



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 (Form 1)

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 Full Name			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									

* 請參閱後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 與學徒事務署徐小姐聯絡。

For enquiries, please contact Ms. Tsui 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	104	Arboricultural Management # 樹藝管理	108	Health Studies # 醫療保健
	102	Medical Centre Operations # 醫務中心營運	105	Rehabilitation Services # 復康服務	109	Biomedical Science # 生物醫學
	103	Beauty and Personal Care Products # 個人護理及美容產品學	107	Dispensing Studies # 配藥學		
BA	202	Advertising and Media Communications 廣告及媒體傳播	218	Real Estate and Property Management 房地產及物業管理	227	Business Administration and Management 工商管理學
	203	Artiste and Cultural Management 演藝及文化管理	219	Retail Innovation and Management 零售創新及管理	228	China Business and Marketing 中國商業及市場營銷
	204A	Aviation and Logistics # 航空及物流	222	Business and Legal Studies 商業及法律學	229	Event Marketing and Business Promotion 活動及商業推廣市場學
	206	Banking and Financial Analysis 銀行及財務分析	223	Management for Disciplined Services 紀律服務管理	230	Professional Accountancy 專業會計學
	210	Global Business Management with Languages 環球商業管理及語言	224	Business with E-Commerce 商業 (電子商貿)	231	Public Relations and Communication Management 公關及傳播管理
	211	Human Resources and Talent Analytics 人力資源管理及人才分析	225	Aviation Inflight and Passenger Services 航空機艙及客運服務		
	214	Marketing and Customer Analytics 市場學及顧客分析	226	Aviation Services and Transport Studies 航空服務及運輸學		
DE	401	Jewellery Design and Technology # 珠寶設計及科技	409	Illustration 插畫設計	416A	Arts Technology 藝術科技
	402	Visual Communication – Publishing Design and Print Media stream # 視覺傳意 – 出版設計及印刷媒體分流	411	Architectural Design 建築設計	417	Costume Design for Performance 演藝造型設計
	403	Advertising Design 廣告設計	412	Interior Design 室內設計	418	Digital Fashion Branding and Buying 數碼時裝品牌策劃及採購
	404	Animation and Visual Effects 動畫及視覺特效	413	Product Design 產品設計	419	Fashion Media Design 時裝媒體設計
	405	Creative Media 創意媒體	414	Furniture and Lifestyle Product Design 傢俱及時尚產品設計	420	Fashion Design 時裝設計
	407	Fashion Image Design 時裝形象設計	415	Landscape Architecture 園境建築	421	Visual Arts and Culture 視覺藝術與文化
	408	Film, Television and Photography 電影電視及攝影	416	Design for Event, Exhibition and Performance 活動、展覽及表演場景設計	422	Music Production 音樂製作
ENG	501	Building Services Engineering # 屋宇裝備工程學	508	Computer and Electronic Engineering # 電腦及電子工程	514	Artificial Intelligence and Robotics 人工智能及機械人學
	502	Building Studies # 建造管理學	509	Automotive Engineering # 汽車工程	515	Aviation 航空學
	503	Civil Engineering # 土木工程	510	Surveying # 測量學	516	Environmental Protection 環境保護
	504	Electrical Engineering # 電機工程	511	Aircraft Maintenance Engineering 飛機維修工程	517	Geospatial Science and Land Surveying 地理空間科學及土地測量
	505	Mechanical Engineering # 機械工程學	512	Architectural Technology & Design # 建築科技及設計		
	506	Testing and Certification 檢測及認證	513	Architectural Studies 建築學		

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)						
HT	601	Baking and Pastry Arts 西式包餅及糖藝	603	Hotel and Catering Management 酒店及餐飲業管理	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	705	Cybersecurity # 網絡安全	707	Multimedia, VR and Interactive Technology # 多媒體、虛擬實境及互動創作
	703	Telecommunications and Networking # 電訊及網絡科技	706	Software Engineering # 軟件工程		
Diploma of Foundation Studies 基礎課程文憑 (DFS)						
	931	Aviation 航空學	932	Engineering # 工程		
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		
Diploma of Vocational Education 職專文憑 (DVE)						
ENG	951	Electrical Engineering # 電機工程	956	Air-conditioning and Refrigeration # 空調製冷	962A	Electronic and Computer Engineering # 電子及電腦工程
	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	963A	Print Media 印刷媒體 Design and Print Media 設計及印刷媒體
	953	Mechanical Engineering # 機械工程	958	Automotive Technology # 汽車科技	964	Network Engineering and Security # 網絡工程及保安
	954	Mechanical Engineering - Welding Technology and Inspection Stream # 機械工程 - 焊接科技及檢定分流	959A	Vehicle Body Repair # 汽車車身維修		
	955	Building Services Engineering # 屋宇裝備工程	960	Watch and Clock 鐘錶		
BA	965	Logistics # 物流				
HT	966	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年相關工作經驗或香港資歷架構第2級資格及12年相關工作經驗) * A recognized higher diploma in a relevant field (or a Hong Kong QF Level 3 qualification and 8 years' relevant working experience or Hong Kong QF Level 2 qualification and 12 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		✓	✓	✓

*有關審核結果的任何爭議，學院相關的課程委員會的決定為最終決定。

In case of there are any disputes, the decision of the relevant programme board should be final.

有關職場學習及評核先導計劃的提名程序 / Procedures on the nomination of the PISE :

	收到提名後的程序 / Procedures upon the receiving	參與單位 Action by
1.	每位被提名人均會收到電郵於我們的網頁上填寫個人過往學歷，專業資格資料及選擇培訓工作坊日期 Each nominee will receive an email to fill out their personal educational background, professional qualifications, and select training workshop dates on the online form.	被提名人 Nominees
2.	收到被提名人的個人資料後會由課程院校進行初步審核 After receiving the personal information of the nominee, an initial vetting will be conducted by relevant programme team.	VTC
3.	被提名人參與培訓工作坊 (核實員及評核員) The nominee will participate in the training workshop (for verifiers and assessors ONLY) - 培訓工作坊前約 1-2 星期被提名人會收到我們發出工作坊的確認電郵 The nominee will receive a confirmation email approximately 1-2 weeks before the training workshop. - 工作坊前約 1-2 天會提醒被提名人參加工作坊 The nominee will receive a reminder to attend the workshop approximately 1-2 days before the workshop.	VTC、提名人及 被提名人 VTC, Nominators and Nominees
4.	完成初步審核後，會以電郵發送連同初步審核結果的資料表格(Form 2)交由被提名人及僱主簽署 After the completion of the initial vetting, a form (Form 2) containing the initial vetting results will be sent via email for signing by the nominees and their employers.	VTC、被提名人 及僱主 VTC, Nominees and Employers
5.	由相關課程部門進行最終審核 The relevant programme board will conduct the final review and endorse the nominations.	VTC
6.	完成最終審核後，課程部門職員會聯絡被提名人有關職場學評網上平台的用戶資料 After the completion of the final review, the staff members of the relevant programme team will contact the nominee regarding details for the Web-based WLA online platform, e.g. user account information.	VTC 及被提名人 VTC and Nominees