

Safe Working Cycle Course 安全施工程序課程

Part-time day-release 日間部份時間制

Enquiry Hotline

查詢熱線
2100 9000**Notes 注意：**

- 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》
- Please fill in the form in single language (unless requested otherwise) 請以單一文字填寫(特別註明除外)
- Personal Information should correspond with that on your HKID Card 填報之個人資料應與香港身份證相同
- Applications in person should be submitted to
Safety Training Centre, M/F, Hong Kong Institute of Construction – Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung, New Territories or
mail to **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon** or email to **kccsafety@hkic.edu.hk**
申請表可親身交往：**葵涌 葵合街7-11號，香港建造學院(葵涌院校)M樓 安全訓練中心**或
郵寄往 **九龍觀塘駿業街56號中海日升中心38樓** 或 電郵至 **KCCsafety@hkic.edu.hk**
- HKIC will inform the successful applicant about the payment before the commencement of the course.
申請人在獲取錄後，將會收到繳交學費及上課詳情通知。
- Please mark in the appropriate box 請在適當方格

Personal Particulars 個人資料 (Please write in capital letters 請用正楷填寫)

Name (Chinese)

姓名(中文): _____

Name (English)

姓名(英文): _____

(As shown on HKID or Passport 按香港身份證或護照所示)

If your age is above 70, please '✓' the box for appropriate administrative arrangement. 如閣下年齡逾70歲，請在方格內加'✓'，以便本學院作出適當的行政安排。

Date of Birth 出生日期: _____ Y 年 _____ M 月 _____ D 日 Age 年齡: _____ Sex 性別: _____ HKID Card No. 身份證號碼: _____ ()

Tel. No.(Day) 電話(日): _____ Mobile 手提電話(必須填寫): _____ Fax No. 傳真號碼: _____

Mailing Address

通訊地址: _____

Email Address

電郵地址: _____

Present Employer

現職公司 / 僱主名稱: _____

Position

職位: _____

Education Level 教育程度 Primary 小學 Secondary 中學 Tech. Inst. 工業學院 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**

| 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 (if applicable) 工作經驗(如適用)

| 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，依本人所知均屬真實，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

Hong Kong Institute of Construction

香港建造學院

Notes to Applicants

- Applicant should be **lawfully employable in Hong Kong**, i.e.
 - Holder of Hong Kong Permanent Identity Card; or
 - 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.
- To enroll, please go to the following offices during office hours. You must complete this application form; provide identity documents that include valid travel documents; and required documents of qualification and working experience.

Enrollment Centre and Service Hours:

Safety Training Centre

HKIC - Kwai Chung Campus

M/F, 7 – 11, Kwai Hop Street, Kwai Chung, N.T.

Mondays to Fridays: 8:30am to 1:00pm

2:00pm to 5:00pm

Closed on Saturdays, Sundays and Public Holidays

- You may also email your application form together with the required supporting documents of qualification and working experience to KCCsafety@hkic.edu.hk. Please state the Name of Course – **“Safe Working Cycle Course”** in the subject.
- 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.
- Applications will be screened and selected. Applicants may be required to attend an admission interview / sit for a written test.
- If you are unable to attend the class, please notify us by phone or email at least five working days prior to the class date. An administrative fee of HK\$200 for each make-up class arrangement.
- 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. An administrative fee of HK\$200 for each change request if you request a change after the make-up class date has been confirmed.
- HKIC 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
- 持有香港永久性居民身份證；或
 - 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：

安全訓練中心

香港建造學院 - 葵涌院校

葵涌葵合街 7-11 號 M 樓

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

若以電郵方式報名，請將填妥的報名表格連同所須的學歷證明及工作證明文件呈交至 KCCsafety@hkic.edu.hk。請在電郵主旨上註明報讀課程名稱 – **“安全施工程序課程”**

申請人在獲取錄後，將會收到繳交學費及上課詳情通知。除特殊情况或申請不被接納外，已繳學費概不退還。

所有申請將設甄選。申請人或需參與入學面試/筆試。

如須缺席課堂，請在上課日前 最少五個工作天 以電話或電郵方式通知本學院因事而未能上課，以安排補課。本學院將 為每次補課安排收取行政費貳佰圓正。

如因生病而未能上課，需以電郵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貳佰圓正。

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

| | |
|---|--|
| <p>1. Collection of Personal Data</p> | <p>1. 個人資料的收集</p> |
| <p>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.</p> | <p>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。</p> |
| <p>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.</p> | <p>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。</p> |
| <p>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.</p> | <p>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/)。</p> |
| <p>2. Purposes of Collection</p> | <p>2. 收集的目的</p> |
| <p>Your personal data will be kept confidential and may be used by the CIC for the following purposes:</p> <ol style="list-style-type: none"> 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); 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; 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; 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; Keeping and maintaining qualification records; Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment; Facilitating communication with you; 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.); Managing access to the CIC's premises and for security purposes; Preventing and responding to actual or potential security threats, fraud or illegal activities; Handling complaints or enquiries; Performing analysis and conducting research and surveys; Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law; Other purposes related or incidental to the conduct of the CIC's activities; and Any other purposes that you may consent to from time to time. | <p>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：</p> <ol style="list-style-type: none"> 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）； 處理你在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； 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）； 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； 保存及維持資歷記錄； 協助進行工藝測試/課程/安全訓練/技能評核監督、監察、審視及評核； 利便與你的通訊； 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）； 管理進出議會處所和保安目的； 防止和應對實際或潛在的安全威脅、詐騙或非法活動； 處理投訴或查詢； 進行分析、研究和意見調查； 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； 與議會活動進行相關或附帶的其他目的；及 你不時同意的任何其他目的。 |
| <p>3. Disclosure and Transfer of Personal Data</p> | <p>3. 個人資料的披露及轉移</p> |
| <p>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:</p> <ol style="list-style-type: none"> Any or all of the CIC's affiliates and/or subsidiaries; 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; Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; Any party that owes a duty of confidentiality to the CIC; or 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. | <p>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：</p> <ol style="list-style-type: none"> 任何或所有議會的關聯及/或附屬公司； 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； 議會的專業顧問，包括但不限於律師、會計師和審計師；或 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）。 |
| <p>3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.</p> | <p>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。</p> |
| <p>4. Use of Personal Data Related to Direct Marketing</p> | <p>4. 使用個人資料於直接促銷</p> |
| <p>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.</p> | <p>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。</p> <p>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。</p> |