

國家「調解員」專業培訓證書課程

19 小時銜接課程

香港職工教育及職業培訓協會及專業和解顧問中心瞭解曾經在其他機構完成 40 小時調解課程人士希望獲取國家「調解員」資格。

從 2012 年 7 月 21 日起開辦銜接課程，學員從第八課切入，出席至第十一課；並於第十二課筆試及第十三課實習考試合格後，可獲頒發國家「調解員」專業培訓證書（國家人力資源及社會保障部中國職協「調解員」證書及香港職協與專業和解顧問中心的「調解員」證書）。

學費\$4,900（已包括考試及證書費）

上課日期時間表：

	日期	時間	內容
第八課	7 月 21 日(六)	4:30pm – 7:30pm	合約法、和解協議書
第九課	7 月 28 日(六)	1:30pm – 4:30pm	實習
第十課		4:30pm – 7:30pm	實習
第十一課	8 月 4 日(六)	1:30pm – 4:30pm	實習
第十二課		4:30pm – 7:30pm	筆試
第十三課	8 月 11 日(六)	1:30pm – 5:30pm	實習考試

上課地點：香港九龍觀塘鴻圖道 52 號 15 樓 百本人才培訓學院

查詢電話：2575 5930 余小姐

報名辦法及詳情

填妥報名表格後，選以下其中一種方法繳付課程費用（港幣4,900元正）：

方法1. 郵寄劃線支票至「九龍觀塘鴻圖道52號百本中心15樓 百本人才培訓學院」，支票抬頭請寫上：『BEST』。

方法2. 將費用存入匯豐銀行戶口(015-555741-838)，然後將收據連報名表格傳真至2778 1810或電郵至BEST@bamboos.com.hk。

方法3. 於辦公時間內(星期一至五，09:00-18:00)，親臨百本人才培訓學院辦理報名手續，以現金或支票形式繳付學費。

* 一經報名及繳費，除課程取消外，所繳之費用將不獲退回。

** 個別僱主可酌情決定是否承認這些課程所頒授予學員的任何資格。

查詢 – 百本人才培訓學院

地址：觀塘鴻圖道52號百本中心15樓（觀塘港鐵站B3出口，步行5-7分鐘即達）

電話：2575 5689 傳真：2778 1810 網址：<http://www.bamboos.com.hk/best>

電郵：BEST@bamboos.com.hk

Facebook：www.facebook.com/BEST.edu

電話：2575 5689 傳真：2778 1810 電郵：BEST@bamboos.com.hk

地址：九龍觀塘鴻圖道 52 號百本中心 15 樓（港鐵觀塘站 B3 出口，步行 5-7 分鐘即達）Facebook: www.facebook.com/BEST.edu

課程報名表格 Course Enrolment Form

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

請於填寫本報名表前細閱背頁之申請須知 Please read the "Notes for Application" overleaf carefully before completing this form

每個報讀的課程須分別填寫報名表格 Please use separate enrolment form for each course to be enrolled

此表格可自行影印以用申請其他課程 This form can be photocopied for the purpose of enrolling in other courses

報讀課程 Course applied for:

課程編號 Course Code	AMC12	課程名稱 Course Title	國家「調解員」專業培訓證書課程 - 19 小時銜接課程
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甲部Part A: 個人資料 Personal Particulars

(須與香港身份證上資料相同，供頒發證書及核實身份之用。Must be the same as shown on HKID card.)

中文姓名
Name in Chinese _____ 英文姓名
Name in English _____

香港身份證號碼
HKID Card No. _____ 出生日期
Date of Birth _____ 性別
Gender _____

手電
Mobile _____ 住宅電話
Home Telephone _____ 傳真號碼
Fax _____

電郵地址
E-mail Address _____

通訊地址
Correspondence Address _____

最高教育程度
Highest Achieved Education Level _____ 學校
School _____ 畢業年份
Year of leaving _____

現職公司
Working Company _____ 職位
Position _____ 辦事處電話
Office Telephone _____

公司地址
Office Address _____

緊急事故聯絡人
Emergency Contact Person _____ 關係
Relationship _____ 電話
Phone _____

你從何得知本學院的課程資料? How did you receive the course information?

☐ 朋友 Friends ☐ 網頁廣告 Website ☐ 百本雜誌 BamBoOs! Life
☐ Facebook ☐ 報章廣告 Newspaper ☐ 百本通訊 Bamboos Email ☐ 其他 Others _____

乙部Part B: 繳費方法 Methods of Payment (詳情請參閱背頁 Please see overleaf of details)

☐ 現金 Cash · 已繳金額 Amount: 港幣 HKD _____
☐ 支票 Cheque · 支票號碼 Cheque No.: _____ · 金額 Amount: 港幣 HKD _____
☐ 銀行轉賬 (須附上銀行入數紙) Bank Transfer (Please attach the bank slips) ·
轉賬日期 Date of Transfer: _____ · 金額 Amount: 港幣 HKD _____

丙部Part C: 聲明 Declaration

- 本人聲明此報名表格及隨附文件所載的資料，依本人所知均屬完整真確，資料如有失實，可被取消資格，並可能負上法律責任。
I declare that all information provided in this enrolment form and the attached documents are the best of my knowledge, accurate and complete. Any false or misleading information therein shall lead to disqualification of my application for admission.
- 本人願意遵守 貴學院所訂下的受訓章則。I consent I comply with all the Rules and Regulations stipulated by the School.
- 本人明白所繳交的一切費用，將不獲退還；本人亦不得轉讓學位予其他人士。I understand that the fees paid are not refundable and the studentship cannot be transferred from one person to another.
- 本人已細閱報名表格內之申請須知，並明白所有報名須知詳情均以 貴學院課程單張之最後更新版為依歸。I have read the 'Notes for Application' in this enrolment form and understood that the details of the Enrolment Guidelines are subject to revisions in the BEST prospectus.
- 本人明白個別僱主可酌情決定是否承認這些課程所頒授予學員的任何資格。I understand that it is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.

申請人簽署
Applicant's Signature _____ 日期
Date _____

電話: 2575 5689 傳真: 2778 1810 電郵: BEST@bamboos.com.hk

地址: 九龍觀塘鴻圖道 52 號百本中心 15 樓 (港鐵觀塘站 B3 出口, 步行 5-7 分鐘即達) Facebook: www.facebook.com/BEST.edu

申請須知

報名程序

填妥的報名表必須連同所有有關資料副本（如有註明）及支票/銀行收據（如有）、傳真或郵寄（請於信封面上註明「報名表格」）或於辦公時間內交回本學院。申請將於報名表格、所有有關資料副本（如有註明）及繳費完整收妥後才獲得處理。除特別通知外，申請人須依照課程手冊上之指定時間、日期和地點上課。本院將不會發出取錄通知書給申請人。若要求取錄通知書，學院將為每張取錄通知書收取行政費用港幣五十元。

繳費辦法

(i) 現金

可於辦公時間內（星期一至五，09:00-18:00）親臨本學院以現金繳費。

(ii) 支票

如用支票，請以「BEST」名義抬頭，並加橫線，連同報名表格一併遞交。本院恕不接受期票。如報讀超過一個課程者，請分別填寫報名表及開列支票，及於支票背面寫上申請人英文姓名及課程編號。

(iii) 銀行轉帳

申請人可轉帳至本學院的滙豐銀行戶口（戶口號碼：015-555741-838），並須於轉帳後，將銀行入數紙連同報名表格一併交回/傳真/郵寄至本學院。

退款

除非因課程額滿、取消或於特殊情況下並得到本院同意，否則申請人不論上課與否，已繳之學費恕不退還。退款將會轉入申請人之銀行戶口。退款的行政時間需時三個月（由開課日起計），若你在三個月後仍未收到退款，請電 2575 5689 與職員聯絡。

課程轉修

於課程額滿或取消的情況下，申請人可獲准轉修另一課程。在任何情況下，申請人必須得到本院同意及繳交手續費港幣一百元，才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出，逾期恕不受理。此外，申請人已繳之學費及其學額不得轉讓他人。

課程更改

如報名人數不足，本院有權取消該課程，並於有需要時更改任何原定課程之導師、上課時間、地點及內容。

個人資料私隱聲明

在這份表格提供的個人資料，本學院用於課程登記和有關的用途；以及向申請人發放就業、培訓和其他類型的資訊和推廣。根據個人資料（私隱）條例第 18 及第 22 條，申請人有權查閱及修改個人資料。任何關於這份表格所收集的個人資料查詢，請向本學院提出。

Notes for Application

Enrolment Procedures

Please complete the correct enrolment form and send copies of supporting documents (if specified) and cheque/bank receipt (if any) to BEST in person or by fax or by mail (please mark "Enrolment Form" on the envelope). An application will be processed only upon receipt of the completed enrolment form, copies of supporting documents (if specified) and payment. Unless otherwise notified, applicants are expected to be present for class at the time and place indicated in the Prospectus. There is an administrative charge of HK\$50 on every request for a letter of acceptance.

Payment Methods

(i) Cash

Cash payment can be made at BEST during office hour (Mon-Fri, 09:00-18:00).

(ii) Cheque

Crossed cheque should be made payable to "BEST" and returned together with your enrolment form. Post-dated cheque is not accepted. Applicants who enrol for more than one course should issue a separate cheque for each course. Please write the applicant's English name and course code on the back of each cheque.

(iii) Bank Transfer

Payment can be made via ATM or Bank (HSBC Bank Account No.: 015-555741-838). Bank slip should be returned together with enrolment form to BEST in person or by fax or by mail.

Refund

Fees paid are not refundable regardless of whether applicants have attended classes or not. Fees paid are not refundable unless the enrolled course is full, cancelled or in exceptional circumstance deemed acceptable by BEST. BEST will transfer the refund to the bank accounts of the applicants concerned. The administrative process takes 3 months (counted from course commencement date). If you do not get the refund after 3 months, please check with us at 2575 5689.

Course Transfer

Transfer to another course is permitted if the enrolled course is full or cancelled. In any other event, transfer to another course can only be made subject to the approval of BEST and with an administrative charge of HK\$100. This application must be made not less than one week before commencement date of the enrolled course. Late application will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

Course Changes

BEST reserves the right to cancel a course if enrolment is insufficient and make alterations regarding instructors, class locations, class schedules and the content of courses if necessary.

Personal Data Collection Statement

The personal data provided on enrolment forms are used by BEST for purposes related to the processing of enrolment and student administration, and for delivery of information and promotion materials about career, training and other subjects to you. You have the right to access and correct personal data as provided in section 18 and 22 of the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to BEST.