

SHINE SKILLS CENTRE (KWUN TONG)
PART-TIME EVENING COURSE 2012 / 2013

Enquiry : 2270 0900

Fax : 2357 4042

Address : No.487 KWUN TONG ROAD,
KWUN TONG, KOWLOON.

E-mail : shinekt@vtc.edu.hk

Website : www.shine.edu.hk

COURSE CODE	COURSE TITLE	COURSE CONTENT	ADMISSION REQUIREMENT
0231	English & Chinese Word Processing	Principles and application of Cang-jie/Quick Input Method, Concepts and operation of Microsoft Word & basic computer operation	Completion of S3 or equivalent with basic knowledge in computer application
0532	Computer and Network Installation Practice	Installation and set up of computer hardware and Operating System, basic operation of common peripherals and installation of Local Area Network, trouble-shooting of common problems	
0933	Desktop Publishing	Use of graphic design software, photo editing and basic operation of computer peripherals	
1234	Food & Beverage Service Practice	Skills and attitude training in food and beverage service	Completion of P6 or equivalent OR Relevant working experience AND Basic knowledge in specified trades (Suitable for people with intelligence deficiency and autism)
1235	Western Bakery Practice	Basic skills in western bakery	
1236	Integrated Skills	Gift wrapping, basic retailing techniques and cashiering, cleaning, basic housekeeping, preparation of snacks and refreshment and basic computer operation.	Completion of P6 or equivalent (Suitable for people with mental handicapped and autism)

Tuition Fee : 410 (subject to review annually) .

Period of Study : One year (Total 240 hours) , 2 to 3 sessions per week, 3 hours per session.

Date of commencement : Early September 2012

SHINE SKILLS CENTRE (KWUN TONG)
PART-TIME EVENING COURSE APPLICATION INFORMATION

1. Assessment Criteria for Part-time Evening (PTE) Courses

All PTE applicants who fulfill the minimum entry requirements need to go through an **assessment** and **interview** to identify their suitability for enrolment to their preferred courses.

~ To identify whether the applicant has met the standards of international assessment tools or completed the work tasks designed by the instructors to ensure:

- i) The applicant has the essential skills and ability to study the course applied; and
- ii) The ability of the applicant does not exceed the required standard and is therefore likely to benefit from the courses to be offered; and
- iii) The applicant's behavior, attitude and objectives for training will benefit the applicant in taking the course.

2. Application

There are different entry requirements for each PTE course. Priority will be given to applicants who have never studied any PTE courses offered by Shine Skills Centres.

A. Applicants who have not studied any Shine Skills Centre PTE courses

Applicants should be of the age of 15 or above (born before 1 May 1997) .

Completed the application form together with relevant documents **should be mailed to Shine Skills Centre (Kwun Tong), 487 Kwun Tong Road, Kowloon** from 14 May 2012 to 31 May 2012. Inaccurate or incomplete information may result in delay or rejection of applications.

Documents needed:

- i) Completed application form;
- ii) Two recent passport-sized photos (Size: 3 x 3.5cm; Please stick one onto the application form and write the applicant's name and HKID No. on the back of the other photo);
- iii) A copy of academic certificate issued by the latest school attended or examination bodies;
- iv) Relevant documents of proof of disabilities

B. Applicants who have already studied Shine Skills Centre PTE courses

When there are places unfilled by applicants who have not studied any Shine Skills Centre courses, applicants who have taken not more than ONE Shine Skills Centre PTE courses may also be considered. No places will be offered to any applicants who have not taken the assessment and interview.

~ Applicants who have already studied our PTE courses are not allowed to repeat the same course.

~ Admission to the PTE courses depends on the merits/ results of the assessment and interview taken by the applicants. Applicants who fail in the assessment and/or interview will be classified as ineligible candidates and they will not be offered any places in the PTE courses.