

# Application Form

For official use only

|                     |   |                                |
|---------------------|---|--------------------------------|
| Collection Date     | Application Result<br><input type="radio"/> Accept <input type="radio"/> Ineligible<br><input type="radio"/> Withdraw <input type="radio"/> Additional Document | Commencement Date:<br>DD MM YY |
| Handled by and Date | Application No:   |                                |

Please read Notes to Applicant before you fill this application form. Applicants can only apply for one course at a time.

Course

|   |   |   |
|---|---|---|
| Foundation Certificate in Construction Vocational Cantonese<br><input type="radio"/> FCVC | Skills Enhancement Courses for Ethnic Minorities (Weekday)<br><input type="radio"/> M31N <input type="radio"/> M32N <input type="radio"/> M33N<br><input type="radio"/> M34N <input type="radio"/> M35N | Skills Enhancement Courses for Ethnic Minorities (Weekend)<br><input type="radio"/> M01W <input type="radio"/> M02W <input type="radio"/> M03W<br><input type="radio"/> M04W <input type="radio"/> M05W |
|---|---|---|

Personal Particulars

English Name (As shown on HKID Card of Passport) \_\_\_\_\_ Surname \_\_\_\_\_ Given Names \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  If your age is above 65, please ✓ the  for appropriate administrative arrangement.  
 (DD/MM/YY)  
 HKID Card or Passport No. \_\_\_\_\_ Country of Origin \_\_\_\_\_  
 Tel. No. (Daytime) \_\_\_\_\_ Gender  Male  Female  
 Mobile \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ (Post box is not accepted)

## ● Foundation Certificate in Construction Vocational Cantonese

Current Company/Employer \_\_\_\_\_ Title \_\_\_\_\_  
 Nature of Work \_\_\_\_\_  
 Education  Primary  Secondary (S \_\_\_)  Secondary  Post Secondary  
 Level  University or above  Professional Qualification → please specify  
 Local Qualification  Overseas Qualification  
 Previously Worked in Construction Industry  Yes  No  
 Course Fee HK\$500 (Refundable upon award of certificate)  
 Cheque No. \_\_\_\_\_ Bank \_\_\_\_\_  
 The fee should be made by cheque and payable to "Hong Kong Institute of Construction". Please state the name of applicant, course code and contact phone number at the back of the cheque. Cash will not be accepted.

## ● Skills Enhancement Courses for Ethnic Minorities (Weekday & Weekend)

Worker Registration Card No: CWR \_\_\_\_\_ Valid Until \_\_\_\_\_  
 Applicant of General Welding (M52N / M02Z) must hold the valid certificate of "Gas Welding Safety Training". (Please provide a copy of certificate)  
 Certificate No. \_\_\_\_\_ Expiry Date \_\_\_\_\_  
 Issuing Organisation \_\_\_\_\_ Please delete as appropriate

| From (yyyy/mm) | To (yyyy/mm) | Company/Employer Information  | Relevant Construction Project   |
|----------------|--------------|---|---|
|                |              | Name of Company/Employer: _____<br>Name and Job Title of person-in-charge: _____ Contact No.: _____ | Nature of Work: _____<br>Name of Construction Project: _____<br>Construction Site Location: _____ |
|                |              | Name of Company/Employer: _____<br>Name and Job Title of person-in-charge: _____ Contact No.: _____ | Nature of Work: _____<br>Name of Construction Project: _____<br>Construction Site Location: _____ |

Language - English:  Listen  Speak  Write  Read - Chinese:  Listen  Speak  Write  Read  
 - Nepalese:  Listen  Speak  Write  Read - Urdu:  Listen  Speak  Write  Read

**Personal Information Collection Statement**  
 1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to course application, selection, course admission, employment service and the activities of the CIC or HKIC, etc.  
 2. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.  
 3. You are free to decide to provide the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information.  
 4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.  
 5. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below.  
 I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.  
 I have carefully read and understand the Personal Data Collection Statement and all other information on this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

To be completed by the applicant for sending admission notification

|                        |                        |
|------------------------|------------------------|
| Name: _____            | Name: _____            |
| Mailing Address: _____ | Mailing Address: _____ |

## General Entry Requirements

1. Aged 18 or above
2. Applicants should be Hong Kong legal residents and permitted to work in Hong Kong
3. Ability to read and write in English

Please refer to each programme for its specific entry requirement.

## Notes to Applicant

1. Please read "Personal Information Collection Statement" below before you fill this application form
2. Please ✓ in the
3. Please fill in the form in English
4. HKIC will contact admitted applicants on the course commencement date

## Remarks

1. Applicants are required to meet the general entry requirements. Each course also has specific course targets.
2. Applicants aged 65 or above are required to submit a Medical Examination Report completed and signed by a registered medical practitioner (Specified Form) when applying for a course with a trade test or certification test element, or any other courses as deemed necessary by the HKIC.
3. HKIC will contact admitted applicants before the course commencement date.
4. Each application form is to be filled by one applicant only.
5. Application forms will be processed on a "first come, first serve" basis. Applications received beyond the capacity will be retained for the next class.
6. HKIC may adjust the fee on a need basis and will inform the applicants before course commencement. Should the applicant cancel the application due to fee adjustment, the paid fee will be refunded in full.
7. HKIC reserves the right to check the originals of the applicant's proof of qualifications.
8. HKIC may accept or reject any application in its absolute sole discretion and is not obliged to provide any reason(s) for accepting or rejecting any application.
9. HKIC may at its absolute discretion without notice at any time and under any circumstances withdraw or modify the provisions of any goods or services.

## Declaration

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information or incomplete information is given, the application is deemed to be invalid and I shall forfeit my right to apply for this course.
2. I consent that if registered, I will conform to the regulations of the Institute.
3. I declare that I am Hong Kong legal resident and permitted to work in Hong Kong.

## Declaration of Programme Enrollment

1. I hereby declare that all information provided by me are true and accurate. I understand that HKIC reserves the right to verify the information and supporting documents provided by me for review purposes. I also understand that, if I provide false or misleading information, it may result in the invalidation or cancellation of my course enrolment. I may also be required to compensate HKIC for any training costs, pay the course fees, and/or return the training allowance and incentive bonus received. HKIC also reserves the right to report the cases to the Government law enforcement authorities for fraud investigation and criminal prosecution.
2. I have carefully read and agree all the terms and conditions in the application form, and I am willing to accept all the selection procedures and criteria laid down by the HKIC for programme admission and disbursement of training allowances.
3. I understand and confirm that I meet the admission requirements of the programme.
4. I understand that the purpose of the programme is to enhance the technical skills of registered general workers who possess relevant working experience to be registered semi-skilled workers. If I successfully completed the programme, HKIC will follow up my employment status. I will make every effort to provide HKIC with information on my employment status during the follow-up period to the HKIC, including but not limited to name of employer, job position, salary and construction projects.
5. I understand that if I am 65 years old or above, I am required to get a Medical Examination Report completed and signed by a registered medical practitioner within 3 months prior to the programme commencement date; and submit the report to HKIC before enrolment.
6. I understand and I will contact HKIC for enquiry or make changes in enrollment information.
7. I understand that HKIC reserves the right to amend the terms and conditions related to the course.

The contents of the programme may be updated from time to time, please visit <http://hkic.edu.hk/chi/programmes> before apply. 此文件關於以英語授課的部份時間制課程。如有任何查詢，請致電2100 9000或電郵到training@hkic.edu.hk

## Enquiries

**HKIC - Sheung Shui Campus**  
1 Fung Nam Road, Sheung Shui

**HKIC - Kowloon Bay Campus**  
44 Tai Yip Street, Kowloon Bay

**HKIC - Kwai Chung Campus**  
7-11 Kwai Hop Street, Kwai Chung

Tel.: 2100 9000  
Website: [www.hkic.edu.hk](http://www.hkic.edu.hk)

HKIC-M01W-M35N-CVCZ-L-202311-001C



香港建造學院  
HONG KONG INSTITUTE OF CONSTRUCTION



# Courses for non-Chinese Speaking Persons Part-time

Part-time

Hong Kong Institute of Construction (HKIC) was established by Construction Industry Council (CIC) in 2018. It has more than 45 years of training experience in Hong Kong and has committed to nurturing professionals for the construction industry. Since its establishment, HKIC is devoted to conduct programme validations under the Qualification Framework, and incorporate innovative technological elements to the training programmes. We aim to equip students with the knowledge of new technologies to enhance the industry's productivity and quality.

The establishment of HKIC marks a significant milestone for the professional development of Hong Kong construction training. HKIC offers training programmes in full-time and part-time modes. Part-time programmes aims to further enhance the skills and management know-how of the practitioners in the construction industry.

## Motto

To dedicate • To excel

## Vision

To nurture an accomplished construction workforce with sound professional skills, theoretical knowledge, safety awareness, innovative ideas, passion and pride for the construction industry of Hong Kong.

## Mission

- To provide training in construction and management skills based on whole person education and construction site practices;
- To promote a culture of work safety and sustainability for the construction industry;
- To foster a culture of career dedication and pursuit of excellence for the construction industry; and
- To build up a healthy and caring image of the construction industry.



\* Terms and Conditions Apply



Hong Kong Institute of Construction (HKIC) is a member organisation of the Construction Industry Council (CIC) 香港建造學院為建造業議會機構成員

# Courses for non-Chinese Speaking Persons

Hong Kong Institute of Construction (HKIC) offers part-time courses in English for non-Chinese Speaking persons. We aim to attract more ethnic minorities to join the construction industry and receive relevant training.

## Foundation Certificate in Construction Vocational Cantonese

Course Code: FCVC

Hong Kong Institute of Construction (HKIC) offers the Foundation Certificate in Construction Vocational Cantonese to help ethnic minorities communicate in simple Cantonese in the construction work environment or daily life. We aim to attract more ethnic minorities to join the construction industry and receive relevant training.

This course is suitable for the ethnic minorities who are planning to work or currently working in the construction industry.

### Course Content

- Cantonese pronunciation;
- Listening and recognition skills;
- Construction terms;
- Occupational safety terms;
- Words in date and time;
- Conversation in workplace, restaurant, traveling, shopping and bargaining, socialising with friends and colleagues, visiting clinic or hospital, banking, job interview; and other vocabularies

### Duration

20 sessions (60 hours)  
3 sessions per week, 3 hours per session

### Commencement Date

HKIC will run courses in response to demand.

### Course Fee

HK\$500 (refundable upon award of certificate)

### Course Targets

Ethnic minorities who wish to learn simple Cantonese and to further pursue a career in the construction industry

### Medium of Instruction

Cantonese with Nepalese or Urdu interpreter

### Venue

HKIC - Sheung Shui Campus  
1 Fung Nam Road, Sheung Shui

### Award of Certificate

A certificate will be awarded with 80% or above attendance rate and passing the course assessment with a mark of 60% or above

### How to Apply

Please complete and return the application form overleaf together with the course fee by post to CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon or in person to the following address:

HKIC - Sheung Shui Campus  
1 Fung Nam Road, Sheung Shui  
(Please mark "FCVC Application" on the cover of the envelope)

Payment must be made by cheque and payable to "Hong Kong Institute of Construction". Please write your name, course code and contact phone number on the back of the cheque. Cash is not accepted.

## Skills Enhancement Courses for Ethnic Minorities

Hong Kong Institute of Construction (HKIC) offers a series of Skills Enhancement Courses in order to train up ethnic minorities who are Registered General Workers to become Intermediate Tradesman (Semi-skilled Workers). General Workers can then be employed as Intermediate Tradesman (Registered Semi-skilled Workers) of the related trade division and can independently carry out construction works of the specified trade division on construction sites to meet the requirements of "designated skills for designated works" under the Construction Workers Registration Ordinance. A bonus will be awarded to those who comply with the requirements and obtain the designated Intermediate Trade Test Qualification.

| Courses Code (Weekday) | Courses Code (Weekend) | Course Name      | Curriculum  | Duration                  |                           | Venue       |
|------------------------|------------------------|------------------|---|---------------------------|---------------------------|-------------|
|                        |                        |                  |   | Weekday                   | Weekend                   |             |
| M31N                   | M01W                   | Metal Scaffolder | <ul style="list-style-type: none"> <li>• Read and understand design drawing</li> <li>• Temporary struts, supports and connection of metal scaffolding</li> </ul>                                  | 50 hours (for each trade) | 50 hours (for each trade) | Sheung Shui |
| M32N                   | M02W                   | General Welder   | <ul style="list-style-type: none"> <li>• Electric arc welding / cutting</li> <li>• Oxy-acetylene gas welding / cutting</li> </ul>   |                           |                           | Sheung Shui |
| M33N                   | M03W                   | Plumber          | <ul style="list-style-type: none"> <li>• Connection of various types of pipe and fitting</li> <li>• Installation of sanitary wares</li> </ul>   |                           |                           | Kwai Chung  |
| M34N                   | M04W                   | Concreter        | <ul style="list-style-type: none"> <li>• Method of placing concrete</li> <li>• Practise casting of concrete components and connecting concrete pump pipes</li> </ul>                              |                           |                           | Tai Po      |
| M35N                   | M05W                   | Plasterer        | <ul style="list-style-type: none"> <li>• Understand plastering materials and mortar, hand and mechanical mixing of Mortar</li> <li>• Skills training in all plastering and slab paving</li> </ul> |                           |                           | Kwai Chung  |

### Commencement Date

HKIC will run additional courses in response to demand. Please contact the HKIC for enquiries.

### Course Fee

Free

### Bonus

#### Weekday Class M31N - M35N

An attendance rate of 85% or above is required. Students who complete the programme and meet the minimum attendance requirement will be recommended by HKIC to take the Intermediate Trade Test. In order to be entitled to the bonus of HK\$7,000, these students are required to achieve the attendance requirement, pass the Intermediate Trade Test and register as semi-skilled worker (related trade). Trade Test is recommended by HKIC within 3 months after the completion of the course (a maximum of 2 fee waivers). If the students work and stay in the relevant trade 3 months after graduation, they will be entitled to have an additional bonus HK\$7,000 after the supporting documents are reviewed by HKIC. The total bonus is up to HK\$14,000.

#### Weekend Class M01W-M05W

An attendance rate of 85% or above is required. Students who meet the minimum attendance requirement will be recommended by HKIC to take the Intermediate Trade Test. In order to be entitled to the bonus of HK\$4,000, students are required to achieve the attendance requirement, pass the Intermediate Trade Test and register as semi-skilled worker (related trade). Trade Test is recommended by HKIC within 3 months after the completion of the course (a maximum of 2 fee waivers).

(If applicant violates any course requirements before admission and intermediate trade test, the study will be terminated without prior notice and no bonus will be entitled.)

### Admission Requirements

- Ethnic minorities in Hong Kong
- Card holder of Registered General Worker (RGW) or Registered Semi-Skilled Worker or holder of Intermediate Trade Test qualification (non-applied trade)
- At least 1 year of working experience in the relevant trade
- Applicants for General Welding course (M02W / M32N) must be a certificate holder of Gas Welding Safety Training Course

- Applicants can only apply for one course at a time. Applicants can apply for another course 12 months after the completion of the first course
- Applicants cannot be existing trainees / students of any courses offered by the Construction Industry Council or the Hong Kong Institute of Construction
- Applicants cannot be the holder of Registered Skilled Worker Card or any trade test qualification

### Medium of Instruction

English

### How to Apply

Please complete the application form overleaf by post to CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon or in person to the following training campus of the trade which you would like to apply.

Please write down course code on the cover of the envelope.

**M01W, M02W, M31N, M32N :**  
HKIC - Sheung Shui Campus  
1 Fung Nam Road, Sheung Shui

**M03W, M05W, M33N, M35N :**  
HKIC - Kwai Chung Campus  
7-11 Kwai Hop Street, Kwai Chung

**M04W, M34N :**  
HKIC - Kowloon Bay Campus  
44 Tai Yip Street, Kowloon Bay

This new arrangement is applicable to the students who submitted the applications on or after 15 November 2023.