

酒店及旅遊學院 Hotel and Tourism Institute
中華廚藝學院 Chinese Culinary Institute
國際廚藝學院 International Culinary Institute

只適用於證書課程申請人
For application for Certificate Programmes only

Members of VTC Group VTC 機構成員



申請表 Application Form *請以藍色原子筆填寫 Please complete this form in blue pen

課程編號 Programme Code

課程名稱 Programme Title

第一選擇 1 st Choice			申請人 半身照片 (可選擇在 面試當日提供) 1"x 1.5" Recent Photo
第二選擇 2 nd Choice			
第三選擇 3 rd Choice			

本欄由學院職員填寫 For Office Use

面試日期 Interview on _____ 地點 Location _____
 證件審閱 Checked by _____ 批核 / 拒絕 Accepted / Rejected by _____
 分班編號 Class Code _____ 開課日期 Commencement Date _____
 備註 Remarks _____

申請人姓名 Applicant's Name: 中文 Chinese _____ 英文 English _____

性別 Sex _____ 年齡 Age _____ 出生日期 Date of Birth _____ 身份證號碼 HKID No _____

地址 Address _____ 電話 Tel. No _____

電郵地址 E-mail Address _____ 手提電話 Mobile No _____

學歷 Education / Training

學校名稱 Name of School	最高班級 Highest Level	修畢日期 Completion Date

你是否曾修讀旅遊與款待科高中課程 Have you taken Tourism and Hospitality in Senior Secondary level? ☐ 是 Yes ☐ 否 No

公開考試成績 Results of Public Examinations

考試名稱 Examination	日期 Date	科目及成績 Subjects & Results

工作經驗 Working Experience

機構名稱 Organisation	職位 Position	由 (日期) From	至 (日期) To

郵寄地址 MAILING LABEL (申請人必須填寫下列三欄 Please fill in all 3 labels)

申請人姓名 Applicant's Name	申請人姓名 Applicant's Name	申請人姓名 Applicant's Name
地址 Address	地址 Address	地址 Address

(i) 傳真 By fax: 2538 2765 / 2795 1533

(ii) 電郵 By email: hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk

(iii) 郵寄 By mail: 香港薄扶林道145號職業訓練局薄扶林大樓7樓 / 7/F, VTC Pokfulam Complex, 145 Pokfulam Road, Hong Kong

(iv) 親身交回任何一所中心 In person to any of the institute

你從哪種途徑得知本學院課程資料 (可選多於一項)

- ☐ 學校講座 ☐ 老師/親友推薦 ☐ 學院網頁 (☐ HTI ☐ CCI ☐ ICI ☐ VTC) ☐ 開放日 (☐ 九龍灣 ☐ 薄扶林 ☐ 天水圍)
☐ 報章廣告 (☐ 蘋果日報 ☐ 明報 ☐ 星島日報 ☐ 頭條日報 ☐ 東方日報 ☐ 晴報 ☐ AM730 ☐ 都市日報) ☐ 升學指南 ☐ 網上廣告
☐ 傳媒報導 ☐ 展覽 ☐ 社交媒體 ☐ 戶外廣告 ☐ 學校刊物 ☐ 青年 / 社區中心 ☐ 其他請註明 _____

Please indicate from which source(s) you know about Institutes programmes (You may select more than 1 option).

- ☐ School Talk ☐ Teachers / Friends referrals ☐ Website (☐ HTI ☐ CCI ☐ ICI ☐ VTC) ☐ Open Day (☐ Kowloon Bay ☐ Pokfulam ☐ Tin Shui Wai)
☐ Print Advertisement (☐ Apple Daily ☐ Ming Pao Daily ☐ Singtao Daily ☐ Headline Daily ☐ Oriental Daily ☐ Sky Post ☐ AM730
☐ Metro Daily) ☐ Guidebook ☐ Online Advertisement ☐ Media Articles ☐ Exhibition / Roadshow ☐ Social Media
☐ Outdoor Advertisement ☐ School Publication ☐ Youth Center / Community Centre ☐ Others _____

具特殊情況的申請 Application with Special Circumstance

如申請人具特殊教育需要*, 請在右方空格上填上"Y"

Please put "Y" in the box if the applicant is with Special Educational Needs*

註*: 申請人具特殊教育需要指申請人有下列特殊情況: 聽覺受損、視覺受損、肢體傷殘、言語障礙、智障、精神病患、自閉症、器官殘障 / 長期病患、特殊學習障礙、專注力不足 / 過度活躍。

Note*: Applicants with Special Educational Needs refer to applicants with special circumstances, such as hearing impairment, visual impairment, physical handicap, speech impairment, intellectual disabilities, mental illness, autism, visceral disability / chronic illness, specific learning disability, attention deficit / hyperactivity disorder.

監護人聲明 (十八歲或以下申請人適用) Declaration from Guardian (For applicants aged below 18 years of age)

本人, _____ 身份證號碼HKID No. _____ 同意 consent _____ (Name of Applicant)

於貴學院接受訓練 to attend training in your Institute.

與申請人關係 Relationship to Applicant _____

監護人簽署 Guardian's Signature _____

聯絡電話 Contact Tel. No. _____

申請人須知 Notice to Applicant

- 申請人必須為香港永久性居民或無工作限制之合法香港居民。
- 申請人在接獲正式通知被錄取前, 無庸繳付任何學費或課程按金。
- 申請人須將填妥的表格, 連同現 / 前就讀學校最高級別成績影印本, 及任何有助申請的資料, 如獎狀、推薦信等副本, 盡早以郵寄 / 傳真 (2538 2765) / 電郵 (hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk) 或親身交回酒店及旅遊學院 / 中華廚藝學院或國際廚藝學院。
- 如申請人在註冊後不能依期入讀課程, 已繳交之學費或有開費用概不發還; 亦不可轉換上課日期及更改其他課程。
- 學員須達至各科或單元要求之出席率 (一般為90%) 及考試合格方可獲發證書。
- 申請人必須在面試時, 攜同學歷證明正本及副本, 以作覆核及紀錄。
- 學員必須自費購買課程指定之制服及皮鞋 / 銅頭工業安全鞋, 如學員制服未符學院指定要求, 本學院有權取消其入學資格。
- 為配合課程需要, 學員須於其他分校及地點上課或實習 (包括星期六、日、公眾假期及晚上)。
分校及地點包括但不限於職業訓練局薄扶林大樓、職業訓練局九龍灣大樓、天水圍訓練中心、薄扶林中式訓練餐廳、薄扶林西式訓練餐廳、薄扶林酒店、薄扶林訓練飯堂、九龍灣西式訓練餐廳。
- 內容包括課程名稱、上課時間 / 安排及收費, 一切以報名時為準。
- 職業訓練局會每年檢討學費水平。學費會根據通脹、課程架構等因素釐定; 如有任何更改, 恕不另行通知。
- The applicant should be a permanent resident of Hong Kong or eligible to stay and work in Hong Kong without limitations by the Immigration Department.
- The applicant should note that no payment of tuition fee or programme deposit will be required prior to confirmation of acceptance.
- Applicant should submit the completed application form together with the copy of existing or previous highest academic certificate, and any additional document that is useful for the application such as certificate of award and recommendation letter by means of mail, fax (2538 2765), email (hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk), or bring the above document in person to the Hotel and Tourism Institute / Chinese Culinary Institute or International Culinary Institute.
- Deposit and other fee will not be refunded nor can it be transferred to another programme or other schedule of the same programme.
- Students will be issued certificate only if they meet the minimum attendance rate (normally 90%) and pass the examination.
- Applicants should bring along original and copies of academic certificates for review and record when they are asked to attend an interview.
- Students are required to purchase, at their own costs, and wear the designated uniform and shoes / safety shoes where applicable while attending programmes. Institutes reserve the rights not to admit students who fail to follow this clause.
- Subject to training requirements, students may be arranged to attend lessons or to undergo practical training which may be scheduled on evenings, Saturdays, Sundays or Public Holidays at other campuses or venues. Training venues include but not limited to VTC Pokfulam Complex, VTC Kowloon Bay Complex, Tin Shui Wai Training Centre, Chinese Training Restaurant and Western Training Restaurant at Pokfulam, The T Hotel at Pokfulam, Training Café at Pokfulam, Western Training Restaurant at Kowloon Bay.
- The information including programme titles, duration / class arrangement and tuition fees are subject to change. Updated information should be obtained at registration.
- The Tuition fees are subject to annual review. These are determined taking into account inflation, curriculum structure and other relevant factors. The tuition fees are subject to change without prior notice.

收集個人資料聲明 Personal Information Collection Statement

- 申請人入學申請所填報的資料, 包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度, 其用途如下:
a. 處理一切有關職業訓練局課程的入學申請及甄選事宜; 及相關用途;
b. 向香港考試及評核局索取申請人的公開考試成績, 以及向本港或以外的有關院校, 索取申請人的公開試及校內試修業成績;
c. 索取申請人在職業訓練局轄下院校及中心的成績;
d. 核對申請人申請紀錄, 以及核對申請人在職業訓練局轄下院校及中心就讀的紀錄;
e. 儲存獲取錄的申請人資料於學生紀錄系統
- 職業訓練局會對申請人的資料絕對保密, 但可將申請人的個人資料, 給予對本局有保密承諾的任何人士或其代表, 用於(1)段所述的用途。如申請人日後希望停止接收上述的資訊, 或更改個人資料, 請連同已登記的姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度資料, 電郵至hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk 或傳真至 2538 2765 通知本局。
- 根據個人資料 (私隱) 條例, 申請人有權:
a. 查閱職業訓練局是否持有他的個人資料;
b. 要求獲得上述資料的副本; 及
c. 要求職業訓練局更正他的個人資料。
申請人必須提供足夠資料予職業訓練局以識別身份, 否則本局有權拒絕上述要求。
- 申請人如欲查閱個人資料, 須以書面形式向酒店及旅遊學院 / 中華廚藝學院 / 國際廚藝學院個人資料 (私隱) 主任提出, 地址: 香港薄扶林道145號職業訓練局薄扶林大樓7樓
- 本局保留權利收取查閱資料所需行政費用。
- The information collected from the application, including the name, phone number, mobile number, email address, correspondence address and education level, will be used for the following purposes:
a. for processing and selection of applications for admission to VTC programmes; and related purposes;
b. for obtaining the results of public examinations from the HKEAA, and obtaining information from relevant institutions about your candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
c. for obtaining records of your examination results attained in the programmes provided by member institutions under the VTC;
d. for checking of application records and the study records of the programmes provided by member institutions under the VTC;
e. for storage of information on the successful applicants in the Student Records System
- VTC undertakes to keep personal data provided by applicants confidential. However, VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to VTC. If an applicant would like to unsubscribe from receiving the said information or update his / her personal data, please send the request with registered name, phone number, mobile number, email address, correspondence address and education level to hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk or by fax to 2538 2765.
- In accordance with the Personal Data (Privacy) Ordinance, an applicant has the right:
a. to check whether VTC holds his / her personal data;
b. to request a copy of such data; and
c. to require VTC to correct any of the personal data which is inaccurate.
Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.
- Request for access to data should be submitted in writing to the Personal Data (Privacy) Compliance Officer of Hotel and Tourism Institute / Chinese Culinary Institute / International Culinary Institute at 7/F, VTC Pokfulam Complex, 145 Pokfulam Road, Pokfulam, Hong Kong
- In accordance with the terms of the Ordinance, VTC reserves the right to charge a fee for the processing of data access request.

個人資料之使用 Use of Personal Data

職業訓練局及其機構成員擬使用閣下提供的個人資料, 包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度, 提供有關職業訓練局及其機構成員的任何課程、招生及活動資訊作市場推廣之用。惟我們必須先得到你的同意, 否則不能如此使用你的個人資料。如你不同意上述安排, 請在以下方格加上劃號。

☐ 本人不同意職業訓練局及其機構成員使用我提供的個人資料, 包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度, 提供有關職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。如你日後希望停止接收上述資訊, 或更改個人資料, 請連同你已登記的姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度資料, 電郵至 hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk 或傳真至 2538 2765 通知我們。

☐ I do not agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions. If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to hti@vtc.edu.hk / cci@vtc.edu.hk / ici@vtc.edu.hk or by fax to 2538 2765.

申請人聲明 Declaration from Applicant

本人所提供的資料完整真實, 並同意可按照貴局個人資料政策作有關用途。如蒙接納申請, 本人定當遵守學院章則。

若本人因呈報虛假或失實資料而獲豁免任何學費, 學院可向本人追討所有豁免之學費或取消本人有關學籍。

I declare that all the particulars entered in this form are true and correct to the best of my knowledge and understand that any false information entered will lead to disqualification of my application or any subsequent registration. I consent that the data can be used in accordance with the Council's Policy on Personal Data. Suspension from the institute will be made should any tuition fee exemption is granted due to the applicant's submission of false information, whereby the applicant will also have to repay the full amount of exempted fee.

申請人簽署 Applicant's Signature _____

日期 Date _____