



VTC Earn and Learn Scheme

職場學習及評核先導計劃 Pilot Incentive Scheme to Employers (PISE)

提名表格 Nomination Form for Employee

本人謹代表_____ (公司名稱)，同意參加 VTC Earn and Learn 職學計劃及職場學習及評核先導計劃，現提名以下員工擔任訓練員/核實員/評核員。

I, on behalf of _____ (Company Name), agree to join VTC Earn and Learn Scheme and Pilot Incentive Scheme to Employers, and nominate the following staff to be Trainer(s)/ Verifier(s)/ Assessor(s).

	姓名 Name		電話號碼 Tel	電郵 Email	提名角色 Role*				
	中文 Chinese	英文 English			課程代號 Programme Code	訓練員 Trainer	核實員 Verifier	職專文憑課程 評核員 Assessor for DVE programme	高級文憑/基礎課程 文憑評核員 Assessor for HD/ DFS programme
e.g.	歐陽小文	Au Yeung Siu Man, Stephen	9876 5432	aysmstephen@gmail.com	501	✓	✓		✓
1									
2									
3									
4									
5									
6									

* 請參閱背頁有關課程代號及訓練員、核實員及評核員的要求。

Please refer to the next page for the Programme code and requirements of trainers, verifiers and assessors.

如被提名人將負責多於一個課程的職場評核工作，請分行填寫有關的課程代號及被提名角色。

If the nominee will take up workplace assessment for more than one programme, please indicate his/ her role(s) in separate row(s).

若被提名人角色包括核實員及/或評核員，將需要參加半天的培訓工作坊。如只被提名為訓練員，則不需參加半天工作坊。

Nominee(s) need to attend a half-day training workshop if he/she is nominated as verifier and/or assessor.

For those who were nominated as trainer only, they do not need to attend the half-day workshop.

Signature 簽名 : _____	公司印章
Full Name 全名 : _____	
Position 職位 : _____	
Date 日期 : _____	

聯絡人 Contact Person:		
_____	_____	_____
(Name 姓名)	(Tel. No. 電話號碼)	(Email 電郵)

請將填妥的表格電郵至學徒事務署(els_pise@vtc.edu.hk)以作跟進。

Please send the completed form to the Office of the Director of Apprenticeship (els_pise@vtc.edu.hk) for further process.

如有查詢，請致電 3907 6774 與學徒事務署凌小姐聯絡。

For enquiries, please contact Ms. Ling of the Office of the Director of Apprenticeship at 3907 6774.

VTC 職場學習及評核計劃的課程:

List of Programmes with Workplace Learning and Assessment under VTC:

	Code 代號	Programme 課程	Code 代號	Programme 課程	Code 代號	Programme 課程
Higher Diploma 高級文憑 (HD)						
HLS	101	Analytical Science # 化驗科學	103	Beauty and Personal Care Products # 個人護理及美容產品學	105	Rehabilitation Services # 復康服務
	102	Medical Centre Operations # 醫務中心營運	104	Arboricultural Management # 樹藝管理	106	Food Technology and Safety 食品科技及安全
107					Dispensing Studies # 配藥學	
BA	201	Accountancy with Business Analytics 會計及商業分析	208	Digital Marketing 數碼營銷	215	Music and Digital Entertainment Business Management
	202	Advertising and Media Communication 廣告及媒體傳播	209	Event Marketing and Digital Promotion 活動及數碼推廣市場學	216	Music Entertainment and Artiste Management
	203	Artiste and Cultural Management 演藝及文化管理	210	Global Business Management with Languages 環球商業管理及語言	217	Public Relations and Digital Communication 公關及數碼傳訊
	204	Aviation and e-Logistics 廣告及媒體傳播	211	Human Resources and Talent Analytics 人力資源管理及人才分析	218	Real Estate and Property Management 房地產及物業管理
	205	Aviation Services and Passenger Transport 航空服務及客運管理	212	Law and Legal Informatics 法律及法學信息	219	Retail Innovation and Management 零售創新及管理
	206	Banking and Financial Analysis 銀行及財務分析	213	Management for Security and Disciplined Services 保安及紀律服務管理	220	Supply Chain with InnoTech Applications 供應鏈及創科應用高級文憑
	207	Business Administration 工商管理學	214	Marketing and Customer Analytics 市場學及顧客分析		
DE	401	Jewellery Design and Technology # 珠寶設計及科技	405	Creative Media 創意媒體	409	Illustration 插畫設計
	402	Visual Communication – Publishing Design and Print Media stream # 視覺傳意 – 出版設計及印刷媒體分流	406	Digital Music and Media 數碼音樂及媒體	410	Transmedia 超媒體
	403	Advertising Design 廣告設計	407	Fashion Image Design 時裝形象設計		
	404	Animation and Visual Effects 動畫及視覺特效	408	Film, Television and Photography 電影電視及攝影		
ENG	501	Building Services Engineering # 屋宇裝備工程學	504	Electrical Engineering # 電機工程	508	Computer and Electronic Engineering # 電腦及電子工程
	502	Building Studies # 建造管理學	505	Mechanical Engineering # 機械工程學	509	Automotive Engineering # 汽車工程
	503	Civil Engineering # 土木工程	506	Testing and Certification # 檢測及認證	510	Surveying # 測量學
HT	601	Baking and Pastry Arts 西式包餅及糖藝	603	Hotel and Catering Management 酒店及餐飲業	605	Sports Studies with Smart Technology 運動學及智能科技
	602	Culinary Arts 廚藝	604	International Hotel Management with Smart Service 國際酒店管理及智能服務	606	Tourism and MICE 旅遊及會議展覽
IT	701	Cloud and Data Centre Administration # 雲端系統及數據中心管理	702	Theme Park and Theatre Creative Technology # 主題公園及劇場創意科技	703	Telecommunications and Networking # 電訊及網絡科技
Diploma of Foundation Studies 基礎課程文憑 (DFS)						
	931	Aviation# 航空學	932	Engineering # 工程	933	Arboriculture # 樹藝
Diploma 文憑 (DIP)						
HT	2601	Bakery, Pastry and Confectionery 西式包餅及糖藝	2603	Food and Beverage Operations 餐飲營運	2605	International Culinary Arts 國際廚藝
	2602	Chinese Cuisine 中華廚藝	2604	Hotel Operations 酒店營運		

Notes:

Programmes under Earn & Learn Scheme 職學計劃下的課程

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VTC 職場學習及評核計劃的課程:

List of Programmes with Workplace Learning and Assessment under VTC:

Diploma of Vocational Education 職專文憑 (DVE)						
ENG	951	Electrical Engineering # 電機工程	956	Building Services Engineering – Air-conditioning and Refrigeration Stream # 屋宇裝備工程 – 空調製冷分流	961	Construction # 建造工程
	952	Electrical Engineering – Lift and Escalator Stream # 電機工程 – 升降機及自動梯分流	957	Gas Services Engineering # 氣體燃料工程	962	Electronic and Computer Engineering – Telecommunications and Surveillance Technology Stream # 電子及電腦工程 – 通訊及智能 監控科技分流
	953	Mechanical Engineering # 機械工程	958	Automotive Technology # 汽車科技	963	Printing Media # 印刷媒體
	954	Mechanical Engineering – Welding Technology & Inspection Stream # 機械工程 – 焊接科技及檢定分流	959	Automotive Technology – Vehicle Body Repair # 汽車車身維修	964	Network Engineering and Security # 網絡工程及保安
	955	Building Services Engineering # 屋宇裝備工程	960	Watch & Clock # 鐘錶		
HT	964	Hotel Studies 酒店學				
Certificate 證書課程 (CERT)						
HT	1601	Chinese Cuisine 中華廚藝	1602	Hotel Operations 酒店營運		

Notes:

Programmes under Earn & Learn Scheme 職學計劃下的課程

訓練員、核實員及評核員的要求:

Requirements for Trainer, Verifier and Assessor:

一般要求 General Requirements	訓練員 Trainer	核實員 Verifier	評核員 Assessor	
			高級文憑/基礎課程文憑 HD/DFS	職專文憑課程 DVE
1. 負責觀察學員日常工作表現 In a position to observe the trainees in their day-to-day duties	✓	✓		
2. 具備專業技術和知識，以及VTC認可的行業經驗及／或資歷 Have proven technical skills and knowledge, and meet the experience requirements and/or specified qualifications set by the VTC	✓	✓		
3. 具有相關的認可學位／高級文憑或專業資格，具有深造學歷更佳 A relevant recognized degree/ higher diploma or professional qualification, preferably with a post-graduate qualification			✓	
4. 具有相關的認可高級文憑 (或香港資歷架構第3級資格及8年相關工作經驗) A recognized higher diploma in a relevant field (or a Hong Kong Qualification Framework Level 3 qualification and 8 years' relevant working experience)				✓
5. 具不少於三年的行業經驗 Have a minimum of three years' experience of relevant industry			✓	✓
6. 任督導或以上職級 Employed in the capacity of supervisory level or above			✓	✓
7. 完成VTC提供的半天職場能力評核培訓工作坊 Completed a half-day professional development workshop on workplace assessment offered by the VTC		✓	✓	✓