

# Professional Diploma for Legal Executives (BA524014P)

## Notes for Applicants

1. The applicant has to submit the application form by mail to the Programme Leader of Professional Diploma for Legal Executives on or **before 16 August 2019**.

Address for Application: Department of Business Administration, Hong Kong Institute of Vocational Education (Tuen Mun), 18 Tsing Wun Road, Tuen Mun, New Territories, Hong Kong  
*[Please note that the teaching venue is located at the Hong Kong Institute of Vocational Education (Morrison Hill), Wan Chai.]*

Office Hours: 9:00 a.m. – 5:00 p.m. (Monday to Friday)

Telephone: 2460 5941 (Mr. Derek Ho)

2460 5946 (Ms. Irene Cheung)

Email: derekho@vtc.edu.hk

Fax: 2453 2705

2. Applicant has to submit the following documents, enclosed inside an envelope marked with “Application for Professional Diploma for Legal Executives”:
  - completed Application Form and one recent photograph of the applicant;
  - copies of full transcripts and certificates;
  - copy of HKID card; and
  - a crossed cheque or bank draft for the tuition fee.
3. Successful applicants will be informed and arranged for verification of qualifications.
4. This programme comprises of 10 modules and could be completed in five semesters across two years. Normally, there is one class per week for each module.
5. Total tuition fee for the 2019 intake is **HK\$72,000** (for the whole programme in two years) (**HK\$69,000** for Early Bird Discount before **26 July 2019**).

Payment Method: By crossed cheque or bank draft payable to “Vocational Training Council” to be submitted together with the application form.

Application Deadline: **16 August 2019**

| Module Code | Module Title                        | Commencement Date (Tentative) | Standard Tuition Fee | Fees for Early Bird Discount before 26/07/2019 |
|-------------|-------------------------------------|-------------------------------|----------------------|--|
| LCA4801     | Legal Environment for Business      | 05-09-2019 (Thursday)         | \$9,680              | \$9,380  |
| LCA4805     | Succession and Probate Practice     | 07-09-2019 (Saturday)         | \$6,930              | \$6,630  |
| LCA4804     | Civil Litigation Procedure          | To be advised                 | \$6,930              | \$6,630  |
| LCA4802     | Criminal Law and Procedure          | To be advised                 | \$6,930              | \$6,630  |
| LCA4809     | Legal Professional Ethics           | To be advised                 | \$5,080              | \$4,780  |
| LCA4807     | Legal Writing                       | To be advised                 | \$5,080              | \$4,780  |
| LCA4803     | Company Law and Practice            | To be advised                 | \$9,680              | \$9,380  |
| LCA4806     | Land Law, Conveyancing and Tenancy  | To be advised                 | \$9,680              | \$9,380  |
| LCA4808     | Family Law and Matrimonial Practice | To be advised                 | \$6,930              | \$6,630  |
| LCA4810     | Advocacy                            | To be advised                 | \$5,080              | \$4,780  |
| Total:      |                                     |                               | <b>\$72,000</b>      | <b>\$69,000</b>                                |

### Remarks:

1. We reserve the right to cancel the programme or any module(s), to revise the programme contents or to change the offering campus of the programme if so required.
2. Owing to possible rearrangement in the future, there may be changes in the offering campus and/or date of classes.

**Professional Diploma for Legal Executives**  
**Course Code: BA524014P**  
**APPLICATION FORM**

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

English: (surname) \_\_\_\_\_ (given name) \_\_\_\_\_ Chinese: \_\_\_\_\_

HKID No.: \_\_\_\_\_ Date of Birth: (dd/mm/yy) \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Company of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone (day-time): \_\_\_\_\_ Mobile: \_\_\_\_\_

**QUALIFICATION ATTAINED** (Please indicate by “✓” if you have met the following qualification)

- (i) 5 HKCEE subjects at Grade E/Level 2 or above, including English Language (Syllabus B) and Chinese Language and with at least 2 years work experience; or
- (ii) 5 HKDSE subjects at Level 2 or above, including English Language and Chinese Language and with at least 1 year work experience; or
- (iii) Aged 21 or above and 3-year law-related employment experience together with minimum Grade D in English Language (Syllabus B) / Level 3 in English Language or 6.0 in IELTS. (Please attach evidence of law-related employment to your application. Admission interview may be required.); or
- (iv) Equivalent.

*\*To qualify for using the title “Legal Executive”, the Professional Diploma holders should have obtained a minimum grade of D in English Language (Syllabus B) (or equivalent) in pre-2007 HKCEE, or a minimum level 3 in English Language from 2007 HKCEE onwards, or a minimum overall score of 6 in IELTS(International English Language Testing System), or a minimum Level 3 in English Language in HKDSE since 2012.*

**TUITION FEE** (To be paid by 5 instalments over 5 semesters in two years)

(See overleaf for details)

**Early Bird Discount available to application received on or before 26 July 2019**

| <b>Tuition Fee for the 1<sup>st</sup> Semester</b> |                                 |                        |  |                        |
|--|---------------------------------|------------------------|--|------------------------|
| <u>Module Code</u>                                 | <u>Module Name</u>              | <u>Standard Fee</u>    | <u>Early Bird Discount if applicable</u> | <u>Early Bird</u>      |
| LCA4801  | Legal Environment for Business  | \$9,680                | \$300                                    | \$9,380                |
| LCA4805  | Succession and Probate Practice | \$6,930                | \$300                                    | \$6,630                |
| <b>Total:</b>                                      |                                 | <b><u>\$16,610</u></b> |  | <b><u>\$16,010</u></b> |

**PAYMENT METHOD**

Crossed Cheque or Bank Draft should be made payable to “Vocational Training Council”

Cheque / Bank Draft No.: \_\_\_\_\_

**DECLARATION**

I agree to conform to the regulations of the Institute and declare the truth and accuracy of the information which I have provided in this application form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Please contact Ms. Irene Cheung at 2460 5946 if you have not received our interim reply regarding your application after two weeks of your submission.*