學習中文為第二語言課程計劃 (本計劃獲語文教育及研究常務委員會支持及語文基金撥款)
Project of Learning Chinese as a Second Language (This project is supported by SCOLAR and funded by the Language Fund.)
入學申請表格 Application Form

課程名稱 及 入學資格 Programme Name & Admission Requirement
(請在適當的申請項目空格內加上 ✓ 號) (Please tick ✓ in the appropriate box)

☐ **學習中文為第二語言先修證書課程 Foundation Certificate Programme in Learning Chinese as a Second Language**

   ☐ 十五歲或以上在職或待業的已離校非華語人士，並持有有效香港身份證明文件。
   Employed or unemployed non-Chinese speaking school leavers aged 15 or above and holding a valid Hong Kong ID card.

學習中文為第二語言基礎證書(工作應用) Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language)

☐ **(資歷架構第一級) (QF Level 1)**

   ☐ 十五歲或以上在職或待業的已離校非華語人士，並持有有效香港身份證明文件；**及**
   Employed or unemployed non-Chinese speaking school leavers aged 15 or above and holding a valid Hong Kong ID card; **AND**

   ☐ 修畢本地中三或以上課程，並於校內中文科考試取得合格成績 (需提交有關證明文件)；或
   Completion of Form 3 or above with a pass in the subject of Chinese language in Hong Kong (supporting documents are required) ; or

   ☐ 完成由本校開辦的「學習中文為第二語言先修課程」。
   Completion of Foundation Certificate Programme in Learning Chinese as a Second Language by YMCA College of Careers.

學習中文為第二語言基礎證書(工作應用) Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language)

☐ **(資歷架構第二級) (QF Level 2)**

   ☐ 十五歲或以上在職或待業的已離校非華語人士，並持有有效香港身份證明文件；**及**
   Employed or unemployed non-Chinese speaking school leavers aged 15 or above and holding a valid Hong Kong ID card; **AND**

   ☐ 修畢本地中四或以上課程，並於校內中文科考試取得合格成績 (需提交有關證明文件)；或
   Completion of Form 4 or above with a pass in the subject of Chinese language in Hong Kong (supporting documents are required) ; or

   ☐ 完成由本校開辦的「中文為第二語言基礎證書（工作應用）（資歷架構第一級）」課程；或
   Completion of Foundation Certificate in Learning Chinese as a Second Language (Vocational Chinese Language) (QF Level 1) by YMCA College of Careers; or

   ☐ 完成同等相關學歷。
   Other equivalent qualifications.

開課日期 (Start Date)；及 AND 上課時間 (Time)	

申請人資料 Personal Particulars

英文姓名 Name in English	姓 (Family Name)		名 (Given Name)	
中文姓名 (如適用) Name in Chinese (if applicable)		身份證號碼 HKID No.		( )
出生日期 Date of Birth	/ / (DD/MM/YY)	性別 Sex	男 Male / 女 Female	
電話號碼 Telephone No.	(住宅 Home)	(辦公室 Office)	(手提電話 Mobile)	
通訊地址 Correspondence Address				
電郵地址 Email Address				
緊急聯絡人 Emergency Contact Person	(姓名 Name)	(與學員關係 Relationship)	(電話 Phone)	

學歷及其他專業資格 Education / Other Qualifications

曾就讀之學校 / 學院名稱 Name of School / Institution	班級 / 課程名稱 Level / Programme	就讀日期 Date	
		由 From	至 To

工作經驗 Work Experience

公司 / 機構 Company / Organisation	行業 Industry	職位 Position	工作日期 Date	
			由 From	至 To

聲明 Declaration

本人明白申請所填報之資料，將用作處理學生入學申請及其他行政用途。有關資料亦將保存為學生檔案之一部份。
I understand that all information provided will be used in admission processes, the data will also become part of my student record and may be used for all purposes relating to studies in accordance with the procedures of the School.

_____
申請人簽署 Signature

_____
日期 Date

青年會專業書院 YMCA College of Careers

學員守則 Guidelines for Students

一般守則 General Rules

1. 上課時請攜帶有效之學員證，以作身份識別。

   Bring along your student ID cards to class for verification.

2. 課室內不准吸煙及飲食。

   No smoking, eating or drinking in classrooms.

3. 上課時請關掉手提電話及傳呼機、或改成靜音模式。

   Turn off your mobile phones and electrical devices or have them set to the silent mode during class.

4. 未經導師或本校職員許可及安排，學員不得擅用本校之打字機、電腦及其他文儀用具。學員如有損毀本校公物，必須負責賠償或修理。

   Do not use any electrical appliances and stationery of the School without authorization.

5. 請愛護公物。

   Take care of public property.

6. 學員應妥善保管私人重要物品，如銀包、身份證等，不可留在課室內。

   Do not leave your personal belongings unattended.

7. 如遇身體不適或其他緊急事故，學員須即時通知本校職員或導師請求協助。

   Emergency cases should be reported to our staff or tutors immediately for assistance.

合格證明 Collection of certification

1. 學員須達不少於百份之八十課程出席率及於課程評估中獲取合格成績，才可獲得合格證明書。

   Students can receive a certification only if they have achieved 80% or above attendance of the course and successfully passed the assessments.

2. 本校將於課程完結兩個星期後發出有關證明書。學員需自行回校領取，本書院不作另行通知。

   The certifications will be ready around two-week time after the end of the course. They must be collected by students without further notification.

上課安排 Class Arrangement

1. 凡遇下列情況，當日課程將會順延或另作安排：a. 公眾假期；b. 發出黑色暴雨警告訊號；c. 懸掛八號或以上颱風訊號。

   Class will be postponed or rescheduled under the following circumstances:

   a. Public holidays;

   b. "Black" Rainstorm Warning Signal is issued;

   c. Typhoon Signal No. 8 or Above is Hoisted.

2. 本書院為教育局註冊學校，有關停課之安排將依教育局宣布為准。

   Re-arrangement of classes will be made upon Education Bureau's announcement of class suspension.