

## LROZ

### Certificate for Labour Relations Officer

#### 勞資關係主任證書

The course content includes Introduction of Construction Industry; Familiarization of Contract Documents; Measures to Secure and Monitor Payment of Wages to Workers; Employment Ordinance; Employees' Compensation Ordinance; Ways to Claim Wages; MPF and Employees' Rights; Personal Data (Privacy) Ordinance.

課程內容包括：建造業簡介；合約文件之認識；有關防止欠薪及保障工資的措施；僱傭條例；僱員補償條例；工資申索途徑；強積金與僱員權益；個人資料(私隱)條例。

Lecturer 講師	Professionals, HKIC Lecturers 專業人士、香港建造學院講師
Medium of Instruction 授課語言	Cantonese 廣東話
Study Mode 課程制式	Part-time evening 夜間部份時間制 : 18:30 – 21:30
Duration 授課期	36 hours (total 12 sessions and 2 hours examination) 36小時 (共12堂, 另2小時考試)
上課地點 Venue	HKIC, Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon 九龍 九龍灣大業街 44 號 香港建造學院 九龍灣院校
Admission Requirements 入學條件	(i) Five HKCEE subjects at Grade E or above, including Chinese Language, English Language (Syllabus B), and Mathematics; OR (ii) Five HKDSE subjects at Level 2 or above, including English Language, Chinese Language and Mathematics; or equivalent. Priority will be given to the Labour Relations Officer currently working in government departments or the Housing Department or existing Contractor's Labour Officer or with full-time personnel with human management / human resource management experience. (i) 香港中學會考五科合格或以上，包括中文、英文(課程乙)及數學；或 (ii) 香港中學文憑考試五科(包括中文、英文及數學)考獲第二級或以上成績；或同等學歷。 現職於政府部門或房屋署的勞資關係主任或現職於承建商的勞工主任或有全職人事管理/人力資源管理經驗者可獲優先考慮。
Award of Certificate 證書頒發	Attended 10 sessions or above and passed the examination (Pass mark: 60% or above) 出席課程10堂或以上及考試合格 (60分或以上為合格)
Course Fee 課程費用	\$2570
Enquiry 查詢課程	21009000 / 21009842
Application Method 報名方法	Please apply online on <a href="#">SPDC portal</a> 請透過建造專業進修院校的 <a href="#">網上報名系統</a> 報名