

Security Services Training Board
保安服務業訓練委員會

Quality Assurance System under the Recognition Scheme
保安培訓課程認可計劃質素保證系統

Frequently Asked Questions常見問題

■ **Assessment of Trainers / External Examiners**
導師／校外考試委員評定

Question: When will the new arrangement on assessment of trainers / external examiners be effective?

問：新的導師／校外考試委員評定安排將於何時實施？

Answer: From 2 April 2008 onwards

答：由二零零八年四月二日起

Question: If a trainer/ external examiner changes his/her job from Company A to Company B, does he/she require taking an interview?

問：若導師由甲公司轉職到乙公司，是否需要面試？費用是多少？

Answer: If the name of the trainer / external examiner is on the internal approval list kept at Institute of Professional Education And Knowledge (PEAK), then interview is normally not required for him/her. The required fee is \$300 per person per application. For those whose names have already been on the approval list, the fee will be waived during the trial period (i.e. the first 6 months of the implementation).

答：如該導師過往已經登記過，其姓名會顯示於導師名冊上。在一般情況下此類導師不需進行面試。相關費用為每次\$300。在新安排實施的頭六個月，若導師姓名已顯示於導師名冊上，此費用可獲豁免。

Question: Who will be the members of the interview panel?

問：面試小組成員由誰組成？

Answer: Any two of the following three:

- i. Representative of the Police (at inspector-grade or above);
- ii. Representative of the VTC; and
- iii Any one of the Convenors of the Working Parties of SSTB (including the Working Party on Recognition Scheme, Working Group on Manpower Survey and Working Party on Training Standards)

答：以下三項其中兩項：

- 一． 警方代表(督察級或以上)
- 二． 職業訓練局代表
- 三． 保安服務業訓練委員會轄下工作小組召集人其中之一(包括質素保證系統工作小組、人力調查工作小組、訓練標準工作小組)

Question: What are the criteria for the interview?

問：面試會以甚麼準則評分？

Answer: Applicants will be assessed on the following areas:

1. Knowledge of the Security Services Industry
2. Understanding of the QASRS
3. Leadership Potential (strong personality, likely to inspire others)
4. General Intelligence and Maturity
5. Communication Skills
6. Personal Abilities (able to handle problematic students and maintain class discipline)
7. Motivation (determined; looking for job satisfaction)

答：評分標準基本上可分為以下七項：

- 一． 對保安服務業的認識
- 二． 對保安培訓課程認可計劃質素保證系統的了解
- 三． 領導才能（性格、影響／感染力）
- 四． 整體智力及成熟程度
- 五． 溝通技巧

六. 個人技能 (能處理問題學生及維持課室秩序)

七. 動機 (堅定的找尋工作成功感)

Question: How long will an application normally take?

問：一般申請需時多久？

Answer: If all the required information is submitted, the entire process will normally be completed in one month.

答：若所交文件齊全，一般申請可在一個月內完成。

Question: Is there any appeal mechanism?

問：新安排有何上訴機制？

Answer: The decision from SSTB is final. However, if an applicant fails the interview, he/she will be informed of the areas of deficiencies so that he/she may submit another application upon rectification of the deficiencies.

答：保安服務業訓練委員會擁有最終決定權。

■ **Simplification of Inspection Process** 簡化視學程序

Question: When will the new arrangement on the simplification of inspection process be effective?

問：新的簡化視學程序將於何時實施？

Answer: 1 July 2008

答：二零零八年七月一日

Question: How does the simplification of inspection process take place? How much is the required fee?

問：簡化視學程序是怎樣？收費多少？

Answer: With effective from 1 July 2008, the bi-annual inspection and the re-recognition will be replaced by an annual inspection. For existing course providers, they have to

pay a “one-off” application fee of \$5,000 (upon expiration of the current 3-year validity period) and an annual inspection fee of \$4,500 (upon expiration of the bi-annual inspection period), together with an application form and all relevant documents submitted to PEAK, in order to renew their course registration.

For new course providers, they have to pay an application fee and an annual inspection fee in order to have their course(s) registered under the QASRS.

Failure to settle the inspection fee will result in de-registration. Course providers are required to re-apply for recognition as new course application after de-registration.

答：由二零零八年七月一日起，現時每三年一次的重新認可安排將更新。現行的年費將減至\$4,500，而現行的一年兩檢亦將簡化為一年一檢。現有課程提供者可於現時三年有效期完結後，繳交一次性的申請費\$5,000，及以後逐年繳交年費\$4,500。

新加入的課程提供者，可直接採用新的安排，繳交一次性的申請費\$5,000，及於每年周年日前兩個月將年費\$4,500 連同申請表一併遞交高峰進修學院處理。

逾期遞交之申請將被視作撤銷登記。課程提供者需重新申請加入認可計劃中。

Question: After the commencement of the new arrangement, is there any form of reminder to inform course providers that the anniversary date of their security training course is close to an end?

問：在新安排實施後，有沒有任何方式提醒課程提供者有關保安培訓課程即將到期？

Answer: A letter will be sent to course providers 3 months before the anniversary date of the security training course. Course providers are required to submit their applications 2 months before the anniversary date.

答：在相關課的周年日之前三個月，高峰進修學院會發出信件，提醒有關課程即將屆滿。課程提供者只需於周年日前二個月遞交申請，便可在周年日之前辦妥相關手續。

Question: Upon completion of the inspection, how long will it take for an application?

問：完成視學後，要多久才可完成審批？

Answer: Upon receipt with the inspection report and all relevant documents, it will normally take two months to have the course status be renewed.

答：當收到視學督察的報告及其他相關文件後，一般可在兩個月內完成審批。