

香港 HONG KONG 建造 INSTITUTE OF 學院 CONSTRUCTION

安全訓練網上報讀系統

用戶指南

OPAS-Safety Training

User Guide

這份指南將為您提供步驟說明·幫助您了解如何透過網上報名系統(OPAS)去提交您的網上申請表·以報讀香港建造學院的安全訓練課程。

無論您是否持有帳戶,您仍可按照以下步驟提交您的申請。

This guide will provide you with step-by-step instructions on how to submit your online application form through the Online Application System (OPAS) to enroll in the safety training courses of the Hong Kong Institute of Construction.

Whether or not you hold an account, you can still submit your application by following the steps below.

步驟一:選擇您想要報讀的安全訓練課 程 您可以透過香港建造學院網站的「立即 報名」按鈕,或者掃瞄 <u>附件一</u> 的二維 碼,以進入網上報名系統(OPAS)的課程 報名連結。	Step 1: Select the safety training course you want to enroll in Access the course registration link of the Online Application System (OPAS) through the "Apply Now" button on the Hong Kong Institute of Construction website, or scan the QR code shown in <u>Annex 1</u> .
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• 開課日期 ^{待定}	Start Date To be advised
 相關連結 報名表格下載 → 課程小冊子 → 	General Enquiry: 2100 9000 Contact us →
立即報名 →	Apply now 🖸







步驟五:填寫個人資料	Step 5: Fill in personal information		
請填寫個人資料・完成後點選「下一	Please fill in your personal information		
先,。	and click "Next" when completed.		
<u> </u>	6)		
V	2. Personal Information		
	Basic Information - Name ^		
	Salutation *		
2. 個人資料	Please Select 🗸		
基本資料 – 學員稱謂 へ	English Surname: *		
稱謂 *			
請選擇	English Given Name *		
英文姓氏 *			
	Chinese Name (Tick the "N/A" box if not applicable)		
央又名子 *	姓氏		
中文姓名 (如沒有請勾選不適用)			
不適用	Previous		
S S			
	${}^{}$		
閣下是否能夠在香港逗留或從事工作? 	Basic Information - Others 🗸 🗸		
● 是	Company and Contact Number 🗸 🗸 🗸		
○否			
(如申請人非香港居民,須提交相關文件以證明其在	Are you able to stay or work in Hong Kong? A		
港逗留及受僱條件。)	• Yes		
本人的	○ No		
身份證明文件	(If applicant is a non-Hong Kong resident, he/she shall submit proof of eligible employment)		
身份證號碼	a) erforer entrelynenis		
	My Identity Document		
	HKID v		
)			
上一步	Previous		
下			
	Next		

步驟六:填寫補充資料 如課程需要填寫補充資料,請按指示填 寫,完成後點選「下一步」。 如課程無須填寫補充資料,請直接點選 「下一步」。	Step 6: Provide Supplementary Information If the course requires supplementary information, please fill it in according to the instructions and click "Next" when completed. If the course does not require filling in supplementary information, please click "Next" directly.	
建造工友(指定行業)安全訓練課程 - 工地 ペ 建材索具工 ① 課程資料 (展開查閱) 課程編號 : A12C 授課期 : 15.0 小時 授課語言 : 中文 學費 : 170 部門 : 安全訓練課程 1 2 1 2 1 4 1 5 1 6 1 5 1 5 1 5 1 5 1 6 1 6 1 5 1 6 1 6 1 6 1 6 1 6 1 6 1 6 1 6 1 6 1 6 1 6	Safety Training Course for Construction Workers of A Specified Trade - Construction Materials Rigger Course Details (Expand to View) Programme Code: A12E Period: 15.0-hour Medium of English Instruction: Fee: \$170 Department: Safety Training Centre 1	







步驟九:填寫付款方法及確認聲明	Step 9: Payment Settlement		
請填寫付款方法,並閱讀及確認聲明,	Please fill in the payment method, read and		
完成後請點選「確定申請」。	confirm the statement, and click "Confirm		
	Application" after completion.		
\mathbf{O}	6. Application Fee and Certification		
6. 付款及聲明	Collection Method		
	Payment Method		
	Oplina		
() 網上付款	Omme		
() 7-11便利店	(Application Fee is HKD\$170)		
(報名費用為 港幣\$170)			
	Remarks:		
備註:	Application From shall be admitted along with the		
一、 申請表格須連同學費繳交。同一次交易	admission fee. All fees must be submitted through one single		
內,必須繳付全數所需之費用,以及每次只可繳	transaction. Each transaction is for one application for one		
付一名申請者的課程學費。除特殊情況外,已繳 學費概不浪還。	class only. Unless discretionary approval, fees submitted will		
	not be refunded.		
二、 以 7–11 便利店方式繳交學費, 需要於48小 時內付款	"— — » »		
《聲明》	« Declaration»		
*木人已经细想演动理解	*I confirm that I have carefully read and understood		
本八口厅細閱讀亚星府 《 收集個人資料聲明》 及在本申請內之	the Personal Information Collection Statement		
全部其他資料。	and other information in this application form.		
· 如因生病 / 受傷而未能上課,甲請人須於一 個月內遞交認可醫生病假證明書,當本學院			
接納後才會另行安排上課日期。如確認上課	*I declare that all information given in this		
日期後要求更改,本學院將收取手續費每次 HKD \$50。	(Closed on Saturdays, Sundays and Public Holidays)		
·如報讀勞工處認可之強制性安全訓練課程, 建诰業議會會將你提供的個人資料向勞工處			
透露,用作:	CIC Service Centre Address:		
(2) 右關執行工廠及工業經營條例、職業安全	44 fai rip Street, Kowioon Bay		
及健康條例及其他由勞工處執行的法例;	Office Hours:		
(16) 士伍怒丁虎的危险终方周山府拉袖和妙声	Mondays to Fridays - 9am - 1pm; 2pm - 6pm		
(U) 刀皮另上处哭心哪始有阈血肺該舔性的争 宜;及	(Closed on Saturdays, Sundays and Public		
(。) 收方限次则 ロルボウロ 広さ ハビ	Holidays)		
UN 府有關具科HTF研充及须訂方价。			
上一步	Previous		
確定申請			
	Confirm Application		

步驟十:自動建立帳戶

系統會透過您提交的申請資料,為您自動建立帳戶,以提供「查看課程申請狀態」、「修改付款 方式」等功能,請點選「OK」按鈕以繼續。

(如您已持有帳戶,並使用同一電話號碼及香港身份證號碼提交申請,該申請將自動與您已有 帳戶的記錄合併。)

請點選「發送驗證」,並透過電話短信收取驗證碼,填寫後點選「驗證」。

系統會透過電話短信,將帳戶的密碼後四位數字發送給您。

(帳戶的預設密碼為您身份證首四位字符+短信發送的四位字符)

Step 10: Automatically create an account

The system will automatically create an account for you based on the application information you submitted to provide functions such as "View Course Application Status" and "Modify Payment Method". Please click the "OK" button to continue.

(If you already have an account and submit an application using the same phone number and Hong Kong identity card number, the application will be automatically merged with the records of your existing account.)

Please click "Send OTP" and receive the verification code via phone message. Fill it out and click "Verify". The system will send you the last four digits of your account password via phone text message.

(The default password for your account is the first four characters of your ID card + the four characters sent by SMS)

個月內逃交認可醫生病假證明書, 富本學院	application form and the admission fee for the course applied during office hours.
如果您希望更改付款方式,請在提 交申請後登錄系統進行更改。請完 成以下的註冊流程以獲得帳戶	<u>Safety Training Centre:</u> 7-11 Kwai Hop Street, Kwai Chung (Hong Kong Institute of Construction - Kwai Chung Campus)
OK Cancel ① 總有國資料用作研究及統計分析。 ① 如因生病 / 受傷而未能上課,申請人須於一個月內遞交認可醫生病假證明書,當本學院接納後才會另行安排上課日期。如確認上課日期後要求更改,本學院將收取手續費每次 ────────────────────────────────────	SMS verification Enter OTP OTP will sent to {Your Mobile No.} Verify Cancel Mondays to Fridays - 9am - 1pm; 2pm - 6pm (Closed on Saturdays, Sundays and Public Holidays)
版證 取消	Previous Confirm Application

步驟十一:進行付款 如果您選取了「網上付款」作為付款方 式,您將會進入信用卡付款的頁面。 請填寫信用卡資料,並進行付款。	Step 11: Make payment Please select "Online Payment", you will enter the credit card payment page. Please fill in your credit card information and settle payment according to the instructions.
CONSTRUCTION INDUSTRY COUNCIL 安全付款 M	Construction industry council secure payment Card number *
安全碼 *	3 digits on back of your card Order details A12E
訂單詳情 Safety Training Course for Construction Workers of Specified Trade - Construction Materials Rigger \$170.00 нкр	\$170.00 нкр The next screen you see may be payment card verification through your card issuer.



步驟十三:查閱收據、更改班別及時間	Step 13: Check Receipt / Change Class	
│ 若申請狀態為「支付成功」· 你可點擊:	Once the application status is shown as	
「杳看表格」>	"Payment successful" , click:	
「下載收據, // 「 再改班別及時間,	View Application >	
	Download Receipt // Change Class	
表格編號	Reference number	
提交日期	Submission date	
 課程名稱 建造工友(指定行業)安全 訓練課程 - 木模板工 課程類型 安全訓練課程 	Course Title Safety Training Course for Construction Workers of Specified	
申請狀態 支付成功	Trade - Carpenter	
查看報名 表格	Course type Safety Related Courses (PQ)	
≡ 🕥	ApplicationPaymentstatussuccessful	
建建工艺(指定行業)成合訓練調	View applicatio n	
程-木模板工 (展開沓閱)	Safety Training Course for A Construction Workers of Specified Trade - Carpenter	
	Course Details (Expand to View)	
課程編號: AS2C 授課期: 7.0 小時 授課語言: 中文 學費: <	Programme AS2C Code: Period: 7.0-hour Medium of Chinese	
子具· 引 部門: 安全訓練課程	Instruction: Fee: \$ Department: Safety Training Centre	
	Download Dessint	
更改班別及時間		
	Change Class	

附件一 網上報名系統(OPAS)課程連結

Annex 1 Direct Application Links to Safety Training Courses

(暫只提供銀卡課程 Silver Card Courses)

ASWZ 建造工友(指定行業)安全訓練課程 (銀卡課程)

Safety Training Course for Construction Workers of Specified Trade (Silver Card Courses)

■ ● ● AS1Z 髹漆及裝飾工	■	■	■ ● AS4Z 水喉工
Painter and Decorator	Carpenter	Demolition Worker	Plumber
		(Building)	
AS5Z 鋼筋屈紮工	AS6Z 批盪工、鋪瓦工	AS7Z 竹棚工、金屬棚架工	AS9Z 幕牆工
Bar Bender and Fixer	Plasterer, Tiler	Bamboo Scaffolder,	Curtain Wall Installer
		Metal Scaffolder	
A10Z 升降機技工	A11Z 塔式起重機組裝工	A12Z 工地建材索具工	A12S 索具工及訊號員
Lift Mechanic	(安裝、拆卸及升降)	Construction Materials	Rigger and Signaller
	Tower Crane Worker	Rigger	
	(Erecting, Dismantling,		
	Telescoping & Climbing)		
AIJZ 隧垣上 Tunnel Workers	AI42 応 献 上 上 Concretor		
	CONCIELOI	1	

RSWZ 建造工友(指定行業)安全訓練覆證課程 (銀卡課程)

Safety Training Revalidation Course for Construction Workers of Specified Trade (Silver Card Revalidation Courses)

RS1Z 髹漆及裝飾工 Painter and Decorator	RS2Z 木模板工 Carpenter	RS3Z 拆卸工(建築物) Demolition Worker (Building)	RS4Z 水喉工 Plumber
RS5Z 鋼筋屈紮工 Bar Bender and Fixer	RS6Z 批盪工、鋪瓦工 Plasterer, Tiler	RS7Z 竹棚工、金屬棚架工 Bamboo Scaffolder, Metal Scaffolder	RS9Z 幕牆工 Curtain Wall Installer
R10Z 升降機技工 Lift Mechanic	R11Z 塔式起重機組裝工 (安裝、拆卸及升降) Tower Crane Worker (Erecting, Dismantling, Telescoping & Climbing)	R12Z 工地建材索具工 Construction Materials Rigger	R12S 索貝工及訊號員 Rigger and Signaller
■ R13Z 隧道工 Tunnel Workers	■ R14Z 混凝土工 Concretor		