高峰進修學院
Institute of Professional Education And Knowledge

PEAK

Member of VTC Group
VTC 機構成員

AUG - OCT
2015

開創機會

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

Welcome to PEAK!

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

In continuation of the Mainland topics launched in the previous quarter, PEAK has developed new programmes on RMB internationalisation and Mainland commercial law, which include "Impact of Shanghai-Hong Kong Stock Exchange Connect Programme on RMB Internationalisation" and "Capital Account Operation". These two programmes aim at providing more in-depth and detailed information and knowledge for financial professionals to get prepared for developing Mainland business.

Mobile Technology and Social Media have been developing rapidly throughout the years, have you ever thought about how to apply them in the financial business? In this quarter, PEAK launches a series of related programmes which help keep you abreast of the latest information and knowledge. These are the "Managing Social Media and Cloud Marketing Advantages in Insurance and Financial Services industry" and "Mobile Online Tools for Financial Professionals" series, each includes 3 short courses, to expound how to apply the mobile technology and social media to develop the business.

In addition to understanding the popular online marketing tools, knowledge managing its risk should not be ignored. In order to provide comprehensive information to the financial practitioners, PEAK launches a programme "Risk Management of Digital Distribution" which elaborates how to minimise and control the risks so that you can use the online tools more at ease.

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

Dr Lillian Wong
Principal, Institute of Professional Education And Knowledge
Vocational Training Council
Jul 2015

歡迎來到高峰進修學院（PEAK）!

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

延續上一季有關內地市場的介紹，PEAK繼續推出有關人民幣國際化及內地商務法例的課程，包括「滬港通對人民幣國際化的影響」及「外商投資企業及其資本金和往來帳戶」，這兩個新課程旨在為金融專業人士提供更深入更詳盡的資訊，為開拓內地的業務作好準備。

近年流動科技及社交媒體迅速發展，有沒有想過如何運用在金融業務上?PEAK於今季推出了一系列有關的課程，絕對能令您掌握最新的資訊及知識。課程包括「保險及金融服務業如何善用社交媒體和雲端加強競爭優勢」及「金融從業員流動線上工具須知」的課程系列，當中有3個課程，為你分析如何運用流動科技及社交媒體來發展業務。

瞭解現今流行的網絡營銷方法之餘，其風險管理的知識亦不容忽視。PEAK希望可以為金融從業員提供全面的資訊，因此推出了「網路分銷的風險管理」課程，闡述如何減低及控制有關的風險，讓您可以更安心使用線上工具。

我們希望PEAK提供的課程能夠切合您的培訓需要，期待著在PEAK與您見面。

黃倩瑛博士
高峰進修學院院長
職業訓練局
2015年7月

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Institute Information 學院資料

Institute of Professional Education And Knowledge (PEAK) is a member of the VTC Group with over 20 years of experience in professional training and corporate human resources development. We are one of the leading in-service training organisations and qualifying bodies in Hong Kong. Our programmes cover the following areas: financial services, management, information technology, languages, construction, real estate & property management and aviation. In 2013/2014 alone, over 80,000 adult learners have enrolled in our programmes. In the area of corporate training, since 2003, more than 200 well established companies have adopted our products and services to enhance the technical competency and professional expertise of their employees.

高峰進修學院（PEAK）是VTC機構成員，致力為業界提供全面的在職培訓及專業考試服務，擁有超過20年專業及企業人才培訓經驗，實力及規模皆處於領導地位。為配合社會的發展和需要，本學院不斷開設多項培訓課程，涵蓋範圍包括：財經事務、管理專業、資訊科技、語文、建築、地產及物業管理及航空等。單以2013/14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關閉（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。*

Short Courses
短期課程

Anti-Money Laundering Course for Money Service Operators - Ongoing Monitoring and Case Studies
金錢服務經營者打擊洗錢課程 - 持續監察及個案分析

Co-organizer 合辦機構

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

Acknowledgement 特別鳴謝

HKMSOS / 合規找換系統

Programme Objectives 課程目標

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

本課程由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（金融機構）條例》及《打擊洗錢及恐怖分子資金籌集指引（金錢服務經營者適用）》的要求，提高從業員對持續監察的意識，加深對客戶的了解及偵察異常或可疑活動，藉此提昇金錢服務經營者的合規水平。

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

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

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

Code 編號	Programme Information 課程資料	Medium of Instruction 教學語言
PE4200083	金錢服務經營者打擊洗錢課程 - 持續監察及個案分析 Anti-Money Laundering Course for Money Service Operators-Ongoing Monitoring and Case Studies 日期：29.10.15 時間：7:30pm - 9:30pm 時數：2小時 費用：HK$400 Or HK$300** *(**licensed money service operators only)*	Taught in Cantonese supplemented with English terminology 中文授課 以英文輔助

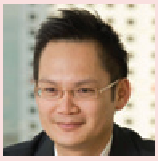
*** Fee Discount:*

The fee for licensed money service operators is HK$300 per person. To verify the eligibility to the special discount, licensed money service operators must enroll in the course through the Hong Kong Money Service Operators Association at Tel: 3176 2004, Email: info@msoa.hk, Fax: 3010 8582 or its office address: A2/F, Dolford Mansion, 1-3 Chatham Court, Tsim Sha Tsui, Kowloon.

學費優惠：

金錢服務經營者報讀本課程只須每位HK$300。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

Speakers 講師



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

Mr. Tse is the founding Chief Executive Officer of the MSOA. He has more than 16 years of experience in advisory, finance and banking services. Last year, Vincent 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16年會計諮詢、金融及銀行經驗。此外，去年初謝先生獲邀前往馬來西亞出席由「國際公認反洗錢師協會」舉辦的第六屆反洗錢及金融犯罪亞太區年度會議，並擔任講師。

Mr. Jimlian Chan
陳振廉先生
CPA

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

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

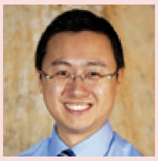
Self Enhancement Programme
個人提升課程

Speaker 講者

Mei Ling Ng Liu

The "Diamond Matchmaker" – Managing Director of Hong Kong Matchmakers & MeilingCircle.com

有「鑽石媒人」之稱的香港婚姻介紹所及小緣圈的董事總經理



Felix Tong
唐思偉

- D.Min. Spiritual Direction Candidate
  教牧學博士候選人
- M.Soc.Sc. Counseling 輔導學碩士
- M.C.S. Marriage and Family Therapy
  基督教研究碩士（主修婚姻家庭治療）
- Associate Fellow (HKPCA)
  香港專業輔導協會副院士

Roman Tsui
徐偉東

- M.A. Professional Counseling (ONU)
  專業輔導碩士
- NLP Practitioner 身心語言程式執行師
- DISC Certified Behavioral Consultant
  認証DISC風格行為顧問
- Registered TJTA Practitioner
  註冊泰氏性格分析執行師
- Approved P/E Counsellor
  認可婚前 / 婚後成長輔導員

Hong Kong is ageing fast. Our divorce rate is 35% and climbing. We are living longer, marrying later or not at all, and having less children. According to WHO, by 2050, 40% of dynamic Hong Kong's population will be 65 years and older, making us the 5th oldest city in the world. We cannot allow this trend to continue.

"Relationship" is not about material gains or the number of friends one has on Facebook. To live in harmony, we all need good relationships to complete us, but judging from the above, we aren't doing too well. Perhaps it's time we took "Relationships" more seriously.

MeilingCircle's own team of Counsellors collaborate with the Lutheran Family Counselling Center to bring you this special programme. Highly qualified speakers rotate with a different topic each month, focusing on men women relationships. First term syllabus covers self assessment, self enhancement, communication skills and sustainability. The programme includes case studies and interactive opportunities for the participants.

香港人口急速老化。35%的離婚率持續上升。我們日漸長壽，未婚者日趨遲婚，甚至不婚，生育率因而嚴重下降。世衛預告，40%港人將於2050年達到平均年齡65歲及以上，活力香港將成為全球第5位最老的城市。我們不能允許這趨勢繼續下去。

「關係」的定義，既非物質的利益輸送，更非Facebook《交友》的點擊數量。在和諧中生活，我們都需要良好的關係，以達致個人的成長。但從上述情況來看，我們處理關係的成績欠佳，有需學習。

MeilingCircle的顧問與路德會家庭輔導中心合作，特別為香港的單身貴族度身訂造，設計了此個人提升課程。資深的講師團隊，將每月探討一個不同的男女關係主題。課程涵蓋大量的個案分享，以生動的模式讓參與者重新檢視及調整個人戀愛婚姻觀，通過多個專業測評工具讓參與者增進自我認識，並能運用性格分類以及增進關係技巧的掌握而懂得更好地與伴侶相處。

1. Where & How to Meet the Opposite Sex? 異性朋友，何處何逢？

The 4 most common scenarios are as follows: (1) You work in a large company but your department doesn't have a lot of interaction with other departments, and besides most men are already married…. (2) You work in a small company with a very restrictive circle of wrong contacts…. (3) Your job requires you to meet a large number of people, but your profession does not permit you to mix business with pleasure and you do not want to jeopardize your career by compromising your position…. (4) You want to find a partner but you have very little time, resources or opportunities….So where and how can you meet potential candidates?

四個最常見的情況如下：(1) 你任職於大機構，但你的部門與其他部門並沒有太多互動溝通的機會，而且大多數好男士都已婚了... (2) 你任職於小公司，日常工作範圍都徘徊於不適合的人脈圈子裡... (3) 你有廣泛的人際關系，接觸的人眾多，但職業尊嚴不允許你利用工作的平台把公私混為一談，妥協定位可能會損害專業形象... (4) 無時間，無資源，無機會... 那想找個配偶，該從哪裡著手？何去何從？

2. How To Identify And Get Out Of A Bad Relationship? 如何識別及結束一段壞的關係？

Not all relationships are good for you. A bad one can be so corrosive you'd need to amputate it to survive. If you are ending a relationship, make sure reasons are valid, based on facts, not hearsays or conjecture. End it quickly and properly, do not drag it out. Be kind, clean and charitable.

What if you know this relationship is terrible, but you love him so much you cannot let go? Should you forgive him again and again? He is nasty to you, but if only you would be more obedient, supportive, and try harder to please him, he might change and life would be perfect again??? Before making any decision, come to join this course first.

並非所有關係對你都必然有好處。一段具腐蝕性的壞關係有需割掉求存。在結束前，請確保理由充足正確，基於事實而非傳聞或揣測。速戰速決，勿拖拖拉拉。態度應友善有禮，無怨無悔，要維護對方的尊嚴。

若然你心知這關係是可怕的但因太愛他而不能放手，應該原諒他一次又一次？他對你的態度欠佳，但是否更服從、更支持，更努力地取悅他，他便會改變？那人生將再次完美？？在你作出決定前，參加這個課程吧。

3. I Have High Standards 左揀右揀

You may be scratching 40, but you don't look it. In fact, you may not be Miss Universe, but you quite like what you see in the mirror. You have two university degrees; you are the Senior Vice President of a multinational corporation, holding a respectable job. You are financially independent, have a great life and a lot of friends… Yes with a background like yours, of course you shouldn't sell yourself short… Right ? … But it is wrong.

你可能已年近四十，但你看來不似。雖未至於與世界小姐媲美，但你認為鏡子裡看到的自己已很不錯。你有兩個大學學位，你是一個大型跨國集團公司的高級副總裁，正是高薪厚職。經濟獨立，交遊廣闊，朋友眾多...如你這般的條件，有高標準及一連串的要求乃理所當然吧...對嗎？...這就錯了。

4. Insecurity in Relationships 欠缺安全感的關係

When people in relationships become too "clingy" or "needy", it's usually a sign that they are feeling insecure. This can happen to someone who has been wanting a relationship so badly for so long and finally has one; or someone who has had a bad experience, now enters into a new, perfectly promising relationship. She suddenly feels vulnerable. "This is too good to last!" "Will he ditch me?"… If she is not getting constant reassurance, her situation gets worse. "What did he mean by that? Who was he talking to so tenderly on the phone?" Eventually, he breaks up with her because her suspicions are becoming too oppressive, or she breaks up with him rather than risk the pain of being abandoned even though he never intended to do so! If the above sounds like something you have done or might do, please join us.

當蜜運中的伴侶變得過度「黏身」時，通常代表缺乏安全感。這通常發生在長期渴望找到伴侶而終於找到了的人身上；又或曾受過傷痛的人。新的美好佳緣來了，她卻忽然情感脆弱：「這真是太好了，但真的能長久？!」「他會不會離棄我？」......若沒有不斷的安慰，將會變本加厲：「他這話何解？」「他跟誰用那麼溫柔的語氣通電話？」，長期的辯駁導致精疲力竭。最終，他因再無法忍受猜疑而和她分手；或許她主動分手，因寧願她離開他總比他離棄自己好受，即使他從沒有這打算！似曾相識？可能發生？歡迎參加這個課程。

5. Being A Homebody 宅男宅女

You can be an extrovert at work, you have to talk to your colleagues, superiors, clients, or suppliers every day. You are only more of an introvert in private. You have no real hobbies, can't seem to muster enough enthusiasm to do much. Off work, you prefer to stay at home, sleeping, eating, or just lying on the couch, watching television, DVDs; surf the web, play video games…. You don't have many friends and you don't know where else to go or what else to do? You consider yourself a homebody because you feel most comfortable when you are at home. Why, is that a problem?

在工作上，你是個性外向的人，因你每天都必須與同事們、上司、下屬、供應商、客戶等溝通。但在私生活上，你卻是一個內向的宅男 / 宅女。你真正的愛好不多，對任何事物總提不起勁，培養熱情有難度。下班後，你寧願呆在家裡，喜歡睡覺，或躺在沙發上看電視，DVD；上網，玩電子遊戲......你的朋友不多，既不知應到哪裡去亦不知可做什麼？總覺得在家做個宅男 / 宅女最舒適。這有什麼不妥？

Joann Li
李珏妍

- M.A.S.W. (FCPFT) (PolyU)
  社會工作文學碩士（家庭本位工作及家庭治療）
- B.S. Appl. Psy. (PolyU)
  應用心理學理學學士
- Pre-clinical Fellow (AAMFT)
  美國婚姻家庭治療協會準臨床院士
- Certified Counsellor (HKPCA)
  香港專業輔導協會認證輔導員
- Qualified P/E Counsellor
  婚前 / 婚後成長證書輔導員
- Qualified PD® Facilitator
  性格透視®認可培訓師

Chan Suk Yin, Vivien
陳淑賢

- M.A. in Professional Counseling (ONU)
  專業輔導碩士
- M.A. in International Business
  國際商業碩士
- B.A. (Hons) (UCLAN, UK)
  國際商業英語學士
- T-JTA Approved Counsellor
  泰氏性向心理分析員
- PREPARE/ENRICH Approved Counsellor
  婚前輔導 / 婚後成長心理評估及輔導

Code 編號	Programme Information 課程資料	Fee 費用	Programme Tutors 課程導師
PE4200131	異性朋友，何處何逢？ Where & How To Meet the Opposite Sex? Date: 19.9.15 Time: 2:00pm - 4:00pm	HK$350	Mei Ling Ng Vivien Chan
PE4200132	如何識別及結束一段壞的關係 How To Identify and Get Out of a Bad Relationship Date: 17.10.15 Time: 2:00pm - 4:00pm	HK$350	Mei Ling Ng Roman Tsui
PE4200133	左揀右揀 I Have High Standards Date: 14.11.15 Time: 2:00pm - 4:00pm	HK$350	Mei Ling Ng Felix Tong
PE4200134	欠缺安全感的關係 Insecurity in Relationships Date: 12.12.15 Time: 2:00pm - 4:00pm	HK$350	Mei Ling Ng Roman Tsui
PE4200135	宅男宅女 Being a Homebody Date: 16.1.16 Time: 2:00pm - 4:00pm	HK$350	Mei Ling Ng Felix Tong Vivien Chan Roman Tsui

New CPD Programmes
全新持續專業發展課程

Understanding RMB Internationalization and Financial Instruments
人民幣國際化和金融工具

查詢

談小姐
電話：**2836 1822**
電郵：**pollytam@vtc.edu.hk**

課程目標

本課程旨在為金融專業人士提供更全面的財務規劃知識，藉此能更有效地服務本地及 / 或在香港的內地客戶的理財需要。

課程分為四個單元。學員在完成課程後，會認識到：

1. 人民幣國際化如何影響全球貨幣體系的未來發展
2. 人民幣債券的特性及風險
3. 人民幣投資基金和其他金融產品的產品特點，投資風險和機遇
4. 滬港通對人民幣國際化的影響

課程內容

Module 1: RMB internationalization (3 hours)
單元一：人民幣國際化（3小時）

- 人民幣發展史
- 國際化的背景
- 人民幣作為國際貨幣分析
- 香港作為人民幣離岸中心
- 人民幣產品和服務概覽
- 未來發展

Module 2: RMB Bonds (3 hours)
單元二：人民幣債券（3小時）

- 人民幣債券的定義
- 境內人民幣債券；如熊貓債券
- 離岸人民幣債券；如點心債券
- 人民幣債券的需求
- 風險管理
- 案例研究

Module 3: RMB Investment Funds and Other Financial Products (5 hours)
單元三：人民幣投資基金與其他金融產品（5小時）

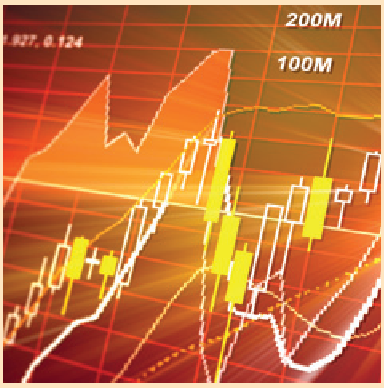
- 外商投資人民幣基金
- 人民幣基金在中國的運作
- 離岸人民幣基金
- 人民幣債券基金
- 人民幣債券交易所買賣基金
- 人民幣房地產投資信託基金
- 人民幣保險產品
- 人民幣紙黃金計劃
- RQFII（人民幣合格境外機構投資者）產品
- 風險和機遇
- 最近發展

Module 4: Impact of Shanghai-Hong Kong Stock Exchange Connect Programme on RMB Internationalization (3 hours)
單元四：滬港通對人民幣國際化的影響（3小時）

- 概覽
- 滬港通的特點
- 跨境監管框架
- 經濟觀點
- 對香港股市和A股的影響
- 主要風險
- 費用與稅收
- 中國股市的重新定位
- 人民幣國際化的啟示
- 展望

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PBA00026	人民幣國際化和金融工具 單元一：人民幣國際化 Understanding RMB Internationalization and Financial Instruments Module 1: RMB internationalization 日期：11.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
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：25.9.15 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：15.9.15 & 16.9.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	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 Instruments Module 4: Impact of Shanghai-Hong Kong Stock Exchange Connect Programme on RMB Internationalization 日期：30.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning

Financial Ratio Analysis with demonstration of Hong Kong Listed Insurance Companies – Theory and Practice



Enquiries

Ms. Jenny Chu
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Introduction

This programme is suitable for the insurance and finance practitioners including agents, brokers, financial planners who want to apply financial ratios to analyse some real Hong Kong listed insurance companies.

Programme Contents

1. Overview of Financial Statements
2. Profitability
3. Liquidity
4. Efficiency
5. Solvency
6. Investment
7. Limitations of Financial Ratio Analysis
8. Real Case Study

Facilitator

Dr. Ricky Chung

B.Sc, MBA, M.Sc, LLM, DBA, CFA, CFP^{CM}, FRM, CMA

Dr. Chung is currently the Director of CNN Financial Training & Consultancy Limited. Before he found the company in 2012, he was the Senior Programme Manager of Finance cum the Team Leader of Business & Management in The Open University of Hong Kong (LiPACE). He has gained extensive experiences in financial industry and education sector for over 20 years. He had worked as Research Analyst, Dealer of Securities and Derivatives products, and Dealing Manager (Head of Futures) with a number of brokerage firms such as Standard Chartered Securities and CEF Brokerage Ltd. Since 1998, he has been devoting his time in the academic field as being a part-time instructor teaching finance related courses, full-time College Lecturer in HKU SPACE, a Manager of Curriculum and Examination Department in Hong Kong Securities Institute, and OUHK LiPACE.

Ricky received his Doctoral degree in Business, an MBA, a M.Sc in Finance and a Master of Laws in International Corporate and Financial Law (LLM). Apart from his academic credentials, Ricky has earned various professional designations including CFPCM certification, CFA, FRM and CMA designations.

As a professional business and finance educator, Ricky has been actively involved in developing and teaching finance and business related programs. Since 2005, Ricky has been providing professional services, for example, by serving IFPHK as Judge and Case Writer of the SCMP/IFPHK Financial Planner Awards, CPD speaker, Reviewer for Chinese Investment textbook and currently Board member, Judge invited by SFC for the TVB game show, and Validation Panel Members for HKCAAVQ, Community College of City University and Hong Kong College of Technology, etc.

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200130	Financial Ratio Analysis with demonstration of Hong Kong Listed Insurance Companies – Theory and Practice Date: 18.8.15 Time: 2:00pm - 6:00pm Duration: 4 hours	PIBA CPD* EN	HK$360	4	4 non-core	4	Management & Soft Skills

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

EN *Taught in English*

Introduction to Mainland Commercial Law for Financial Professionals
內地商務法例入門（金融專業）

課程目標

保險業務於中國經歷了多年的發展後，業務仍在快速增長中。由於內地從業員的質素仍在提升的階段，作為專業的香港從業員，定必可在這形勢下，在這個高增長的板塊中搶佔市場分額。到目前為止，已有很多香港保險從業員為內地客戶提供服務，甚或提供本港客戶於內地從事業務所需的服務。

本課程為香港從事保險相關的人士提供基本的內地商務法律知識，並比較中港兩地法規的不同，讓從業員能更有效協助客戶揀選服務和產品。

報讀人士

本課程為中級程度，適合對本課題有基本認知的人士，並特別適合保險中介人、理財顧問、保險核保師、保險理賠師

課程內容

單元一：內地保險法（5小時）

完成課程後，學員能夠明瞭中國保單的細節，由保單的審批、執行至理賠，學員將能夠與客戶解釋中港兩地保單相關法例的差異。

- 兩地業務比較
- 中國保險業務拓展
- 內地保險法概論
  - 保險的要素及特徵
  - 保險法的概念及原則
- 保險業法律制度
  - 保險公司
  - 保險經營規則
  - 保險代理人及保險經紀人
  - 保險業的監督管理
- 保險合同
  - 分類
  - 合同的當時人及關係人
  - 合同條款
  - 合同的訂立及效力
  - 合同的變更
  - 合同的中止及解除
  - 合同的效力回復
  - 保險合同的履行
  - 代位求償權

單元二：內地稅制（5小時）

香港的投資者對內地各行業的投資日益頻繁。在對內地進行不同的理財投資時，或會產生不同的稅費，當中的稅負成本可能會令客戶的投資回報率有重大的影響。

作為理財策劃專員，必須對客戶提供專業分析，及早作出專業規劃。本課程為香港從事理財策劃的同業，提供中國稅法的概念介紹，及針對理財業務提供專業案例分析。完成課程後，學員能夠明白中國稅法的細節，並作出適當的稅務規劃。

- 內地稅制概論
  - 監管機構
  - 投資環節可能出現的稅項
  - 稅種介紹
    - 營業稅
    - 房產稅
    - 契稅
    - 企業所得稅
    - 個人所得稅
    - 印花稅
- 客戶稅務規劃技巧
- 稅法改制展望
- 個案分析

查詢

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單元三：外商投資企業及其資本金和往來帳戶（3小時）

為了進一步推動國家實現市場主導經濟，和促使國家經濟健康發展，中央政府最近通過在設定的經濟特區內推出一系列不同的政策，及各種有關外商投資企業資本金及營運資金的創新使用方法，計劃改變對外資投資企業由設立之前的看守角色，改為事後監管角色。

此課程目的便是希望藉此介紹怎樣在國內成立不同營業種類的外商投資企業，及其資本金和營運資金的新模式和運作。

- 外商投資企業的分類
- 外商投資企業的證書與牌照樣本
- 外商投資企業主要業務概覽
- 外商投資企業成立流程
- 新舊中華人民共和國公司法主要修改之比較
- 外商投資企業的稅務機制
- 資本帳戶 / 往來帳戶
- 保稅區、上海自貿區和16個試點地區內資本帳戶 / 往來帳戶
- 雙向外匯資金池制度和公司內部借貸

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200089	內地商務法例入門（金融專業）單元一：內地保險法 Introduction to Mainland Commercial Law for Financial Professionals Module 1: Mainland Insurance Law 日期：22.8.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	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：17.10.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
PE4200123	內地商務法例入門（金融專業） 單元三：外商投資企業及其資本金和往來帳戶 Introduction to Mainland Commercial Law for Financial Professionals Module 3: Capital Account Operation 日期：27.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning

Risk Management of Digital Distribution
網路分銷的風險管理

Introduction

With the rise of digital markets as a means of distribution, companies must be more diligent than ever in ensuring these areas follow the same procedures and standards as all other channels. This programme is designed to advise on how companies can identify and defend themselves again the potential & the existing risks associated with digital marketing and social media.

Objectives

To enable participants to understand the risks in e-insurance and provide opportunities to:

- illustrate how a proper monitoring program can minimize and control those risks, using local and regional case studies and, to
- help attendees understand not only what digital monitoring is, but also how it is successfully implemented and tracked.

Who Should Attend

- Insurance intermediaries
- Persons responsible for advising on financial products via digital distribution
- Executives especially responsible for Risk Management, Compliance, IT Operations and / or Marketing Promotion

Programme Contents

- Overview of digital marketing & distribution via social media
- How the risks can be minimised and controlled
- Real life examples / case studies
- Proper digital monitoring programme for successful implementation & tracking

Medium of Instruction

Conducted in Cantonese

Facilitator

Mr. Barkis Ip
FCPA, FCIS, CMC, HKRFP, BCom, MSc

In the earlier part of Barkis' career, his focus was on financial management and accounting as the Financial Controller of an insurance company. He moved into sales management in Australia as an Agency Manager for providing financial planning services. He was also the in-house moderator of LIMRA's AMTC course.

During the last 15 years, he was the Regional Chief Compliance Officer and Regional Head of Operational Risk Management with the global insurance, banking & financial institutions in Asia. He successfully built up the regional team and established local compliance and operational risk teams in the region. More recently, he is engaging in M & A and Risk Advisory for financial institutions in Asia.

Barkis holds a Bachelor of Commerce degree and a Master of Science in e-Commerce (with distinction). Barkis is an Australian CPA, a Chartered Company Secretary, a Registered Financial Planner and a Certified Management Consultant by profession.

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200127	網路分銷的風險管理 Risk Management of Digital Distribution 日期：28.8.15 時間：2:00pm - 6:00pm 時數：4小時	PIBA CPD*	HK$360	4	4 non-core	4	Management & Soft Skills

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

Enquiries

Ms. Jenny Chu
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Email: chu_chu_623@vtc.edu.hk

Update of Legislation and Regulation for Insurance and Financial Products – Enhancement of Clients and 3rd Parties' Rights and Protection
保險及金融產品相關法律及監管更新 - 加強客戶及第三者的權益及保障

Facilitator

Mr. Victor Lee

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

Enquiries

Ms. Jenny Chu
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Email: chu_chu_623@vtc.edu.hk

Introduction

This programme is designed for insurance and financial intermediaries to understand the latest legislation and regulations for the enhancement of clients' (as well as 3rd parties') rights and protection.

Objectives

To enable participants to understand and its applications for:

- The latest legislation and regulations for the enhancement of clients' rights and protection.

Who Should Attend

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

Programme Contents

- New 3rd parties' right under Contracts (Rights of Third Parties) Ordinance
  - Introduction and its impact on insurance industry
- New Guidelines for clients data protection
  - Guidance on Personal Data Protection in Cross-border Data Transfer & the effect brought by Contracts (Rights of Third Parties) Ordinance
  - Guidance on the Use of Portable Storage Devices
  - Guidance for Data Users on the Collection and Use of Personal Data through the Internet
  - Guidance on Personal Data Erasure and Anonymisation
  - Guidance on the Proper Handling of Customers' Personal Data for the Banking Industry
- Enhanced clients' protection in sales process
  - OCI: Guidance Note on Underwriting Class C Business
  - HKFI: Updated Requirements Relating to the Sale of Investment Linked Assurance Scheme to Enhance Customer Protection
  - HKMA: Selling of Non-Linked Long Term Insurance Products
  - HKMA: Treat Customers Fairly Charter
  - HKMA: Issues and good practices in relation to the sale of investment products

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 保監處CPD	Category 類別
PE4200129	保險及金融產品相關法律及監管更新 - 加強客戶及第三者的權益及保障 Update of Legislation and Regulation for Insurance and Financial Products – Enhancement of Clients and 3rd Parties' Rights and Protection 日期：15.9.15 時間：6:30pm - 9:30pm 時數：3小時	PIBA CPD*	HK$270	3	3 non-core	3	Law & Compliance

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

Mobile Online Tools for Financial Professionals
金融從業員流動線上工具須知

Objectives

To enhance financial professionals' knowledge on the latest information technology in area of mobile technology and social media, and to enable them to utilise existing online tools effectively for their daily business needs in product promotion, financial planning and customer relationship management.

Programme Contents

Module 1: Overview of Mobile Technology

- Overview on the mobile technology and the recent development
- Case studies – How mobile apps help financial professionals in product promotion, financial planning and customer relationship management

Duration: 2 hours

Module 2: Product Promotion and Customer Care Using Mobile Technology

- Strategy of using mobile technology for product promotion and customer care
- Enabling financial professionals to effectively use various mobile apps for product promotion, financial planning and customer relationship management.
- Security concerns

Duration: 3 hours

Module 3: Marketing and Brand Building Using Social Media

- Online marketing platform overview
- Case Study – Marketing and brand building using social media such as Facebook, Instagram, YouTube and their APIs.
- Social media marketing strategy
- Enabling financial professionals to effectively use social media for marketing and brand building
- Security concerns

Duration: 3 hours

Enquiries

Ms. Jenny Chu
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Email: chu_chu_623@vtc.edu.hk

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 保監處CPD	Category 類別
PE4200124	金融從業員流動線上工具須知 單元一：移動技術概況 Mobile Online Tools for Financial Professionals Module 1: Overview of Mobile Technology 日期：8.10.15 時間：6:45pm - 8:45pm 時數：2小時	▲	HK$180	2	2 non-core	2	Management & Soft Skills
PE4200125	金融從業員流動線上工具須知 單元二：移動技術在產品推廣及客戶服務的運用 Mobile Online Tools for Financial Professionals Module 2: Product Promotion and Customer Care Using Mobile Technology 日期：15.10.15 時間：6:45pm - 9:45pm 時數：3小時	▲	HK$270	3	3 non-core	3	Management & Soft Skills
PE4200126	金融從業員流動線上工具須知 單元三：社交媒體在市場推廣及品牌建立的運用 Mobile Online Tools for Financial Professionals Module 3: Marketing and Brand Building Using Social Media 日期：22.10.15 時間：6:45pm - 9:45pm 時數：3小時	▲	HK$270	3	3 non-core	3	Management & Soft Skills

▲ *Subject to HKCAAVQ approval*

Managing Social Media and Cloud Marketing Advantages in Insurance and Financial Services industry
保險及金融服務業如何善用社交媒體和雲端加強競爭優勢

Enquiries

Ms. Jenny Chu
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Email: chu_chu_623@vtc.edu.hk

Medium of Instruction

Conducted in Cantonese

Introduction

This programme is designed for insurance and financial intermediaries and related personnel on how to utilise the social media and cloud to promote business on branding and upgrading with the most relevant up-to-date knowledge and tools related to this fastest growing e-marketing strategies.

Programme Contents

1. How cloud technology is transforming the financial services industry
2. Cloud solutions for finance
3. Social media strategy
4. History of mobile technology
5. Mobile Technologies and applications
6. Mobile apps in financial sector
7. Linkage between mobile technologies and Social Media
8. Security issue in cloud and mobile environment

Facilitator

Dr. Alex NG is a co-founder of an Information Technology (IT) company in Hong Kong. He earned a Bachelor Degree with First Class Honors from the City University of Hong Kong and at that time, Dr. NG obtained a two years prestigious awards from the Croucher Foundation to further his study and obtained a PhD degree from the same university in 2003.

Dr. NG has been working in the IT industry for over 20 years and possesses extensive experience in application systems development, IT training, IT consultancy and project development in both of academic institution and financial industry. In 2007, he had a chance to visit IT giant Google headquarter and exchanged experience with their local team.

Dr. NG is currently a parttime lecturer of PEAK in different IT aspects. Courses included iPhone Training from the Food and Environmental Hygiene Department, HKSAR, ERB IT office assistant certificate course and NSS Enriching Knowledge for the Information and Communication Technology Curriculum Series. Furthermore, Dr. NG was invited to deliver talk in public for educating audience on the latest web information and raise their security awareness while surfing on web and is also a project team member for project "Enabling HK SME to Use Integrated and Effective Digital Tools in Marketing and Sales" financed by the Small & Medium Enterprise (SME) Development Fund.

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200128	保險及金融服務業如何善用社交媒體和雲端加強競爭優勢 Managing Social Media and Cloud Marketing Advantages in Insurance and Financial Services industry 日期：23.10.15 時間：2:30pm - 5:30pm 時數：3小時	PIBA CPD*	HK$270	3	3 non-core	3	Management & Soft Skills

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

Insurance CPD & Banking Programmes
保險業CPD及銀行業課程

Insurance CPD & Banking Programmes 保險業CPD及銀行業課程

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

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

以下課程以**日期排序**：
The following programmes are sorted **by date**:

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

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
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：1.8.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：1.8.15 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
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：3.8.15 時間：3:00pm -5:00pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
708I3	受信人責任－代理人、受托人及董事 Duties of Fiduciaries-Agents, Trustees and Directors 日期：3.8.15 & 10.8.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	5	5 non-core	5	General Insurance
PE4200087	銷售金融產品的監管要求新知 單元1：銷售合規審查 Regulatory Requirements for Selling Financial Products Updates Module 1: Sales Compliance Review 日期：4.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Law & Compliance
392E2	"DISC"性格創富（保險專業人士）學習坊 單元一：DISC的基本概念 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 1: What is DISC? 日期：5.8.15 時間：2:00pm - 4:00pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
SC-1887-10	銷售奇才研習坊（保險及投資專業人士）單元一：銷售藝術 Selling Genius Workshop (Insurance and Investment Professionals) Module 1: The Art of Selling 日期：5.8.15 時間：3:00pm - 5:00pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
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：5.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
306E2	保險業客戶關係管理－理論與實踐 Applying CRM Concepts in Insurance Industry 日期：6.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
PBA00022	社交媒體和雲端競爭優勢（金融專才）單元一 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 1 日期：6.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
SC-2082-12	强化影響力課程 單元一：影響力與激勵 Strengthening Your Influential Power Course Module 1: Influential Power & Motivation 日期：7.8.15 時間：3:00pm - 5:00pm 時數：2小時	HK$180	2	2 non-core	2	General Insurance
288E3	瞭解建築險客戶－多層高樓 # Understanding Construction Insurance Clients-High-rise Buildings 日期：8.8.15 時間：1:30pm - 6:30pm 時數：5小時	HK$450	-	5 non-core	5	General Insurance
PBA00063	協助客人避免漏報（壽險及醫療險） Help Your Clients Avoid Non-disclosure (Life & Medical Insurance) 日期：8.8.15 時間：2:00pm -5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance
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：10.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
611F3	股市技術分析課程 單元一：成交量、未平倉合約 Advanced Technical Analysis Module 1: Volume, Open Interest 日期：10.8.15 時間：6:30pm - 9:30pm 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：11.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
PBA00026	人民幣國際化和金融工具 單元一：人民幣國際化 Understanding RMB Internationalization and Financial Instruments Module 1: RMB internationalization 日期：11.8.15 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.

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441E2	保險從業員須具備的醫學知識－危疾 Medical Knowledge for Insurance Practitioners- Critical Illness 日期：12.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance
812E2	個人績效登峰（保險及投資專才系列） 單元二：個人績效登峰的首七堂課 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 2: First 7 Lessons to the Highest Personal Effectiveness 日期：13.8.15 時間：1:00pm -6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：13.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
739F2	企業智庫個案課程（金融服務專業人士） 單元一：中國人壽－人員銷售 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 1: China Life-Personal Selling through the Good and Bad Times 日期：14.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	General Insurance
PE4200074	家庭法（理財策劃師須知） Family Laws for Financial Planners 日期：14.8.15 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：14.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	General Insurance
753F2	商業道德操守（金融業）單元一：簡介 Business Ethics in the Finance Sector Module 1: Introduction 日期：15.8.15 時間：9:00am - 11:00am 時數：2小時	HK$180	2	2 non-core	2	General Insurance
754F2	商業道德操守（金融業）單元二：商業道德的構成 Business Ethics in the Finance Sector Module 2: Framing Business Ethics 日期：15.8.15 時間：11:15am - 2:15pm 時數：3小時	HK$270	3	3 non-core	3	General Insurance
446E2	醫療保險索償（保險中介人須知） Medical Insurance Claims for Insurance Intermediaries 日期：15.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance

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827E2	投資策略系列 單元三：中線波段投資策略 Investment Strategies Series Module 3: Medium Term Swing Investment Strategies 日期：17.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
PE4200104	傳承規劃和傳承學 單元五：高端客戶的傳承規劃方案 Legacy Planning and Legacyology Module 5: Legacy Planning Solutions for High Net-worth Customers 日期：17.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：17.8.15 & 18.8.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	5	5 non-core	5	Investment & Financial Planning
861E2	使用電腦及互聯網可能引致的法律責任 Liabilities Arising from Use of Computers and Internet Activities 日期：17.8.15 & 24.8.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	-	5 non-core	5	General Insurance
623F2	商品投資系列 單元一：黃金 Investing in Commodities Series Module 1: Investing in Gold 日期：18.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
PE4200130	Financial Ratio Analysis with demonstration of Hong Kong Listed Insurance Companies-Theory and Practice **NEW** PIBA CPD* EN Date：18.8.15 Time：2:00pm - 6:00pm Duration：4 hours	HK$360	4	4 non-core	4	Management & Soft Skills
726E2	「不言而喻」的奧妙－保險從業員工作坊 單元一：非語言溝通新體驗 Communicating without Talking for Insurance Practitioners Module 1: Non-verbal Communications Overview 日期：18.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
294E2	商務人際網絡的建立－保險從業員工作坊 單元一：建立商務人際網絡的藝術 Business Networking Workshop for Insurance Practitioners Module 1: An introduction to the art of networking 日期：19.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
396E2	強積金最新發展 MPF Recent Development 日期：19.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$285	2	2 core	2	MPF & Others

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EN *Taught in English*

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
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：20.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
303E2	保險業客戶關係管理－創造忠實客戶 Creating Loyal Customers in Insurance Industry through CRM 日期：20.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
222C2	透視個性知己知彼 單元一：加深自我認識 中 Managing Self and Relationship through Enneagram Module 1: Enhancing Self-understanding 日期：20.8.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
816E2	風險評估及管理（財經業人士）單元二：案例回顧 Risk Assessment and Management for Financial Service Executives Module 2: The Bloody Stories of Loss-Case Study 日期：20.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Investment & Financial Planning
PE4200016	強積金資訊重溫和更新 MPF Information Review & Updates 日期：20.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$285	2	2 core	2	MPF & Others
298E2	資產保障相關法律－信托以外的安排 Law Relating to Asset Protection-Non-Trust Arrangements 日期：21.8.15 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 FDRC Workshop Module 1: Introduction of Financial Dispute Resolution Scheme and Conflict 日期：21.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	General Insurance
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：22.8.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：22.8.15 時間：9:00am - 1:00pm 時數：4小時	HK$360	4	4 non-core	4	Investment & Financial Planning

中 *中文教材 Chinese materials*

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
718E2	領導的教練技術 中 Coaching as a Leadership Tool 日期：22.8.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
PE4200089	內地商務法例入門（金融專業）單元一：內地保險法 Introduction to Mainland Commercial Law for Financial Professionals Module 1: Mainland Insurance Law 日期：22.8.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
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：22.8.15 時間：12:15pm - 2:15pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
736F2	亞洲證券市場 單元一：亞洲證券市場概述 Asian Securities Markets Module 1: Overview of Asian Securities Markets 日期：22.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
445E2	醫療開支與保險市場 Medical Expenses and the Insurance Market 日期：22.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance
PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：24.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$285	2	2 core	2	MPF & Others
SC-1313-07	「身心語言程式學」工作坊 單元二：NLP溝通能量增強法 Boost Your Work Competence with NLP Module 2: Enhance Your Communication Power through NLP 日期：25.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
817E2	風險評估及管理（財經業人士） 單元三：從財務報表中分析風險的技巧I Risk Assessment and Management for Financial Service Executives Module 3: Techniques of Reading Risks from Financial Statements I 日期：25.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
SC-1760-09	創意增值（保險專業人士）研習坊 單元一：什麼是創意思維？ Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 1: What is Creativity? 日期：25.8.15 時間：3:00pm - 5:00pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills

中 *中文教材 Chinese materials*

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
262I2	香港保險法例個案 Hong Kong Insurance Legal Cases 日期：26.8.15 時間：9:15am - 5:30pm 時數：7小時（12:45pm - 2:00pm午膳）	HK$630	7	7 non-core	7	Law & Compliance
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：26.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
727E2	「不言而喻」的奧妙－保險從業員工作坊 單元二：非語言溝通技巧 I －商業禮儀 Communicating without Talking for Insurance Practitioners Module 2: Non-verbal Communication Skills I 日期：26.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
717E2	高效授權 中 Successful Delegation 日期：26.8.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：27.8.15 時間：1:00pm - 5:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
731F2	互聯網世代的商機和人事（金融服務專業人員） 單元一：互聯網技術在現今金融服務行業的運用概覽 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 1: Overview of Application of Internet Technologies in Today's Financial Service Industry 日期：27.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
PE4200123	內地商務法例入門（金融專業） **NEW** 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：27.8.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
393E2	"DISC"性格創富（保險專業人士）學習坊 單元二：保險專業人士的DISC分析 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 2: The Interpretation of DISC by Insurance Professionals 日期：28.8.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
PE4200127	網路分銷的風險管理 **NEW** PIBA CPD* Risk Management of Digital Distribution 日期：28.8.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills

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中 *中文教材 Chinese materials*

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
761F2	打擊洗錢及恐怖分子資金籌集（金融機構）條例和相關監管課程要求 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements 日期：28.8.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Law & Compliance
148I3	保險相關刑事法律 Criminal Law Relating To Insurance 日期：28.8.15 & 4.9.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	-	5 non-core	5	General Insurance
755F2	商業道德操守（金融業）單元三：商業道德的評估 Business Ethics in the Finance Sector Module 3: Evaluating Business Ethics 日期：29.8.15 時間：9:00am - 11:00am 時數：2小時	HK$180	2	2 non-core	2	General Insurance
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：29.8.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：29.8.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
PE4200033	保險從業員須具備的醫學知識－體檢報告 Medical Knowledge for Insurance Practitioners-Medical Examiner's Report 日期：29.8.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance
SC-1888-10	銷售奇才研習坊（保險及投資專業人士）單元二：銷售策略 Selling Genius Workshop (Insurance & Investment Professionals) Module 2: Selling Strategies 日期：31.8.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：1.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
PE4200049	金融專業人士管理技巧（進階課程）單元二：客服主管的教練技巧 Advanced Management Skills for Financial Professionals Module 2: Coaching Skills for Service Leaders 日期：1.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills

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764F2	處理金融糾紛的準備和進階技巧課程 單元二：調解過程 Advanced Skills in Handling Financial Disputes and Preparing for the FDRC Workshop Module 2: Processes of Mediation 日期：1.9.15 & 2.9.15 時間：6:30pm - 8:30pm 時數：4小時（共2堂）		HK$440	4	4 non-core	4	General Insurance
SC-2083-12	强化影響力課程 單元二：自我影響與激勵 Strengthening Your Influential Power Course Module 2: Influencing & Motivating Self 日期：2.9.15 時間：2:00pm - 5:00pm 時數：3小時		HK$270	3	3 non-core	3	General Insurance
400E2	加強對強積金中介人的規管（1小時） Enhanced Regulation of MPF Intermediaries 日期：2.9.15 時間：6:30pm - 7:30pm 時數：1小時	❖	HK$285	2	2 core	2	MPF & Others
401E2	強積金中介人的操守要求（1小時） Conduct Requirements of MPF Intermediaries 日期：2.9.15 時間：7:30pm - 8:30pm 時數：1小時	❖					
PE4200034	投資策劃（基金） Investment Planning (Mutual Funds) 日期：2.9.15 & 9.9.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	中	HK$450	5	5 non-core	5	Investment & Financial Planning
SC-2084-12	强化影響力課程 單元三：影響與激勵團隊 Strengthening Your Influential Power Course Module 3: Influencing & Motivating Team 日期：4.9.15 時間：2:00pm - 5:00pm 時數：3小時		HK$270	3	3 non-core	3	General Insurance
223C2	透視個性知己知彼 單元二：個性擴展 Managing Self and Relationship through Enneagram Module 2: Personality Development 日期：4.9.15 時間：2:00pm - 6:00pm 時數：4小時	中	HK$360	4	4 non-core	4	Management & Soft Skills
737F2	亞洲證券市場 單元二－亞洲金融危機及改革 Asian Securities Markets Module 2: Reforms After Financial Crisis 日期：5.9.15 時間：9:00am - 11:00am 時數：2小時		HK$180	2	2 non-core	2	Investment & Financial Planning
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：5.9.15 時間：9:00am - 12:00pm 時數：3小時		HK$270	3	3 non-core	3	General Insurance
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：5.9.15 時間：11:15am - 2:15pm 時數：3小時		HK$270	3	3 non-core	3	Investment & Financial Planning

中 *中文教材 Chinese materials*

❖ *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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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：5.9.15 時間：12:15pm - 2:15pm 時數：2小時	HK$180	2	2 non-core	2	General Insurance
PE4200032	保險從業員須具備的醫學知識－病史申報 Medical Knowledge for Insurance Practitioners-Medical Examinee's Disclosure 日期：5.9.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance
624F2	商品投資系列 單元二：原油 Investing in Commodities Series Module 2: Crude Oil 日期：7.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
306E2	保險業客戶關係管理－理論與實踐 Applying CRM Concepts in Insurance Industry 日期：7.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：7.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	General Insurance
618F2	投資產品發展近況 單元三：外滙及商品市場 Current Development on Investment Products Module 3: Forex / Currency and Commodity Market 日期：8.9.15 時間：2:00pm - 4:00pm 時數：2小時	HK$180	2	2 non-core	2	Investment & Financial Planning
743F2	客戶投資心理解説 單元一：向內地富戶提供金融服務 Know Your Customers' Investment Psychology Module 1: Providing Financial Service to Wealthy Mainland Customers 日期：8.9.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
PE4200042	財富管理技巧深造系列 單元一：基金投資實務錦囊 Achieving Wealth Management Excellence Series Module 1: Best Practice Sharing in Selling Investment Funds 日期：8.9.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
780E2	保險索償替代爭議解決方法 Alternative Insurance Dispute Resolution 日期：9.9.15 時間：9:30am - 12:30pm 時數：3小時	HK$270	3	3 non-core	3	Law & 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：9.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
740F2	企業智庫個案課程（金融服務專業人士） 單元二：康宏理財－財務策劃管理改革 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 2: Convoy Financial Holdings Limited-Management Reform in Financial Planning 日期：10.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	General Insurance
396E2	強積金最新發展 MPF Recent Development 日期：10.9.15 時間：6:30pm - 8:30pm 時數：2小時	HK$285	2	2 core	2	MPF & Others
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* EN Insurance and Financial Regulatory Compliance-Anti-Money Laundering and Counter-Terrorist Financing Date：10.9.15 Time：6:30pm - 9:30pm Duration：3 hours	HK$270	3	3 non-core	3	Law & Compliance
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：11.9.15 時間：1:00pm - 5:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
742F2	財務策劃（遺產繼承與承辦） Financial Planning (Estate Inheritance and Probate) 日期：11.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	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：11.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
751F2	內地金融制度入門 單元三：內地外匯監管與操作規範II Understanding Mainland Financial System Module 3: Mainland Foreign Exchange System II 日期：12.9.15 時間：9:00am - 11:00am 時數：2小時	HK$180	2	2 non-core	2	General Insurance
441E2	保險從業員須具備的醫學知識－危疾 Medical Knowledge for Insurance Practitioners- Critical Illness 日期：12.9.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance

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EN *Taught in English*

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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：14.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
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：14.9.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
728E2	「不言而喻」的奧妙－保險從業員工作坊 單元三：非語言溝通技巧2－身體語言解碼 Communicating without Talking for Insurance Practitioners Module 3: Non-verbal Communication Skills II 日期：14.9.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
162I2	銷售人壽保險的法律須知 Legal Knowledge for Life Insurance Selling 日期：15.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	-	5 non-core	5	Life & Health Insurance
PE4200129	保險及金融產品相關法律及監管更新－加強客戶及第三者的權益及保障 **NEW** PIBA CPD* Update of Legislation and Regulation for Insurance and Financial Products-Enhancement of Clients and 3rd Parties' Rights and Protection 日期：15.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Law & Compliance
719E2	強化領導力 中 High Impact Leadership Skills 日期：15.9.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：15.9.15 & 16.9.15 時間：6:30pm - 9:30pm 時數：6小時（共2堂）	HK$540	6	6 non-core	6	Management & Soft Skills
PBA00028	人民幣國際化和金融工具 單元三：人民幣投資基金與其他金融產品 Understanding RMB Internationalization and Financial Instruments Module 3: RMB Investment Funds and Other Financial Products 日期：15.9.15 & 16.9.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	5	5 non-core	5	Investment & Financial Planning

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732F2	互聯網世代的商機和人事（金融服務專業人員） 單元二：如何在互聯網時代的金融服務行業締造成功商機 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 2: How to Make Your Business More Successful in the Internet Age's Financial Service Industry 日期：16.9.15 時間：1:00pm - 6:00pm 時數：5小時		HK$450	5	5 non-core	5	Management & Soft Skills
PE4200035	投資策劃（證券） Investment Planning (Equity Securities) 日期：16.9.15 & 23.9.15 時間：7:00pm - 9:00pm 時數：4小時（共2堂）	中	HK$360	4	4 non-core	4	Investment & Financial Planning
224C2	透視個性知己知彼 單元三：提升人際關係 Managing Self and Relationship through Enneagram Module 3: Improving Interpersonal Relationship 日期：17.9.15 時間：2:00pm - 6:00pm 時數：4小時	中	HK$360	4	4 non-core	4	Management & Soft Skills
PE4200104	傳承規劃和傳承學 單元五：高端客戶的傳承規劃方案 Legacy Planning and Legacyology Module 5: Legacy Planning Solutions for High Net-worth Customers 日期：17.9.15 時間：6:30pm - 9:30pm 時數：3小時		HK$270	3	3 non-core	3	Management & Soft Skills
274E2	資產保障相關法律－信托 Law Relating to Asset Protection-Trusts 日期：18.9.15 時間：1:00pm - 6:00pm 時數：5小時		HK$450	5	5 non-core	5	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：18.9.15 時間：6:30pm - 9:30pm 時數：3小時		HK$270	3	3 non-core	3	Management & Soft Skills
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：18.9.15 時間：6:30pm - 9:30pm 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：19.9.15 時間：9:00am - 2:00pm 時數：5小時		HK$450	5	5 non-core	5	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 Techniques for Insurance Industry-Motivating People for Peak Performance 日期：19.9.15 時間：9:00am - 2:00pm 時數：5小時	中	HK$450	5	5 non-core	5	Management & Soft Skills

中 中文教材 *Chinese materials*

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SC-2062-11	説服技巧（金融服務業專才）單元三：認識有意識和潛意識説服法 Persuasion Skills for Financial Professionals Module 3: Influencing People Consciously and Subconsciously 日期：19.9.15 時間：9:00am - 2:00pm 時數：5小時.	HK$450	5	5 non-core	5	Management & Soft Skills
17213	瞭解你的保險客戶（樓宇建築業）－項目發展 # Understanding Insurance Clients (Building Construction Industry)-Project Development 日期：19.9.15 時間：1:30pm - 6:30pm 時數：5小時	HK$450	-	5 non-core	5	General Insurance
614F3	股市技術分析課程 單元四：裂口理論、葛蘭碧八大法則 Advanced Technical Analysis Module 4: Gap Theory, Granville Rules 日期：21.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	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：21.9.15 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（重點重温及最新修訂）I Best Practices for Financial Products Intermediaries Module 1: Sales Compliance Reviews and Updates I 日期：22.9.15 時間：1:00pm - 4:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
PE4200074	家庭法（理財策劃師須知） Family Laws for Financial Planners 日期：22.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	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：22.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
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：22.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
721F2	金融產品中介人實務須知 單元二：銷售金融產品的合規要求（重點重温及最新修訂）II Best Practices for Financial Products Intermediaries Module 2: Sales Compliance Reviews and Updates II 日期：22.9.15 時間：4:15pm - 6:15pm 時數：2小時	HK$180	2	2 non-core	2	Law & Compliance

\# *These programmes contain no contents on construction insurance.*

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260I2	僱員補償條例 EN Employees' Compensation Ordinance Date: 23.9.15 Time: 9:15am - 5:30pm Duration: 7 hours (excluding lunch 12:45-2:00)	HK$630	7	7 non-core	7	Law & Compliance
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：23.9.15 時間：3:00pm - 5:00pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
745F2	客戶投資心理解説 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：23.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
813E2	個人績效登峰（保險及投資專才系列） 單元三：自我掌控、向心魔説不 Transcend Your Personal Effectiveness (Insurance & Investment Professionals Series) Module 3: Master Personal Performance & Say Goodbye to Incongruence 日期：23.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
145I2	索償概論 Introduction to Claims 日期：23.9.15 & 24.9.15 Time : 6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	-	5 non-core	5	Law & Compliance
PBA00014	保險業有關妥善處理客戶個人資料指引 日期：24.9.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	General Insurance
748E2	旅遊保險（經濟權益） 中 Travel Insurance (Pecuniary Interests) 日期：24.9.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance
SC-2085-12	强化影響力課程 單元四：3Q影響策略 Strengthening Your Influential Power Course Module 4: 3Q Influential Strategy 日期：25.9.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	General 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：25.9.15 時間：6:00pm - 10:00pm 時數：4小時	HK$360	4	4 non-core	4	General Insurance

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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：25.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
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：26.9.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
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：26.9.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：26.9.15 時間：12:15pm - 2:15pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
PBA00063	協助客人避免漏報（壽險及醫療險） Help Your Clients Avoid Non-disclosure (Life & Medical Insurance) 日期：26.9.15 時間：2:00pm -5:00pm 時數：3小時	HK$270	-	3 non-core	3	Life & Health Insurance
PBA00017	中國房地產投資策略 單元二：中國房地產市場分析 China Real Estate Investment Strategies Module 2: Analyzing China Real Estate Market 日期：29.9.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
814E2	個人績效登峰（保險及投資專才系列）單元四：超脱平凡、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：30.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
SC-2065-11	「身心語言程式學」工作坊 單元六：銷售演説技巧 Boost Your Work Competence with NLP Module 6: Professional Sales Presentation 日期：30.9.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	General Insurance
27111	適用於人壽保險的法律原則 Legal Principles Applicable to Life Insurance 日期：2.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	-	5 non-core	5	Life & Health Insurance

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394E2	"DISC"性格創富(保險專業人士)學習坊 單元三：DISC分析工具和技巧 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 3: DISC Profiling Tools and Techniques 日期：2.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：2.10.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	General Insurance
729E2	「不言而喻」的奧妙－保險從業員工作坊 單元四：非語言溝通技巧3－外觀禮儀 Communicating without Talking Module 4: Non-verbal Communication Skills III 日期：2.10.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
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：2.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：3.10.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
806E2	團隊溝通及衝突管理 中 Building Team Communication & Resolving Conflict 日期：3.10.15 時間：9:00am - 2:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
175E3	瞭解你的保險客戶(樓宇建築業)－建築方法與安全事宜 # Understanding Insurance Clients (Building Construction Industry) - Methods and Safety 日期：3.10.15 時間：1:30pm - 6:30pm 時數：5小時	HK$450	-	5 non-core	5	General Insurance
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：5.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	General Insurance
PE4200016	強積金資訊重溫和更新 MPF Information Review & Updates 日期：5.10.15 時間：6:30pm - 8:30pm 時數：2小時	HK$285	2	2 core	2	MPF & Others

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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：5.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
SC-1762-09	創意增值（保險專業人士）研習坊 單元三：創意思維工具及技巧 Creative Thinking Techniques for Business and Personal Enhancement (Insurance Professionals) Workshop Module 3: Creative Thinking Tools and Techniques 日期：6.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：6.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
PE4200073	常見個人保險索償爭議 Common Personal Insurance Claims Disputes 日期：6.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance
724F2	金融產品中介人實務須知 單元五：逆境中的投資 / 保險客戶情緒管理I Best Practices for Financial Products Intermediaries Module 5: Surviving the Financial Crisis with Investment / Insurance Customers I 日期：7.10.15 時間：10:00am - 1:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
296E2	商務人際網絡的建立－保險從業員工作坊 單元三：卓越感染力與人際網絡技巧 Business Networking Workshop for Insurance Practitioners Module 3: An Introduction to Influencing Skills for Networking 日期：7.10.15 時間：1:00pm - 5:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
725F2	金融產品中介人實務須知 單元六：逆境中的投資 / 保險客戶情緒管理II Best Practices for Financial Products Intermediaries Module 6: Surviving the Financial Crisis with Investment / Insurance Customers II 日期：7.10.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
PE4200036	投資策劃（常犯投資錯誤） 中 Investment Planning (Common Mistakes in Investing) 日期：7.10.15 & 14.10.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	5	5 non-core	5	Investment & Financial Planning

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395E2	"DISC"性格創富(保險專業人士)學習坊 單元四：DISC在保險及投資銷售的應用 DISC Profiling for Business and Personal Enhancement (Insurance Professionals) Workshop Module 4: DISC Selling Skills 日期：8.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
PE4200124	金融從業員流動線上工具須知 單元一：移動技術概況 NEW ▲ Mobile Online Tools for Financial Professionals Module 1: Overview of Mobile Technology 日期：8.10.15 時間：6:45pm - 8:45pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
746E2	旅遊保險(人身) 中 Travel Insurance (Person) 日期：8.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance
741F2	企業智庫個案課程(金融服務專業人士) 單元三：康泰旅遊—以關心贏客心 Trade Treasure Case-based Training Programme for Financial Service Professionals Module 3: Hong Tai Travel-Touching Customers' Hearts with Genuine Care 日期：9.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
273I2	中港保險法比較 中 A Comparison of Insurance Law between China & Hong Kong 日期：9.10.15 時間：1:15pm - 6:15pm 時數：5小時	HK$450	5	5 non-core	5	Law & Compliance
148I3	保險相關刑事法律 Criminal Law Relating To Insurance 日期：9.10.15 & 16.10.15 時間：6:30pm - 9:00pm 時數：5小時(共2堂)	HK$450	-	5 non-core	5	General Insurance
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：10.10.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	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：10.10.15 時間：9:00am - 11:00am 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
PBA00046	心靈管理系列—壓力管理 單元六：克服恐懼減壓技巧 Mind Management Series-Stress Management Module 6: Overcoming Anxiety and Depression 日期：10.10.15 時間：11:15am - 1:15pm 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills

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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：10.10.15 時間：1:00pm - 4:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
173I3	瞭解你的保險客戶（樓宇建築業）－合約招標 # Understanding Insurance Clients (Building Construction Industry)-Tendering of Contracts 日期：10.10.15 時間：1:30pm - 6:30pm 時數：5小時	HK$450	-	5 non-core	5	General Insurance
410B2	股票圖表走勢分析 單元一：基本圖表及形態分析 Technical Analysis Module 1: Basic Charting and Pattern Analysis 日期：12.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
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：12.10.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
781E2	汽車保險索償 Motor Insurance Claims 日期：12.10.15 時間：2:15pm - 6:15pm 時數：4小時	HK$360	-	4 non-core	4	General Insurance
626F2	商品投資系列 單元四：軟商品 Investing in Commodities Series Module 4: Soft Commodities 日期：12.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	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：12.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
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：13.10.15 時間：1:00pm - 5:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
PBA00025	社交媒體和雲端競爭優勢（金融專才）單元四 Social Media Marketing and Cloud Competitive Advantages for Financial Professionals Module 4 日期：13.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	General Insurance

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749E2	旅遊保險（法律責任） 中 Travel Insurance (Legal Liability) 日期：13.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance
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：13.10.15 & 14.10.15 時間：6:30pm - 9:30pm 時數：6小時（共2堂）	HK$540	6	6 non-core	6	Investment & Financial Planning
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：14.10.15 時間：1:00pm - 5:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
760F2	內地金融制度入門 單元五：內地宏觀經濟及理財策劃概況 Understanding Mainland Financial System Module 5: Mainland Macroeconomic and Financial Planning Overview 日期：14.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	General Insurance
303E2	保險業客戶關係管理－創造忠實客戶 Creating Loyal Customers in Insurance Industry through CRM 日期：15.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：15.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$330	3	3 non-core	3	General Insurance
PE4200125	金融從業員流動線上工具須知 **NEW** ▲ 單元二：移動技術在產品推廣及客戶服務的運用 Mobile Online Tools for Financial Professionals Module 2: Product Promotion and Customer Care using Mobile Technology 日期：15.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
SC-1763-09	創意增值（保險專業人士）研習坊 單元四：創意銷售技巧 Creative Thinking Techniques for Busniess and Personal Enhancement (Insurance Professionals) Workshop Module 4: Creative Selling Skills 日期：16.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
761F2	打擊洗錢及恐怖分子資金籌集（金融機構）條例和相關監管課程要求 Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance and Relevant Regulatory Requirements 日期：16.10.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Law & Compliance

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PE4200070	滬港通 單元一：最新發展 The Shanghai-Hong Kong Stock Connect Module 1: Recent Development 日期：16.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
752F2	內地金融制度入門 單元四：內地稅務制度 Understanding Mainland Financial System Module 4: Fundamental PRC Taxation Regime 日期：17.10.15 時間：9:00am - 12:00pm 時數：3小時	HK$270	3	3 non-core	3	General Insurance
842E2	醫療保險計劃 Medical Insurance Plans 日期：17.10.15 時間：2:00pm -4:00pm 時數：2小時	HK$180	-	2 non-core	2	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：19.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Investment & Financial Planning
412B2	股票圖表走勢分析 單元三：技術指標－移動平均線、MACD及相對強弱指數 Technical Analysis Module 3: Technical Indicators: Moving Averages, MACD and RSI 日期：19.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
272I1	保險相關普通法原則 Common Law Principles of Insurance 日期：19.10.15 & 26.10.15 時間：6:30pm - 9:00pm 時數：5小時（共2堂）	HK$450	-	5 non-core	5	General Insurance
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：20.10.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
PE4200059	財富管理技巧深造系列 單元四：改正不良投資習慣 Achieving Wealth Management Excellence Series Module 4: Rectification of Bad Investment Habits 日期：20.10.15 時間：3:00pm - 6:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
PE4200069	強積金與香港退休需要 MPF & HK Retirement Needs 日期：20.10.15 時間：6:30pm - 8:30pm 時數：2小時	HK$285	2	2 core	2	MPF & Others
860E2	網絡保險 Cyber Insurance 日期：20.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance

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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：22.10.15 時間：1:00pm - 4:00pm 時數：3小時	HK$270	3	3 non-core	3	Law & Compliance
SC-2071-11	銷售要訣（財經專才系列） 單元四：Meta-Coaching教練式銷售和管理 Sales Essentials for Financial Professionals Module 4: Meta-Coaching Sales and Management Skills 日期：22.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
225C2	透視個性知己知彼（單元四：提升工作表現） 中 Managing Self and Relationship through Enneagram Module 4: Application of Enneagram at Work 日期：22.10.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
723F2	金融產品中介人實務須知 單元四：市場慣例及客戶合適程度管理 II Best Practices for Financial Products Intermediaries Module 4: Market Practices and Customer Suitability Management II 日期：22.10.15 時間：4:15pm - 6:15pm 時數：2小時	HK$180	2	2 non-core	2	Law & Compliance
PE4200126	金融從業員流動線上工具須知 **NEW** ▲ 單元三：社交媒體在市場推廣及品牌建立的運用 Mobile Online Tools for Financial Professionals Module 3: Marketing and Brand Building using Social Media 日期：22.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
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：23.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
PE4200128	保險及金融服務業如何善用社交媒體和雲端加強競爭優勢 **NEW** PIBA CPD* Managing Social Media and Cloud Marketing Advantages in Insurance and Financial Services industry 日期：23.10.15 時間：2:30pm - 5:30pm 時數：3小時	HK$270	3	3 non-core	3	Management & Soft Skills
818E2	風險評估及管理（財經業人士） 單元四：從財務報表中分析風險的技巧 II Risk Assessment and Management for Financial Service Executives Module 4: Techniques of Reading Risks from Financial Statements II 日期：23.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning

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

中 *中文教材 Chinese materials*

▲ *Subject to HKCAAVQ approval*

Code 編號	Programme Information 課程資料		Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200071	滬港通 單元二：概況 The Shanghai-Hong Kong Stock Connect Module 2: Overview 日期：23.10.15 時間：6:45pm - 8:45pm 時數：2小時		HK$180	2	2 non-core	2	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：24.10.15 時間：9:00am - 11:00am 時數：2小時		HK$180	2	2 non-core	2	General Insurance
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：24.10.15 時間：11:15am - 1:15pm 時數：2小時		HK$180	2	2 non-core	2	General Insurance
286E3	瞭解建築險客戶－橋樑 Understanding Construction Insurance Clients-Bridges 日期：24.10.15 時間：1:30pm - 6:30pm 時數：5小時	#	HK$450	-	5 non-core	5	General Insurance
734F2	互聯網世代的商機和人事（金融服務專業人員）單元四：如何與Y世代人士一起在互聯網時代的金融服務行業創富 Dealing with Business and People Successfully in the Internet Age (Financial Service Professionals) Module 4: Ways to Wealth with Gen Y'ers in the Internet Age's Financial Service Industry 日期：26.10.15 時間：1:00pm - 5:00pm 時數：4小時		HK$360	4	4 non-core	4	Management & Soft Skills
825E2	投資策略系列 單元一：長線投資策略 Investment Strategies Series Module 1: Long Term Investment Strategies 日期：26.10.15 時間：1:00pm - 6:00pm 時數：5小時		HK$450	5	5 non-core	5	Investment & Financial Planning
146I2	營業中斷保單的法律解釋 Legal Interpretation of Interruption Policy 日期：26.10.15 時間：1:15pm - 6:15pm 時數：5小時		HK$450	-	5 non-core	5	General Insurance
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：26.10.15 時間：6:30pm - 9:30pm 時數：3小時		HK$270	3	3 non-core	3	Investment & Financial Planning
SC-2067-11	「身心語言程式學」工作坊 單元八：處理刁難客戶 Boost Your Work Competence with NLP Module 8: Handling Difficult Customers 日期：27.10.15 時間：1:00pm - 6:00pm 時數：5小時		HK$450	5	5 non-core	5	Management & Soft Skills

These programmes contain no contents on construction insurance.

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200088	銷售金融產品的監管要求新知 單元二：銷售運作新知 Regulatory Requirements for Selling Financial Products Updates Module 2: Selling Practice Updates 日期：27.10.15 時間：6:30pm - 8:30pm 時數：2小時	HK$180	2	2 non-core	2	Law & Compliance
747E2	旅遊保險(財產) 中 Travel Insurance (Property) 日期：27.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance
SC-1315-07	「身心語言程式學」工作坊(單元四：NLP的成功銷售學) Boost Your Work Competence with NLP Module 4: NLP Selling Techniques for Insurance Practitioners 日期：28.10.15 時間：1:00pm - 6:00pm 時數：5小時	HK$450	5	5 non-core	5	Management & Soft Skills
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：28.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	-	3 non-core	3	General Insurance
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：28.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
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：29.10.15 時間：1:15pm - 6:15pm 時數：5小時	HK$450	5	5 non-core	5	Law & Compliance
SC-2086-12	強化影響力課程 單元五：引領變革 Strengthening Your Influential Power Course Module 5: Leading Change 日期：29.10.15 時間：2:00pm - 6:00pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
220C1	提高優質顧客服務 Enhancing Quality Customer Services 日期：30.10.15 時間：1:30pm - 5:30pm 時數：4小時	HK$360	4	4 non-core	4	Management & Soft Skills
PE4200122	人民幣國際化和金融工具 NEW 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：30.10.15 時間：6:30pm - 9:30pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning

中 *中文教材 Chinese materials*

Code 編號	Programme Information 課程資料	Fee 費用	SFC CPT hours 證監會CPT	MPFA CPD hours 積金局CPD	IA CPD hours 保監處CPD	Category 類別
PE4200072	滬港通 單元三：風險管理 The Shanghai-Hong Kong Stock Connect Module 3: Risk Management 日期：30.10.15 時間：6:45pm - 9:45pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning
454D2	主要經濟指標與投資策劃 單元四：重要市場的經濟指標分析及經濟指標之限制 Key Economic Indicators and Investment Planning Module 4: Analysis of Economic Indicators of Major Markets and Limitation of Economic Indicators 日期：31.10.15 時間：9:00am - 1:00pm 時數：4小時	HK$360	4	4 non-core	4	Investment & Financial Planning
PBA00047	心靈管理系列－壓力管理 單元七：平息客戶情緒技巧 Mind Management Series-Stress Management Module 7: Handling Customers' Emotions 日期：31.10.15 時間：9:30am - 11:30am 時數：2小時	HK$180	2	2 non-core	2	Management & Soft Skills
287E3	瞭解建築險客戶－特殊危險 # Understanding Construction Insurance Clients-Special Hazards 日期：31.10.15 時間：1:30pm - 6:30pm 時數：5小時	HK$450	-	5 non-core	5	General Insurance
609F2	保險從業員的行業分析與股票投資系列 單元四：基建股 Industry Analysis and Stock Investment Series for Insurance Practitioners Module 4: Infrastructure 日期：31.10.15 時間：2:00pm - 5:00pm 時數：3小時	HK$270	3	3 non-core	3	Investment & Financial Planning

NOTICE 通告

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

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

For example 例子：
Boost your Work Competence with NLP- Module 5: The Art of Success with NLP
「身心語言程式學」工作坊 單元五：NLP成功藝術

SFC CPT Hours	2
MPFA Non-core CPD Hours	2
IA CPD Hours	2

The revision would be applied to the Certificates & related Programme documents for classes to be commenced as from 8 June 2015.

有關更改適用於由2015年6月8日或之後所開辦課程的證書及相關的課程文件。

These programmes contain no contents on construction insurance.

Programme Administration Guidelines 課程管理指引

Enrollment 課程報名

- Please use the specified enrollment form and follow the "Notes to Applicants" in the form to apply for programmes.
- Applicants should show the Hong Kong Identity (HKID) Card / Passport / Travel Document / or valid study visa 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、或有效的來港就讀簽證。
- 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 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. Please contact us at 2836 1906 if you do not receive the notification 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詳情。本院對因郵遞失誤而寄失的開課通知書，概不負責。如在開課前尚未接獲通知，申請人可致電本院查詢(電話：2836 1906)。

Programme Fees / Receipt 學費 / 收據

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

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

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

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

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

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

Class Venue 上課地點

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

除特別指示外，所有課堂均在香港灣仔活道27號職業訓練局大樓舉行。學生可於上課前到本院辦事處查看課室編排表，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. <u>**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**</u>. PEAK has the right to ask the students to present the valid identification documentations (HKID Card / Passport / Travel Document / Study visa issued by the Immigration Department of HKSAR) for identity verification purpose. In particular, CPD Students should read and observe the "<u>**CPD Programme – Notes to Students**</u>" 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。<u>**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**</u>。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、或來港就讀簽證)以核實身份。此外，報讀<u>**持續專業發展課程**</u>之學生亦應特別注意及遵守指引內的<u>**「持續專業發展課程—學生須知」**</u>。

Working days (exclusive of Saturdays and Sundays)　## 工作天(不包括星期六及星期日)

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

1. 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。
2. Students who are late for a CPD class should go to PEAK's Reception Counter at **9/F VTC Tower** or to the Registration Desk right outside the classroom (where applicable) to sign on the attendance sheet. The CPD / CPT hours of students who are late for class will be deducted on a pro-rata basis.
   學生若因事遲到，請立即前往**本大樓9樓**高峰進修學院報名處或向班房門外當值同事 (如適用) 簽到。請注意，本院將按學生遲到的時間扣減持續專業進修 (CPD)/ 持續培訓 (CPT) 時數。
3. CPD / CPT hours for students will be calculated on a pro-rata basis according to the attendance record. Please note that the minimum unit of CPD / CPT hours is 0.5. Hence, for students who are late for class or leave before the class ends, even for less than 30 minutes, a minimum of 0.5 hours will be deducted.
   學生可獲的持續專業進修 (CPD)/ 持續培訓 (CPT) 時數將根據出席課堂的時數按比例計算。有關時數的最少單位為0.5分，遲到或早退不足半小時亦作半小時計算。
4. Students will not be given any MPFA and SFC hours if they are late for or absent from the class in total for MORE than the specified time shown in the following table.
   學生若遲到或離開課室合共超過下列時數，將不能獲得任何MPFA及SFC時數。

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

*Note: For programmes which comprise 2 lessons, MPFA and SFC hours will be given based on the total duration of the programme that the students have attended.
*註： 若有關課程分兩節課堂舉行，本院將按學生於兩節課堂的總出席時數計算MPFA及SFC時數。

5. 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。
6. 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。
7. 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。
8. No eating or drinking is allowed in classrooms.
   課室內不准飲食。

Certificate 證書頒發

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

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

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

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

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

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

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

* 個別課程會有不同的出席要求，請詳閱相關課程單張。

Working days (exclusive of Saturdays and Sundays) ## 工作天 (不包括星期六及星期日)

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

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

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

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

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

颱風 颱風襲港期間,高峰進修學院課堂 / 考試**安排大致如下:

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

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

\# Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No. 8 Special Announcement") two hours prior to the hoisting of the No. 8 Typhoon Warning Signal.
\# 在上課時間內颱風襲港,如香港天文台在發出八號颱風信號前兩個小時內會發出預警(即八號預警)。

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

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

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

Rainstorm Warning Signal 暴雨警告信號		Action to be taken (PEAK Classes / Examinations**) 安排事宜（高峰進修學院課堂 / 考試**）
BLACK Rainstorm 黑色暴雨警告	(a) Issued or in force **at 6:15 am or before 11:00 am** **上午六時十五分至十一時前**發出或仍然生效	PEAK classes / examinations** scheduled to commence within 9:00 am – 12:00 noon 上午九時至正午十二時開始上課之高峰進修學院課堂 / 考試** **Cancelled 取消**
	(b) Issued or in force **at 11:00 am or before 4:00 pm** **上午十一時至下午四時前**發出或仍然生效	PEAK classes / examinations** scheduled to commence within 12:00 noon – 6:00 pm 正午十二時至下午六時開始上課之高峰進修學院課堂 / 考試** **Cancelled 取消**
	(c) Issued or in force **at 4:00 pm or thereafter** **下午四時或以後**發出或仍然生效	PEAK classes / examinations** scheduled to commence within 6:00 pm – 10:00 pm 晚上六時至十時開始上課之高峰進修學院課堂 / 考試** **Cancelled 取消**
	(d) Issued when classes / examinations** are **in session** 上課 / 考試****期間**發出	All classes / examinations** should **continue** (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe. 所有課堂 / 考試**（在戶外舉行者除外）應**繼續進行**。在課堂 / 考試**結束時，若已到放學時間，而紅色/黑色暴雨警告信號仍然生效，則會在安全情況下才讓學生回家。 *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.* *注意：若由於上課時間表安排的差異，學生當時尚未返抵學院 / 上課地點，應留在家中或在安全地方暫避。如課堂 / 考試**在戶外舉行，在場負責的職員會即時終止活動，並安排所有學生在安全地方暫避。*
	(e) Issued **before start** of examinations** 考試****開始前**發出	Examinations** to be held in that particular session should be **postponed**. 在該時段舉行的考試**將會**延期**
Lowering to AMBER Rainstorm Warning signal or lowering of all rainstorm warning signals at any time 改發黃色暴雨警告信號或取消所有暴雨警告信號		All classes / examinations** **to resume with the next session** unless road or other conditions remain adverse. 若路面或其他情況許可，**恢復在下一時段**進行的所有課堂 / 考試**

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

Fees 費用

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

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

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

所有行政或課程費用如有所調整，恕不另行通知。

Special Discount 特別優惠

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

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

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

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

Classroom Discipline 課室規則

1. No eating or drinking is allowed in all classrooms.
2. Smoking is prohibited in all areas of PEAK and VTC Tower.
3. Prior approval should be granted by the programme director for audio recording in the class.
4. Principal of the Institute has the authority to terminate the study of any student who violates PEAK's policies.

1. 課室內不准飲食
2. 學院及大樓範圍內嚴禁吸煙
3. 如欲在課堂錄音，需事先取得課程總監的批准
4. 如學生違反學院規則，學院院長有權終止學生的學籍

Suggestions and Complaints 建議及投訴

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

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

Continuing Education Fund 持續進修基金

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

Introduction 簡介

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

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説明，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

1. Application forms can be obtained from the Office of the Continuing Education Fund (OCEF) and the website www.wfsfaa.gov.hk/cef/download/SFO192.pdf. 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）。

2. Applicants should submit the completed and certified application forms, together with photocopies of Hong Kong Identity (HKID) Card, to OCEF **before** the commencement of the Course. Late applications will not be accepted.

   申請人必須在已報讀的 "可獲發還款項課程" **開課前**將填妥並已獲院校蓋印證明的申請表，連同香港身份證副本，遞交至持續進修基金辦事處，辦理申請手續。逾期遞交的申請概不受理。

3. Applicants can bring the application forms to the Reception Counter of PEAK for certification during the opening 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

1. Each successful applicant will be provided by OCEF a "Reimbursement Claim Form (RCF)" which should be submitted after successful completion of the Course(s) and, in any event, within four years from the date the application was approved.

   持續進修基金辦事處會向申請人直接發出「發還款項申領表」。申請人成功修畢課程後，須在申請獲得批准的日期起計的四年內遞交申領表。

2. "Successful completion" of the Course means that claimants must pass the course assessment(s) and fulfill the attendance requirement as required by the course provider. Each course provider would have its own method of assessing successful completion of the Course. Please refer to the relevant programme brochures. **Please be reminded that reimbursement can only be claimed upon completion of the Course. Completion of an individual module which is not registered under CEF would not be accepted for the reimbursement.**

   "成功修畢" 課程是指申請人必須通過院校 / 辦學機構規定的課程評核和出席要求。個別課程有其評核成功修畢的標準，請查閱有關課程單張。請注意：

   申請人必須修畢整個課程才可申請發還款項，如只修畢課程的某部份或某一單元，而該部份或該單元並沒有獨立登記於「持續進修基金可獲發還款項課程」內，其發還款項申請將不獲接受。

3. Claimants should submit the completed RCF with the following documents (Original Copies) to PEAK for certification.
   - i. Original copy(ies) of the VTC Official Receipt(s);
   - ii. Original copy(ies) of the documentary proof of successful completion of the Course:
     - a. Attendance Certificate; and / or
     - b. Completion Certificate; and / or
     - c. Letters or Transcripts certifying the claimant has passed the relevant course assessment(s)

   申領發還學費的人士（申領人）須填妥申領表格並連同以下文件（正本）交回本院以作核實：
   - i. 學費收據正本；
   - ii. 成功修畢課程的證明文件正本；
     - a. 出席證書 及 / 或
     - b. 結業證明書 及 / 或
     - c. 由本院發出的信件或成績單等

4. If the claimant is proved to have successfully completed the Course, PEAK will do the document certification and issue a "Letter of Certification" to the claimant within 7 working days## 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」**。

5. Please refer to CEF information to submit the required documents to claim the reimbursement.

   請參閱持續進修基金申請資料，將所需文件遞交至持續進修基金辦事處申領發還學費。

Working days (exclusive of Saturdays and Sundays)　## 工作天（不包括星期六及星期日）

PEAK
Member of VTC Group
VTC機構成員

報名表

本院專用 Office use only	ver 20150520
Received Date: ______	Handled by: ______
Remarks: ______	
Application: ☐ Walk-in ☐ By Mail ☐ By Fax	
Payment: ☐ Cash ☐ Cheque ☐ Credit Card	

申請人資料（請填寫香港身份證上之姓名）

姓名（英文）：Mr./Ms./Miss ______ （中文）：______ 先生/女士/小姐

香港身份證號碼：______ 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：______

開課通知：請以 ☐ 郵遞 ☐ 圖文傳真 ☐ 電郵 方式發出（如無指定，本院將以郵遞方式發出通知）

報讀課程資料

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

（只供報讀文憑 / 證書課程申請人填寫）

單元編號	單元名稱	開課日期

學歷（請附上學歷證明文件副本）

曾經修讀之課程	院校 / 考試	畢業年份	已完成的百分比 (%)

☐ 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。

就業詳情（如適用，請列出與本課程有關的就業詳情，並提供相關的就業證明副本及僱主推薦信副本。 如空位不敷填寫，申請人應另頁詳列有關資料。）

機構名稱	日期（月 / 年）：由 / 至	職位	全職 / 兼職

付款方法

如報讀之課程在報名當日起7個工作天內（不包括星期六及星期日）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 ☐ VISA ☐ MasterCard

信用卡號碼：______

有效期(MM/YY)：______ 付款額：______

______（持卡人姓名） ______（持卡人簽署）

持續進修基金

☐ 申請持續進修基金*（請連同持續進修基金申請表及由香港特別行政區〔香港特區〕入境事務處所簽發的香港身份證副本於開課前最少10個工作天（不包括星期六及星期日）交回本院代辦手續，逾期遞交恕不受理）

☐ 已申請 / 不申請*

* 請細閱「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？

☐ 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：______

聯絡方法

如有需要，本院將以電郵方式發出所有通知（如：更改上課時間）。如申請人未有提供電郵地址，本院將以電話聯絡。

個人資料之使用

VTC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VTC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VTC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VTC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。

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、或有效的來港就讀簽證。
3. 如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，請致電2836 1906以確認本院收到有關表格及費用。
5. 所有課程名額均以先到先得方法分配，任何未填妥之表格，或未有附上學費的表格，本院將不會處理。
6. 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。

聲明

1. 本人聲明於本表格所提供資料均屬真確，並無遺漏。
2. 本人知悉並同意高峰進修學院使用本人之個人資料作處理入學註冊及一切與課程行政相關之用途。
3. 本人知悉並同意高峰進修學院於本人出席持續專業發展課程時，查閱本人之有效身份證明文件（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、或來港就讀簽證）以核實身份。
4. 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。
5. 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「報名須知」第6項有關IA，SFC及MPFA時數的計算方式。
6. 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。

本人已細閱、明白並同意遵守高峰進修學院載於「課程管理指引」、「報名須知」及「聲明」內的規則，以及高峰進修學院在處理申請人個人資料的部分。	申請人簽名		日期	

ver 20150520

PEAK
Member of VTC Group
VTC 機構成員

ENROLLMENT FORM

本院專用 Office use only ver 20150520

Received Date: __________ Handled by: __________

Remarks: __________

Application: ☐ Walk-in ☐ By Mail ☐ By Fax

Payment: ☐ Cash ☐ Cheque ☐ Credit Card

PARTICULARS OF APPLICANT (Please fill in your name as it appears on your HKID card)

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

Hong Kong Identity Card Number : ---------- Date of Birth: (dd/mm/yyyy) ----------

Mailing Address : ----------

Company of Employment : ---------- Position / Department : ----------

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

Daytime Contact Telephone Number : ---------- Mobile Phone Number : ---------- Fax : ----------

Confirmation : Please specify how you would like to be notified: ☐ By mail ☐ By fax ☐ By email (If not specified, we will notify you by Mail)

PROGRAMME APPLIED FOR

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

FOR AWARD-BEARING PROGRAMMES APPLICANTS ONLY

Module Code	Module Name	Commencement Date

Academic Attainment *(**Please attach copies of academic qualifications)**

Programme Title	Institution / Exam	Year of Graduation	Percentage of Completion(%)

☐ Please put a "✓" in the box if you want your application to be considered as mature student application. (Please refer to programme leaflet for details)

Empolyment Record

If applicable, please provide the information relevant to the programme(s) you are applying for. Copies of employment proofs and job reference letters from employers should be submitted together with the application. If there is insufficient space on this form, please give details on a separate sheet.)

Company Name	Date (Month / Year)	Position Held	Full time / Part time

PAYMENT METHOD

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

☐ Cash Amount: HK$__________

☐ Cheque (payable to "Vocational Training Council")

Cheque No.: __________

☐ Credit Card ☐ VISA ☐ MasterCard

Card Number : | | | | | | | | | | | | | | | | |

Expiry Date : (mm/yy) | | | | | Amount: __________

__________ Cardholder's Name __________ Authorised Signature

CONTINUING EDUCATION FUND (CEF)

☐ Apply for CEF* (Please submit with CEF application form and copy of Hong Kong Identity (HKID) Card issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) at least 10 working days (exclusive of Saturdays and Sundays) before commencement of course. No late submission will be accepted)

☐ CEF Applied / Not applying CEF*

* Please read the "Application Procedures" under "Continuing Education Fund" stipulated in Programme Administration Guidelines for details.

Where did you learn about this programme?

☐ Yahoo ☐ Google ☐ PEAK Website ☐ Email ☐ Leaflet

☐ Prospectus ☐ Friend ☐ Newspaper/Magazine (Name: __________) ☐ Education Expo

☐ Other __________

CONTACT METHOD

For all further notice (e.g. rescheduling of classes), we will contact you by email. Applicants without email accounts will be contacted by phone.

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 the 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.

NOTES TO APPLICANTS

1. Applicants should complete one enrollment form (the Form) for each programme and photocopy the Form if necessary.
2. Applicants should show HKID Card / Passport / Travel Document / or valid study visa issued by the Immigration Department of the HKSAR for enrollment.
3. If you 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". If you 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).
4. If you 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.
5. All places are allocated on a first-come-first-served basis. Incomplete forms and forms received without payment will not be processed.
6. Applicants / Students must read carefully and observe the "Programme Administration Guidelines" (the Guidelines) stipulated in PEAK's Programme Prospectus. In particular, students of Continuing Professional Development (CPD) programmes should read & comply with the circumstance defined for the calculation of IA, SFC and MPFA hours as indicated in the "CPD Programme – Notes to Students" in the Guidelines. The Guidelines are also available from PEAK Office and on PEAK Website.

DECLARATION

1. I declare that all information provided in this enrollment form is, to the best of my knowledge, accurate and complete.
2. I acknowledge and agree that my personal data will be used by PEAK for enrollment and programme administrative purposes.
3. I acknowledge and agree that PEAK may check my valid identification documentations (HKID card / Passport / Travel Document / Study visa issued by the Immigration Department of HKSAR) for identity verification purpose while I am participating in Continuing Professional Development (CPD) programmes and award-bearing programmes.
4. I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
5. 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 6 of the "Notes to Applicants" which defines the circumstance for calculating IA, SFC and MPFA hours.
6. 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.

I have read, understood and agreed to follow PEAK's rules and guidelines stipulated in the "Programme Administration Guidelines", "Notes to Applicants", and "Declaration", and PEAK's policy on the use of applicants' personal data.	**Applicant Signature**		**Date**	

Use of Applicant's Personal Data 申請人資料用途

1. The information collected from the application will be used for the following purposes:
   (a) for processing and selection of applications for admission to PEAK/VTC programme; and related purposes;
   (b) for obtaining the HKCEE/HKALE results from the HKEAA, and obtaining information from relevant institutions about your candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
   (c) for checking of application records, checking and obtaining the study records and records of examination results attained in the programme provided by member institutions under the VTC;
   (d) for storage of information on the successful applicants in the Students Records System; and
   (e) if applicant indicated his/her wish to receive PEAK information, the application data will be retained for such purpose.
2. PEAK undertakes to keep personal data provided by applicants confidential. However, PEAK may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK.
3. In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right:
   (a) to check whether PEAK holds his/her personal data;
   (b) to request a copy of such data; and
   (c) to require PEAK to correct any of the personal data which is inaccurate.

   Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.
4. Request for access for data should be submitted in writing to:
   PEAK
   9/F, VTC Tower,
   27 Wood Road,
   Wanchai, Hong Kong
5. In accordance with the terms of the Ordinance, PEAK reserves the right to charge a fee for the processing of data access request.

1. 申請人所填報的入學申請資料，會用於：
   (a) 處理一切有關職業訓練局高峰進修學院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/香港高級會考成績，以及向本港或以外的有關院校，索取申請人的公開試及校內試修業成績；
   (c) 核對申請人申請紀錄，以及核對和索取申請人在職業訓練局轄下院校及中心就讀的紀錄與成績；
   (d) 儲存獲取錄的申請人資料於學生紀錄系統；及
   (e) 若申請人表示願意收到高峰進修學院的資訊，則申請資料將被保留作有關用途。
2. 高峰進修學院會對申請人的資料絕對保密，但可將申請人的個人資料，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. 本院保留權利收取查閱資料所需行政費用。

Declaration 聲明

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programme offered by PEAK.
2. I authorize PEAK to obtain, and the relevant authorities (which include the Hong Kong Examinations and Assessment Authority, VTC, etc.) to release, any and all information about my results of any public examinations and my studies in institutions in Hong Kong and elsewhere.
3. I authorize PEAK to use my data to carry out checks on any applications for admission to programme it offers and checks on records of current and previous studies in VTC member institutions.
4. I understand that, upon my registration in a programme in PEAK, 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.
5. I understand that PEAK may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the admissions exercise. Nevertheless, if I have indicated in the application form that I wish to receive information about PEAK, my application data will be retained.
6. I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION** without notice and cancellation of any resulting registration. Any fees paid will **NOT** be refunded.

1. 本人謹此聲明在本申請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的招生過程中作參考之用。
2. 本人授權高峰進修學院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轄下院校及中心就讀的資料。
4. 本人明白在註冊後，有關資料將轉作學生紀錄，高峰進修學院可利用該等紀錄作學術或行政上之用。
5. 本人明白高峰進修學院可能使用本人的入學申請資料作統計及分析用途，本人的申請表及有關的個人資料會於高峰進修學院收生程序完結後銷毀。然而，若本人於申請表表示願意收到高峰進修學院的資訊，則我的申請資料將被保留。
6. 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。

www.peak.edu.hk
Hotline熱線：2836 1922
Fax傳真：2891 5707
Email電郵：peak@vtc.edu.hk