

致：車輛維修技術諮詢委員會

(電郵 Email To : vmru@emsd.gov.hk)

To: Vehicle Maintenance Technical Advisory Committee (VMTAC)

**車輛維修自願註冊計劃 – 電動車維修培訓課程
申請表**

**Voluntary Registration Scheme for Vehicle Maintenance –
Training Program on Electric Vehicle Maintenance
Application Form**

申請須知：Points to Notes:

- (a) 在填寫申請表之前，請先了解現有車輛維修自願註冊計劃下註冊車輛維修技工行為守則、擬定的電動車維修服務範圍下可進行的維修工作及有關收集個人資料聲明（附件一）。
Please be familiar with the Code of Conduct for Registered Vehicle Mechanics under the existing Voluntary Registration Scheme for Vehicle Maintenance, the proposed scopes of works in electric vehicles could be performed by Registered Vehicle Mechanics and the Personal Information Collection Statement (Attachment 1) when completing this application form.
- (b) 有意營辦電動車維修培訓課程的機構，可向車輛維修技術諮詢委員會提出申請。
Prospective Electric Vehicle Maintenance training program providers may submit an application to Vehicle Maintenance Technical Advisory Committee (VMTAC).
- (c) 課程營辦機構必須承諾保持高誠信標準及提供優質課程。
Training program providers shall commit to maintain high integrity standard and deliver quality programs.
- (d) 車輛維修技術諮詢委員會會密切監察課程的質素和課程營辦機構的表現。若課程營辦機構作出不當行為將會被警告，嚴重者其營辦的課程更有可能在課程表列名單上移除。
The Vehicle Maintenance Technical Advisory Committee (VMTAC) will closely monitor the quality of training programs and the integrity of the training program providers. Misconduct by the training program providers will be warned and even lead to removal of their training programs from the program list in serious cases.
- (e) 課程營辦機構遞交申請後，如需作任何更改，必須盡快通知車輛維修註冊組。
After submitting the application, the training program providers shall notify the Vehicle Maintenance Registration Unit any subsequent change as soon as possible.

- (f) 請勿自行更改本申請表的格式或內容，惟機構可以附件形式詳列有關資料。如申請表格內的空位不敷應用，請另紙書寫。

Do not change the format of this application form. However, the applicant is welcome to add relevant information in the form of attachment. Use separate sheet if space in this application form is not enough.

- (g) 如有任何查詢，歡迎致電 2808 3545 與車輛維修註冊組聯絡。

For any enquiries, please contact the Vehicle Maintenance Registration Unit at 2808 3545.

1. 擬申請的課程級別 Level of the Proposed Training Program:

(請在適當選擇填上✓號) (Please tick the appropriate)

電動車維修安全認知課程
Electric Vehicle Maintenance Safety
Awareness Training Program

電動車(高電壓)維修課程
Electric Vehicle Maintenance High
Voltage (HV) Training Program

電動車(低電壓)維修課程
Electric Vehicle Maintenance Low
Voltage (LV) Training Program

電動車(電單車)維修課程
Electric Vehicle Maintenance
(Motorcycle) Training Program

2. 擬定的課程名稱 Name of the Proposed Training Program:

中文	
English	

3. 擬定的課程時數及上課模式 Duration and mode of the Proposed Training Program:

(請將時間四捨五入到最接近的半小時) (Please round the time to the nearest half hour)

時數	上課模式
	線上學習 Online Self-Learning
	課堂面授 Face to Face Classroom Training
	課堂實操 Practical Training in Workshop / Classroom
	測驗 / 考試評估 Testing / Examination Assessment
	其他：(請註明) Others : (Please Specify) _____
	總課程時數 Overall Duration of the Training Program

4. 擬定的課程目標/學習成果**Objective / Learning Outcome of the Proposed Training Program:**

(請把中文及英文的字數分別限制在 100 個之內)

(Please limit the number of words in Chinese and English to 100 respectively)

中文	
English	

5. 擬定的課程內容簡介 Content Brief of the Proposed Training Program:

(請把中文及英文的字數分別限制在 200 個之內)

(Please limit the number of words in Chinese and English to 200 respectively)

中文	
English	

6. 擬定的課程大綱 Outline of the Proposed Training Program:

(請將時間四捨五入到最接近的半小時) (Please round the time to the nearest half hour)

主要能力 Major Competencies			
編號 No.	能力 Competency	表現準則 Performance Criteria	課程時間 Durations

內部參考編號 Internal Reference: _____

收到申請日期 Received Date: _____

主要能力 Major Competencies			
編號 No.	能力 Competency	表現準則 Performance Criteria	課程時間 Durations

註：如空間不足，請另紙書寫。

Remarks: Use separate sheet if space in this application form is not enough.

7. 擬定的課程入學條件 Entry Requirements of the Proposed Training Program:

中文	
English	

8. 擬定的課程教學語言 Teaching Language of the Proposed Training Program:

(請在適當選擇填上✓號，可多選一項) (Please tick the appropriate, may more than one)

	中文 (廣東話) Chinese (Cantonese)
	中文 (普通話) Chinese (Mandarin)
	英文 English
	其他：(請註明) Others : (Please Specify) _____

9. 擬定的課程規模 Size of the Proposed Training Program:

(請填上適當的數字) (Please fill in the appropriate number)

	每班人數 Class Size
	每月可舉辦的班數 Number of Class per month

10. 擬定的課程上課地點 Location of the Proposed Training Program:

中文	
English	

11. 擬定的課程上課時間 Time of the Proposed Training Program:

(請在適當選擇填上✓號，可多選一項) (Please tick the appropriate, may more than one)

	平日 (一至五) 日間 Weekday (Mon – Fri) Daytime
	平日 (一至五) 傍晚 Weekday (Mon – Fri) Evening
	周末 日間 Saturday Daytime
	周末 晚間 Saturday Evening
	假日 日間 Sunday Daytime

12. 擬定的課程考核方式 Assessment Method of the Proposed Training Program:

(請在適當選擇填上✓號，可多選一項) (Please tick the appropriate, may more than one)

	筆試 – 選擇題 Written Test – Multiple Choice Question
	筆試 – 短問題 Written Test – Short Question
	筆試 – 長問題 Written Test – Long Question
	會話考試 Oral Test
	實習試 Practical Test
	其他：(請註明) Others : (Please Specify)

13. 擬定的課程考核要求 Assessment Requirement of the Proposed Training Program:

(請填上適當的數字) (Please fill in the appropriate number)

	課堂測驗合格分數 (如適用) Passing Marks of the Interim Assessment (where applicable)
	期末考核合格分數 Passing Marks of the Program End Assessment
	出席率 Attendance Rate
	其他：(請註明) Others : (Please Specify)

14. 擬定的課程重考機制 Re-assessment Mechanism of the Proposed Training Program:

中文 /English	<u>例：修讀輔導班、重新考試、免費重讀等</u> <u>Example: Attend Tutorial Class, re-examination, repeat the class for free, etc.</u>
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15. 擬定的課程費用 Fee of the Proposed Training Program:

港幣 HK Dollar	
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16. 擬定的課程會向香港學術及職業資歷評審局提出評估申請，以便學員申請持續進修基金
The proposed training program would submit applications for assessment to the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) in order to include the training program in the Reimbursable Course List under Continuing Education Fund (CEF).

☐

是 Yes

☐

否 No

17. 擬定的課程補助（如有） Subsidies for the Proposed Training Program (if applicable) :

中文 /English	<u>例：分期付款、獎學金等</u> <u>Example: Installment payments, scholarships, etc.</u>
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18. 擬定的課程導師簡歷 Instructors Profile of the Proposed Training Program:

導師 1 Instructor 1

中文 /English	
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導師 2 Instructor 2

中文 /English	
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註：如空間不足，請另紙書寫。

Remarks: Use separate sheet if space in this application form is not enough.

19. 擬定的課程教學設備 Teaching Equipment of the Proposed Training Program:

中文 /English	<u>例：實體教學車輛的型號、模擬器等</u> <u>Example: The model of vehicle, simulator, etc. to be used</u>
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註：如空間不足，請另紙書寫。

Remarks: Use separate sheet if space in this application form is not enough.

20. 其他補充資料 Other Supplementary Information:

中文 /English	<u>例：有否參照其他課程設計、有否獲得資歷認證</u> <u>Example: Whether it refers to other courses / obtained QF certification</u>
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註：如空間不足，請另紙書寫。

Remarks: Use separate sheet if space in this application form is not enough.

21. 申請機構的資料 Information of the Organisation in Application :

機構名稱：Organisation Name:	
機構成立宗旨及主要提供的服務： Purpose of the establishment and the main services provided	

22. 課程聯絡人的資料 Contact Information of the Training Program :

姓名：Name:	
職銜：Post Title:	
地址：Address:	
電話號碼：Telephone Number:	
電郵地址：Email Address:	

申請表完結 End of the Application Form

有關收集個人資料聲明

收集個人資料目的

1. 你在本表格提供的個人資料，會供車輛維修技術諮詢委員會（下稱委員會）及機電署車輛維修註冊組（下稱註冊組）用於以下一項或多項用途：
 - (a) 處理、核實、審核資格及查證各項培訓服務的申請；
 - (b) 就上文 (a) 項所述申請的處理、核實、審核資格及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與委員會／註冊組的資料庫進行核對，以核實／更新相關記錄；以及
 - (d) 編製統計資料、研究及政府刊物。
2. 你必須按本表格的要求及於委員會／註冊組處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，委員會／註冊組可能無法辦理或繼續處理有關申請。

可獲轉移資料者

3. 你提供的個人資料會供委員會／註冊組人員取閱。除此之外，委員會／註冊組亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，以用於上文第 1 段所述的用途；
 - (b) 與本表格相關的機構，以用於上文第 1 段所述的用途；
 - (c) 受聘於委員會／註冊組以提供服務或意見的人員、代理人、服務供應商或機構，以用於上文第 1 段所述的用途。
 - (d) 你曾就披露個人資料給予訂明同意；以及
 - (e) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱／更正個人資料

4. 你有權要求查閱及更正委員會／註冊組所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：郵寄至香港九龍啟成街 3 號地下機電工程署車輛維修註冊組或電郵至 vmru@emsd.gov.hk。