Introduction

The Vocational Training Council

The Vocational Training Council (VTC), being the largest vocational education and training provider in Hong Kong, offers a wide range of quality pre-employment and upgrading courses for 160,000 students and in-service personnel each year. It provides students with a seamless and "through train" pathway outside the traditional education system from post-secondary three to higher diploma level. The VTC also provides articulation arrangements for its higher diploma graduates in every discipline to pursue a degree offered by reputable local and overseas universities in Hong Kong.

In support of the Government’s initiative to diversify the curriculum of senior secondary students, the VTC has been offering a variety of Applied Learning (APl) (formerly known as Career-oriented Curriculum (CCC)) courses through its Hong Kong Institute of Vocational Education (IVE) and Training and Development Centres since the first piloting year 2003/04. It has established a firm foundation and reputation and is the leading founder provider of the APl courses, taking up a lion’s share of students.

The VTC has a robust quality assurance system and the courses are regularly reviewed and updated. In 2010/11, the VTC continues to offer a series of quality courses that will suit the diverse learning interests and needs of the senior secondary students.

Special Features

- **Learning by doing**: Students can “learn by doing” through application and practice in simulated learning environments. They can acquire basic knowledge and skills in relevant study areas, and also develop their generic skills in communication, problem-solving and teamwork, etc.

- **Interactive learning and teaching activities**: Through project-based learning, role plays, case studies, industry visits and practical training, students’ learning interests and motivation could be enhanced.

- **Multiple and continuous assessments for students’ performance**: Students will be given appropriate feedback and motivated to make continuous improvement.

- **Life Skills Education Camp**: Participation in the adventure-based activities and war games in the camp could facilitate students’ personal development and exploration of potential.

Why Choose VTC’s APl Courses?

- **Proven experience**: Experiences provider in offering post-secondary three vocational oriented education and the founder provider of the APl courses with ample experiences in collaborating with secondary schools via the “Partnership with Schools” scheme.

- **State-of-the-art facilities**: Trade-simulated and well-equipped learning and teaching environments with state-of-the-art equipment and facilities.

- **Professional, experienced and caring staff**: Professional teaching staff with extensive industry experiences and thorough understanding and caring of the needs of senior secondary students.

- **Multiple articulation pathways**: Applicants possessing “Attained” performance in an APl course offered by the VTC would be deemed to have attained Level 2 in one HKDSE subject for the purposes of admission to VTC Programmes under the NSS academic structure.

Articulation Pathways in the VTC

Articulation to local and overseas universities

The Hong Kong Institute of Vocational Education (IVE), Hong Kong Design Institute (HKDI), School of Business and Information Systems (SBi), Training and Development Centres

Hong Kong Diploma of Secondary Education (HKDSE)

Recognition of Qualification

- The assessment results of APl courses will be recorded on the HKDSE certificate.

Partnership with Schools

- To help promote and integrate APl courses in secondary schools with a view to extending repertoire of school subject specialists and in time become APl course providers themselves, the VTC has devised a partnership scheme for closer collaboration with schools since 2003/04.
Application Information

Target Students
Current Secondary 4 students who will progress to Secondary 5 in school year 2010/11

Mode of Attendance
Mode 1: Classes will be of 3 to 4 hours and held on Wednesday or Saturday mornings or afternoons. Summer block may also be arranged subject to requirements of individual courses. Classes will commence in September 2010 and last until November / December 2011 (i.e. the first term of Secondary 5).

Mode 2: Subject to mutual agreement between schools and the VTC, classes can be conducted on weekdays or Saturdays. Summer block may also be arranged. Class venue can be flexibly arranged in either VTC campuses, Training and Development Centres of the VTC or school premises subject to facilities and equipment required for the course. Classes will commence in September 2010 and last until November / December 2011.

Course Duration
180 hours

Medium of Instruction
Chinese, supplemented with English terminologies / English

Application
Applications should be made to the EDB between February and April 2010 through the secondary schools in which applicants are studying. Details can be obtained from career teachers in the secondary schools.

Selection Criteria
Applicants will be selected according to their interests and aptitude for the course(s) applied. Please refer to the course information for detailed arrangement for each course.

Course Fee
• Course fee ranges from $6,500 to $11,600 (payment by two installments).
• For schools participating in the Mode 2 operation (i.e. the “Partnership with Schools” scheme), course fee reduction will be made to the schools with respect to the agreed class size, venue and facilities support provided by the schools and/or sharing of teaching duties by the school teachers for the specific course.

Other Learning Experiences
• With a view to enabling junior secondary students to benefit fully from the diverse learning opportunities, and to offer choices and experiential learning to support students’ options for ApL courses and help them make informed choices, the VTC had started the pilot project of Other Learning Experiences (OLE) in July 2007. The OLE offers a wide variety of learning and teaching activities, including experiential learning of sampled learning of the different study areas, hands-on familiarization practices, talks / demonstrations by professionals, visits to industrial sites / VTC campuses and career / professional guidance by tutors, etc. To cater for the diverse needs of schools and students, programmes could be organized both within and across subject areas to complement different school-based activities such as Project-based Learning and Life-wide Learning, etc. The duration, schedule and venue of the programmes could also be flexibly arranged. Upon successful completion of the programme, students would be awarded a VTC short course certificate. For more information on the programme, please contact VTC Headquarters Division One – Applied Learning Team (Enquiry: 2836 1264).

Enquiry
VTC Headquarters Division One – Applied Learning Team
14/F., VTC Tower, 27 Wood Road, Wan Chai, Hong Kong
Enquiry Hotline: 2830 1204 Fax: 3527 0421
E-mail Address: apl-enquiry@vtc.edu.hk Website: www.vtc.edu.hk/apl

Contents

5
• Fashion Image Design Stream
• Hair Design Stream

7
Innovative Product Design
• Computer Game Design Stream
• Computer Animation Design Stream
• Entertainment Audio-Visual Effects Stream

9
Multimedia Entertainment Studies

11
Film and Video Studies

13
Building Facilities Engineering

15
Hotel Operations

17
Western Cuisine
• Culinary Arts Stream
• Bakery and Pastry Stream

19
Purchasing and Merchandising

21
Practical Accounting for SMEs
(offered by the HKIAAT, delivered by the VTC)

23
ApL Snapshots

Remarks: Information contained in this booklet is updated as at 4 December 2009.
**Image Design**

**Course Overview**
This course provides students with access to the latest developments in image design and develops their creativity, communication skills, team work and people skills through interactive learning activities. The course will also help students better prepare themselves for further studies and/or develop a career in the image design industry. To meet the diverse interests of students, two streams, i.e. Fashion Image Design Stream and Hair Design Stream, are offered and students are required to select one of the streams at the time of application. This course is organised into modules, with a Core Part and an Elective Part.

**Core Part**
1. Features of Image Industry
   - Image industry profile
   - Role of image designers
   - Work ethics

2. Image Design Basics
   - Contemporary image appreciation
   - Basic drawing techniques
   - Colour theory and effects

**Elective Part (choose any one)**

**Fashion Image Design Stream**
3. Fashion Design Fundamentals
   - Fundamental fashion technology
   - Lines and proportion
   - Garment silhouettes and fusion
   - Fabrication and texture
   - Fashion illustration and presentation

4. Fashion Styling and Presentation
   - Fashion sense and personal image
   - Fashion styling and coordination
   - Concept of “total look”
   - Fundamental visual merchandising

5. Applied Fashion Image Design
   - Etiquette and grooming
   - Elective topics
     (students can choose one of the following topics)
     i. Origami technique
     ii. Fashion make-up

**Hair Design Stream**
3. Hair Design Fundamentals
   - Health and safety of salon
   - Client care and communication
   - Anatomy of hair
   - Hair chemistry
   - Hair sculpture
   - Design decision

4. Hairdressing Technology
   - Salon reception skills and workplace interaction
   - Hair styling techniques
     - Hair cutting techniques
     - Perming
     - Hair colouring
     - Chemical relaxing
     - Curl refinishing
     - Personal image building
     - Client consultation

5. Applied Hairdressing Services
   - Salon products and marketing
   - Elective topics
     (students can choose one of the following topics)
     i. Introduction to trichology
     ii. Hair extensions

**Learning Activities**
- Visits to fashion exhibitions / museums / fabric and hair show production and presentation
- Demonstrations and sharing by professionals
- Practical training
- Role plays
- Project learning
- “My STYLE” fashion and hair show

**Assessment**
- Continuous assessments (including assignments, in-class exercises and practical assessments)
- Tests
- Project

**Further Studies and Employment**
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Fashion Business
- Higher Diploma in Fashion Design & Development
- Higher Diploma in Fashion Image Design (Hair Styling)
- Higher Diploma in Fashion Image Design (Make-up Styling)
- Higher Diploma in Fashion Image Design (Fashion Styling)
- Higher Diploma in Fashion Design and Branding
- Higher Diploma in Fashion Merchandising

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g., BA (Hons) Fashion Design and BA (Hons) International Fashion Business offered by the Nottingham Trent University, U.K., in collaboration with the VTC.

Graduates of this course may pursue career in the image design industry by taking up entry level positions at the start, e.g., Assistant Fashion Designer, Assistant Image Stylist, Fashion Coordinator, Fashion Buyer, Fashion Media Journalist, Make Up or Hair Stylist and Hair or Cosmetic Products Marketing Executive, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory / managerial level such as Design Director, Creative Director, Image Consultant, Sales Consultant, Marketing Manager, Educational Trainer, Product Analyst and Salon Manager, etc.

**Selection Arrangement**
Students applying for this course have to attend an interview to assess their interest and passion towards the industry, attitude and finger dexterity (for Hair Design Stream), etc. They will be selected according to their performance in the interview. Applicants could bring along their portfolio as reference during the selection interview.

**Class Arrangement (for Mode 1)**
- Time: 3 hours per session scheduled for
  - Every Wednesday 9:00 a.m. to 12:00 noon or 1:30 p.m. to 4:30 p.m.
  - Every Saturday 9:00 a.m. to 12:00 noon or 1:30 p.m. to 4:30 p.m.
- Lessons will also be scheduled during summer vacation.

**Venue:**
- VE (Kwai Chung): 20 Hing Shing Road, Kwai Chung, New Territories
  - Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrolment.

**Course Fee**
$11,800
Innovative Product Design

Course Overview
This course aims to cultivate students' creativity and equip them with the basic knowledge and skills in innovative product design, enabling them to apply their learning into the creation of ideas, development of products as well as their daily life. Emphasis is also placed on inspiring students' understanding in the aspects of culture, art, technology, design and society, which would be beneficial to their progression in the creative industry. Three elective topics, namely "Design of Eco", "Design for Lifestyle" and "Design for Fun", are offered to cater for students' diverse learning interests. This course is organised into three modules.

1. Design Language
   - Overview of product design
   - Product design in business
   - Cultural and lifestyle studies
   - Aesthetics and product identity
   - Trend culture and images
   - Intellectual property rights and ethics

2. Design Ideation & Visualisation
   - Creative and critical thinking
   - Concepts and ideas presentation
   - Design techniques and production
   - Experiencing personal image product design
   - Experiencing lifestyle design
   - Experiencing play value design

3. Innovative Design Realisation
   - Design cycle
   - Elective topics (students can choose one of the following topics)
     - Design for eco
     - Design for lifestyle
     - Design for fun
   - Seminars / sharing sessions conducted by professionals
   - Visits to product design studios, exhibitions and museums
   - Project learning

Further Studies and Employment
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Product Design
- Higher Diploma in Product Design (Toy)
- Higher Diploma in Timepiece & Lifestyle Product Design
- Higher Diploma in Jewellery Design
- Higher Diploma in Interior Design
- Higher Diploma in Multimodal Exhibition Design
- Higher Diploma in Retail and Exhibition Design

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g. BA (Hons) Product Design, BA (Hons) Interior Design, BA (Hons) Visual Communication (Graphic Communication) and BA (Hons) Visual Communication (Moving Images) offered by the Birmingham City University, U.K., in collaboration with the VTC.

Graduates of this course may pursue career in the product design and related industries by taking up entry-level positions at the start, e.g. Illustrator, Design Assistant and Junior Designer, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory / managerial level such as Project Coordinator, Designer and Creative Director, etc.

Selection Arrangement
Students applying for the course have to attend an interview to assess their interest towards the industry and attitude, etc. They will be selected according to their performance in the interview. Applicants need to bring along their portfolio as reference during the selection interview.

Class Arrangement (for Mode 1)
- Time: 3 hours per session scheduled for
  - Every Wednesday 9:00 a.m. to 12:00 noon or 1:30 p.m. to 4:30 p.m.
  - Every Saturday 1:30 p.m. to 4:30 p.m.
- Lessons will also be scheduled during summer vacation.

Venue
- HKDI, New campus at Tseung Kwan O

Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrolment.

Course Fee
- $10,100
Multimedia Entertainment Studies

Course Overview
This course aims at developing students' creativity, communication skills and problem solving skills, as well as equipping them with the foundation knowledge and practical skills in manipulating different media so that they can apply them in the design and production of multimedia entertainment products. To meet the diverse interests of students, three streams, V2 Computer Game Design Stream, Computer Animation Design Stream and Entertainment Audio-Visual Effects Stream, are offered and students are required to select one of the streams at the time of application. This course contains the following Core Modules and Optional Modules:

Core Modules
Computer Game Design Stream
- Introduction to Multimedia Entertainment Industry
- Multimedia Entertainment Design Basics
- Computer Game Fundamentals
- Game Design and Development
- Game Production Project

Computer Animation Design Stream
- Introduction to Multimedia Entertainment Industry
- Multimedia Entertainment Design Basics
- Computer Animation Fundamentals
- Animation Design and Production
- Animation Production Project

Entertainment Audio-Visual Effects Stream
- Introduction to Multimedia Entertainment Industry
- Multimedia Entertainment Design Basics
- Theatre Lighting Fundamentals
- Live Audio-Visual Effects Production
- Live Entertainment Audio-Visual Effects Project

Optional Modules
Digital Media Elements (choose any two)
- Digital Photography
- Video Shooting and Editing
- Audio Recording and Sound Effects
- Motion Graphics and Visual Effects

Learning Activities
- Lectures with demonstrations
- Project learning
- Production of learning portfolios
- Seminars conducted by professionals
- Visits to digital entertainment related companies and exhibitions
- Practical training

Assessment
- Portfolio assessment
- Written tests and skill tests
- Continuous assessments (including in-class exercises and assignments)
- Project

Further Studies and Employment
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Computer Graphics and Animation Technology
- Higher Diploma in Computer Games and Animation
- Higher Diploma in Creative Media and Entertainment Technology
- Higher Diploma in Multimedia and Entertainment Technology
- Higher Diploma in Multimedia Advertising and Visual Effects
- Higher Diploma in Multimedia Exhibition Design
- Higher Diploma in Multimedia Web Development and Digital Entertainment

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g. BSc (Hons) in Multimedia and Entertainment Technology offered by the Leeds Metropolitan University, U.K., in collaboration with the VTC.

Graduates of this course may pursue career in the multimedia and digital entertainment industries by taking up entry level positions at the start, e.g. Multimedia Design Assistant / Trainee, Computer Animation Assistant / Trainee, Computer Game Design Assistant / Trainee, Junior Lighting Technician and Junior Audio-visual Technician, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates could take up positions of supervisory / managerial level such as Multimedia Designer, Computer Animator, Computer Game Designer, Sound Designer, Lighting Designer and Audio-Visual Designer, etc.

Selection Arrangement
Students applying for the course have to attend an interview to assess their interest towards the multimedia related industries, aptitude and basic computer knowledge, etc. They will be selected according to their performance in the interview.

Class Arrangement (for Mode 1)
Time:
- 3 hours per session scheduled for
  - Every Wednesday 9:00 a.m. to 12:00 noon or 2:00 p.m. to 5:00 p.m.
  - Every Saturday 2:00 p.m. to 5:00 p.m.
Lessons will also be scheduled during summer vacation.

Venue:
- VTC (Lee Wai Lee) New campus at Tsing Yi
- VTC (Tuen Mun) 16 Tsing Wing Road, Tuen Mun, New Territories

Course Fee
$31,100

Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrollment.
Film and Video Studies

Course Overview
This course aims to develop students' interest in the media and communication industry and enable students to acquire fundamental knowledge of the media and film industry through moving images. Students will not only learn the theories and skills of film and video production, but also develop their generic skills such as communication skills and team work, and cultivate positive values and attitudes. Two elective topics, viz. "Directing" and "Scriptwriting", are offered to cater for the students' diverse learning interests. Students of the course are eligible to join the Society of Motion Picture and Television Engineers (SMPTE) as student members. This course is organised into five modules:

1. Overview of Film Industry
   - World film history
   - Local film culture
   - Film and new media trend

2. Exploration of Film Language
   - Principles of film language
   - Choice of visual elements
   - Camera and lighting application
   - Aesthetics of light and shadow
   - Theory of film editing
   - Audio-visual arrangement for storytelling
   - Narrative editing application

3. Storytelling by Moving Image
   - Cultural characteristics from different film genres through film appreciation
   - Theory of film editing
   - Audio-visual arrangement for storytelling
   - Narrative editing application

4. Media Integration for Communication
   - Social implications of a film
   - Principles of story development
   - Digital design for communication
   - Interview programme

5. Film and Video Production Project
   - Copyright and intellectual property right issues
   - Production personnel
   - Lectures with demonstrations
   - Elective topics (students can choose one of the following topics):
     i. Directing
     ii. Scriptwriting

Learning Activities
- Simulation games
- Role plays
- Practical training
- Project learning
- Visits to TV stations or film and video production companies
- Annual screening

Assessment Methods
- Continuous assessments (including in-class exercises and presentations)
- Tests
- Project

Further Studies and Employment
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Film and Television
- Higher Diploma in Film Scripting and Televisial Writing
- Higher Diploma in Digital Media Design

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g. BA (Hons) Visual Communication (Moving Image) offered by the Birmingham City University, U.K., in collaboration with the VTC.

Graduates of this course may pursue careers in the visual communication industry by taking up entry level positions at the start, e.g. Assistant Director, Production Assistant, Continuity, Video Editor Trainee, Camera Operator, Scriptwriter Trainee and Research Writer Trainee for TV Stations, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory / managerial level such as Producer, Director, Script Supervisor, Director of Photography and Senior Editor, etc.

Selection Criteria
Students applying for the course have to attend a written aptitude test to assess their interest towards the industry, creativity and problem-solving skills, etc. They will be selected according to their performance in the test.

Class Arrangement (for Mode 1)
Time:
- 2 hours per session scheduled for
- Every Wednesday 9:00 a.m. to 12:00 noon or 2:00 p.m. to 5:00 p.m. or
- Every Saturday 9:00 a.m. to 1:00 p.m.

Lessons will also be scheduled during summer vacation.

Venue:
- HKDI New campus at Tsing Kwun O

Remarks: The final class arrangement may be subject to change with respect to the final confirmation of student enrolment.

Course Fee
$10,100
Building Facilities Engineering

Course Overview
Through a simulated learning environment, students will learn the latest developments in facilities engineering and the conventional and new technologies used in building facilities. Through interactive learning and teaching activities, students will understand the operating principles and real-life applications of building facilities engineering and management. Having passed the related examinations in the course, students can obtain additional qualifications recognised/issued by the CLP Holdings Ltd / VTC, Labour Department and Fire Services Department of HKSAR Government respectively. Two elective topics, namely “Energy Management in Building Facilities” and “Automation in Building Facilities”, are offered to cater for students’ diverse learning interests. The course is organized into five modules:

1. Introduction to Building Facilities Engineering
   - Overview of the building engineering industry
   - Professional ethics
   - Current local and global trend
   - Building facilities and environmental issues

2. Building Facilities Engineering Fundamentals
   - Overview of facilities in modern buildings and their development and achievements in engineering fields
   - Fundamental knowledge of water and mechanical electrical systems in buildings, and their interrelationships:
     - Heating, ventilation and air conditioning system
     - Fire services system
     - Water supply system
     - Drainage system
     - Power and lighting system
     - Security system
     - Lift and escalators
     - Building automation system

3. Health and Safety
   - Health and sanitation
   - Indoor air quality
   - Occupational health and safety
   - Fire safety management

4. Customer Relationship and Quality Services
   - Basic operation of property and facilities management
   - Customer relationship and satisfaction
   - Collecting customers’ feedback
   - Handling complaints
   - Overview of risk management for emergencies
   - Quality service in managing facilities

5. Implementation Project in Building Facilities Engineering
   - Different phases of engineering project management
   - Project planning, implementation, report writing and presentation skills
   - Elective topics: Students can choose one of the following topics:
     i. Energy management in building facilities
     ii. Automation in building facilities

Learning Activities
- Lectures with demonstrations
- Experiments
- Practical training
- Site visits to residential/commercial buildings and/or visits to building technology expos

Assessment
- Continuous assessments (including in-class exercises and presentations)
- Tests
- Project

Further Studies and Employment
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Facilities Management
- Higher Diploma in Real Estate Management
- Higher Diploma in Building Services Engineering
- Higher Diploma in Intelligent Building Technology & Automation Engineering
- Higher Diploma in Environmental Engineering & Energy Management

Graduates of the above Higher Diplomas may articulate to related degree programmes offered by local and overseas universities, e.g., Bachelor of Engineering (Electrical) offered by the RMIT University, Australia, in collaboration with the VTC.

Graduates of the course may pursue careers in the engineering services related industries by taking up entry level positions as the start, e.g., Facilities Management Assistant, Property Management Assistant, Building Services Engineering Assistant, Building Automation Engineering Assistant, and Energy Audit Consultant, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory/managerial level such as Facilities Manager, Property Manager, Building Services Engineer, Building Automation Engineer and Energy Audit Consultant, etc.

Selection Arrangement
Students applying for the course have to attend an interview to assess their interest towards the industry and aptitude, etc. They will be selected according to their performance in the interview.

Class Arrangement (for Mode 1)

Time:
3 hours per session scheduled for
- Every Wednesday 2:00 p.m. to 5:00 p.m.
- Every Saturday 9:00 a.m. to 12:00 noon or 2:00 p.m. to 5:00 p.m.
Lessons will also be scheduled during summer vacation.

Venue:
- NVE (Tsing Yi) 20 Tung Yi Road, Tsing Yi Island, New Territories or
- NVE (Morrison Hill) 6 Ch Kwai Road, Wanchai, Hong Kong or
- NVE (Tuen Mun) 16 Ting Wun Road, Tuen Mun, New Territories
- NVE (Kwun Tong) 25 Hiu Ming Street, Kwun Tong, Kowloon

Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrolment.

Course Fee
$10,100
Hotel Operations

Course Overview

Through a simulated learning environment, students will acquire basic knowledge of hotel operations and receive hands-on training in various aspects of hotel operations, including front office, housekeeping, and food & beverage. The diverse learning activities will develop students' interest and skills in the profession of the hospitality industry and cultivate among them service culture, self-discipline, teamwork, and transferable skills on problem-solving, communication and presentation. This course is organised into five modules:

1. Introduction to the Hospitality Industry
   - Overview of hotel and tourism industry
   - Quality service concept and dimensions
   - Essential knowledge for a hotel career
   - Providing quality customer service

2. Front Office Services and Operations
   - Functions of front office department
   - Front office service principles and procedures
   - Practices of front office services
   - Safety, security and emergency

3. Housekeeping Services and Operations
   - Functions of housekeeping department
   - Housekeeping service principles and procedures
   - Practices of housekeeping services
   - Safety, security and sanitation

4. Food and Beverage Services and Operations
   - Functions of food and beverage department
   - Food and beverage service principles and procedures
   - Practices of food and beverage services
   - Food service hygiene, health and safety

5. Sustainable Development of the Hotel Industry
   - Current key trends and challenges of the hotel industry
   - Effective topics (students can choose one of the following topics)
     i. Developing an eco-friendly hotel
     ii. Implications of technology development
     iii. Enhancing customer experience

Learning Activities

- Lectures with demonstrations
- Case sharing and group discussions
- Web-based learning
- Practical work
- Skills competition

Role plays
- Interactive games
- Industry visits
- Project learning

Assessment

- Continuous assessments (including assignments, practical-based assessments and group projects)
- Tests

Further Studies and Employment

Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Hotel and Catering
- Higher Diploma in Travel and Tourism
- Higher Diploma in Leisure Studies
- Higher Diploma in Entertainment Business Operations
- Certificate in Hotel and Catering Operations
- Certificate in Front Office Service
- Certificate in Housekeeping Service
- Certificate in Food & Beverage Service
- Certificate in Hotel Apartment Housekeeping Service
- Certificate in Wine and Bartending Service

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g. BSc (Hons) Hospitality Business Management, BSc (Hons) Tourism Management, BSc (Hons) Leisure Events Management, BSc (Hons) Sport Management and BA (Hons) International Hospitality & Tourism Management offered by the University of Northumbria at Newcastle, U.K., and the Sheffield Hallam University, U.K., in collaboration with the VTC.

Graduates of this course may pursue career in the hotel/tourism industry by taking up entry level positions at the start, e.g. Front Desk Agent, Reservation Agent, Concierge Clerk, Reception Club House Assistant, Room Attendant, Bell Attendant, Restaurant Server, Bartender, Public Area Cleaner, Travel Consultant, Tour Escort, Tour Guide and Laundry Assistant, etc.

Upon completion of the relevant higher level study programme, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory/managerial level such as Rooms Division Manager, Food and Beverage Manager, Front Office Manager, Executive Housekeeper, Food Supervisor, Restaurant Manager, Bar Manager, Sales Manager, Travel Agency Branch Manager and Laundry Manager, etc.

Selection Arrangement

Students applying for the course have to attend an interview to assess their interest towards the industry, grooming, attitude, communication and language skills, etc. They will be selected according to their performance in the interview.

Class Arrangement (for Mode 1)

Time:
- 4 hours per session scheduled for
- Every Wednesday 9:00 a.m. to 1:00 p.m. or 2:00 p.m. to 6:00 p.m.
- Every Saturday 9:00 a.m. to 1:00 p.m. or 2:00 p.m. to 6:00 p.m.
- Lessons will also be scheduled during summer vacation.

Venue:
- Hospitality Industry Training and Development Centre (Pokfulam)
- 145 Pokfulam Road, Pokfulam, Hong Kong
- Hospitality Industry Training and Development Centre (Kowloon Bay)
- 45 Tai Yip Street, Kowloon Bay, Kowloon
- Hospitality Industry Training and Development Centre (Tin Shui Wai)
- 11 Tin Ho Road, Tin Shui Wai, Yuen Long, New Territories
- WAE (Hoki Long) 702 Lai Chi Kok Road, Chueng Sha Wan, Kowloon

Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrolment.

Course Fee
$11,830
Western Cuisine

Course Overview

Through a situated learning environment, students will learn knowledge and skills in western gastronomy, food commodities, food hygiene and safety. This course will enable students to develop interest and skills in the profession of hospitality and catering industry, and cultivate service culture, self-discipline, team work, and transferable skills on problem solving, communication and presentation.

Having passed the related examinations in the course, students can obtain a professional certificate recognised by the Food and Environmental Hygiene Department of the HKSAR Government. They can also attend public examinations offered by the Royal Society for Public Health, U.K. for additional professional qualifications.

To meet with the diverse interests of students, two streams, viz. Culinary Arts Stream and Bakery and Pastry Stream, are offered and students are required to select one of the streams at the time of application. This course is organised into two modules, with a Core Part and an Elective Part.

Core Part

1. Western Cuisine Basics
   - Introduction to gastronomy
   - Overview of hospitality industry
   - Quality dining experience

2. Safety, Nutrition and Health
   - Nutrition, diet and health
   - Occupational safety and health
   - Food hygiene and safety

Elective Part (choose any one)

Culinary Arts Stream

3. Food Fundamentals in Culinary Arts
   - Food commodities in culinary arts
   - Food science in culinary arts
   - Dish planning design

4. Food Preparation in Culinary Arts
   - Creative garnish and dish decoration
   - Stock, soups and sauce preparation
   - Hors d'oeuvre preparation
   - Entree preparation
   - Dessert preparation

5. Project in Culinary Arts
   - Planning and preparation of menu for special diets

Bakery and Pastry Stream

3. Food Fundamentals in Bakery and Pastry
   - Food commodities in bakery and pastry
   - Food science in bakery and pastry
   - Product planning design

4. Food Preparation in Bakery and Pastry
   - Creative toppings and plate decoration
   - Pastry preparation
   - Confection preparation
   - Health bread and roll preparation

5. Project in Bakery and Pastry
   - Planning and preparation of menu for special diets

Learning Activities

- Lectures with demonstrations
- Group discussions and presentations
- Industry visits
- Project learning
- Microbiological testing
- Practical training and food tasting
- Food competition

Assessment

- Continuous assessments (including practical-based assessments, quizzes and group projects)
- Tests

Further Studies and Employment

Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Hotel and Catering
- Higher Diploma in International Hotel Management
- Certificate in Food Preparation (Western)
- Certificate in Western Cuisine and Food & Beverage Operations
- Certificate in Bakery and Pastry (Western)
- Certificate in Food Preparation (Western) - Raw Food Processing
- Certificate in Hotel and Catering Operations

Graduates of the above higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g. BSc (Hons) Hospitality Business Management, BSc (Hons) Tourism Management, BSc (Hons) Leisure Event Management, BA (Hons) International Hospitality & Tourism Management and BSc (Hons) Sport Management offered by the University of Northumbria at Newcastle, U.K., and the Sheffield Hallam University, U.K., in collaboration with the VTC.

Graduates of this course may pursue career in the hospitality industry by taking up entry level positions at the start, e.g. Junior Cook, Junior Pastry Chef, Junior Bakery Chef, Chef Trainee and Restaurant Server, etc.

Upon completion of relevant higher level study programmes, together with the accumulation of substantial experience in the field, graduates may gradually rise to positions of supervisory / managerial level such as Executive Chef, Bakery and Pastry Chef, Restaurant Manager, Food and Beverage Cost Controller and Purchasing Manager, etc.

Selection Arrangement

Students applying for the course have to attend an interview to assess their interest towards the industry, grooming, attitude, communication and language skills, etc. They will be selected according to their performance in interview.

Class Arrangement (for Mode 1)

Time:
- 4 hours per session scheduled for
- Every Wednesday 9:00 a.m. to 1:00 p.m. or 2:00 p.m. to 6:00 p.m. or
- Every Saturday 8:00 a.m. to 1:00 p.m. or 2:00 p.m. to 6:00 p.m.

Lessons will also be scheduled during summer vacation.

Venue:
- Hospitality Industry Training and Development Centre (Pok Fu Lam)
- 146 Pok Fu Lam Road, Pok Fu Lam, Hong Kong
- Hospitality Industry Training and Development Centre (Kowloon Bay)
- 4B Tai Yip Street, Kowloon Bay, Kowloon
- Hospitality Industry Training and Development Centre (Tin Shui Wai)
- 11 Tin Ho Road, Tin Shui Wai, Yuen Long, New Territories
- IVE (Haking Wong) 702 La Chi Kok Road, Cheung Sha Wan, Kowloon

Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrollment.

Course Fee

$11,000
Purchasing and Merchandising

Course Overview
This course is designed to provide students with the opportunities of application and practice in a simulated purchasing and merchandising environment and develop their interest in the profession. Through various interactive learning and teaching activities such as case studies, role plays, industry visits and practical training (e.g. using up-to-date resources planning system related to purchasing and merchandising and developing business research project, etc.), students will learn the latest knowledge in purchasing and merchandising, develop a business mindset and various soft skills such as communication, team work and interpersonal skills. This course is organised into three modules:

1. Introduction to Purchasing and Merchandising
   - Purchasing and merchandising profile
   - Role of purchasing and merchandising in local and international trade in Hong Kong
   - Profession and work ethics
   - Contract, trade finance and documentation in purchasing and merchandising

2. Purchasing and Merchandising Management
   - Purchasing and merchandising cycle
   - Quality assurance
   - Logistics management (transportation and distribution)
   - Relationship management (internal and external stakeholders)
   - E-commerce application in purchasing and merchandising

3. Purchasing and Merchandising Applications in Trade Business
   - Project management techniques in trade business
   - Trade business in Hong Kong and field trips
   - Purchasing and merchandising project

Learning Activities
- Lectures with demonstrations
- Role plays
- Project learning
- Visits to logistics and distribution centres, factories in Hong Kong and / or Pearl River Delta, and VTC’s training and development centres

Assessment
- Continuous assessments (including in-class exercises and presentations)
- Tests
- Project

Further Studies and Employment
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Business Administration
- Higher Diploma in Purchasing and Supply Chain Management
- Higher Diploma in Fashion Merchandising
- Higher Diploma in Advertising and Global Brand Management
- Higher Diploma in Sales and Marketing
- Higher Diploma in China Marketing and Logistics
- Higher Diploma in Business Logistics
- Higher Diploma in Transport and Logistics Studies
- Higher Diploma in Business with Design Management

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities, e.g. BA (Hons) International Business Management, BA (Hons) Business and Supply Chain Management, BA (Hons) Business and Management, BA (Hons) Marketing, BS (Hons) Business Information Systems offered by the University of Northumbria at Newcastle, U.K. and Leeds Metropolitan University, U.K., in collaboration with the VTC.

Graduates of this course may pursue careers in the purchasing and merchandising and related industries by taking up entry level positions at the start, e.g. Junior Buyer, Assistant Merchandiser, Assistant Quality Control Inspector, Materials Coordinator, Sample Coordinator and Sales and Marketing Executive, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory / managerial level such as Purchasing Director, Merchandising Director, Purchasing Manager, Merchandising Manager, Purchasing Officer and Merchandising Officer, etc.

Selection Arrangement
Students applying for the course have to attend an interview to assess their interest towards the industry, attitude and communication skills. They will be selected according to their performance in the interview.

Class Arrangement (for Mode 1)

Time:
- 3 hours per session scheduled for
  - Every Wednesday 2:00 p.m. to 5:00 p.m. or
  - Every Saturday 9:00 a.m. to 12:00 noon

Lessons will also be scheduled during summer vacation.

Venue:
- VIE (Kwai Chung) 20 Hing Shing Road, Kwai Chung, New Territories

Remark: The final class arrangement may be subject to change with respect to the final confirmation of student enrollment.

Course Fee
- $9,700
Practical Accounting for SMEs  
(offered by the HKIAAT; delivered by the VTC)

Course Overview
This course is designed in such a way that students are given a taste of working in the accounting field with strong elements of applied learning to arouse students’ interest in learning the basic principles of accounting. Students will learn to apply accounting principles in an interactive and computer-based environment. The course curriculum is developed in the context of a small and medium enterprise so that students can make informed decisions in furthering their academic or professional advancement in the accounting profession. This course is organised into five modules:

1. Business setup and accounting concepts for SME
2. Transactions recording
3. End-of-year adjustments and reports
4. Financial accounting
5. Cost accounting

Learning Activities
- Workshops
- Group discussions
- Project learning
- Case studies
- Accounting software applications
- Presentations and competitions
- Visits to CPA firms and HKIAAT

Assessment
- Continuous assessments (including in-class exercises and presentations)
- Tests
- The HKIAAT Examination for Certified Accounts Clerks (CAC)

Further Studies and Employment
Graduates may apply for admission to the following post-secondary programmes offered by the VTC:
- Higher Diploma in Accountancy
- Higher Diploma in Sales and Marketing
- Higher Diploma in Advertising and Global Brand Management
- Diploma in Accountancy
- Diploma in Secretarial and Administrative Studies

Upon successful completion of this course, graduates are eligible to apply for the HKIAAT Certified Accounts Clerk (CAC) qualification with an application fee of HK$110. They will be exempted from Paper 1 “Fundamentals of Accounting and Computerized Accounts” of the Accredited Accounting Technician (AAT) Examination under the HKIAAT new qualification framework. Graduates equipped with the CAC qualification may start their career in the accounting profession at the entry level.

Graduates of the above Higher Diploma may articulate to related degree programmes offered by local and overseas universities. Students may further their studies by attempting the professional examinations, heading towards professional accountancy qualification. Scholarships will be awarded to outstanding AAT students to take HKIAAT’s higher professional examinations.

Graduates of this course may pursue career in the accounting field by taking up entry level positions at the start, e.g. Accounts Clerk, etc.

Upon completion of the relevant higher level study programmes, together with the accumulation of substantial operational experience in the field, graduates may gradually rise to positions of supervisory / managerial level such as Accounting Supervisor, Accounting Manager and Financial Controller, etc.

Selection Arrangement
Students applying for the course have to attend an interview to assess their interest in accounting and willingness to learn, etc. They will be selected according to their performance in the interview. Students who opt for the English class have to sit for an entrance test as well.

Class Arrangement (for Mode 1)

Time:
3 hours per session scheduled for:
- Every Wednesday 8:00 a.m. to 12:00 noon or 2:00 p.m. to 5:00 p.m.
- Every Saturday 2:00 p.m. to 5:00 p.m.

Lessons will also be scheduled during summer vacation.

Venue:
- VIE (Tuen Mun) 18 Tung Wun Road, Tuen Mun, New Territories
- VIE (Sha Tin) 21 Yuen Wo Road, Shatin, New Territories
- VIE (Kwun Tong) 25 Hu Ming Street, Kwun Tong, Kowloon

Remarks: The final class arrangement may be subject to change with respect to the final confirmation of student enrolment.

Course Fee
$ 9,500
ApL Snapshots
ApL Snapshots