

I. Introduction

With a view to improving tourist guides' service quality, the TIC set up a **Tourist Guide Accreditation System** on 1 July 2004, under which all tourist guides assigned by member agents to receive visitors to Hong Kong are required to have a valid **Tourist Guide Pass** issued by the TIC.

The Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides has been set up for those who wish to obtain the Tourist Guide Pass but are unable to take the designated tourist guide training courses and sit the relevant examinations because of their inability to understand Chinese and English. Eligible people may attend the **Accreditation Examination for Non-English-and-Chinese-Speaking Tourist Guides** through self-study. Those who passed the examination may apply for the **Tourist Guide Pass**.

II. Conditions for applying for the Accreditation Examination

Applicants may sit the **Accreditation Examination for Non-English-and-Chinese-Speaking Tourist Guides** if they satisfy the following conditions:

- (1) Being unable to take the local tourist guide training courses and sit the relevant examination because of their inability to understand Chinese and English;
- (2) Being holders of the Hong Kong Permanent Identity Card, or holders of the Hong Kong Identity Card who are not subject to any condition of stay; and
- (3) Having been employed by a member travel agent.

III. Verification

Applicants must submit the following documents to prove that they are eligible for the Accreditation Examination:

- (1) Declaration: They must declare in writing that they are unable to take the designated tourist guide training courses and sit the relevant examination because of their inability to understand Chinese and English;
- (2) Reference from employer (travel agent) (Please refer to Appendix I for sample): They must provide an employment letter from their employer verifying that they are full-time or part-time staff of the company; and
- (3) Other documents which can prove that they do not understand Chinese and English, e.g. certificate of birthplace, academic certificates, etc.
- (4) Academic proof.

I. 簡介

為提高導遊的服務水準，議會於 2004 年 7 月 1 日設立「導遊核證制度」，在該日起，所有由會員指派接待入境旅客的導遊，必須持有由議會發出的有效「導遊證」。

「操中英以外語言導遊的核證制度」是專為欲考取「導遊證」，但因不諳中、英文而未能修讀指定的導遊培訓課程和參加相關考試的人士而設。合資格人士可透過自修參加「操中英以外語言導遊核證考試」，通過考試者可向議會申請「導遊證」。

II. 核證考試申請條件

申請人如符合下列條件，可直接報考「操中英以外語言導遊核證考試」：

- (1) 因為不諳中、英文而未能修讀本地導遊培訓課程及參加有關考試；
- (2) 持有香港永久性居民身份證或香港居民身份證而不受居留條件限制；及
- (3) 受僱於會員旅行社。

III. 核實機制

申請人須提交以下文件，以證明其合乎資格參加核證考試：

- (1) 聲明書：申請人須就其因不諳中、英文而未能修讀指定的導遊培訓課程及參加有關考試作出書面聲明；
- (2) 僱主(旅行社)受僱信（樣本請見附件一）：證明申請人是其公司的全職或兼職職員；及
- (3) 其他可證明申請人不諳中文及英文的文件：例如出生地證明、學歷證明等。
- (4) 學歷證明文件。

All applications will be handled on a case-by-case basis. The Executive Office may interview the applicants, if necessary, in order to verify the information given by them, or request the relevant institutions to help verify such information.

If any applicant or travel agent is found to have given false information or used forged documents, not only will the application be nullified and the Tourist Guide Pass (if issued) be revoked, the case will also be referred to the Compliance Committee and reported to law-enforcement agencies.

所有申請均會獨立處理。如有需要，辦事處會約見申請人，以核實申請人所提交的資料，或請相關機構協助核實有關資料。

申請人及旅行社如提供虛假證明或使用假文件，除申請人會被撤銷申請資格或已獲發的「導遊證」外，個案並會交由「規條委員會」及執法機關處理。

IV. Examination

(1) Format: Interview and simulated road test

(2) Scope:

Part I: Interview

There are four areas in this part. Candidates need to choose two questions from each area by lot, and answer a total of eight questions. Each question has 15 marks. The total marks for this part are 120 marks.

Part II: Simulated road test

There are 10 most popular tourist attractions in this part. Candidates need to choose one tourist attraction by lot, and deliver a tour commentary on it. The total marks for this part are 80 marks. Slides of the tourist attraction will be shown during the test.

IV. 考試

(1) 形式：面試及模擬路試

(2) 範圍：

第一部份：面試

此部份共有四項考試內容，考生以抽籤形式從每項內容中各抽出其中兩題作答，考生共須回答 8 題題目，每題 15 分，共 120 分。

第二部份：模擬路試

此部份包括 10 個「香港十大最受遊客歡迎景點」，考生須以抽籤方式從 10 個景點中抽出其中一個景點進行描述，共 80 分。於考試時會放映有關景點的投影片。

	Contents 考試內容	No. of questions 題數	Marks per question 每題分數	Full marks 滿分	Pass marks 合格分數
Part I 第一部份	a) Code of Conduct for Tourist Guides 導遊作業守則	2 out of 8 8 選 2	15	120	96
	b) Tourism-related Organisations and Mechanism for Regulation of Hong Kong's Travel Industry 與旅遊業相關之機構及香港監管旅遊業的機制	2 out of 5 5 選 2			
	c) Handling Different Types of Emergencies 各項緊急事件之處理	2 out of 7 7 選 2			
	d) About Hong Kong 香港概述	2 out of 8 8 選 2			
Part II 第二部份	Top 10 attractions of Hong Kong 香港十大景點	1 out of 10 10 選 1	80		64
Total 總分：			200		160

(3) Duration: 1 hour

Part I: 40 minutes

Part II: 20 minutes

(3) 時間：共 1 小時

第一部份：40 分鐘

第二部份：20 分鐘

- | | |
|--|--|
| <p>(4) Pass mark: 160 (Total marks: 200)
Those who have not passed the examination are required to re-take only the failed Part <u>within two years</u>. Otherwise, they have to retake both Parts I and II. The number of resits allowed is not limited.</p> <p>(5) Language of examination: a language other than Chinese or English</p> <p>(6) Marking criteria: Please see Appendix II</p> <p>(7) Composition of the examination board:
The examination board consists of three Tour Guide Training Course instructors. Candidates must obtain a pass mark from at least two-thirds of the examiners in order to pass the examination.</p> <p>(8) Interpreter:
Interpreters will be provided by the TIC for candidates. The examiners will first ask questions in Cantonese, Mandarin or English, and the interpreter will then interpret the questions into the language chosen by the candidate. Answers given by the candidate will be interpreted into Cantonese, Mandarin or English for marking by the examiners.</p> <p>(9) Provision of revision materials:
The TIC will provide candidates with a set of study notes for revision in English and Chinese. <u>Candidates are required to arrange the translation of the notes themselves.</u></p> <p>(10) Videoing examinations:
The entire examination process will be videoed for verification and appeal purposes.</p> <p>(11) Fees:
Examination fee: HK\$1,000 per attempt
Interpretation fee: Depends on the charges of individual interpreters</p> <p>This examination is eligible for subsidies by the Development Fund for the Travel Industry. The travel agency staff may be subsidized with a maximum of 70% of the examination fee upon successful application and passing the Examination. The application guide and form can be downloaded from the TIC's website:
http://www.tichk.org/public/website/en/industry_subsidy_scheme/development_fund/development_fund/html</p> | <p>(4) 合格分數：160 分(總分 200 分)
如考生未能通過考試，只需於兩年內補考不合格的部份，補考次數不限。<u>如兩年內仍未能通過補考的部份，則需重新報考第一和第二部份。</u></p> <p>(5) 應考語言：考生於報名時只需選擇一種中、英以外語言應考。</p> <p>(6) 評分標準：請參閱附件二</p> <p>(7) 主考團組成：
主考團由三名導遊培訓課程導師組成。主考團中，必須至少有三分之二的成員給予考生合格分數，其考試成績方評定為合格。</p> <p>(8) 傳譯員：
每次考試均有由議會安排的傳譯員作傳譯，主考以廣東話、普通話或英語發問問題，然後由傳譯員傳譯為考生所選定的語言，考生作答後，再由傳譯員將答案的內容傳譯為廣東話、普通話或英語予主考員作出評分。</p> <p>(9) 溫習資料的提供：
議會將提供一份以中、英文編寫的研習資料手冊給考生複習，<u>考生需自行安排文件翻譯。</u></p> <p>(10) 考核過程錄影：
整個考核過程會被錄影，作核實內容及上訴之用。</p> <p>(11) 費用：
考試費：每次港幣一千元正
傳譯費：視乎個別傳譯員收費而定</p> <p>本考試已被納入「旅遊行業發展基金」可獲資助考試名單，成功申請資助及通過考試的旅行社員工可獲七成考試費資助，申請指引及表格可於議會網頁下載：
http://www.tichk.org/public/website/b5/industry_subsidy_scheme/development_fund/development_fund/html</p> |
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V. Appeal

- (1) Appeals against unsuccessful application for the Accreditation Examination will be handled by the Appeal Board.
- (2) Appeals against examination results will be handled by the Examination Appeal Committee.

V. 上訴機制

- (1) 就不獲批准參加核證考試提出的上訴：交由「上訴委員會」審理。
- (2) 就考試成績提出的上訴：交由「考試上訴委員會」審理。

- (3) Appellants, when appearing before the Appeal Board or the Examination Appeal Committee, will be provided with interpretation services. However, the interpreters must not be ones who have provided interpretation services at the examination. The appeal fee is HK\$1,000, which includes the fee for interpretation.
- (4) If the Appeal Board rules in favour of the appellants, it will decide whether the appeal fee will be refunded to them.
- (5) If the Examination Appeal Committee rules in favour of the appellants, the appeal fee (without interest) will be refunded to them.

VI. Application requirements for the Tourist Guide Pass

The application fee for the Tourist Guide Pass is HK\$150. Those who passed the Accreditation Examination must meet the following requirements before submitting their application for the Tourist Guide Pass:

1. 18 years old or above;
2. Holders of the Hong Kong Permanent Identity Card, or holders of the Hong Kong Identity Card who are not subject to any condition of stay;
3. Secondary secondary graduates or equivalent, or above (applicants with one or more than one year's tour-guiding experience may apply for exemption);
4. Holders of a first aid certificate or attendance certificate issued by one of the following six institutions: the Hong Kong Red Cross, the Hong Kong St. John Ambulance Brigade, the Auxiliary Medical Service, The Hong Kong Life Saving Society, the Hong Kong Police and the Hong Kong Fire Services Department; or having attended the TIC's first aid talk;
5. Signing of a declaration stating that the applicant is physically and mentally fit to be a tourist guide, and that there is no other reason that will cause the TIC to consider him/her not fit and proper to be a tourist guide; and
6. Declaration of any criminal conviction in Hong Kong or elsewhere in accordance with the Declaration Form provided by the TIC.

VII. Restrictions on Tourist Guide Pass

Those who passed the **Accreditation Examination for Non-English-and-Chinese-Speaking Tourist Guides** are required to apply for the **Tourist Guide Pass** within two years since the issue date of the examination result slip. Late applicants must pass the relevant examination again before submitting their application.

The Pass stipulates that its holder is not allowed to use Cantonese, English or Mandarin in receiving inbound package tours. If the Pass holder is found to have used any of the above-mentioned languages in receiving inbound package tours, both the travel agents and the tourist guide concerned will be deemed in breach of the relevant regulations and the cases will be referred to the Compliance Committee for deliberation.

- (3) 上訴人出席「上訴委員會」或「考試上訴委員會」會議時，可獲安排傳譯服務，惟有關傳譯員必須未曾擔任相關考試之傳譯工作。上訴費用為港幣一千元，已包括聘用傳譯員的費用。
- (4) 在「上訴委員會」上訴得直之人士，由「上訴委員會」決定是否獲發還上訴費用。
- (5) 在「考試上訴委員會」上訴得直之考生可獲全數退還上訴費用(不連利息)。

VI. 導遊證申請條件

「導遊證」的申請費用為港幣一百五十元。通過核證考試者須符合以下條件，方可申請「導遊證」：

1. 年滿 18 歲；
2. 持有香港永久性居民身份證，或持有香港居民身份證而不受居留條件限制；
3. 中學畢業或同等程度或以上(擁有一年或一年以上導遊經驗者可以申請豁免)；
4. 持有以下六個議會認可機構所發出的急救證書或急救聽講證書：香港紅十字會、香港聖約翰救傷隊、醫療輔助隊、香港拯溺總會、香港警察、香港消防處；或完成由議會舉辦的急救講座；
5. 聲明身體及精神狀況良好，適合擔任導遊工作，並且沒有其他理由令議會認為申請人不適宜擔任導遊工作；以及
6. 按議會提供的「申報書」申報在香港或其他地區的刑事紀錄。

VII. 導遊證限制

通過「操中英以外語言導遊核證考試」者須於考試成績通知書發出日期起計的兩年內申請「導遊證」，逾期申請者須再次通過有關考試，方可申請「導遊證」。

其證件上將列明持證人不得以廣東話、英語或普通話接待到港旅行團。若持證人被發現以上述任何一種語言接待到港旅行團，旅行社及有關導遊均將被視作違規，個案會交由規條委員會審理。

VIII. Renewal of Tourist Guide Pass

The Pass is valid for one year. The renewal fee is HK\$150. Pass holders must renew their Pass three months before its expiry. Proof of being employed by a travel agent must be provided when applying for the renewal of the Pass.

Pass holders who renew their Pass within two years after its expiry do not need to take any examination. The new Pass will be valid for one year, counting from the day on which the Pass is issued.

If Pass holders renew their Pass more than two years after the expiry date, they must pass the **Accreditation Examination for Non-English-and-Chinese-Speaking Tourist Guides** again before applying for the Pass. Candidates who fail the examination may resit, and the number of resits allowed is not limited. The new Pass will be valid for one year, counting from the day on which the Pass is issued.

IX. How to apply

- (1) Complete the **application form**, and mail or submit it in person to the TIC Industry Training Department together with the **relevant supporting documents** (Please refer to Item III of Page 1 for details).
- (2) Eligible applicants will be notified to hand in the fees, collect study notes and other details about the arrangement of examination.
- (3) Eligible applicants are required to **sit the examination within 12 months** since the issue date of the official receipt of the examination application fee. Otherwise, they will be **disqualified without any refund**.
- (4) **No refund will be arranged** should an applicant decide to withdraw from the examination for personal reasons.

X. Examination dates 考試日期

Examination code 考試編號	Examination schedule (subject to final confirmation) 考試日期 (待定)	Application deadline 截止報名日期
AE-NECTG-201801-65	14-01-2019 (Mon)	Two weeks before the examination date 考試日期兩星期前
AE-NECTG-201803-66	18-03-2019 (Mon)	
AE-NECTG-201805-67	20-05-2019 (Mon)	
AE-NECTG-201807-68	22-07-2019 (Mon)	
AE-NECTG-201809-69	09-09-2019 (Mon)	
AE-NECTG-201811-70	25-11-2019 (Mon)	

XI. Enquiries

For any enquiries, please contact the TIC Industry Training Department on 2807-1199.

VIII. 導遊證續證

證件有效期為一年，費用為港幣一百五十元。持證人須於證件到期前三個月自行向議會申請續證，並須提交在職旅行社的證明，方可申請續證。

持證人如在證件有效期屆滿後的兩年內申請續證，可無須參加考試而獲發新證，證件有效期為一年，由發證日起計算。

如在證件屆滿後超過兩年才申請續證，必須再次通過「**操中英以外語言導遊核證考試**」，然後才可申請續證。考試不合格者可以補考，補考次數不限。新證的有效期為一年，由發證日起計算。

IX. 報考程序

- (1) 填妥**報考表格**，連同**有關證明文件**（詳情請參閱首頁的第 III 項）郵寄交或親身遞交議會行業培訓部。
- (2) 合資格申請者將獲議會另行通知，前來繳交所需費用、領取溫習資料及有關考試安排的詳情。
- (3) 合資格申請者須於報考費用的正式收據發出日期起計的**十二個月內參加考試**，否則會被取消考試資格及**不獲退回任何已繳交的費用**。
- (4) 如申請者因私人理由決定退出考試，**已繳交的費用概不退回**。

XI. 查詢

如有查詢，請致電 2807-1199 與議會行業培訓部職員聯絡。

Sample reference letter from employer

(Letter head of the Company)

(Date)

To Whom It May Concern:

Accreditation Examination for
Non-English-and-Chinese-Speaking Tourist Guides

This is to certify that Mr / Ms (full name), holder of HKID card no. **xxxxxxx**, has been employed by our company as (title, e.g. interpreter / travel consultant /...) since (date). As Mr / Ms (family name) is unable to take the designated tourist guide training courses because of his / her inability to understand Chinese and English, we would like to recommend him / her to sit the above examination through self-study.

For any further questions, please contact (name, title, department) on (phone number).

Sincerely yours

(signature & company chop)

(name of signatory)

(title / department)

(company name)

僱主(旅行社)推薦信樣本

(公司信紙)

敬啓者：

推薦職員參加「操中英以外語言導遊核證考試」

茲證明 (姓名) 先生／女士 (香港身份證號碼：xxxxxxx) 由 xx 年 xx 月 xx 日起於本公司擔任 (隨團傳譯員／旅遊顧問助理／旅遊顧問／．．．)，並因不諳中、英文而未能修讀相關之導遊培訓課程，故現推薦其參加上述考試。

如有任何疑問，請致電 xxxx-xxxx 與 (部門－職位－姓名) 先生／女士聯絡。

此致

香港旅遊業議會
行業培訓部

(旅行社名稱)

(部門／職位)

(簽名＋公司蓋章)

(負責人姓名)

(日期)

Marking Criteria of Interview and Simulated Road Test

附件二 Appendix II

面試及模擬路試評分標準

Total marks 總分：200

Pass marks 合格分數：160

Part 1 第一部份：Interview 面試 (120 marks 分)

Content 內容	Question No. 題號	Marking Criteria 評分準則	Scores 得分
A · Code of Conduct for Tourist Guides 《導遊作業守則》	1 – 2	Accuracy of content 內容正確及準繩度	0-15
			0-15
B · Tourism-related Organizations and Mechanism for Regulations of Hong Kong Travel Industry 「與旅遊業相關之機構」及「香港監管旅遊業的機制」	3 – 4		0-15
			0-15
C · Handling Different Types of Emergencies 「各項緊急事件之處理」	5 – 6		0-15
			0-15
D · About Hong Kong 「香港概述」	7 – 8		0-15
			0-15

Part 2 第二部份：Simulated Road Test 模擬路試 (80 marks 分)

Descriptors 評分項目	Criteria 準則	Scores 得分
Appearance 外表	Dress code 服飾 Formal / professional dressing 專業的衣著	0-2
	Tidiness 整齊及清潔程度 Tidy and clean 儀容整潔 Not wearing too many accessories or ornaments 沒有配戴過量飾物	0-3
Posture 姿勢	Way of standing 站姿 Keeping the balance 能保持平衡 Standing straight and naturally, not too nervous or lax 腰板挺直及自然、站姿不過於緊張或懶散	0-1
	Body language & gesture 身體語言及手勢正確 Appropriate use of gestures & body language 恰當運用手勢或其它身體語言 No repeating or jerky gestures 沒有重複或不必要的小動作	0-2
	Eye contact 眼神接觸 Eye contact evenly distributed across the audience 有系統地環觀聽眾 Looking natural and sincere 流露自然誠懇的目光	0-2
Attitude 態度	Enthusiasm 熱誠 Dedicated performance 表現投入	0-3
	Self-confidence 自信 No trembling of voice 聲音不顫抖	0-2
	Attentiveness 專注 Consistent and natural eye contact 眼神穩定和自然 Familiar with the speech content 熟悉講解的內容	0-2
	Friendliness 和藹可親 Always wearing natural smile 全程保持自然笑容	0-3
Skills of using microphone 運用擴音器 技巧	Correct way to hold the microphone 持擴音器手勢 Holding the microphone 1 to 2 inches away from the lips 擴音器須離嘴唇一至二吋 Not letting the microphone cover the mouth or facial expressions 擴音器沒有遮掩嘴巴或面部表情 Not muffling the voice of the microphone with hands 手沒有遮擋擴音器接收範圍 Holding the microphone with one hand AND holding the handrail or making appropriate gestures with the other hand 應用一隻手拿著擴音器，另一隻手緊握扶手或運用適當的手勢以配合講解	0-2
	Correct use of the microphone 使用擴音器技巧 Not playing with the wire of the microphone 沒有玩弄電線 No echo of the microphone 擴音器沒有發出迴響 Appropriate control of the on-off switch 控制開關得宜 Having properly connected the microphone 擴音器已接駁好	0-3
	Appropriate speed of speech 講話節奏 Appropriate timing 能掌握要講解觀光要點的時間 Appropriate pausing & intonation 有適當的抑揚頓挫	0-5
	Audibility 講話音量 Clear and audible voice 聲線清晰 Consistent volume level 音量充足和穩定 Being able to adjust the volume when necessary 能因應不同情況調整聲浪	0-5
Content 內容	Relevancy & appropriacy of information 資料選擇 Relevant and appropriate content 內容切合情景，沒有離題 Most updated information presented 能提供最新的資訊 Conveying messages positively 提供正面訊息	0-10
	Organization & coherence of information 表達連貫性 Organized presentation of information 有系統地介紹資料 Coherent presentation 內容邏輯地連貫著 Linking different topics together in a logical way 能將不同的題材化零為整	0-10
	Accuracy of information 資料的準確度 Accurate information 給予正確的資料 Pointing out the scenic spots clearly and correctly 清楚及正確地指出有關景點的方向	0-10
	Adequacy of information 資料的份量 Adequate and appropriate elaboration of information 適當地闡釋資料	0-10
General Performance 整體表現	Ability to draw the audience's attention 提高聽眾注意力的 能力 Interest level of the presentation 選取有趣的題材及資料 Skills to arouse the audience's interest 能運用適當技巧以增添聽眾的興趣	0-2
	Ability to build up atmosphere 製造氣氛的能力 Sense of humour 適當地運用幽默	0-1
	Adaptability 應變能力 Sensitive and alert to the surroundings 對周遭事物有敏銳觸角 Able to handle emergencies 能隨機應變處理突發事件 Able to calm down and comfort the audience 能安撫別人情緒	0-2



Ref:2018.03

P.(I)

操中英以外語言導遊的核證制度
Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides
操中英以外語言導遊核證考試申請表

Application Form for
Accreditation Examination for Non-English-and-Chinese-Speaking Tourist Guides

由議會填寫 **For Official Use Only** Cheque (No. : _____) / Cash Amount received : HK\$ _____
Remarks : _____ Receipt no. : _____

Important Notes :

1. Please complete this **application form**, and mail or submit it in person to the TIC Industry Training Department together with the **copies of the relevant supporting documents**.
2. Eligible applicants will be notified to hand in the examination fee (HK\$1,000) and interpretation fee (depending on the charges of individual interpreters), and to collect study notes and other details about the arrangement of examination.
3. **No refund will be arranged** should an applicant decide to withdraw from the examination for personal reasons.

重要事項：

1. 請填妥本**申請表格**，連同**有關證明文件副本**郵寄交或親身遞交議會行業培訓部。
2. 合資格申請者將獲議會另行通知，前來支付考試費（港幣一千元）和翻譯費（視乎個別傳譯員收費而定）、領取溫習資料及有關考試安排的詳情。
3. 如申請者因私人理由決定退出考試，**已繳交的費用概不退回**。

請以正楷填寫。 Please complete the form in **BLOCK LETTERS**.

甲部 Part A : 個人資料 Personal particulars

# 英文姓名 English name : _____		姓 Surname	名 First/Other name
# 中文姓名 Chinese name : _____		# 姓名以身份證上登記為準 Name as printed on HKID card	
香港身份證號碼 HKID card number : _____	()	由議會填寫 For Official Use Only HK sign:	
身份證類別 Type of ID card :	<input type="checkbox"/> 香港永久性居民身份證 HK Permanent Identity Card <input checked="" type="checkbox"/> 香港居民身份證 Hong Kong Identity Card		
⚡ 如非永久居民，必須於遞交本表格時夾附護照副本，並於取證時出示正本。 For non-permanent residents, a copy of the passport must be attached to this form and the original copy must be produced when collecting the Pass.			
出生日期 Date of Birth : _____	年 yyyy / 月 mm / 日 dd	性別 Gender :	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F
中文聯絡地址 Correspondence address in Chinese :	_____		
英文聯絡地址 Correspondence address in English :	_____		
手機號碼 Mobile phone :	(請填寫可接收短訊的號碼。) (Please give a number that can receive SMS messages .)		
電話 (住宅) Phone (Home) :	_____	電郵地址 Email address :	_____
電話 (公司) Phone (Office) :	_____	傳真 Fax :	_____



Ref:2018.11

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乙部 Part B : 僱主資料 Employer's information

公司名稱 Company name :
(英文 In English) _____

(中文 In Chinese) _____

職位 Position : _____

牌照號碼 Licence no. : _____

會否申請「旅遊行業發展基金」的資助？

Will you apply for subsidy of the Development Fund for the Travel Industry? 是 Yes 否 No

(請夾附由現職僱主發出的受僱信。 Please attach an employment letter issued by the current employer.)

丙部 Part C 教育程度 Education background

*教育程度 中學畢業 Secondary school graduate 大專文憑/證書 Post-secondary diploma / certificate

Education level : 高級文憑/副學士 Higher diploma / associate degree 學士學位或以上 Bachelor degree or above

其他 Others (請註明 Please specify) _____

*備註 Remarks :

申請人須具備中學畢業或以上學歷，否則必須出示由僱主公司發出的證明文件，以證明其擁有一年或以上的本地導遊經驗。
Applicants must complete secondary education or above. Otherwise, supporting documents issued by the employer must be produced, to prove that the applicant has at least one year of local tour-guiding experience.

丁部 Part D : 考試日期和應考語言 Examination date and language to be used in examination

本人欲參加的考試編號及日期為 The code and date of examination that I wish to take are as follows:

考試編號 Examination code	考試日期 Examination date

應考語言 Language to be used in the examination (請在適當空格內劃上「✓」號 Please tick ('✓') the appropriate box.) :

- 法語 French 德語 German 俄語 Russian 西班牙 Spanish
 印尼語 Indonesian 日語 Japanese 韓語 Korean 泰語 Thai
 越南語 Vietnamese 其他語言 Other language (請註明 please specify) _____

聲明及授權 Declaration & Authorization :

- 本人(申請人)已細閱、明白並同意附於此報名表的「個人資料收集說明」。 I, the applicant, have read, understood and agreed to the "Notes on Collection of Personal Data" that are attached to this application form.
- 本人同意議會核實本人的學歷證明文件，並在此授權本人曾經就讀之教育/單位機構向議會透露有關本人學歷相關的資料作核實之用。 I agree that the Travel Industry Council of Hong Kong (TIC) shall verify the documents of my academic proof, and **here I authorize the education institutions/units that I used to attend to provide the TIC with my personal particulars for the verification of academic qualification(s) I attained.**
- 本人證明以上所填資料正確無誤。如本人之聲明有何失實之處，貴會有權取消本人之申請資格。本人亦知悉**如議會發現任何虛假文件，定必報警處理**。 I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that the **TIC shall report any cases of using false documents to the police.**
- 本人明白並同意如本人選擇以中文及英文以外之其他語言應試，須自付有關傳譯費用。 I understand and accept that if I choose to take the examination in languages other than Chinese and English, I have to **pay for the interpretation fees.**

申請人簽署 Signed by applicant: _____

日期 Date: _____

操中英以外語言導遊的核證制度
Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides

聲明書
DECLARATION

本人(申請人)現作出聲明，本人因不諳中、英文而未能修讀議會指定的導遊培訓課程及參加有關考試。如有失實或與事實不符，貴會有權取消本人之申請資格。

I, the applicant, declare that I am unable to take the tourist guide training courses designated by the TIC and sit the relevant examination because of my inability to understand Chinese and English. The Travel Industry Council of Hong Kong has the right to disqualify me if there is any inconsistency with the fact.

簽署：
Signature: _____

日期：
Date: _____

簽署人姓名：
Name of Signatory:(英文 In English)_____

(中文 In Chinese)_____

香港身份證號碼 / 護照號碼：
H.K.I.D. Card No. / Passport No. : _____

備注：請用正楷填寫。
Note: Please use block letters.



Ref:2018.11

香港旅遊業議會
「個人資料收集說明」

1. 本登記表格上所填報的個人資料，香港旅遊業議會(下稱“議會”)將用作如下用途：
 - (i) 處理考試事宜；
 - (ii) 儲存考生的資料於議會；
 - (iii) 向考生發放考試成績；
 - (iv) 進行研究或統計分析；
 - (v) 其他相關用途。
2. 申請人請儘量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 申請人須親身出示香港身份證以供議會核實身份。議會職員只會於核對申請人身份證上的資料後，才於申請表上簽名作實。申請人如未能親身到議會核實身份，可用郵寄或傳真方式遞交身份證副本；該身份證副本將由議會保存，直至有關申請人親身出示身份證以供議會核實身份為止。在任何法例許可的情況下，議會均有權要求申請人出示身份證，複印申請人的身份證，並保存其身份證副本。
4. 議會會將申請人的資料保密，但議會可能會將申請人的有關資料，提供給任何其他人士或其代表，以作第 1 段所列舉的用途。
5. 根據《個人資料(私隱)條例》，申請人有權：
 - (i) 查閱議會是否持有申請人的個人資料；
 - (ii) 要求獲得 5(i)段所述資料的複本；及
 - (iii) 要求議會改正有關申請人的個人資料。

申請人必須提供足夠資料予議會辦事處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。

6. 如欲查閱個人資料，申請人必須以書面向議會行業培訓部提出。議會地址如下：

香港北角英皇道 250 號北角城中心 1706-1709 室

Travel Industry Council of Hong Kong
Notes on Collection of Personal Data

1. The personal data provided in this registration form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to administer the examinations;
 - (ii) to maintain candidates' records in the TIC;
 - (iii) to distribute examination results to candidates;
 - (iv) to conduct research or statistical analysis; and
 - (v) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.

Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.

6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at:

Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong