

NOTES TO APPLICANTS

Eligibility

- Aged 18 or above; and
- Able to communicate in English; and
- Individual course may have specific academic requirement.

How to Apply

Applicants can apply online through www.hkic.edu.hk or complete the attached application form and

- Send to CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon; or
- By hand to any HKIC Campus; or
- Fax to 2100 9319

Applicant will generally receive a reply within 7 working days. HKIC will arrange interviews with eligible candidates.

Admission Criteria

- HKIC will conduct assessment according to the information provided in the application form by the applicant. Listed below are the factors and criteria for consideration in the assessment process:
 - a. Basic and priority admission conditions;
 - b. Comparison among applicants for the same course;
 - c. Performance during the interview or the test result for certain courses;
 - d. As there are higher physical demand for some trades, HKIC has the right to require applicants who are admitted initially to take physical examination before admission. The final decision will be made after consulting the report from the medical practitioner.
- Priority will be given to applicants with recommendation and commitment to offer employment opportunities after completion of the course from employers in the construction or related industries.
- In general, HKIC will not accept application for any full-time course from student of full-time courses within one year after graduation. During assessment of application for re-admission, “employment intention” and “performance during training” are important considerations.
- HKIC may accept or reject any application in its absolute sole discretion and is not obliged to provide any reason(s) for accepting or rejecting any application.

Remarks

- Applicants should be Hong Kong legal residents and are permitted to stay and work in Hong Kong; and
- Applicants should have appropriate abilities to distinguish colours, suitable mental and physical conditions, and the ability to lift heavy loads manually. Those who are under long-term medication may require recommendation from a medical practitioner. (Should a student fail to catch up the curriculum or unable to fulfill the requirements mentally/physically, HKIC may request the student to withdraw from training.)
- HKIC may at its absolute discretion without notice at any time and under any circumstances withdraw or modify the provisions of any goods or services.
- Please refer to the “Notice to Applicants” for the updated admission information.

Full-time Short Course in English

Application Form

Please read the Notes To Applicants and 《Personal Information Collection Statement》 before filling the form

Course Applied (Please select one of the following courses and ✓ where appropriate)

- Metal Scaffolding (Civil Engineering and Building Construction) (English) Welding (English)
- Plumbing & Pipe-fitting in Building Construction (English)

Name _____

HKID NO. _____ () Gender Male / Female

Birth Date (D/M/Y) _____

Education (Please ✓ where appropriate)

- Primary Secondary (please indicate S ____) Tertiary or above
- Studied in Hong Kong Studied in Mainland China / Overseas

Contact No. _____

Email _____

Address _____

(Postbox address will not be accepted)

Remarks

1. Should duplicate application form be submitted, HKIC will automatically cancel the prior application form and will only handle the last-submitted application form without further notice;
2. HKIC also accepts photocopies of the application form and direct application via the internet;
3. Applicants are required to complete a formal application form which is more detailed during the interview.

《Personal Information Collection Statement》

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction (“the CIC or HKIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a “✓” in the box below.
5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

- I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

Applicant's Signature _____ Date _____