



HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education



This course has been included in the list of reimbursable courses under the Continuing Education Fund”

QF Level: 6 QR Registration No.: 15/002617/L6

本課程已加入持續進修基金可獲發還款項課程名單內

成人培訓及專業教育深造文憑

Postgraduate Diploma in Adult Training and Vocational Education

Course Code: ED005A

Application code: 1845-ED005A

This Postgraduate Diploma is developed from the Graduate Diploma in Adult Education and Training. The Graduate Diploma is a well-established programme which first started in 1991 as the Certificate in Adult Education and Training. This programme targets participants who wish to gain knowledge and skills related to design, implementation and management of effective adult learning experience. It is suitable for trainers in commerce, industry and public sector; teachers in vocational, technical, professional, community and adult education; and personnel involved in programme management, administration and human resources development.

OBJECTIVES

At the end of the program, participants are able to:

- Review, evaluate and apply the theories of vocational education, adult learning and organizational learning to the workplace;
- Review and apply the theories of training cycle, needs analysis, training strategies, curriculum design and evaluation into the workplace;
- Make informed judgment on contemporary approaches and issues in vocational education;
- Assess and apply appropriate teaching and learning strategies, assessment and evaluation methods and delivery formats for adult and vocational courses;

- Identify and extend knowledge and skills in the latest use of technology in the delivery of vocational training courses;
- Incorporate and integrate skills and knowledge from the programme into the design and delivery of training sessions for in-class feedback and evaluation;
- Communicate effectively in oral and written English for academic purposes through practices in reading, evaluating and producing academic texts.

PROGRAMME STRUCTURE

- Module 1 Academic Writing and Study Skills Workshop*
 - Module 2 Principles of Adult and Vocational Education
 - Module 3 Training Needs Analysis and Organization Learning
 - Module 4 Training Strategies, Curriculum Design and Planning
 - Module 5 Assessment and Evaluation
 - Module 6 Contemporary Approaches and Issues in Vocational Education
 - Module 7 Technology in Vocational Education
 - Module 8 Teaching Skills in Adult Training and Effective Learning
 - Module 9 Training Delivery Skills Laboratory
- * Non-credit bearing module

TEACHING

Students will be required to attend a five-hour session on Saturday and or Sunday afternoons (2:00-7:00p.m.).

Medium of instruction and assessment is **English (supplemented with Cantonese where necessary)**.

ASSESSMENT

All modules of the programme will be assessed by individual assignments or group projects, depending on the nature of the module.

For the Academic Writing and Study Skills Workshop, there will only be continuous assessment on an individual portfolio of short pieces of writing.

Remarks: The minimum attendance requirement is 80%.

The Postgraduate Diploma will be awarded if students meet the attendance requirement and pass all the course work.

LEARNING RESOURCES

Students are issued a borrower's card which entitles access to the University of Hong Kong Library with borrowing rights. Additional electronic based resources of the HKU Library can be accessed via the School's SOUL platform online.

ENTRY REQUIREMENTS

To be eligible for admission to the programme, applicants should:

- (a) hold a bachelor's degree awarded by a recognized institution.
- (b) If the degree or equivalent qualification is from an institution where the language of teaching and assessment is not English, applicants shall provide evidence of English proficiency, such as:
 - (i) an overall band of 6.0 or above with no subtests lower than 5.5 in the IELTS; or
 - (ii) a score of 550 or above in the paper-based TOEFL, or a score of 213 or above in the computer-based TOEFL, or a score of 80 or above in the internet-based TOEFL; or
 - (iii) HKALE Use of English at Grade E or above; or
 - (iv) HKDSE Examination English Language at Level 3 or above; or
 - (v) equivalent qualifications.

Applicants with other qualifications will be considered on individual merit.

STUDY DURATION

From September 2020 – November 2021

VENUE

HKU SPACE teaching centers or HKU Campus

TEACHING TEAM

The teaching staff is made up of experienced practitioners as well as academic staff from HKU SPACE, universities and/or other tertiary institutions.

APPLICATION PROCEDURE

Applicants should complete the enrolment form for this programme and submit copies of academic certificates to the following address:

The Programme Director
c/o Miss Carmen Chan
HKU SPACE, 11/F, Fortress Tower,
250 King's Road, North Point,
Hong Kong

Programme Administrative Staff

Miss Carmen Chan
Tel: 2975 5685 Fax: 2571 0630 Email: carmen.chan@hkuspace.hku.hk

Miss Charmaine Sung
Tel: 2508 8867 Fax: 2571 0630 Email: charmaine.sung@hkuspace.hku.hk

The closing date for application is **31st July 2020**.

APPLICATION FEE

\$200

COURSE FEE

\$43,000

HKU SPACE is a non-profit making University company limited by guarantee
香港大學專業進修學院乃非牟利擔保有限公司

APPLICATION FORM

Postgraduate Diploma in Adult Training and Vocational Education ED005A

Application code: 1845-ED005A

Course start date: **12 September 2020**

Closing date for applications: **31 July 2020**

Please complete this form in full. Places are offered in a competitive basis and it is important that you do not omit any relevant information. Please write in **block letters** and give as much relevant information as possible:

1. **PERSONAL INFORMATION**

Name as in HKID Card/Passport

Please affix
photograph here

Title (Mr/Ms/Miss) Surname _____ Given Name _____

Name in Chinese _____ Date of Birth _____

Day / Month / Year

HKID Card No./Passport No. _____ Permanent HK Resident Yes ☐ No ☐

If "No", see notes to Non-local Applicants

Correspondence Address _____

Home Tel. _____ Office Tel. _____ Mobile Phone _____

Email Address _____ Fax _____

Present occupation/Title _____

Please Complete this part

Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
_____	_____	_____
_____	_____	_____

Guideline on Filling in the “Application Code” in the Application for Enrolment SF26 Form

填寫SF26報名表內「報名代碼」指引

To apply for a programme, please copy the application code of your intended programme/course selection to the application for enrolment form. You may find it under the programme/course title, or inside the programme/course blurb.

申請報讀課程，請找出課程對應的報名代碼，並填寫於報名表內。報名代碼會因應不同情況，載於課程名稱的下方或在課程資料內。

Type I: Application for a Single Short Course

第一類：報讀某個短期課程

(Hint: the application code is under the course title)

(提示：報名代碼顯示於課程名稱之下)

Type II: Application for a Single Award-bearing Programme

第二類：報讀某個學銜課程

(Hint: the application code is under the programme title)

(提示：報名代碼顯示於課程名稱之下)

時裝繪圖初階

課程編號：DESF9002

報名代碼：1355-1454NW

☎ 3762 0082

✉ poey.wong@hkuspace.hku.hk

本課程介紹時裝設計手繪圖的技巧，教授學員繪畫頭及人體，並以不同媒介去表達時裝設計的概念。

R 適合初學者

\$ HK\$2,160

D 共8講

🕒 逢周三，7:00 – 10:00pm

📍 港島東分校 1301 室

👤 吳青海，MA PolyU HK

🗣 粵語，輔以英文教材

! 名額：24 人

開課日期

15年11月18日

Advanced Certificate in Life Coaching

Programme Code: CS032A

Application Code: 1245-CS032A

☎ 2975 5655

✉ karina@hkuspace.hku.hk

This programme is specially designed for those who are interested in acquiring knowledge in the key areas of counselling. The modules will provide students with a general understanding of the discipline and training in basic counselling skills.

R – A recognised bachelor's degree in any discipline; or

– An associate degree, higher diploma or advanced diploma; or

– An equivalent sub-degree award with some working experience.

\$ HK\$15,000; Application fee: HK\$150 (Non-refundable)

D 1.5 years minimum, 3 years maximum

🕒 Tue and Thur, 6:45 – 9:45pm; Sat, 2:00 – 6:00pm

🗣 English supplemented with Cantonese

Part I 甲部：Application Details 報讀課程資料 (Applicable to both NEW & EXISTING students)

Application Code 報名代碼

Programme/Course Title 課程名稱

日語入門

課程編號：JAPN9003

☎ 3762 0820

✉ jolang@hkuspace.hku.hk

本課程由認識字母發音及日常生活上的客套話開始，通過學習基本名詞句、形容詞學前五天，請到報名處先繳付課本費用及取回收據，憑收據可在首四節課堂內領取

\$ HK\$4,800

D 共40講，120小時

! 學員請在上課前5天先購買課本，詳情請瀏覽學院網站(關鍵字:日語入門)，或到各報名中心

香港區

報名代碼

日期/時間

1340-1234NW

逢周一，6:45 – 9:45pm

1340-1456NW

逢周二，6:45 – 9:45pm

1340-1459NW

逢周三，6:45 – 9:45pm

Advanced Certificate in Human Biochemistry and Physiology

Programme Code: HS005A

☎ 2975 5878

✉ judy.yeung@hkuspace.hku.hk

This programme is designed to enable degree holders without a background in biochemistry/physiology to undertake the BSc (Hons) Food and Nutrition (HS 37-805-00)/PgD/MSc in Human Nutrition (HS 37-803-00) offered by HKU SPACE in collaboration with the University of Ulster. This programme is also one of the bridging courses required by non-degree holders who wish to enter the BSc (Hons) in Human Nutrition Programme and the final year BSc (Hons) in Food and Nutrition programme at Ulster University, UK.

Taught modules include:

1345-1965AW Basic Human Physiology

1345-1562AW Principles of Human Biochemistry

1350-1892AW Laboratory Practical in Human Biochemistry and Physiology

Type III: Multiple Classes Available under a Programme / Course

第三類：課程下有多於一個班別

(Hint: select the application code beside the class)

(提示：選擇在班別旁的報名代碼)

Type IV: Application for a Course under a Programme

第四類：報讀課程下的某個科目

(Hint: select the application code beside the course title)

(提示：選擇在科目名稱旁的報名代碼)

2. PREVIOUS EDUCATION

(Specify Schools/Colleges/University and dates in chronological order)

<u>Title of Award</u>	<u>Awarding Institution (state country)</u>	<u>Duration of course (state full-time or part-time and no. of years)</u>	<u>Major Subject (if any)</u>	<u>Honours Classification or G.P.A.</u>	<u>Date of Award or Graduation</u>

(A) HKDSE Examination English Language (or equivalent):

English: _____

3. OTHER QUALIFICATIONS (e.g. PROFESSIONAL QUALIFICATIONS)

Give full details, including awarding body, level of award or qualification, examinations passed, date of completion etc.

4. EMPLOYMENT

List periods of employment (giving dates) in chronological order. Attach additional sheet if required.

<u>Employer (and address)</u>	<u>Nature of Work</u>	<u>From</u>	<u>To</u>

5. ANY OTHER RELEVANT EXPERIENCE

6. REASONS FOR APPLYING FOR THIS COURSE – Please be specific

7. EXPECTED BENEFIT FROM THE COURSE

8. OTHER RELEVANT INFORMATION

9. I learnt about this programme from: ☐ Newspaper _____

(Please specify the name of newspaper)

☐ my employer

☐ HKU SPACE Prospectus

☐ HKU SPACE Website

☐ Others _____

(Please specify)

HKU SPACE Alumni 香港大學專業進修學院校友

All new enrolled students in the School will automatically become an alumnus of HKUSPACE. If you DO NOT WISH to be an alumnus, please check this box. •

本學院的註冊學生將自動成為香港大學專業進修學院校友。如 閣下不想成為校友，請在方格內填上剔號 ☐

Equal Opportunities for Learning at HKU SPACE 香港大學專業進修學院的平等學習機會

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

學院的方針就是為所有人士提供平等的學習機會。為了配合學生的需要，請在此報名表上說明你是否需要特殊的幫助。如有需要，學院將聯絡 閣下，以獲取更多相關資料及提供更完善的服務。

Special assistance required 是否需要特殊的幫助 ☐ Yes 是 ☐ No 否

Statement on Collection of Personal Data 收集個人資料聲明

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.

2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.

3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.

4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.

5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box. ☐

7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.

8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website <http://hkuspace.hku.hk/policy-statement/privacy-policy>.

1. 申請人必須提供其個人資料及課程申請所需資料，否則本學院將不能有效處理其申請。

2. 在法律許可情況下，個人資料將會作入學申請、註冊、有關學術及行政通訊、校友事務及聯絡、研究、統計、市場分析及推廣（包括直接銷售）等用途。只有香港大學專業進修學院職員才能處理有關資料，但亦可能會轉移到為學院提供有關服務的委託人處理。

3. 完成報名程序及課程註冊後，申請人如不獲取錄，其個人資料將會被銷毀（如申請人於以下第 6 項表明願意接收學院的推廣訊息，聯絡資料將保留作此等用途），獲取錄者的個人資料會被留作學生記錄，只有香港大學專業進修學院職員或為學院提供有關服務的委託人才能處理有關檔案，而閣下提供的所有個人資料將絕對保密。

4. 如獲取錄，申請人需呈交彩色近照一張以作學生證明之用。

5. 在緊急情況下，學院將向學生發放電話短訊，或在有需要時附以其他方式，如電子郵件，以作通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向學院提出更新。如閣下對接收電話短訊通知遇有困難，請聯絡課程組，以便作適當安排。

個人資料用作直接銷售

6. 申請人提供的個人資料（包括姓名、聯絡方法及其他資料如曾報讀的課程、畢業年份等）將用作與學院溝通渠道，學院將透過信件、電子郵件和流動電話等為申請人、學員和校友送上學院的最新資訊及推廣訊息，如課程資料、講座及活動、折扣優惠、診所服務、校友會活動、校友會會員尊享優惠、校友聯誼及籌款活動等。閣下可隨時以書面或電郵方式向學院申明是否願意繼續接收有關資訊。

如不欲收到任何透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。□。

7. 根據個人資料（私隱）條例，申請人有權知悉學院有否保留其個人資料，同時亦可查閱、索取及更改其個人資料。申請人如欲查閱其個人資料，請填妥指定表格並交回本學院個人資料私隱主任。本學院將會酌情收取行政費用。如欲更改一般個人資料，請填妥「申請更改個人資料表格」並交回本學院。

8. 如欲了解本學院私隱政策的詳情，請參閱本學院的課程手冊或網頁 <http://hkuspace.hku.hk/cht/policy-statement/privacy-policy>。

General Notes to Applicants 一般注意事項

1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Room 304, 3/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong", specifying "Programme/Course Application".

2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".

3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.

4. If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.

5. If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.

6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.

7. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).

8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

1. 報讀課程，請親往學院各報名中心，呈交填妥的報名表格、學費和所需的證明檔，或以郵遞方式，寄「香港薄扶林道香港大學徐展堂樓 3 樓 304 室香港大學專業進修學院」並註明「報讀課程」。
2. 如以劃線支票或銀行本票付款，抬頭請書名「香港大學專業進修學院」。
3. 如報讀短期課程開課在即，學院可要求申請者以現金、「易辦事」或信用卡(Visa 或萬事達卡) 繳付學費。
4. 以「先到先得」方式獲取錄的學生，可自行依照課程手冊或學院網頁所列的時間到有關地點上課。除特殊情況外，學院將不作另行通告。
5. 如須甄選入學，則正式收據並不可作為 閣下已獲取錄的證明。學院將在截止報名日期後儘快通知申請者是否獲得取錄。落選的申請人將獲退還已繳交的學費。
6. 如在開課前三天仍未知悉上課地點，請與課程組聯絡。
7. 除特殊情況（例如課程因報名人數不足而被取消）及法例規定外，一切已繳費用，概不退還。
8. 有關香港大學專業進修學院的入學程序及詳情，請參閱香港大學專業進修學院的課程手冊及官方網頁。

Notes to Non-local Applicants 非本地申請人注意事項

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

非本地申請人必須持有由香港特區政府入境事務處所簽發的學生簽證方可入讀本學院，申請人入學前須辦妥有關手續。惟以受養人士身份獲批來港者，毋須經事先批准，可修讀全日制及兼讀制課程。而獲發有效工作簽證之非本地申請人毋須事前批准，亦可修讀兼讀制課程。獲香港大學專業進修學院課程取錄並不代表能成功獲發有關學生簽證。除自資並經本地評審，而有關學銜按香港大學體制，經香港大學專業進修學院頒發的兼讀制深造修讀課程外，兼讀制課程一般而言，暫不在入境處考慮批發簽證之列。

Declaration 聲明

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

1. 本人聲明本申請表及隨附文件所載一切資料，依本人所知均屬正確，並無遺漏。
2. 本人授權香港大學專業進修學院向相關機構查閱有關本人申請課程所列出的學歷及專業資格。
3. 本人同意如本人註冊入學，當遵守大學及學院的規例。
4. 本人已細閱、明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料（私隱）的守則。

Signature 簽署 _____

Date 日期 _____

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