

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

Certificate for Construction Safety Supervisors 建造業安全督導員證書 (43 hours 共43小時)	Enquiry 查詢: 2100 9000																																
<p><b>Class Arrangement 課堂安排</b> Please select your preferred time as shown below:</p> <p style="text-align: center;"><b>Night</b></p> <p><input type="checkbox"/> 夜間 (18:30-22:30)</p> <p style="text-align: center;"><b>Daytime</b></p> <p><input type="checkbox"/> 日間 (08:30-17:30)</p> <p style="color: red;">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。</p> <p><b>Personal Particulars 個人資料 (Please write in capital letters 請用正楷填寫)</b></p> <p>Name (Chinese) _____ Name (English) _____ Surname 姓 Given Name 名 姓名 (中文): _____ 姓名 (英文): _____</p> <p>Date of Birth _____ Y _____ M _____ D _____ Age _____ Sex _____ 出生日期: _____ 年 _____ 月 _____ 日 _____ 年齡: _____ 性別: _____</p> <p>HKID Card No. _____ Mobile _____ 身份證號碼: _____ ( ) _____ 手提電話: _____</p> <p>Email Address _____ 電郵地址: _____</p> <p>Mailing Address _____ 通訊地址: _____</p> <p>Present Employer _____ 現職公司/僱主名稱: _____</p> <p>Position _____ 職位: _____</p> <p><b>Education Level 教育程度</b></p> <p><input type="checkbox"/> HKCEE/DSE 香港中學會考/香港中學文憑考試      <input type="checkbox"/> University / College 大學 / 專上學院      <input type="checkbox"/> Professional / Others 專業 / 其他 _____</p> <p><input type="checkbox"/> Have completed "Certificate In Site Safety Supervising Techniques [NCSZ]"? Yes/ No 是否已完成【工地安全督導技巧證書】? 是/否</p> <p><b>Record of Secondary &amp; Tertiary Education (Remarks: Please submit a copy of relevant document proof)</b> 中學及專上學歷 (備註：必須呈上相關文件副本證明)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Year 年份</th> <th>School / College attended 書院名稱</th> <th>Course / Highest class reached / Certificate obtained 課程 / 最高班級 / 所獲證書</th> </tr> <tr> <th>From 由</th> <th>To 至</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><b>Working Experience (with 3 years working experience in construction) (Remarks: Please submit document proof from employer)</b> 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)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Year 年份</th> <th>Work Site or Name of Employer 工作地點或僱主名稱</th> <th>Position / Nature of Work 職位 / 工作性質</th> </tr> <tr> <th>From 由</th> <th>To 至</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	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											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											<p><b>Notes to Applicant 申請人注意:</b></p> <ol style="list-style-type: none"> <li>Applications are start from 6 April 2023 and will not be accepted once class is full. 報名日期由四月六日開始報名，額滿即止。</li> <li>Applications could be submitted either:             <ol style="list-style-type: none"> <li>In person to M/F, HKIC – Kwai Chung Campus, 7-11 Kwai Hop Street, Kwai Chung, N.T. <b>OR</b></li> <li>Email to <a href="mailto:kccsafety@hkic.edu.hk">kccsafety@hkic.edu.hk</a>. Please state the Name of Course – "Certificate for Construction Safety Supervisors" in the subject. 申請表遞交方式如下:                 <ol style="list-style-type: none"> <li>可親身交收：葵涌，葵合街 7-11 號，香港建造學院(葵涌院校) M 字樓 <b>或</b></li> <li>電郵至 <a href="mailto:kccsafety@hkic.edu.hk">kccsafety@hkic.edu.hk</a>，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"</li> </ol> </li> </ol> </li> <li>The applicant is required to complete the application designated form and return it with the following documents:             <ol style="list-style-type: none"> <li>Hong Kong Diploma of Secondary Education (HKDSE) or Hong Kong Certificate of Education Examination (HKCEE) qualification, or equivalent <b>AND</b></li> <li>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:                 <ol style="list-style-type: none"> <li>香港中學文憑/香港中學會考程度或同等學歷 及</li> <li>3 年相關工作經驗證明(需要僱主信證明)</li> </ol> </li> </ol> </li> <li>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。</li> </ol>
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<p><b>Declaration 聲明</b></p> <p>I have read and understood the "Personal Data Collection Statement" and all other information in this application. 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. I consent that if registered, I will conform to the regulations of HKIC. 本人已詳細閱讀並明白《收集個人資料聲明》及在本申請內之全部其他資料。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。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。</p> <p><b>Signature of Applicant 申請人簽署</b> _____</p> <p><b>Date 日期</b> _____</p>	<p><b>《 Personal Data Collection Statement 》 《 收集個人資料聲明 》</b></p> <ol style="list-style-type: none"> <li>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 你向建造業議會或香港建造學院(「議會或學院」)所提供的資料，包括《個人資料(私隱)條例》所指的個人資料，只會用於相關議會或學院之活動。</li> <li>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. 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. 為讓你得知最新的議會或學院活動和行業內發展情況，議會或學院將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會或學院工作和建造業其他方面的最新資訊提供給你。你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關拒收資訊一欄之空格內加上「✓」號。</li> <li>The CIC or HKIC will not transfer your personal data to any third parties without your prior consent. 在未經你的事先同意前，議會或學院不會將你的個人資料轉移給任何第三方。</li> <li>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. 你必須向議會或學院提供完整的資料。如你未能提供完整的資料，議會或學院或無法處理及/或考慮你的申請。</li> <li>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. 你有權要求查閱及修正你的個人資料。有關申請須以書面向議會或學院提出，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。</li> </ol> <p><input type="checkbox"/> I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry. 本人不同意日後接收由建造業議會或香港建造學院發出有關議會或學院活動和與建造業相關的資訊。</p>																																

## 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. Applications are start from 6 April 2023 and will not be accepted once class is full.
3. 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
4. You can email your application form together with the required supporting documents of qualification and working experience to [kccsafety@hkic.edu.hk](mailto:kccsafety@hkic.edu.hk). Please state the Name of Course – “Certificate for Construction Safety Supervisors” in the subject.
5. 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.
6. Applications will be screened and selected. Applicants may be required to attend admission interview / sit for written test.
7. 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\$200 for each make-up class arrangement.
8. 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\$200 for each change request.
9. 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。

報名日期為由四月六日開始，額滿即止。

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傳至 [kccsafety@hkic.edu.hk](mailto:kccsafety@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”

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。

所有申請將設甄選。申請人或需參與入學面試/筆試。

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貳佰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。