

Application Number 申請編號: _____ (由職員填寫) (Filled by staff)

Certificate in Site Safety Supervising Techniques - 工地安全督導技巧證書 (22 hours 共22小時)	Enquiry 查詢: 2100 9000
Class Arrangement 課堂安排 Please select your preferred time as shown below: 請選擇以下其中一個時間: ☐ Monday & Thursday or Tuesday & Friday (night) 星期一、四 或 星期二、五 (夜間) OR 或 ☐ Saturday (daytime) 星期六 (日間) Important: Class schedule may be changed due to classroom and course arrangement. Please pay attention to the admission email. 請注意: 上課日期及時間可能因應課室及課程安排而有所更改, 詳情請留意入學通知電郵。	Notes to Applicant 申請人注意: 1. Please read the form, Notes to Applicants and Personal Data Collection Statement carefully before filling the form 填表前, 請先細閱《報名須知》、《收集個人資料聲明》 2. Applications could be submitted either: i) In person to Safety Training Centre M/F, HKIC – Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung, N.T. OR ii) Email to stc@hkic.edu.hk. Please state the Name of Course – “Certificate for Construction Safety Supervisors” in the subject. 申請表遞交方式如下: i) 可親身交: 葵涌, 葵合街 7-11 號, 香港建造學院(葵涌院校) M 字樓 安全訓練中心 或 ii) 電郵至 stc@hkic.edu.hk, 請在電郵主旨上註明報讀課程名稱 – “建造業安全督導員證書” 3. The applicant is required to complete the application designated form and return it with the following documents: i) Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Certificate of Education Examination (HKCEE) qualification, or equivalent AND ii) The proof of 3 years' relevant work experience 申請人須填妥指定申請表連同下列文件一同遞交: i) 香港中學文憑/香港中學會考程度或同等學歷 及 ii) 3 年相關工作經驗證明(需要僱主信證明) 4. Applications will be screened and selected. Applicants may be required to attend admission interview / sit for written test. 所有申請將設甄選。申請人或需參與入學面試/筆試。
Personal Particulars 個人資料 (Please write in capital letters 請用正楷填寫) Name (Chinese) _____ Name (English) _____ Surname 姓 Given Name 名 姓名 (中文): _____ 姓名 (英文): _____ Date of Birth _____ Y _____ M _____ D _____ Age _____ Sex _____ 出生日期: _____ 年 _____ 月 _____ 日 _____ 年齡: _____ 性別: _____ HKID Card No. _____ Mobile _____ 身份證號碼: _____ () _____ 手提電話: _____ Email Address _____ 電郵地址: _____ Mailing Address _____ 通訊地址: _____ Present Employer _____ 現職公司/僱主名稱: _____ Position _____ 職位: _____	

Education Level 教育程度

☐ HKCEE/DSE

香港中學會考/香港中學文憑考試

☐ University / College

大學 / 專上學院

☐ Professional / Others

專業 / 其他 _____

Record of Secondary & Tertiary Education 中學及專上學歷 (備註: 必須呈上相關文件副本證明)

Year 年份		School / College attended 書院名稱	Course / Highest class reached / Certificate obtained 課程 / 最高班級 / 所獲證書
From 由	To 至		

Working Experience (with 3 years working experience in construction) 工作經驗 (有3年建造業工作經驗) (備註: 必須呈上僱主信證明)

Year 年份		Work Site or Name of Employer 工作地點或僱主名稱	Position / Nature of Work 職位 / 工作性質
From 由	To 至		

Declaration 聲明

- ☐ * I confirm that I have carefully read and understood the Personal Information Collection Statement and other information in this application form.
本人已仔細閱讀並理解《收集個人資料聲明》及在本申請內之全部其他資料。
- ☐ * I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and I shall forfeit my right to apply for this course.
本人聲明本報名表內所載一切資料, 依本人所知均屬真確, 並無遺漏, 並知道倘若虛報資料, 申請即屬無效, 且喪失其後報讀本課程的資格。
- ☐ * I consent that if registered, I will conform to the Student Code of HKIC (to be appended with the letter of admission).
本人同意如本人註冊入學, 當遵守香港建造學院之學生守則 (入學通知書附件)。
- ☐ I do not wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.
本人不希望接收議會任何有關推廣活動或建造業的發展信息。

Signature of Applicant 申請人簽署	Date 日期
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Notes to Applicants

1. Applicant should be **lawfully employable in Hong Kong**, i.e.
 - i. Holder of Hong Kong Permanent Identity Card; or
 - ii. Person who is not subject to any conditions of stay in Hong Kong that he shall not take up any paid or unpaid employment in Hong Kong.
2. To enroll, you can go to the following office during office hours. You have to complete this application form; produce identity documents that include valid travel documents; and required documents of qualification and working experience.
Enrolment Office and Office Hours:
 - HKIC, Kwai Chung Campus
7 – 11, Kwai Hop Street, Kwai Chung, N.T.
Monday to Friday: 8:30am to 1:00pm
2:00pm to 5:00pm
Closed on Saturday, Sunday and Public Holidays
3. You can mail your application form together with the required documents of qualification and working experience to **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Please mark “**Certificate in Site Safety Supervising Techniques**” on the envelope.
4. HKIC will inform the successful applicant about the payment before the commencement of the course. Course fees paid are not refundable except under exceptional circumstances or when the application is not accepted.
5. A single crossed cheque / bank draft should be made payable to “**Hong Kong Institute of Construction**” for each course applied. Your name, contact telephone number and course name should be written on the back of the cheque / bank draft.
6. If you are absent from class on the day or you are unable to attend the class but failed to notify us by phone or fax at least five working days prior to the class date, and you need to arrange make-up class then we will charge you an administrative fee of HK\$50 for each make-up class arrangement.
7. If you are unable to attend class due to illness, you must submit a valid sick leave certificate by fax. We will rearrange your make-up class after your sick leave is accepted. If you request a change after the make-up class date has been confirmed, we will charge you an administrative fee of HK\$50 for each change request.
8. The Council will issue the Certificate according to the information provided in the application form. Request for re-issuing the Certificate due to inaccurate or insufficient information provided will only be entertained at a charge of HK\$50.

報名須知

申請人必須為 可在香港合法受僱人士，即

- i. 持有香港永久性居民身份證；或
- ii. 並無受制於任何禁止他在香港從事有薪或無薪僱傭工作的逗留條件的人士。

報讀課程，可於辦公時間內，帶同身份證明文件，包括有效旅行證件，以及學歷及工作經驗證明文件，親往本學院下列報名地點呈交填妥的報名表格及所需文件。

報名地點及辦公時間：

- 香港建造學院 葵涌院校
葵涌 葵合街 7-11 號
星期一至五：
上午八時三十分至下午一時
下午二時至下午五時
星期六、星期日及公眾假期休息

若以郵遞方式報名，請將填妥的報名表格及所需文件寄往「**九龍觀塘駿業街 56 號中海日升中心 38 樓**」，信封上請註明「**工地安全督導技巧證書**」。

申請人在被取錄後，會另行安排繳交學費。除特殊情況或申請不被接納外，已繳學費概不退還。

每報讀一項課程，請獨立遞交一張抬頭為「**香港建造學院**」之劃線支票或銀行本票，並於支票 / 銀行本票背面寫上姓名、聯絡電話號碼及課程名稱。

如當天缺席上課，或未能在上課日期前最少五個工作天以電話或傳真方式通知本學院因事而未能上課，而需安排補課，本學院將收取行政費伍拾圓正為每次補課安排。

如因生病而未能上課，需以傳真方式提交有效的病假證明；本學院接納後才會安排補課。如確認補課日期後要求更改，本學院將收取行政費每次伍拾圓正。

請清楚及正確地填寫報名表。本學院將按所填寫之資料發出證明書，如因所填資料錯漏而導致證明書需要重發，本學院將收取行政費每張伍拾圓正。

Personal Data Collection Statement 收集個人資料聲明

1. Collection of Personal Data 1.1 The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.	1. 個人資料的收集 1.1 你向建造業議會、其關聯及/或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料（私隱）條例》（第 486 章）中定義的任何個人資料，只會用於與議會活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。
1.2 Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.	1.2 你是否向議會提供個人資料純屬自願性質。然而，如果你提供資料的目的是為了作出某項申請，你便須向議會提供申請表格上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果你未滿十八歲，在向議會提供你的個人資料前，應先徵詢你的父母或監護人。
1.3 You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Hong Kong Institute of Construction (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. For more information about the CIC's policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.	你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的香港建造學院（查閱資料要求），地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。如你對本聲明及有關做法有任何查詢，請致函上述地址或電郵至 enquiry@cic.hk。如需要更多關於議會在私隱及保障個人資料政策的資料，請參閱我們的私隱政策 (https://www.cic.hk/chi/main/privacy_policy_statement/)。
2. Purposes of Collection	2. 收集的目的
Your personal data will be kept confidential and may be used by the CIC for the following purposes: a. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583); b. Registering for the trade test/course/safety training/skill assessment or any other services which you apply for on the application form and assessing your eligibility thereto related; c. Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKIC, implemented at discretion of the HKIC for the best interest of the public and stakeholders; d. Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services; e. Keeping and maintaining qualification records; f. Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment; g. Facilitating communication with you; h. Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.); i. Managing access to the CIC's premises and for security purposes; j. Preventing and responding to actual or potential security threats, fraud or illegal activities; k. Handling complaints or enquiries; l. Performing analysis and conducting research and surveys; m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law; n. Other purposes related or incidental to the conduct of the CIC's activities; and o. Any other purposes that you may consent to from time to time.	從你收集得來的個人資料將會被保密，並可能用於以下用途： a. 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第 587 章）及《建造業工人註冊條例》（第 583 章）； b. 處理你於申請表格中列名之工藝測試/課程/安全訓練/技能評核或其他服務之申請，以及相關申請資格審核； c. 支援所有香港建造學院考慮到公眾及各持份者利益制定，並於中心內執行之所有營運安排（包括但不限於行政、保安、健康及安全相關）； d. 應對涉及於工藝測試/課程/安全訓練/技能評核或其他服務期間可能出現之健康或安全風險的情況，包括緊急情況； e. 保存及維持資歷記錄； f. 協助進行工藝測試/課程/安全訓練/技能評核監考、監察、審視及評核； g. 利便與你的通訊； h. 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）； i. 管理進出議會處所和保安目的； j. 防止和應對實際或潛在的安全威脅、詐騙或非法活動； k. 處理投訴或查詢； l. 進行分析、研究和意見調查； m. 進行審計及合規審查，以確保適用的議會政策、程序、規例及法律獲得遵守； n. 與議會活動進行相關或附帶的其他目的；及 o. 你不時同意的任何其他目的。
3. Disclosure and Transfer of Personal Data	3. 個人資料的披露及轉移
3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following: a. Any or all of the CIC's affiliates and/or subsidiaries; b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf; c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; d. Any party that owes a duty of confidentiality to the CIC; or e. For consigned courses, the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.	3.1 因應第 2 段所述目的，議會可能披露或轉移你的個人資料予第三方，包括但不限於以下： a. 任何或所有議會的關聯及/或附屬公司； b. 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及/或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何第三方支付網關服務）以便議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體； c. 議會的专业顧問，包括但不限於律師、會計師和審計師；或 d. 對議會負有保密責任的任何一方；或 就有關代辦課程之批核條件及課程要求，相關主理機構（例如勞工處及機電工程署等）。
3. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.	3.2 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。
4. Use of Personal Data Related to Direct Marketing	4. 使用個人資料於直接促銷
To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry. You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.	為了告知你可能有興趣的議會活動及建造業發展狀況，議會希望使用你的個人資料，包括你的姓名、電話號碼、通訊地址和電郵地址，向你提供有關議會的培訓課程、工藝測試、註冊、活動、推廣、招聘、工作轉介及其他工作範疇和建造業發展的最新資訊。 你可自由決定是否願意接收此類信息。如果你選擇不接收有關信息，請勾選下面的方框。如果日後你希望更改有關選擇，可以透過書面形式通知我們。