

## **APPLICATION FOR APPRENTICE**

### **Programme(s) Selection:**

Please tick "✓" the programme(s) that you are interested in:

- ☐ Diploma of Foundation Studies – Engineering [IVE]
- ☐ Diploma in Chinese Culinary Arts [CCI]
- ☐ Diploma in Hotel Operations [HTI]

### **Entrance Requirement :**

#### **Diploma of Foundation Studies (DFS)**

- Completion of Secondary 6 (under the New Senior Secondary academic structure) or equivalent.

*For details, please refer to the "General Entrance Requirements" in*

<https://www.vtc.edu.hk/admission/en/admission-s6>

#### **Diploma (Dip. in Chinese Culinary Arts)**

- Completion of Secondary 6 under the New Senior Secondary academic structure / Secondary 5 under the Old Senior Secondary academic structure, or equivalent, 1 year or above relevant catering work experience AND a pass in an interview; OR
- Successful completion of a QF Level 2 programme that is deemed acceptable to the respective Programme Board, 1 year or above relevant catering working experience AND a pass in an interview; OR
- Relevant RPL qualification(s) at QF Level 2 or above AND a pass in an interview; OR
- One year or above Chinese kitchen work experience, a pass in an interview AND a pass in a practical evaluation.

#### **Diploma (Dip. in Hotel Operations)**

- Completion of Secondary 6 (under the New Senior Secondary academic structure); OR
- Completion of Secondary 5 with a pass in the HTI / CCI / ICI bridging course; OR
- Completion of 2-year Certificate Programme offered by HTI / CCI / ICI; OR
- Equivalent and
- 18 years old or above.

**Please send the completed form to the Office of the Director of Apprenticeship ([els\\_pise@vtc.edu.hk](mailto:els_pise@vtc.edu.hk)) for further process.**

## **Part I – Personal Particulars**

Chinese Name: \_\_\_\_\_

English Name: \_\_\_\_\_

HKID No. (The first 4 digits): \_\_\_\_\_

Age: ☐ 14-17; ☐ 18-20; ☐ 21 or above

Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

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

Highest academic qualification obtained: ☐ S3 below; ☐ S3 - S5; ☐ S5 (Old Senior Secondary academic structure); ☐ S6 (New Senior Secondary academic structure); ☐ S7 (Old Senior Secondary academic structure); ☐ CVE, DVE or DFS; ☐ HD or Associate Degree; ☐ Bachelor Degree or above; (Place of the academic qualification awarded: ☐ Hong Kong / ☐ Others, please specify: \_\_\_\_\_ )

## **Part II – Supplementary Information**

- ☐ Applicants with Special Educational Needs, please tick "✓" and submit copies of the relevant documents (indicating the nature and extend of disability or special educational needs) at the interview.
- ☐ Applicants who are aged 21 years or above on 1 September of the year of application may opt to apply through mature applicant route. (Please tick "✓") if such an application route is chosen, the applicants do not have to possess the minimum entry requirements to be considered for admissions and may be invited to attend interview for assessment purpose.

### **Applicants with Special Educational Needs**

- Applicants with special educational needs refer to those who have hearing impairment, visual impairment, physical handicap, speech impairment, intellectual disabilities, mental illness, autism, visceral disability / chronic illness, specific learning disability and/or attention deficit / hyperactivity disorder.
- Applicants need to provide the related documentations for verification if they are invited to attend the interview.
- For information on the provision of support services to students with special educational needs, please refer to [www.vtc.edu.hk/sen](http://www.vtc.edu.hk/sen)

### **Mature Applicants**

- Applicants aged 21 or above on or before the school start date who do not meet the entrance requirements of the programmes, may apply for admission as mature applicants.
- Applications from mature applicants will be considered on an individual basis. They must demonstrate sufficient motivation, knowledge, potential and ability that they would likely complete the programme

successfully. Applicants will not have priority over other applicants and only a limited number of places will be offered to suitable mature applicants.

- Applicants need to provide the related documentations for verification if they are invited to attend the interview.

### **Personal Information Collection Statement**

- (1) The information collected from the application, including the name, phone number, mobile number, email address, correspondence address and education level, will be used for the following purposes:
  - (a) for processing and selection of applications for admission to VTC programmes in the intake year; and related purposes;
  - (b) for obtaining the results of public examinations 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 obtaining records of your examination results attained in the programmes provided by member institutions under the VTC;
  - (d) for checking of application records and the study records of the programmes provided by member institutions under the VTC;
  - (e) for storage of information on the successful applicants in the Student Records System; and
  - (f) if applicant indicated his / her wish to receive VTC information, the application data will be retained for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions. VTC will seek his / her consent on the application form; the VTC cannot use the personal data without consent.
- (2) VTC undertakes to keep personal data provided by applicants confidential. However, VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to VTC.
- (3) In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right:
  - (a) to check whether VTC holds his / her personal data;
  - (b) to request a copy of such data; and
  - (c) to require VTC to correct any of the personal data which is inaccurate.

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

- (4) Request for access to data should be submitted in writing to the Office of the Director of Apprenticeship at

Office of the Director of Apprenticeship - Earn & Learn and Schemes Administration  
Unit C-E, 22/F, Billion Plaza II, 10 Cheung Yue Street,  
Cheung Sha Wan, Kowloon, HK

- (5) In accordance with the terms of the Ordinance, VTC reserves the right to charge a fee for the processing of data access request.

### **Use of Personal Data for Marketing Purpose**

VTC and its member institutions intend to use your personal data 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 with the above arrangement, please tick 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 event of VTC and its member institutions.

If an applicant would like to unsubscribe from receiving the said information or update his / her personal data, please send the request with registered name, phone number, mobile number, email address, correspondence

address and education level to [oda@vtc.edu.hk](mailto:oda@vtc.edu.hk) or by fax to 3153 2563.

### Declaration & Signature

- (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 programmes offered by Vocational Training Council (VTC).
- (2) I authorise VTC to use my data to carry out checks on any applications for admission to programmes it offers and checks on records of current and previous studies in its member institutions.
- (3) I authorise VTC 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.
- (4) I understand that, upon my registration in a programme in VTC, 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 VTC.
- (5) I understand that the VTC may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of this admissions exercise. Nevertheless, if I have indicated in the application form that I wish to receive information about VTC, my application data will be retained.
- (6) **I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of my application without notice and cancellation of any resultant registration, and any fees paid will NOT be refunded.**

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

Full Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_