

Full Time Adult Short Course – Notice to Applicants

1. Application

Applicants must read the course information and admission requirements very carefully.

2. Interview Process

- 2.1 During the admission interview, applicants will be asked about working experience, expectation from the course, personal physical condition and academic background. Applicants must answer correctly.
- 2.2 Applicants are required to present his/her Hong Kong Identity Card during the interview; record of work experience and academic qualification may also be required. If applicant cannot submit the required documents during the interview, he/she must submit it before the course commencement. Anyone fails to comply will be rejected from admission.
- 2.3 Applicants will be assessed according to the information provided in the application form.

Here-below is the criteria:

- ✧ Basic and preferred admission requirement
- ✧ Comparison between the applicants of the same course
- ✧ Interview performance and the test results, if applicable
- ✧ The desire for joining the construction industry

As some courses may demand relatively higher physical capability, applicants may be requested to receive a physical test before admission. The test fee will be paid by the Hong Kong Institute of Construction (HKIC).

- 2.4 If the applicant already possessed Trade Test Certificates (either for skilled or semi-skilled workers), he/she should try his/her best to join the industry. We will not accept applicants who already acquired Trade Test Certificates for the relevant trade he/she applies.
- 2.5 If the applicant had joined or completed other training programmes in HKIC and received any allowance, his/her re-entry status will be restricted by the conditions listed in item 8.6.

3. Interview Result

- 3.1 HKIC will notify the applicants the interview result immediately at the completion of interview. When extra assessment is needed, applicants will be notified in written or by phone within 3 weeks after interview.

- 3.2 If the course is full and the applicants have to wait for a long time before admitting to a new course, applicants can consider other available courses and make his/her request known to the interviewer.

4. From Enrollment to Admission

- 4.1 Admitted applicants who wish to make any amendment or abandon his/her training place after receipt of the "Notice of Admission" shall notify HKIC at least one week prior to the course commencement date. For admitted applicants who absent on the first day of class without prior notification and explanation, HKIC reserves the right not to process his/her other application for a period of 3 months from the commencement date of the courses he/she absents from.
- 4.2 If the applicant continuously refused the admission arrangement for 2 times, his/her application will be cancelled. If he/she wants to apply other courses, he/she has to re-submit the application. On the other hand, for those who is not unemployed, his/her application also will be cancelled.
- 4.3 HKIC reserves the right to postpone/cancel a class if there is insufficient enrolment or even postpone/cancel a class if there is insufficient number of students shown-up on the first day training. On such occasion, if the admitted applicants wish to take another full-time short course, HKIC will give priority to his/her application.
- 4.4 Admitted applicants who need to quit his/her job for attending the course may have to consider the consequences resulted thereafter in case the course is cancelled or postponed. HKIC will not bear any responsibility or handle any complaint arising from such occasion.

5. **Class Schedule:** Mondays to Fridays: From 8:20am to 4:20pm
Saturdays: From 8:20am to 12:30pm

6. Discipline at Campus

- 6.1 On the first day of training, each student will be given a "Handbook for Students" which includes the regulations set out in the campus, say no smoking, no wearing of shorts and abide the safety regulations as prescribed by the campus, etc. In the course of training, a student will be provided training uniforms and the necessary tools and materials.
- 6.2 A student will be dismissed from training if his/her overall attendance rate falls below 95%, unable to follow the training curriculum, violate serious discipline or disobey the campus' instructions which for example, refuse to receive training at other campus/training grounds, etc.

7. Release of Training Allowance

- 7.1 Students of Short Courses are eligible to training allowance on daily basis with the maximum of HK\$4,800 per month.

For the courses in the Enhanced Construction Manpower Training Scheme, students will receive an allowance of maximum HK\$10,200 per month according to training duration and their attendance. (The allowance includes the basic

allowance of maximum HK\$7,650 per month and the graduation allowance. The graduation allowance will be provided when the student has successfully completed the programme and passed the practice test and written test).

- 7.2 Allowance will be deducted for any absence.
- 7.3 No allowance is to be granted for all designated holidays of HKIC, casual leave and sick leave; unless a special approval from the Principal of campus is obtained.
- 7.4 Late arrival for more than 15 minutes or early leave to training shall result in reduction of allowance.
- 7.5 If the course contains the graduation allowance, students have to complete and pass all assigned tests in order to grant the allowance. Additional test opportunity could be offered during the training period. If students are not able to complete or pass the tests, graduation allowance will not be distributed.
- 7.6 All cases of dropping-out before completion of training, for whatever reasons, will be requested to reimburse all allowance received.
- 7.7 The monthly allowances will be distributed by auto-pay through bank accounts in the middle of the subsequent month. HSBC account is preferred while transferring of allowance to other bank account involves a few days of delay.
- 7.8 Full time Adult Short Course is specially designed for the unemployed, if applicant is fully employed, and his/her aim to take the course is to strengthen his/her related skill level, he/she will not entitle to receive training allowance, unless he/she can prove that his/her salary was temporary suspended during the training period.

8. The Arrangement of Placement / Re-application

- 8.1 Apart from obtaining a certificate after the completion of training, graduates will be given placement assistance if their overall attendance rate attains 95% AND pass either the trade test or examination as required by the course.
- 8.2 Eligible graduates are required to respect HKIC's placement offer and treasure every job opportunity. Nevertheless, graduates may also seek placement in the construction industry by themselves.
- 8.3 HKIC will assist students on employment, but whether or not the graduates could be hired also depending on the needs in job markets, graduates' skill level, attitude, performance and expected remuneration.
- 8.4 HKIC will assist students for the application of construction workers registration before the completion of training. Nobody is allowed to work in the construction site without registration.
- 8.5 Student who fails in the Intermediate Trade Test should retake the test and obtain passing result in order to seek for employment support from Career Support Services.
- 8.6 Graduates who have completed the course and would like to apply other full times course, should be bound by the following:

Type of re-application	Re-application restriction
Ordinary re-application	- Starting from the last graduation date, re-application

	<p>will not be accepted within 1 year.</p> <ul style="list-style-type: none"> - Re-application after 1 year must provide at least 1 month proven employment record. - Re-application to the same course graduated will not be accepted.
Training terminated during the training period	<ul style="list-style-type: none"> - Re-application will not be accepted for 2 years starting from the termination date.
Withdrawal from the course during the training period	<ul style="list-style-type: none"> - Re-application will not be accepted for 1 year starting from the withdrawal date. Applicants must return all received allowance from last course prior to admit to class.
Failed in the Intermediate Trade Test	<ul style="list-style-type: none"> - Starting from the last graduation date, re-application will not be accepted within 1 year if applicants cannot provide at least 1 month proven employment record. - Re-application to the same course will not be accepted.
Failed to follow our placement instruction, e.g. refused to attend the job interview or employment	<ul style="list-style-type: none"> - If absent, refused to attend job interview / employment twice after last graduation, or cannot provide at least 1 month proven employment record, re-application will not be accepted within 15 months. - Re-application to the same course will not be accepted.
Participated in any Construction Tradesman Collaborative Training Scheme (CTS)	<ul style="list-style-type: none"> - Starting from the last graduation / completion / withdrawal date, re-application will not be accepted within 15 year. - Re-application to the same course will not be accepted.
Participated in any Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses)	<ul style="list-style-type: none"> - Re-application to the same course will not be accepted.

8.6.1 Proven employment record should include the employer's particulars and employment period.

8.6.2 Written application for exemption for the above mentioned rules is required.

9. Application Given Priority

Priority for admission will be granted to the applicants who can provide valid support to their declared work experience in the construction industry, or recommendation made by employers of the construction industry under which job opportunities is guaranteed.

The placement assistance of HKIC is therefore not required by them.

10. Others

- 10.1 The HKIC has taken necessary measures to ensure the validity of this document during production. Students Handbook will be distributed on the first day of class. Should there be any difference between this notice and the handbook, the Principal of campus would make all necessary determination.
- 10.2 The 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.
- 10.3 With effect from 1 January 2021, no monthly training allowance will be provided to students of all full-time short courses during class suspension caused by Novel Coronavirus, other epidemic outbreaks or any incident which causes a serious impact on the livelihood of the community.
- 10.4 For inquiries before course commencement, please call HKIC Hotline 2100 9000.

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