

# 2020 / 2021 Programme Booklet



## Features of the Programmes

Customised  
vocational  
skills training



Whole person  
development / Life  
planning education



Internship and training  
in the mode of  
social enterprises



Professional support  
and counselling  
services



## Customised vocational skills training

Students can learn vocational skills at their own pace under the modular curricular structure. Apart from regular vocational skills training, there are also generic modules including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development.



B

## Whole person development/ Life planning education

The Centre is dedicated to the promotion of whole person development, assisting the students to understand more about their own personality, interests and strengths. Through life planning education, students are equipped with self-understanding skills and knowledge to make career orientation in accordance with their interests and abilities.



C



## Internship and training in the mode of social enterprises

The Centre collaborates with industries and community partners to offer a variety of skills training programmes to meet the market demands. Internship is an integral part of the training, which helps to strengthen students' vocational skills and confidence. Through internship, students will cultivate good working habits and positive working attitudes as well as understanding the genuine working environment and expectations of the employers. These could help to strengthen their adaptability to the working environment upon graduation.

The Centre also operates the following training units and adopts social enterprise mode of practical training and outreach training:

- La Rosa Café / Hong Kong Institute of Vocational Education (Haking Wong)
- Snacks Delight / Hong Kong Institute of Vocational Education (Kwai Chung)
- VTC Kwai Chung Complex Canteen
- We Shine / Shine Skills Centre (Kwun Tong)
- Retail Kiosk / Shine Skills Centre (Tuen Mun and Pokfulam)
- Shine Café / Hong Kong Institute of Vocational Education (Morrison Hill)



D

## Support Flow from 'Workshop Training' to 'Individual Care'

### 1. Pre-placement/employment time to help the students get a placement/ job and adapted to it

Counsellors work with the Class Teachers and Support Service Staff to look at the personal profile for students and identify industrial attachment/ employment opportunities. They will also provide pre-placement/ pre-employment counselling for job preparedness.

### 2. During the placement/ initial stage of employment

Counsellors continue to work with the Class Teachers and Support Service Staff to look at students' needs and help them solve the problems for setting in. They:

- visit the students at work to see if there are any issues that they need to resolve;
- contact the teachers in case the employments require trade skills that the students need further help from teachers;
- work out with the students' employers/ supervisors for co-assessing the student's performance during the training, and;
- help to resolve problems such as rearranging the workflow to facilitate the students' work or by counselling means to help the students' adjustments.

### 3. Post-employment support

The post-employment support helps graduates who need additional help. Issues related to trade elements will be referred back to the class teachers.

E



## Professional support and counselling services

Through professional support services, we help students to build up their self-esteem and develop good interpersonal relationship. Multifarious extra-curricular activities are organised for the students to cater for their interests and enrich their campus life. Residential services with a total of 120 places are also available at Shine Skills Centre (Tuen Mun), providing a living environment where students can develop their social skills and self-care skills for independent living.

### Nursing and health care education services

- Nursing care
- First-aid services
- Health care services
- Basic health check and advice

### Training and residential services

- Independence living skills training
- Social skills development
- Self-care and life skills enhancement

### Student counselling services

- Group counselling
- Case counselling
- Trial work placement
- Work matching
- Post-placement services
- Participation in community activities

### Occupational therapy services

- Sensory-perception and motor functional assessment and training
- Provision of technical aids
- Case assessment and consultation services
- Environmental assessment and modification

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## Full-time Programmes

In the academic year 2020 / 21, Shine Skills Centre offers the following 2-year full-time programmes:

Stream	Programme Code	Programme Title	Venue		
			Kwun Tong	Tuen Mun	Pokfulam
Business (Note 1)	FTB0101	Office Practice	√	√	
	FTB0102	Commercial and Retailing Service	√	√	√
	FTB0103	Programme Assistant Practice	√	√	
Information Technology	FTT0201	Computer and Network Practice	√	√	
	FTT0202	Design and Desktop Publishing	√	√	√
Service	FTS0301	Packaging Service	√	√	
	FTS0302	Integrated Service (Note 1)	√	√	√
	FTS0303	Catering Service (Note 1)	√	√	√
	FTS0307	Sports and Recreation Service		√	√
	FTS0308	Health Care Practice	√		

In the academic year 2020 / 21, Shine Skills Centre offers the following 1 year full-time programmes:

Programme Code	Programme Title	Details	Venue		
			Kwun Tong	Tuen Mun	Pokfulam
SS111001	Certificate in Fast Food Operation (Note 1)	QF Level 1 QR Registration No.: 8/000571/L1 (Note 2) Validity Period: From 1/9/2018 till 31/8/2020	√		
SS111002	Certificate in Retail Store Operation	QF Level 1 QR Registration No.: 8/000572/L1 (Note 2) Validity Period: From 1/9/2018 till 31/8/2020		√	

In the academic year 2020 / 21, Shine Skills Centre offers the following half year full-time programme:

Programme Code	Programme Title	Venue		
		Kwun Tong	Tuen Mun	Pokfulam
FTS0309	Dessert, Bakery and Patisserie Programme (Note 1,3)			√

\*Note:

1. Students are required to pass a medical examination for food handler at students' own expenses.
2. The programme is in the process of seeking Learning Programme Re-accreditation by The Hong Kong Council For Accreditation of Academic and Vocational Qualifications (HKCAAVQ). The Re-accreditation status of the programme is subject to the final approval of HKCAAVQ.
3. Applicants must be the graduates of Shine Skills Centre or Integrated Vocational Training Centre.

## Introduction

Shine Skills Centre (SSC) is a member of the VTC Group, offering skills training programmes for people with disabilities aged 15 and above to enhance their employment prospect. The three offering sites of Shine Skills Centre are SSC (Kwun Tong), SSC (Pokfulam) and SSC (Tuen Mun).

Shine Skills Centre provides specific and comprehensive vocational assessments and offers relevant training programme in full-time and part-time mode for people with special educational needs. In addition, the Centre provides technical aids, rehabilitation and residential services.

## Users of Services

Shine Skills Centre provides vocational education and training, rehabilitation, skills training and professional support services to people aged 15 and above\* who have special education needs (including attention deficit / hyperactivity disorder, autism, hearing impairment, intellectual disability, physical disability, mental illness, specific learning difficulties, speech impairment, visceral disability and visual impairment), and have basic self-care skills, to develop their employment potential and thereby to further their integration into society.

\*Note:

Applicants must be a permanent resident of Hong Kong or eligible to stay and work in Hong Kong without limitations by the Immigration Department.





## Business Stream

### Office Practice

(Programme Code : FTB0101)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong and  
Tuen Mun)

#### Programme Aims

The programme provides students with hands-on training on general word processing and the use of office equipment.

#### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Computer Application
- Office Machine Operation
- Filing
- Mail Handling
- English Word Processing
- Chinese Word Processing
- Office Service

#### Career

Graduates should be able to manage basic clerical duties of, for example, Clerical Assistants and Office Assistants.

#### Duration

2-year

### Residential Services

Residential services with a total of 120 places are available at Shine Skills Centre (Tuen Mun), providing a living environment where students can develop their social skills and self-care skills for independent living.

### School Bus

The school buses are equipped with wheelchair seating. Shine Skills Centre (Kwun Tong and Tuen Mun) provide point-to-point transport services for students who have difficulties in using public transport.

### Application Period

Applications open every January for new students for the coming academic year.

### Admission Procedures and Documents Required

1. Applications for the full-time programmes can be submitted by applicants of their own accord or referred by social workers, teachers or institutions.
2. Application forms can be downloaded from the Centre's website at [www.shine.edu.hk](http://www.shine.edu.hk). The form can also be obtained from the Secretariat of the Centres.
3. Completed application forms and the relevant documents (e.g. medical, psychological, audiological or vocational assessment reports and case summary) should be returned to the Shine Skills Centre applied for;
4. Vocational assessment reports issued in the last three years would be considered.
5. With reference to the vocational assessment reports, suitable programmes will be arranged for enrolment.

### Pre-enrolment Interview

Applicants should bring along the original copy of the following documents for the interview:

1. Hong Kong Permanent Resident Identity Card (Non-permanent resident should bring along their Hong Kong Identity Card, Visa or travelling document);
2. Relevant academic documents; and
3. A recent photograph of the applicant (photograph size: 38mm x 50mm) should be affixed onto the application form.

### Commencement of Academic Year

September of 2020

### Certification

Certificate will be issued subject to students' having attained an overall pass in the assessment test and achieved attendance requirement for the programme.

### Fees

The full-time programmes are free.





## Commercial and Retailing Service

(Programme Code : FTB0102)

### Programme Aims

The programme provides students with the basic knowledge of retail store operations, hands-on training on the arrangement of goods on the shelf, inventory tracking & management and the operation of Point of Sale (POS) system.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Computer Application
- Office Machine Operation
- Retailing Techniques and Cashiering
- Gift Wrapping
- Shop Cleaning
- Convenient Store Operation
- Flower Shop Operation

### Career

Graduates should be able to manage basic salesperson duties of, for example, Sales Assistants, Shop Assistants and Cashiers.

### Duration

2-year

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong, Tuen Mun and Pokfulam)



## Programme Assistant Practice

(Programme Code : FTB0103)

### Programme Aims

The programme provides students with the basic knowledge required for a programme assistant, hands-on training on basic word processing, basic photo-taking, event management and reception duties.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Computer Application
- Office Machine Operation
- Basic Word Processing
- Recreation and Sports Event Preparation
- Audio Equipment Operation
- Basic Photography Skills
- Basic Video Recording Skills

### Career

Graduates should be able to manage basic clerical duties of, for example, Clerical Assistants, Telephone Operators and Programme Assistants.

### Duration

2-year

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong and Tuen Mun)





# Information Technology Stream

## Computer and Network Practice

(Programme Code : FTT0201)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong and  
Tuen Mun)

### Programme Aims

The programme provides students with the basic operation knowledge of the common peripherals and common networking protocols, for computer operations and networks.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Basic Operation of Common Peripherals
- Internet Practice
- Use of Multimedia Devices
- Hardware Assembly Practice
- Practice in Operating System
- Practice in Software Utilities
- Basic Networking Knowledge and Practice

### Career

Graduates should be able to take up the basic tasks for computer and network support and venture in jobs such as Computer Operation Assistants and Computer & Network Installation Assistants.

### Duration

2-year



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## Design and Desktop Publishing

(Programme Code : FTT0202)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong, Tuen  
Mun and Pokfulam)

### Programme Aims

The programme provides students with the basic knowledge of digital photo shooting and layout arrangement, as well as the operation of graphic design software.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Basic Operation of Common Peripherals
- Internet Practice
- Use of Digital Equipment
- Photography
- Use of Computer Applications
- Graphic Design
- Desktop Publishing

### Career

Graduates should be able to take up the basic tasks in photography and desktop publishing and venture in jobs such as Photographer Assistants, Desktop Publishing Assistants, Advertising Production Assistants and Image Editing Assistants.

### Duration

2-year



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## Service Stream

### Packaging Service

(Programme Code : FTS0301)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong and  
Tuen Mun)

#### Programme Aims

The programme provides students with the basic knowledge of the package related process and methods as well as the skills in gift making and wrapping.

#### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Cleaning
- Store Keeping
- Consumer Product Packaging
- Dry Goods Packaging
- Packing and Transport of Goods
- Gift Wrapping
- Paper Craft Making

#### Career

Graduates should be able to take up jobs in the packaging and related industries as, e.g. Packaging Workers and Warehouse Assistants.

#### Duration

2-year



### Integrated Service

(Programme Code : FTS0302)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong, Tuen  
Mun and Pokfulam)

#### Programme Aims

The programme provides students with diverse skills training, practical knowledge and techniques in service industry, such as car beauty, store keeping, cleaning and gardening.

#### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Cleaning
- Store Keeping
- Food and Beverage Service
- Car Beauty
- Housekeeping
- Special Cleaning
- Gardening

#### Career

Graduates should be able to take up service-related jobs in different trades as, e.g. Janitors, Restaurant Assistants and Warehouse Assistants.

#### Duration

2-year

Note:  
Students are required to pass a medical examination for food handler at students' own expenses.





## Catering Service

(Programme Code : FTS0303)

### Programme Aims

The programme provides students with the basic culinary knowledge and training to pursue catering career such as kitchen operation, bakery, servicing and beverage.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Cleaning
- Store Keeping
- Food Preparation
- Bakery
- Food Area Service
- Cooking Skills and Techniques
- Beverage Service

### Career

Graduates should be able to take up jobs in catering-related industries as, e.g. Junior Cooks, Waiters and Kitchen Assistants.

### Duration

2-year

Note:  
Students are required to pass a medical examination for food handler at students' own expenses.

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong, Tuen Mun and Pokfulam)



## Sports and Recreation Service

(Programme Code : FTS0307)

### Programme Aims

The programme provides students with the basic knowledge of sports and recreation management industry, hands-on training on venue booking and camping arrangement, clubhouse service, assistance in sports activities, etc.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Cleaning
- Store Keeping
- Customer Service and Venue Booking
- Indoor Sports and Recreation Activities in Practice
- Outdoor Sports and Recreation Activities in Practice
- Clubhouse Service in Practice
- Camping Operation and Adventure Recreation in Practice

### Career

Graduates should be able to take up jobs in the sports, recreation and related industries as, e.g. Sports and Recreation Assistants, Club House Assistants and Stadium Helpers.

### Duration

2-year

Training Centre(s):  
Shine Skills Centre  
(Tuen Mun and Pokfulam)





## Health Care Practice

(Programme Code : FTS0308)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong)

### Programme Aims

The programme provides students with the basic knowledge and skills in health and elderly care, such as fundamental nursing care, activities arrangement and duties of a health care assistant.

### Programme Content

Students are required to complete the generic modules, including Chinese, English, Practical Mathematics, Physical Education and Whole Person Development Programme, and the trade modules listed below:

- Cleaning
- Store Keeping
- Role and Responsibility of Health Care Assistant
- Occupational Safety and Environmental Hygiene
- Work Practices in Residential Home
- Health Care Practice for the Elderly
- Assistance in Residential Home Activities

### Career

Graduates should be able to take up jobs in the residential care industry as, e.g. Care Workers and Ward Attendants.

### Duration

2-year



## Dessert, Bakery and Patisserie Programme

(Programme Code : FTS0309)

Training Centre(s):  
Shine Skills Centre  
(Pokfulam)

### Programme Aims

The programme provides students with the knowledge and cooking skills in western dessert, bakery and patisserie making through both the theoretical and practical training.

### Programme Content

Students are required to complete the trade modules listed below:

- Dessert Preparation
- Bakery and Patisserie Preparation

### Career

Graduates should be able to take up jobs in catering-related industries as, e.g. Junior Bakers, Bakery Shop Assistants and Waiters.

### Duration

Half year

Note:

1. Students are required to pass a medical examination for food handler at students' own expenses.
2. Applicants must be the graduates of Shine Skills Centre or Integrated Vocational Training Centre.





## QF (Level 1) Programmes

### Certificate in Fast Food Operation

(Programme Code : SS111001)  
(QF Level: 1, QR Registration No.:18/000571/L1,  
Validity Period: 01/09/2018 - 31/08/2020)

Training Centre(s):  
Shine Skills Centre  
(Kwun Tong)

#### Programme Aims

To provide students with industry-specific knowledge and elementary skills in fast food catering fields together with the all-round, practical and general service skills required.

#### Programme Content

Students are required to complete the trade modules listed below:

- Basic Cooking Skills and Food Preparation
- Introduction to Fast Food Operation
- Basic Fast Food Area Operation
- Basic Beverage Service
- Basic Store Keeping and Stock Control
- Basic Cleaning
- Basic Business Computer Applications
- Whole Person Development: Basic Workplace Skills
- Industrial Attachment

#### Career

Graduate should be able to take up jobs in the fast food catering-related fields as, e.g. Shop Assistants, Crew Members and Cleaning Attendants.

#### Duration

1-year

Note:

1. Students are required to pass a medical examination for food handler at students' own expenses.
2. The programme is in the process of seeking Learning Programme Re-accreditation by The Hong Kong Council For Accreditation of Academic and Vocational Qualifications (HKCAAVQ). The Re-accreditation status of the programme is subject to final approval of HKCAAVQ.



# Certificate in Retail Store Operation

(Programme Code : SS111002)  
(QF Level: 1, QR Registration No.:18/000572/L1,  
Validity Period: 01/09/2018 - 31/08/2020)

Training Centre(s):  
Shine Skills Centre  
(Tuen Mun)

## Programme Aims

To provide students with industry-specific knowledge and elementary skills in the retail industry together with the all-round, practical and general service skills required in the retail store sectors.

## Programme Content

Students are required to complete the trade modules listed below:

- Basic Retail Store Operation
- Introduction to Retail Operation
- Basic Shop Cleaning
- Basic Customer Service Skills
- Basic Store Keeping and Stock Control
- Basic Cleaning
- Basic Business Computer Applications
- Whole Person Development: Basic Workplace Skills
- Industrial Attachment

## Career

Graduate should be able to take up jobs in the retail-related fields as, e.g. Shop Assistants, Cashiers and Cleaning Attendants.

## Duration

1-year

Note:

The programme is in the process of seeking Learning Programme Re-accreditation by The Hong Kong Council For Accreditation of Academic and Vocational Qualifications (HKCAAVQ). The Re-accreditation status of the programme is subject to final approval of HKCAAVQ.





## Part-time Programmes

### Programme Outline

To accommodate the job market needs, Shine Skills Centre offers part-time programmes to meet the specific vocational training needs of people with disabilities and provide lifelong learning opportunities to people with special educational needs.

The Centre offers diversified part-time programmes with a flexible mode to suit the needs of people with disabilities. The programmes adopt an interactive approach to enhance students' intrinsic motivation, which help students to acquire knowledge and apply vocational skills. Non-governmental organisations may approach the Centres directly for the arrangement of tailor-made programmes. For the latest programme information, please visit the website of the Centre or approach respective centres.

### Programmes

#### Business Stream

- Retailing Service
- Festival Accessories Craft
- Chinese and English Word Processing
- Paper Quilling Art Basic
- Decoupage Decorative Art

#### Information Technology Stream

- Adobe Premiere Pro CS6
- iBook Design & Production
- Basic Applied Photography (Advertisement)
- Digital Photography
- Personal Computer Practice

#### Service Stream

- Coffee Making & Latte Art
- Festive Food Making
- Specialty Cakes & Cookies Making
- Bakery & Flour Confectionery Making
- Hong Kong-style Teahouse - Drinks and Snacks Preparation

## Senior Secondary Adapted ApL (ID) Courses

Senior Secondary Adapted Applied Learning (ApL) Courses for Students with Intellectual Disabilities are elective subjects in the senior secondary curriculum which complement other senior secondary subjects by offering studies with stronger elements of practical learning linked to broad professional and vocational fields. Students with intellectual disability in Secondary 5 and 6 can opt to take Adapted ApL Courses as their elective subjects.

In the academic year 2020/22, Shine Skills Centre offers the following Senior Secondary Adapted ApL (ID) courses:

Area of Study	Course	Course Structure	Target Students	Venue	
				Kwun Tong	Tuen Mun
Creative Studies	Digital Photography and Desktop Publishing Design	<ul style="list-style-type: none"> <li>• Basic Graphic Design</li> <li>• Use of Design Software</li> <li>• Digital Photography</li> <li>• Desktop Publishing</li> </ul>	Mild ID		✓
	Bakery & Pastry	<ul style="list-style-type: none"> <li>• Introduction of Bakery and Pastry Operation</li> <li>• Introduction of Cooking Methods</li> <li>• Basic Operation in Bread Making</li> <li>• Practical Bakery and Pastry Operations</li> <li>• Food Hygiene and Safety</li> </ul>	Mild ID	✓	✓
Service	Gift Making and Wrapping	<ul style="list-style-type: none"> <li>• Production of Trendy Accessories</li> <li>• Flower Arrangement</li> <li>• Gift Wrapping</li> </ul>	Mild ID / More capable moderate ID	✓	

### Course Features

1. Adopt interactive teaching and provide practical training in a simulated learning environment
2. Focus on developing generic skills and nurturing students' vocational knowledge
3. Programmes tailored to individual's needs with traceable learning progress.
4. Adopt continuous and diversified performance assessment to evaluate students' learning performance

### Admission and Fees

Students must apply through their school for enrolment in adapted ApL courses. Fees are subject to annual adjustment. (Fees are subsidised by the Education Bureau and respective schools. Students are not required to pay for the programme fees.)



## Residential Services

### Objective

120 boarding places are provided for full-time students with the aim to develop their self-care skills for independent living. Currently this residential service is available at Shine Skills Centre (Tuen Mun). Applicants interested in this may apply for studying at the Tuen Mun centre.

### Dormitory Facilities

The Centre offers 12 dormitories, with a total of 120 places. Every dormitory is equipped with basic facilities, including a living room, a dining room, a kitchen, bathrooms and bedrooms.

### Life Skills Training

The dormitory residence programme provides opportunities for students to build essential independent living skills under the guidance of the warden, such as grocery shopping, cooking, washing of dishes and clothes, tidying and cleaning up rooms.

### Boarding Home Association and Interest Classes

Talks will be arranged in small groups for student residents, such as the use of money, time arrangement and social skills to enhance students' self-care skills for independent living. There are also interest classes such as discipline training, horticulture, Wing-Chun martial art, fragrances making, badminton and dancing.

### Leisure Activities

Student residents are encouraged to read and take part in chess games or sports activities to make good use of their leisure time. Visits to community facilities, like shopping malls, libraries, city and community halls, sports centres, are also organised for them. They may participate in cultural and arts activities. Social gatherings, buffets and excursions will also be arranged to make dormitory life a colourful and memorable experience.

### Fees

1. **Dormitory Fees:** to be paid by three instalments in August, December and April. In 2019/20, the fee of each instalment for students receiving Disability Allowance is HK\$3,420 and HK\$3,250 for those not receiving Disability Allowance. The fee for 2020/21 will be adjusted annually, and eligible students may apply for fee remission.
2. **Air-conditioning charges:** to be paid over two instalments in August and April at HK\$480 each (to be adjusted annually).
3. **Meal charges:** Dormitory fees cover meal expenses, including breakfast, lunch and dinner, with fruit supplies.
4. **Activities fees:** Transportation fees and partial activities expenses will be borne by the students themselves.  
(It is a licensed dormitory for persons with disabilities)



\*Note:

1. All applicants who choose boarding service are required to go through a pre-admission interview and body check at their own expenses. If the applicants do not adapt the boarding life, withdrawal from boarding can be arranged.



## Shine Vocational Assessment Services



### Specific Vocational Assessment Programme

(3 days)

This customized assessment service caters for disabled persons aged 15 or above and:

- School-leaver-to-be from special schools;
- Workers in sheltered workshops / supported employment and trainees in day activity centres / day service centres as well as those who are on the waiting list of any of the aforesaid; or
- People with disabilities who are interested in taking the 'Part-time Programmes' and 'Senior Secondary Adapted Applied Learning Courses for Students with Intellectual Disabilities' provided by Shine Skills Centre.



### Scope of Assessment

- Aptitude test
- Gross and Fine Motor Assessment
- Vocational Interest Inventories
- Basic knowledge test on daily living
- Attainment test



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### Comprehensive Vocational Assessment Programme

(11 days)

People with disabilities aged 15 or above and not included under the aforementioned categories can apply for the Comprehensive Vocational Assessment Programme. This is a comprehensive assessment service adopting a multidisciplinary approach. The assessment team comprises a doctor, social workers, placement officers, occupational therapists and assessment evaluators. The assessment is conducted in small groups and on individual basis.



### Scope of Assessment

- Aptitude test
- Physique assessment
- Attainment test
- Gross and Fine Motor Assessment
- Vocational Interest Inventories
- Work assessment
- Individual interviews (understanding background, career expectation and interests)
- Basic knowledge test on daily living



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## Shine Technical Aids and Resource Centre

For students with special educational needs at Shine Skills Centre and other VTC institutions:

1. Providing technical aids, assessment and consultation on special education needs;
2. Providing technical aids, loan services for, e.g. wheelchairs, assistive walking aids, desktop video magnifiers, braille display.
3. Designing and adapting technical aids for individual to facilitate their study and work, e.g. adjustable desks in classrooms for wheelchair users, railings and ramps;
4. Providing advice on exemption / special arrangements of examinations in the course of studies.

The Centre also offers consultation services and support to the people with disabilities who are seeking employment opportunities.





# Contact Us

## Shine Skills Centre (Tuen Mun)

Address: 1 Fung On Street, Tuen Mun, New Territories.

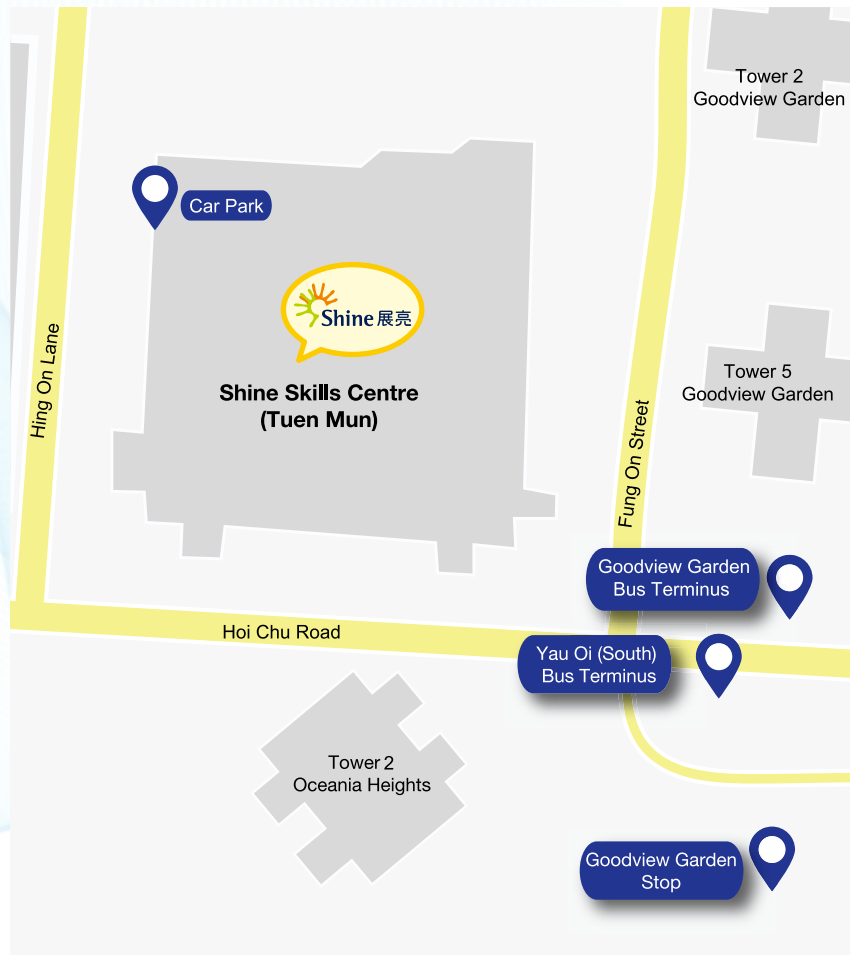
Telephone: 2452 8901

Facsimile: 2457 6207

email: [shinetm@vtc.edu.hk](mailto:shinetm@vtc.edu.hk)

Office hours: 8:30am – 5:00pm

(Mondays to Fridays, except Public Holidays)



KMB	Routes	Station
60M	Tsuen Wan Station ↔ Tuen Mun Station	Goodview Garden
60X	Jordan (West Kowloon Station) Bus Terminus ↔ Tuen Mun Central Bus Terminus	Goodview Garden
61M	Lai King (North) ↔ Yau Oi (South) Bus Terminus	Yau Oi (South) Bus Terminus
61X	Kowloon City Ferry ↔ Tuen Mun Central Bus Terminus	Goodview Garden
62X*	Lei Yue Mun Estate ↔ Tuen Mun Central Bus Terminus	Goodview Garden
259D	Lei Yue Mun Estate ↔ Lung Mun Oasis	Goodview Garden
263	Shatin Station ↔ Tuen Mun Station	Goodview Garden
961	Wan Chai (HK Convention Centre) ↔ Shan King Bus Terminus	Goodview Garden
N260*	Mei Foo ↔ Tuen Mun Pier Head Bus Terminus	Goodview Garden

Long Win	Routes	Station
A33X	Airport (Ground Transportation Centre) ↔ Fu Tai Estate	Goodview Garden
E33	Airport (Ground Transportation Centre) ↔ Tuen Mun Central Bus Terminus	Goodview Garden

Citybus	Routes	Station
B3	Shenzhen Bay Port ↔ Tuen Mun Ferry Pier	Goodview Garden

Minibus	Routes	Station
44	Sheung Shui Station ↔ Tuen Mun Ferry Pier	Goodview Garden
44B1	Lok Ma Chau ↔ Tuen Mun Ferry Pier	Goodview Garden

Light Rail	Routes	Station
507	Tuen Mun Ferry Pier ↔ Tin King	Goodview Garden
614	Tuen Mun Ferry Pier ↔ Yuen Long	Goodview Garden
614P	Tuen Mun Ferry Pier ↔ Siu Hong	Goodview Garden

\*Special Service: For more information, please visit Bus Company website for the schedule.

## Shine Skills Centre (Pokfulam)

Address: 4/F., 147 Pok Fu Lam Road, Hong Kong.

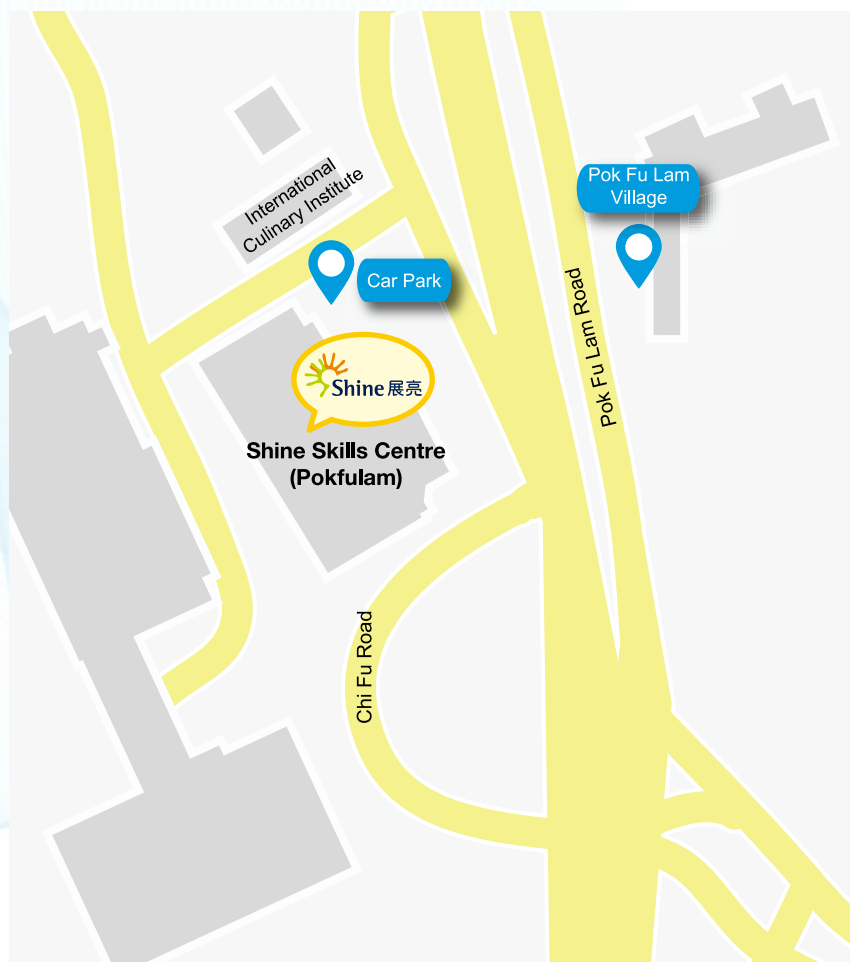
Telephone: 2538 3292

Facsimile: 2538 3299

email: shinep@vtc.edu.hk

Office hours: 8:30am – 5:00pm

(Mondays to Fridays, except Public Holidays)



City Bus	Routes	Station
A10	Airport ↔ Ap Lei Chau (Lee Lok Street)	Pok Fu Lam Village
7	Shek Pai Wan ↔ Central (Ferry Piers)	Pok Fu Lam Village
37A	Chi Fu Fa Yuen ↔ Central (Circular)	Pok Fu Lam Village
37B	Chi Fu Fa Yuen ↔ Admiralty (Circular)	Pok Fu Lam Village
37X*	Chi Fu Fa Yuen ↔ Admiralty	Pok Fu Lam Village
40	Wan Chai North ↔ Wah Fu (North)	Pok Fu Lam Village
40M	Admiralty (Central Government Offices) ↔ Wah Fu (North)	Pok Fu Lam Village
40P*	Wah Fu (North) ↔ Robinson Road	Pok Fu Lam Village
71	Wong Chuk Hang ↔ Central (Wing Wo Street) (Circular)	Pok Fu Lam Village
71P*	Sham Wan ↔ Central (Ferry Piers)	Pok Fu Lam Village
90B	Admiralty (East) ↔ South Horizons	Pok Fu Lam Village
93C*	Ap Lei Chau Main Street ↔ Caine Road	Pok Fu Lam Village
973	Tsim Sha Tsui (Mody Road) ↔ Stanley Market	Pok Fu Lam Village

New World First Bus	Routes	Station
4	Wah Fu (South) ↔ Central	Pok Fu Lam Village
4X	Wah Fu (South) ↔ Central (Exchange Square)	Pok Fu Lam Village
30X	Cyberport ↔ Central (Exchange Square)	Pok Fu Lam Village
91	Central (Ferry Piers) ↔ Ap Lei Chau Estate	Pok Fu Lam Village
93*	Ap Lei Chau Estate ↔ Robinson Road	Pok Fu Lam Village
93A*	Lei Tung Estate ↔ Robinson Road	Pok Fu Lam Village
94*	Central (Ferry Piers) ↔ Lei Tung Estate	Pok Fu Lam Village
970	So Uk Estate ↔ Cyberport	Pok Fu Lam Village
970X	So Uk Estate ↔ Aberdeen	Pok Fu Lam Village
38	Chi Fu Fa Yuen ↔ North Point Ferry Pier	Chi Fu Fa Yuen

Minibus	Routes	Station
22	Pokfulam Gardens ↔ Central(Exchange Square)	Pok Fu Lam Village
22S	Pokfulam Gardens ↔ Central (Ferry Piers)	Pok Fu Lam Village
23	Kennedy Town Station ↔ Wah Fu Estate (Circular)	Pok Fu Lam Village
23M	Chi Fu Fa Yuen ↔ Kennedy Town Station	Pok Fu Lam Village
31	Jaffe Road Causeway Bay ↔ Tin Wan Estate	Pok Fu Lam Village
63	South Horizons ↔ Queen Mary Hospital	Pok Fu Lam Village

MTR	Routes	Station
Kennedy Town Station	Interchange 23M Minibus (To Chi Fu Fa Yuen)	Pok Fu Lam Village
Kennedy Town Station	Interchange 23 Minibus (To Pok Fu Lam Village) (Circular)	Pok Fu Lam Village
HKU Station	Interchange 22 Minibus ( To Pokfulam Gardens)	Pok Fu Lam Village

\*Special Service: For more information, please visit Bus Company website for the schedule.



## Shine Skills Centre (Kwun Tong)

Address: 487 Kwun Tong Road, Kwun Tong, Kowloon.

Telephone: 2270 0900

Facsimile: 2357 4042

email: shinekt@vtc.edu.hk

Office hours: 8:30am – 5:00pm

(Mondays to Fridays, except Public Holidays)



KMB	Routes	Station
14	Lei Yue Mun Estate ↔ China Ferry Terminal	Kwun Tong Law Courts
14X	Yau Tong (Shung Tak Wai) ↔ Tsim Sha Tsui (Circular)	Kwun Tong Law Courts
11B	Kwun Tong (Tsui Ping Road) ↔ Kowloon City Ferry	Kwun Tong Swimming Pool
11C	Sau Mau Ping (Upper) ↔ Chuk Yuen Estate	Kwun Tong Swimming Pool
38	Kwai Shing (East) ↔ Ping Tin	Kwun Tong Swimming Pool
42C	Tsing Yi (Cheung Hang Estate) ↔ Lam Tin Station	Kwun Tong Swimming Pool
89C	Heng On ↔ Kwun Tong (Tsui Ping Road)	Kwun Tong Swimming Pool
89D*	Wu Kai Sha Station ↔ Lam Tin Station	Kwun Tong Swimming Pool
258D	Po Tin ↔ Lam Tin Station	Kwun Tong Swimming Pool
259D	Lung Mun Oasis ↔ Lei Yue Mun Estate	Kwun Tong Swimming Pool
277E	Tin Ping Estate ↔ Lam Tin Station	Kwun Tong Swimming Pool
277X	Luen Wo Hui ↔ Lam Tin Station	Kwun Tong Swimming Pool
296A	Sheung Tak ↔ Ngau Tau Kok Station (Circular)	Kwun Tong Swimming Pool
13M	Kwun Tong (Elegance Road) ↔ Po Tat (Circular)	Kwun Tong Station
14B	Lam Tin (Kwong Tin Estate) ↔ Ngau Tau Kok	Kwun Tong Station
15	Hung Hom Ferry ↔ Ping Tin	Kwun Tong Station
15A	Tsz Wan Shan (North) ↔ Ping Tin	Kwun Tong Station
16	Lam Tin (Kwong Tin Estate) ↔ Mong Kok (Park Avenue)	Kwun Tong Station
16M	Kwun Tong Station ↔ Lam Tin (Hong Wah Court) (Circular)	Kwun Tong Station
40P*	Tsuen Wan Shek Wai Kok ↔ Kwun Tong Ferry	Kwun Tong Station
89	Lek Yuen ↔ Kwun Tong Station	Kwun Tong Station
89B	Shatin Wai ↔ Kwun Tong Station	Kwun Tong Station
89X	Shatin Station ↔ Kwun Tong Station	Kwun Tong Station
98A	Hang Hau (North) (Tseung Kwan O Hospital) ↔ Ngau Tau Kok Station (Circular)	Kwun Tong Station
234C*	Sham Tseng ↔ Kwun Tong Station	Kwun Tong Station
93K	Po Lam ↔ Mong Kok East Station	Apm Millennium City 5
296C	Sheung Tak ↔ Cheung Sha Wan (Hoi Ying Estate)	Millennium City

\*Special Service: For more information, please visit Bus Company website for the schedule.

New World First Bus	Routes	Station
601	Po Tat ↔ Admiralty (East)	Kwun Tong Station
601P*	Po Tat ↔ Sheung Wan	Kwun Tong Station
641	Kai Tak (Kai Ching Estate) ↔ Central (Macau Ferry)	Kwun Tong Station

City Bus	Routes	Station
A22	Lam Tin Station ↔ Airport (via HZMB Hong Kong Port)	Kwun Tong Law Courts
N29	Tseung Kwan O (Hong Sing Garden) ↔ Tung Chung Station	Kwun Tong Station
N619*	Shun Lee Estate ↔ Central (Macau Ferry)	Kwun Tong Station
619P*	Shun Lee Estate ↔ Central (Macau Ferry)	Kwun Tong Station
619	Shun Lee Estate ↔ Central (Macau Ferry)	Kwun Tong Station
606X	Kowloon Bay ↔ Siu Sai Wan (Island Resort)	Kwun Tong Station
606	Choi Wan (Fung Shing Street) ↔ Siu Sai Wan (Island Resort)	Kwun Tong Station
606A	Choi Wan (Fung Shing Street) ↔ Yiu Tung Estate	Kwun Tong Station

Minibus	Routes	Station
47	Shun Lee Estate ↔ Kwun Tong Station	Kwun Tong Station
103	Clear water Bay ↔ Kwun Tong Ferry Pier	Kwun Tong Station

MTR	Routes	Station
Kwun Tong Station		Exit D1

## Shine Vocational Assessment Service

Address: Room 250, 487 Kwun Tong Road, Kwun Tong, Kowloon.

Telephone: 2270 0950

Facsimile: 2172 6020

email: shinevas@vtc.edu.hk

Office hours: 8:30am – 5:00pm  
(Mondays to Fridays, except Public Holidays)

## Shine Technical Aids and Resource Centre

Address: Room 229, 487 Kwun Tong Road, Kwun Tong, Kowloon.

Room 022, 1 Fung On Street, Tuen Mun, New Territories.

Telephone: 2452 7604

Facsimile: 2452 7678

email: shinetarc@vtc.edu.hk

Office hours: 8:30am – 5:00pm  
(Mondays to Fridays, except Public Holidays)

\*Special Service: For more information, please visit Bus Company website for the schedule.