

Youth College (Vocational Development Programme Office) Ethnic Minority Project Application Form

Passport
Photo
(Size: 3x3.5cm)
To be taken
within 6 months

Please read the course introduction before filling in this form. It should be completed in **ENGLISH** and **BLOCK LETTERS** with **blue** or **black ball pen**.

Part 1: Applicant's Information

HKID Card/Passport No.:

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 Gender:

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 M - Male
F - Female

Surname

 Date of birth:

(DD / MM / YYYY)

Middle/Given Name

 Age:

(The name should be the same as shown on your HKID Card/Passport)

Name in Chinese:

 Nationality:

(If any, should be the same as shown on your HKID Card/Passport)

Mailing Address:

Contact No.:

 Email:

(Mobile) (Home)

Academic Qualification: ☐ Primary ☐ Secondary ☐ Diploma/Higher Diploma/Sub-Degree
(Put a ✓ inside the box as appropriate and write down your current level of education)

Project participated: ☐ YETP ☐ Usual Academy ☐ Others: _____
(Put a ✓ inside the box as appropriate) (Please write down the programme/project you have joined)

Work Experience:

 Last Working Date:

(Please write down your latest full-time/part-time work experience)

Supplementary Information:

(Please provide further information if further assistances are required for special education needs/disability)

Part 2: Course Priority

Please indicate your priority to following courses by marking 1, 2, 3 & 4 (1 for the highest priority and 4 for the lowest priority).

Course Name	Commencement Date	Venue	Priority
Business and Office Operations			
Coffee Shop Operations			
Electronic & Computer Network Installation			
Vehicle & Motorcycle Servicing			

Part 3: Consent of Parents/Guardian

This part is compulsory for applicant aged below 18. Applicant aged 18 or above please leaves a contact number of parents/guardian for emergency purpose.

Name of Parents
or Guardian:

Relationship
with applicant:

Contact No.:

(Mobile)

((Home/Office))

I declare that I am the parent/guardian of applicant mentioned above and have agreed with his/her application to this training programme. I have read, fully understood and agreed with the course introduction, training content and regulations as stated in the Annex of this application form. I declare that the applicant is not engaged with any full-time course and paid-employment, and all information given in this application is accurate and complete to the best knowledge of me.

Signature of Parents
or Guardian:

Date:

(DD / MM / YYYY)

Part 4: Referral Information

Referral from non-government organization or school please provides contact information in this part.

Non-government Organization

Name of
Organization:

Name of
Operation unit:

Government Department or School

Name of
Government
Department or
School

Name of referral:

Mr./Ms.*

(* Delete as appropriate)

Contact No.:

Correspondence
address:

Fax:

Case referral
information:

(Please provides any information regarding referees' background, school attendance and performance for our reference)

Policy of marketing
and promotion:

We would like to provide you the latest training programme information on regular basis and your consent is sought to keep contact with you as per your information provided above. Please ✓ as appropriate:

- ☐ Yes, please provide me the latest training programme information through the contact provided. I understand that I can reject the receiving of promotion material in the future by calling 35191808, fax to 26309012 or email to vdpo@vtc.edu.hk.
- ☐ No, I will contact your office or refer to your webpage at www.yc.edu.hk/vdp for the latest training programme information.

I declare that I am the referral of applicant and have agreed with his/her application to this training programme. I have read, fully understood and agreed with the course introduction, training content and regulations as stated in the Annex of this application form. I declare that the applicant is not engaged with any full-time course and paid-employment, and all information given in this application is accurate and complete to the best knowledge of me.

Signature of referral:

(Stamp/Seal of
organization/school)

Date:

(DD / MM / YYYY)

Part 5: Declaration

Applicant please read this part carefully and ✓ in all boxes to declare your understanding and acceptance of following statements.

- ☐ I have read and fully understand the course content and requirements as stated in the Annex of application form. I accept all rules and regulations promulgated by the Vocational Training Council, the Vocational Development Programme Office (VDPO) and any funding organizations.
- ☐ All information provide for this application, to the best of my knowledge, is accurate and complete. I understand that the provision of any false or misleading information therein shall lead to **DISQUALIFICATION** of application without notice, cancellation of any resulting registration and forfeiting of granted training allowance. Any omission/misrepresentation of information with a view to obtain pecuniary advantage by deception is an offence that liable to legal proceedings.
- ☐ I understand that I can enroll into the Ethnic Minority Project once. No re-take is allowed once being enrolled to an intake after September 2008.
- ☐ I declare that I am not engaged in any format of paid-employment and full-time education/training.
- ☐ I understand that VDPO reserves rights to change the course venue, date, time or cancel class before commencement due to operations and enrollment status. Also, appropriate dressing code is required or otherwise prohibited to access workshop or classroom.
- ☐ I understand that the certificate of completion and/or training allowances will be granted only if my attendance rate reaches 80% or above with passing all assessment criteria.
- ☐ I understand that no certificate and/or training allowance would be granted if my absent from class, late arrival, early leave, self-withdrawn and/or class suspension result in insufficient attendance rate.
- ☐ I understand that the granted training allowance will affect the amount of the Comprehensive Social Security Assistance. Further enquiry should be made to the Social Security Field Unit of the Social Welfare Department.
- ☐ I understand the objective and purpose of collecting my personal information in this application. I authorize VTC to use my personal information, not limited to name, contact number, email, mailing address, and academic qualification etc., to process my application for admission to VDPO's programme. I have the right to request for accessing to and correcting my personal data provided in this application in accordance with Section 18 and 22 of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong. All information provided will be disposed in case my application is unsuccessful.
- ☐ I **AGREE / DISAGREE*** (*please delete as appropriate) to authorize the use of my personal information for marketing and promotion purposes in relation to any programmes, admission, event of VTC and its member institutes. I understand that I have the right to unsubscribe from receiving such information in accordance with the Personal Data (Privacy) (Amendment) Ordinance (2012) by informing VDPO (Tel.: 3519 1808; Fax.: 2630 9012; Email: vdpo@vtc.edu.hk).
- ☐ I agree that VDPO reserves the right in using or publishing all photos, videos, assignments and all related materials for marketing and promotion purposes in any kind of media, not limited to booklet, pamphlet, poster, journal articles, webpage, TV, movie etc.
- ☐ I understand that VDPO may update the content above from time to time and hence should refer to the latest announcement for updated definition.

Signature of applicant: _____		Date: _____
<i>For Office Use</i>		
Processing Staff:	Sign: _____	Date: _____

Ethnic Minority Project

Application Form - Annex

Notices and Regulations

Applicants

1. Applicants should read the course content and requirements as stated in the Annex of application form carefully to understand the requirement and arrangement of programme.
2. All information provide for application must be accurate and complete. The provision of any false or misleading information therein shall lead to **DISQUALIFICATION** of application without notice, cancellation of any resulting registration and forfeiting of granted training allowance. Any omission/misrepresentation of information with a view to obtain pecuniary advantage by deception is an offence that liable to legal proceedings.
3. Consent from parent/guardian is compulsory required for applicant aged below 18. Application fails to meet this regulation will not be processed.
4. Applicant can enroll into the Ethnic Minority Project once. No re-take is allowed once being enrolled to an intake after September 2008.
5. Applicant must not engaged in any format of paid-employment and full-time education/training.
6. Applicant must follow designated regulations of VTC, VDPO and other funding bodies, if applicable. Appropriate dressing code is required or otherwise be prohibited to access workshop or classroom.
7. The certificate of completion and/or training allowances will be granted only if trainee's attendance rate reaches 80% or above with passing all assessment criteria. No certificate and/or training allowance would be granted if trainee fails to meet the attendance requirement due to the absent from class, late arrival, early leave, self-withdrawn and/or class suspension.
8. Training allowance granted to trainee will affect the amount of the Comprehensive Social Security Assistance. Further enquiry should be made to the Social Security Field Unit of the Social Welfare Department.
9. VDPO reserves the right in using or publishing all photos, videos, assignments and all related materials for marketing and promotion purposes in any kind of media, not limited to booklet, pamphlet, poster, journal articles, webpage, TV, movie etc.
10. VDPO may update programme content and regulations from time to time and hence should refer to the latest announcement for updated definition.

Parents/Guardians

11. Parents/Guardians should read the course content and requirements as stated in the Annex of application form carefully to understand the requirement and arrangement of programme.
12. All information provide for application must be accurate and complete. The provision of any false or misleading information therein shall lead to **DISQUALIFICATION** of application without notice, cancellation of any resulting registration and forfeiting of granted training allowance. Any omission/misrepresentation of information with a view to obtain pecuniary advantage by deception is an offence that liable to legal proceedings.
13. Parents/Guardians should keep close contact with our Student Counsellors/teachers and give assistances in handling cases regarding trainee's conduct, learning progress and/or school performance.
14. Training allowance granted to trainee will affect the amount of the Comprehensive Social Security Assistance. Further enquiry should be made to the Social Security Field Unit of the Social Welfare Department.
15. Trainees of VTC are covered by insurance, however, VTC and VDPO take no responsibility to any casualties due to the misconduct, disobedient, ignorance of trainees to teachers, Student Counsellors and/or VTC staff instructions. Parents/Guardians may consider purchasing additional insurance for trainee.

Personal Information (Privacy)

16. VDPO collects personal data of applicants/trainees for following purposes:
 - (i) Course application vetting, course admission, disbursement of allowance, disbursement of scholarship, job matching services, placement and retention follow-up, accreditation of courses, arrangement of practical skills assessment, verification of placement record, opinion survey and case investigation etc.;
 - (ii) Transferring to the VTC, its member institutes' operation units and cooperated organizations for the purpose as stated in 16(i);
 - (iii) Transferring to the Employees Retraining Board, the Labour and Welfare Bureau, relevant government departments, their commissioned research consultants and agencies for the purpose as stated in 16(i); and
 - (iv) Providing direct marketing information in relation to any programmes, admission and events of the VTC and its member institutes e.g. the Youth College, IVE etc.
17. Supply of personal data is on voluntary basis, however, failure in providing correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
18. Applicants may request to access his/her personal data, obtain a copy and request for correction to the personal data in accordance with Section 18 and 22 of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong. VDPO may collect a fee from applicants for copying of personal data documents.
19. Applicants/trainees have rights to access/update their personal data or unsubscribe from receiving marketing information by informing VDPO at Tel.: 3519 1808; Fax.: 2630 9012; Email: vdpo@vtc.edu.hk.
20. All information provided will be disposed within 3 months once the application is confirmed unsuccessful.