

展亮技能發展中心課程 / 職業評估服務申請表格
Application Form for Admission to Shine Skills Centre Programme /
Vocational Assessment Service



Member of VTC Group
VTC 機構成員

注意: 本申請表格必須以正楷填寫。填寫前, 請先閱讀第五頁之「課程申請人及其父母 / 監護人 / 至親須知」。
 Note: This application form must be completed in BLOCK letters. Before completing this form, please read the "Notice to the Applicant and Parent / Guardian / Next of Kin" on page 5.

第一部份: 申請類別

SECTION 1: TYPE OF APPLICATION

☐ 申請入讀課程 Application for Programme ☐ 申請職業評估服務 Application for Vocational Assessment Service

第二部份: 申請人資料

SECTION 2: PERSONAL PARTICULARS OF APPLICANT

英文姓名 姓 Surname _____
 Name in English 名 First / Other Names _____

中文姓名 _____ 出生日期 日 Day 月 Month 年 Year
 Name in Chinese Date of Birth _____ / _____ / _____

香港身份證號碼 _____ 性別 Sex ☐ 男 Male ☐ 女 Female
 HKID Card No. _____

住址(中文) _____
 Residential Address (Chinese) _____

住址(英文) _____
 Residential Address (English) _____

住宅電話號碼 _____ 手提電話號碼 _____
 Residential Tel. No. _____ Mobile Phone No. _____

電郵地址 _____
 E-mail Address _____

由本中心填寫 FOR OFFICIAL USE		
Application No.: _____		
Source Group	Disability Code	
	PRI	OTH
Remarks:		
Results: (*Accept / Reject) (*One / Two) Year		
申請人近照 (三十八毫米 x 五十毫米) Applicant's recent photo 38mm x 50mm		

第三部份: 特殊教育需要 / 殘疾類別 (必須提供證明文件)

SECTION 3: SPECIAL EDUCATIONAL NEEDS / DISABILITIES (Supporting documents should be provided.)

☐ 輕度智障 (R) Intellectual disability (Mild)	☐ 言語障礙 (H) Speech impairment	☐ 聽障 (D) Hearing impairment
☐ 中度智障 (Z) Intellectual disability (Moderate)	☐ 自閉症 (A) Autism	☐ 視障 (B) Visual impairment
☐ 精神病 (M) Mental illness	☐ 肢體傷殘 (P) Physical disability	☐ 特殊學習困難 (L) Specific learning difficulties
☐ 器官殘障 / 長期病患 (V) Visceral disability / Chronic illness	☐ 注意力不足 / 過度活躍症 (T) Attention deficit / Hyperactivity disorder	

* 請於適當空格上, 填上剔號「✓」。 Please tick [✓] in the appropriate box.

由本中心填寫 For official use only (Please tick [✓] the appropriate box Disabilities (Doc supported))	☐ R	☐ H	☐ D	Checked by: Name: _____ Post: _____ Signature: _____ Date: _____
	☐ Z	☐ A	☐ B	
	☐ M	☐ P	☐ L	
	☐ V	☐ T		

第四部份：最高學歷**SECTION 4: HIGHEST ACADEMIC QUALIFICATIONS ATTAINED**

日期 (月/年) Dates (MM/YYYY)		就讀級別 Study Level	現正/最後就讀學校名稱 Name of Present / Most Recently Attended School
由 From	至 To		

第五部份：工作經驗**SECTION 5: WORK EXPERIENCE**

日期 (月/年) Dates (MM/YYYY)		職位 Position	機構名稱及地址 Name and Address of Organisation
由 From	至 To		

第六部份：轉介機構 (請用英文正楷填寫。) * 請將不適用者刪去**SECTION 6: REFERRING ORGANISATION (Please complete in BLOCK letters.) *Please delete where inappropriate**

機構名稱 Name of Organisation :	轉介信編號(如適用) Letter Ref (if applicable):
聯絡人姓名 (教授/博士/先生/小姐/女士/太太*) Name of Contact Person (Prof./ Dr/ Mr / Miss / Ms / Mrs*) :	職位 Post:
電郵地址 E-mail Address :	電話 Tel. No. :
機構地址 Organisation Address :	傳真 Fax No. :

第七部份：職業評估服務**SECTION 7: VOCATIONAL ASSESSMENT SERVICE**

申請人曾否接受展亮職業評估服務？ Has the applicant received Shine Vocational Assessment Service?

☐	是 Yes	如曾接受展亮職業評估，請填寫：If yes, please state:
		檔案編號 Reference No. : _____
☐	否 No	評估日期 Date of Assessment: _____
		若否，請選擇評估地點： If no, please indicate your choice of location:
☐	觀塘 Kwun Tong	☐
	屯門 Tuen Mun	☐
		薄扶林 Pokfulam

只提供專項職業評估服務
only provide Specific Vocational Assessment Service

注意： (1) 如申請人缺乏自我照顧能力，申請人須有照顧者陪同進行評估；
 (2) 申請職業評估服務，必須由有關復康機構轉介。

Note: (1) For the applicant who lacks self-care ability, a care assistant should accompany the applicant to conduct the assessment;
 (2) All applicants should be referred by a related rehabilitation agency.

由本中心填寫 (展亮職業評估服務)

For official use only (SVAS) (Please tick [✓] the appropriate box)

- ☐ Comprehensive Vocational Assessment
☐ Specific Vocational Assessment

Checked by:

Name: _____

Post: _____

Signature: _____

Date: _____

第八部份：父母 / 監護人 / 至親資料**SECTION 8: PARTICULARS OF PARENT / GUARDIAN / NEXT OF KIN**

姓名 Name :	與申請人關係 Relationship with Applicant :
電郵地址 E-mail Address :	電話 Tel. No.:
其他可聯絡之人士 (1) Name of Other Contact Person (1):	傳真 Fax No.:
其他可聯絡之人士 (2) Name of Other Contact Person (2):	關係 Relationship :
	電話 Tel. No.:
	關係 Relationship :
	電話 Tel. No.:

第九部份：上課地點及課程選擇 (只適用於報讀課程)

SECTION 9: CENTRE AND PROGRAMME CHOICE (Only applicable for programme application)

☐

2020/21 學年全日制課程

Full-time Programme in AY2020/21

最多可選 3 個課程，請在方格內填上 1、2、3 以表示選擇的優先次序 (1 為最優先)
Please indicate your preference order (1, 2, 3) in the boxes below, 1 being the highest priority.

展亮技能發展中心 Shine Skills Centre (SSC)

觀塘 Kwun Tong

屯門 Tuen Mun

薄扶林 Pokfulam

修讀期：2 年 Duration of Study: 2 Years

辦公室實務 Office Practice

☐
☐

不適用 N.A.

商業及零售服務 Commercial & Retailing Service

☐
☐
☐

活動助理實務 Programme Assistant Practice

☐
☐

不適用 N.A.

電腦及網絡實務 Computer and Network Practice

☐
☐

不適用 N.A.

設計及桌上出版 Design and Desktop Publishing

☐
☐
☐

包裝服務 Packaging Service

☐
☐

不適用 N.A.

綜合服務 備註 1 Integrated Service Note 1

☐
☐
☐

飲食業實務 備註 1 Catering Service Note 1

☐
☐
☐

健康護理實務 Health Care Practice

☐

不適用 N.A.

不適用 N.A.

運動及康樂服務 Sports and Recreation Service

不適用 N.A.

☐
☐

修讀期：1 年 Duration of Study: 1 Year

飽餅及咖啡店服務 備註 1 Bakery and Café Service Note 1

不適用 N.A.

不適用 N.A.

☐

資歷架構(級別一) - 快餐店營運實務證書 備註 1

QF Level 1 - Certificate in Fast Food Operation Note 1

資歷名冊登記號碼 QR Registration No. 18/000571/L1

資歷名冊登記有效期 Validity Period 01/09/2020 - 31/08/2023

資歷架構(級別一) - 零售業營運實務證書

QF Level 1 - Certificate in Retail Store Operation

資歷名冊登記號碼 QR Registration No. 18/000572/L1

資歷名冊登記有效期 Validity Period 01/09/2020 - 31/08/2023

☐

不適用 N.A.

不適用 N.A.

不適用 N.A.

☐

不適用 N.A.

修讀期：半年 Duration of Study: Half-year

飲食業實務(技能提升) 備註 1 及 2

Catering Service (Up-skilling) Note 1 and 2

☐

不適用 N.A.

不適用 N.A.

備註 Note:

- 於 2020/21 學年修讀「綜合服務」、「飲食業實務」、「快餐店營運實務證書」、「飽餅及咖啡店服務」及「飲食業實務(技能提升)」課程學生，須於入學後接受一次自費的健康檢查，證明符合食物處理人員的健康水平。Students enrolling in programmes of "Integrated Service", "Catering Service", "Certificate in Fast Food Operation", "Bakery and Café Service" and "Catering Service (Up-skilling)" in AY2020/21 are required to pass a medical examination for food handler at students' own expenses.
- 申請入讀同學必須為展亮技能發展中心或綜合職業訓練中心畢業生。Applicants must be the graduates of Shine Skills Centre or Integrated Vocational Training Centre.

☐

宿舍服務 Boarding Service

☐ 是 Yes

☐ 否 No

如選擇展亮技能發展中心(屯門)，請選擇是否需要中心宿舍服務。如選擇需要中心宿舍服務，申請人需接受並通過入宿前面試及評估。 If you choose Shine Skills Centre (Tuen Mun), please indicate whether Boarding Service is required. All applicants are required to go through pre-admission interview and assessment.

☐

部份時間制課程 Part-time Programme

	課程名稱 Programme Title	上課地點 Programme Venue		
第一選擇 1 st choice		☐ 觀塘 Kwun Tong	☐ 屯門 Tuen Mun	☐ 薄扶林 Pokfulam
第二選擇 2 nd choice		☐ 觀塘 Kwun Tong	☐ 屯門 Tuen Mun	☐ 薄扶林 Pokfulam

第十部份： 使用個人資料作市場推廣

SECTION 10: USE OF APPLICANT'S PERSONAL DATA FOR PROMOTION PURPOSE

本人同意 VTC 及其機構成員使用我提供的個人資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，提供有關 VTC 及其機構成員的任何課程、招生及活動推廣資訊。如不同意者，請在方格內劃上“√”。

I 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. If you do not agree with the above arrangement, please “√” the following box.

- ☐ 本人不同意 VTC 及其機構成員使用我提供的個人資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，提供有關 VTC 及其機構成員的任何課程、招生及活動推廣資訊。

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 events of VTC and its member institutions.

如你日後希望停止接收上述資訊，或更改個人資料，請連同你已登記的姓名、電話號碼、手機號碼、電郵地址及通訊地址，電郵至 vtpdo@vtc.edu.hk 或傳真至 2270 0970 通知我們。

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address and correspondence address to vtpdo@vtc.edu.hk or by fax to 2270 0970.

第十一部分： 收集個人資料聲明

SECTION 11: USE OF APPLICANT'S PERSONAL DATA

- (1) 申請人所填報的資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，其用途如下：
 - (a) 處理一切有關展亮技能發展中心課程的入學申請及甄選事宜，及申請展亮職業評估服務之相關用途；
 - (b) 核對申請人申請紀錄，以及核對申請人在職業訓練局轄下院校及中心就讀的紀錄；
 - (c) 儲存獲取錄的申請人資料於學生紀錄系統；及
 - (d) 若申請人表示願意收到職業訓練局的資訊，職業訓練局及其機構成員，將使用申請人所填報的個人資料，提供有關職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。申請人可於填寫申請表格時表示同意，否則本局不會使用其個人資料作相關用途。
- (2) 殘疾人士職業訓練處(下稱本處)會對申請人的資料絕對保密，但可將申請人的個人資料，給予對本處有保密承諾的任何人士或其代表，用於 (1) 段所述的用途。如申請人日後希望停止接收上述的資訊，或更改個人資料，請連同已登記的姓名、電話號碼、手機號碼、電郵地址及通訊地址，電郵至 vtpdo@vtc.edu.hk 或傳真至 2270 0970 通知本處。
- (3) 根據個人資料(私隱)條例，申請人有權：
 - (a) 查閱殘疾人士職業訓練處是否持有他的個人資料；
 - (b) 要求獲得上述資料的副本；及
 - (c) 要求殘疾人士職業訓練處更正他的個人資料。申請人必須提供足夠資料予殘疾人士職業訓練處以識別身份，否則本處有權拒絕上述要求。
- (4) 申請人如欲查閱個人資料，須以書面形式向殘疾人士職業訓練處提出。
- (5) 本處保留權利收取查閱資料所需行政費用。
- (1) The information collected from the application, including the name, phone number, mobile number, email address and correspondence address, will be used for the following purposes:
 - (a) for processing and selection of applications for admission to Shine Skills Centre programmes; and related purposes;
 - (b) for checking of application records and the study records of the programmes provided by member institutions under the VTC;
 - (c) for storage of information on the successful applicants in the Student Records System; and
 - (d) if the 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) Vocational Training for People with Disabilities Office (VTPDO) undertakes to keep personal data provided by applicants confidential. However, VTPDO may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to VTPDO. 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 vtpdo@vtc.edu.hk or by fax to 2270 0970.
- (3) In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right :
 - (a) to check whether VTPDO holds his / her personal data;
 - (b) to request a copy of such data; and
 - (c) to require VTPDO to correct any of the personal data which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise VTPDO shall refuse to comply with the request.
- (4) Request for access to data should be submitted in writing to VTPDO.
- (5) In accordance with the terms of the Ordinance, VTPDO reserves the right to charge a fee for the processing of data access request.

第十二部份： 申請人聲明及簽署

SECTION 12: APPLICANT'S DECLARATION AND SIGNATURE

- (1) 本人謹此聲明在本申請表格填報的資料均屬正確無誤，並明白填報之資料將會在職業訓練局轄下院校的招生過程中作參考之用。
- (2) 本人明白在註冊後，有關資料將轉作學生紀錄，職業訓練局可利用該等紀錄作學術或行政上之用。
- (3) 本人明白職業訓練局可能使用本人的入學申請資料作統計及分析用途，本人的申請表格及有關的個人資料會於收生程序完結後銷毀。然而，若本人於申請表格表示願意收到職業訓練局的資訊，則我的申請資料將被保留。
- (4) 本人明白提供任何虛假或誤導性資料會導致本人的申請資格被取消，雖經註冊，亦屬無效。
- (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 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.
- (3) I understand that 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 the 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.
- (4) 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.

申請人姓名	Name of Applicant:	_____	簽署 Signature:	_____
家長/監護人姓名	Name of Parent/Guardian:	_____	簽署 Signature:	_____
日期	Date:	_____		

展亮技能發展中心
課程申請人及其父母 / 監護人 / 至親須知

- (1) 申請人須年滿 15 歲並為香港永久性居民或無居留及工作限制之合法香港居民。
- (2) 報名表內之個人資料將被中心教職員用作甄選、統計和其他相關用途；及在職業介紹時，將申請人的個人資料透露給有意僱用申請人之僱主。
- (3) 提供不確實或不完整之資料將導致其申請被延誤或被取消資格。
- (4) 申請人如需要查詢其個人資料，請以書面向展亮技能發展中心院長提出。
- (5) 請將填妥之申請表格連同一切有關文件（如醫療、心理、聽覺、職業評估或個案撮要等報告）交回所選擇之展亮技能發展中心。
- (6) 本中心會安排申請人接受展亮職業評估服務，但申請人如於過去三年內曾接受該服務，則一般可獲豁免。
- (7) 出席面試或註冊入學時須帶同下列文件正本：(a) 香港永久性居民身份證（非永久性居民須帶同香港身份證及簽證身份書 / 旅遊證件）；(b) 有關學歷及履歷證件；及 (c) 三十八毫米乘五十毫米證件近照乙張。

SHINE SKILLS CENTRE
NOTICE TO THE APPLICANT AND PARENT / GUARDIAN / NEXT OF KIN

- (1) The applicant should reach aged 15 and be a permanent resident of Hong Kong or eligible to stay and work in Hong Kong without limitations by the Immigration Department.
- (2) Information provided will be used for selection, statistical data and other relevant or related purposes by administrative and instructional staff, and disclosed to potential employer(s) in the course of employment assistance when necessary.
- (3) Inaccurate or incomplete information will result in delay or disqualification of applications.
- (4) For enquiry of personal data, please address correspondence to the Manager of the Shine Skills Centre.
- (5) The completed application form and the relevant documents (e.g. medical, psychological, audiological, vocational assessment reports or case summary) should be returned to the chosen Shine Skills Centre.
- (6) Applicants will be referred to Shine Vocational Assessment Service for vocational assessment. Normally, an applicant will not be required to be re-assessed if he/she has received the service in the last three years.
- (7) Applicants who attend interview or registration should bring along the original copy of the following documents: (a) Hong Kong Permanent Resident Identity Card (Non-permanent residents should bring along their Hong Kong Identity Cards, Visas and Travelling documents); (b) relevant academic documents and employer's references; and (c) one 38 mm x 50 mm applicant's recent photo.

展亮技能發展中心各中心的地址及查詢電話如下：

The address and telephone number of Shine Skills Centres are as follows:

中心 Centre	地址 Address	電話號碼 Tel. No.	傳真號碼 Fax No.	電郵地址 Email Address	辦公時間 Office Hours
展亮技能發展中心(觀塘) Shine Skills Centre (Kwun Tong)	九龍觀塘觀塘道 487 號 487 Kwun Tong Road, Kwun Tong, Kln.	2270 0900	2357 4042	shinekt@vtc.edu.hk	星期一至五 上午八時半至 下午五時 Monday to Friday 8:30a.m. – 5:00p.m.
展亮技能發展中心(屯門) Shine Skills Centre (Tuen Mun)	新界屯門豐安街 1 號 1 Fung On Street, Tuen Mun, N.T.	2452 8901	2457 6207	shinetm@vtc.edu.hk	
展亮技能發展中心(薄扶林) Shine Skills Centre (Pokfulam)	香港薄扶林道 147 號 147 Pokfulam Road, H.K.	2538 3292	2538 3299	shinep@vtc.edu.hk	
展亮職業評估服務 Shine Vocational Assessment Service	九龍觀塘觀塘道 487 號 487 Kwun Tong Road, Kwun Tong, Kln.	2270 0950	2172 6020	shinevas@vtc.edu.hk	星期六、日及 公眾假期休息 Saturday, Sunday & Public Holiday Closed
展亮輔助器材及資源中心 Shine Technical Aids & Resource Centre	新界屯門豐安街 1 號 1 Fung On Street, Tuen Mun, N.T.	2452 7604	2452 7678	shinetarc@vtc.edu.hk	

展亮技能發展中心網址

Shine Skills Centre Website <http://www.shine.edu.hk>