



# 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 : _____ Full Name 全名 : _____ Position 職位 : _____ Date 日期 : _____	公司印章
--	------

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 Earn and Learn 職學計劃—職場學習及評核先導計劃下的課程

List of Programmes under VTC Earn and Learn Scheme with PISE:

Code 代號	Programme 課程	Code 代號	Programme 課程	Code 代號	Programme 課程
<b>Higher Diploma 高級文憑 (HD)</b>					
101	Analytical Science 化驗科學	501	Building Services Engineering 屋宇裝備工程學	506	Testing and Certification 檢測及認證
102	Medical Centre Operations 醫務中心營運	502	Building Studies 建造管理學	508	Computer and Electronic Engineering 電腦及電子工程
103	Beauty and Personal Care Products 個人護理及美容產品學	503	Civil Engineering 土木工程	509	Automotive Engineering 汽車工程
104	Arboricultural Management 樹藝管理	504	Electrical Engineering 電機工程	510	Surveying 測量學
402	Visual Communication – Publishing Design and Print Media stream 視覺傳意 – 出版設計及印刷媒體分 流	505	Mechanical Engineering 機械工程學	701	Cloud and Data Centre Administration 雲端系統及數據中心管理
<b>Diploma of Foundation Studies 基礎課程文憑 (DFS)</b>					
931	Aviation 航空學	932	Engineering 工程	933	Arboriculture 樹藝
<b>Diploma of Vocational Education 職專文憑 (DVE)</b>					
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		

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		✓	✓	✓