Mail	<input type="checkbox"/> By Fax
Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit Card

申請人個人資料 (請填寫香港身份證 / 護照上之姓名)

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

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

通訊地址: _____

任職機構名稱: _____ 職位 / 部門: _____

電郵地址*: (1) _____ (2) _____

日間聯絡電話: _____ 流動電話: _____ 傳真: _____

你是否需要簽證 / 進入許可來香港特別行政區(「香港特區」)就讀? ☐ 是 ☐ 否

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

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

* 請刪去不適用者

本人現報讀以下課程

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

只供報讀學歷頒授課程之申請人填寫

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

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

付款方法

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

☐ 現金 金額: 港幣 _____ 元

☐ 支票 (抬頭請寫: 職業訓練局)

支票號碼: _____

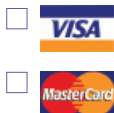
☐ 信用卡

信用卡號碼: _____

有效期: _____

(月/年)

付款額: _____



(持卡人姓名)

(持卡人簽署)

申請持續進修基金

如欲申請持續進修基金, 申請人須注意以下事項:

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

請問您是從以下那途徑得知本課程?(可選多項"✓")

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

申請人之聲明及簽署

本人若於此表格之第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，以及核對及索取申請人在職業訓練局及其機構成員就讀的紀錄與成績；
 - (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，不論是否存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

Enrollment Form

本院專用 Office use only		ver 20161001
Date of Receipt: _____	Handled by: _____	
Remarks: _____		
Application: <input type="checkbox"/> Walk-in	<input type="checkbox"/> By Mail	<input type="checkbox"/> By Fax
Payment: <input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit Card

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

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

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

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

* Please delete as appropriate

I AM APPLYING FOR THE FOLLOWING PROGRAMME

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

FOR APPLICANTS APPLYING FOR AWARD-BEARING PROGRAMMES ONLY

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

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

PAYMENT METHOD

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

☐ Cash Amount: HK\$ _____

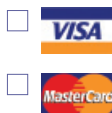
☐ Cheque (payable to "Vocational Training Council")

Cheque No.: _____

☐ Credit Card

Card Number: _____

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



Cardholder's Name _____ Authorised Signature _____

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF

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

Where did you learn about this programme?

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

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

APPLICANT'S DECLARATION and SIGNATURE

By signing on the "Applicant's signature" on page 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 pages 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 so use your personal data without your consent. If you do not agree the arrangement stated above, please put a tick in the following box.

☐ I do not agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to peak@vtc.edu.hk or by fax to 2891 5707.

(I) COLLECTION and USE OF PERSONAL DATA

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

(II) NOTES TO APPLICANTS

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

(III) DECLARATION

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

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

Intellectual Property

- "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

- 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 student undertakes to promptly report to VTC if he / she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him / her.
8. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions / centre, 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 enrolment 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 pages 2 & 3 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".	Applicant's Signature	Date
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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.
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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