

Ref:2009.04

Examinations for Tourist Guide Accreditation System (Categories II to III)

In order to implement the Tourist Guide Accreditation System, which is to take effect on 1 July 2004, the TIC is to organise a written examination (“Knowledge on Hong Kong”) and a practical examination from April 2004 for holders of certificates belonging to Categories II and III of recognised certificates (see below). Those who have passed all the examinations and fulfil the requirements* are eligible to apply for the Tourist Guide Pass.

* Requirements for the Tourist Guide Pass:

- ◆ 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;
- ◆ 18 years old or above;
- ◆ Form 5 graduates or equivalent, or above (applicants with one or more than one year's tour-guiding experience may apply for exemption);
- ◆ Holders of a first aid certificate or attendance certificate issued by a recognised institution;
- ◆ Having passed designated examinations and obtained recognised certificates;
- ◆ Signing of a declaration stating that the applicant is physically fit and of good behaviour to be a tourist guide, and that there is no other reason that will cause the TIC to consider him or her not fit and proper to be a tourist guide; and
- ◆ Signing of a declaration regarding whether the applicant has been convicted in Hong Kong or elsewhere of an offence other than a traffic offence.

Candidates may contact our Training Department for the examination schedule. Eligible candidates should send a completed application form together with a crossed cheque made payable to “Travel Industry Council of Hong Kong” or “香港旅遊業議會” to the TIC Executive Office.

Please note that holders of the Tour Coordinator Certificate Course, which belongs to Category I of recognised certificates, should not take the examinations mentioned here.

For further information, please call Ms Erin Hong of the Training Department on 2807-1199.

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Recognised certificates

Category I

In-service training course

Awarding Institution

Hong Kong Tourism Board (formerly known as Hong Kong Tourist Association), Hong Kong Institute of Vocational Education (Chai Wan) and Hong Kong Association of Registered Tour Coordinators

Name of Certificate

Tour Coordinator Certificate Course

Category II

Pre-vocational training course

Awarding Institution

Hong Kong Institute of Vocational Education (IVE) (Chai Wan), formerly known as Hong Kong Technical College (Chai Wan)

Name of Certificate

- Higher Diploma in Travel and Tourism
- Higher Diploma in Travel and Tourism Management

Hong Kong Institute of Vocational Education (IVE) (Haking Wong), formerly known as Haking Wong Technical Institute

- Diploma in Travel and Tourism
- Vocational Certificate in Inbound Travel Operations
- Certificate in Travel and Tourism
- Certificate in Tourism and Coordination Officer
- Certificate in Tour Coordination

Hospitality Industry Training and Development Centre, Vocational Training Council

Certificate of the "Tour Guide and Service Culture" course

Category III

In-service training course

Awarding Institution

Hong Kong Tourist Association, now known as Hong Kong Tourism Board

Name of Certificate

Certificate of the "Tour Coordinator Training Course"

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Details of examinations and other issues

Methods of examination

	Written examination	Practical examination
Examination format & content	<ul style="list-style-type: none"> ◆ 200 fill-in-the-blank questions ◆ 1 hour 30 minutes ◆ Content based on the “Knowledge on Hong Kong” section of the SUS Tourist Guide Training Course 	<ul style="list-style-type: none"> ◆ Hong Kong Island (25 sections) ◆ Candidates will draw lots before the examination to determine their sections of examination ◆ The examination will be video-taped for cross-checking
Language	<ul style="list-style-type: none"> ◆ Chinese; candidates who wish to take the examination in English should specify so in the application form in order for the TIC to make arrangements at a later stage ◆ Candidates who wish to take the examination in languages other than Chinese and English must seek prior approval from the TIC and bear the translation cost 	<ul style="list-style-type: none"> ◆ Candidates may take the examination in Cantonese, English or Putonghua ◆ Candidates who wish to take the examination in languages other than those mentioned above must seek prior approval from the TIC and bear the translation cost
Total marks	◆ 100	◆ 100
Pass marks	◆ 80	◆ 80

Examination fee

HK\$450 (Candidates will be provided with information on the written examination and a VCD with simulation exercises for the practical examination.)

Resit

- ◆ Holders of Category II certificates who fail either the written examination or the practical examination will be allowed to resit the failed examination. The number of resits is unlimited.
- ◆ Holders of Category III certificate who fail either the written examination or the practical examination will be allowed to resit the failed examination. If they also fail the resit, they will have to take the SUS Tourist Guide Training Course and pass the relevant examinations. If they fail both the written examination and the practical examination, they will have to take the SUS Tourist Guide Training Course and pass the relevant examinations in order to apply for the Pass.

ICAC seminar

Holders of Category III certificate must attend the ICAC seminar to be arranged by the Hong Kong Association of Registered Tour Coordinators. Please call 2807-6512 for details.

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此申請表只供持有
第二及第三類別證書
之人士使用

導遊核證制度
Tourist Guide Accreditation System
筆試及路試報名表

Enrolment form for written and practical examinations

遞交報名表時應包括：

考試費用

證書副本

(報考人士必須於應考時出示
有關證書的正本作核對之用。)

申請費用 App. fee : HK\$450 支票號碼 Cheque No. : _____
考試日期 Examination Date : _____ 時間 Time : _____

請連同支票(支票抬頭請註明「香港旅遊業議會」)寄回或親臨本會遞交。(支票背面請寫上姓名及身份證號碼)

Please submit this form together with a crossed cheque (cheque should be made payable to "Travel Industry Council of Hong Kong") to the Executive Office in person or by mail. (The applicant's name and HKID card no. should be written on the back of the cheque.)

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

甲部 Part A :

請在適當 加 Please "✓" in the appropriate box.

姓名 Name : (以身份證上登記為準 As printed on HKID card)

英文 In English _____
姓(Surname) _____ 名(First/Other name) _____

中文 In Chinese _____ 性別 Sex 男 M / 女 F 出生日期 Date of Birth: _____ / _____ / _____
dd 日 mm 月 yy 年

Type of Identification Document 身份證明文件類別：(Please refer to "Notes on Collection of Personal Data" 請參閱「個人資料收集說明」)

Tick as appropriate 請在適當方格上填上 號.

Hong Kong Permanent Identity Card 香港永久性居民身份證 [No. 號碼： _____]

Hong Kong Identity Card 香港居民身份證 [No. 號碼： _____]

Free from Condition of Stay 不受逗留條件限制

Restrictive Stay 受逗留條件限制

Correspondence Address 通訊處 **任何香港以外之地址或郵政信箱皆不能作為申請人與本會通訊之用途。 Please note that no address or mailbox outside HK should be used as the applicant's correspondence address.

議會將採用不同方式(包括手機短訊及電郵)向導遊發放消息或其他參考資料。為方便議會與導遊保持聯絡，導遊如更改通訊資料(地址、電話、電郵等)，請立即通知議會，或於議會網頁下載「更改通訊資料申請表」，填妥後交回議會訓練部。

The TIC may disseminate news or other information to tourist guides by various means (including SMS and email). In order to keep in contact with the TIC, tourist guides should notify the TIC of any changes in their contact information (correspondence address, telephone number and email address) by downloading the "Application Form for Change of Contact Information" from TIC's website, and completing and returning it to the TIC Training Department.

(Please complete this section in English 此部份請以英文填寫)

flat/room 室 floor (字)樓 block 座 phase/tower 期

name of building/lot number 大廈/地段號數

number and name of estate/street/village 街道名稱/屋村/鄉村及門牌號碼

*香港 HK / 九龍 KLN / 新界 N.T.

District (e.g. Wanchai, Kwun Tong etc.) 地區(例如:灣仔, 觀塘等...)

In Chinese 中文地址 _____

Tel. Nos. 電話號碼: Home(住宅) _____ Office(辦事處) _____

Mobile(手提電話) _____

Fax(傳真號碼) _____ E-mail(電郵) _____

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乙部 Part B :

教育程度 Education background :

- 中五畢業或同等程度 F.5 graduates or equivalent
 大學 University

- 大專 Post-Secondary
 其他 Others 請註明 (Pls specify)

丙部 Part C :

本人已完成下列課程，並通過有關的考試。(請夾附有關證書副本。)

I have completed the following course and passed the relevant examination. (Please attach a copy of the relevant certificate.)

請在適當 加 Please "✓" in the appropriate box :

證書名稱 Name of Certificate	學院/頒發機構 Institute/Issuing Authority	頒發日期(日日/月月/年年) Date Issued (DD/MM/YY)
職前培訓課程 Pre-vocational training courses		
<input type="checkbox"/> 「旅遊業務高級文憑」 <i>Higher Diploma in Travel and Tourism</i> <input type="checkbox"/> 「旅遊管理學高級文憑」 <i>Higher Diploma in Travel and Tourism Management</i>	<input type="checkbox"/> 香港專業教育學院柴灣分校 (前稱香港科技學院 (柴灣)) <i>Hong Kong Institute of Vocational Education (IVE) (Chai Wan)</i> (formerly known as Hong Kong Technical College (Chai Wan))	
<input type="checkbox"/> 「旅遊業務文憑」 <i>Diploma in Travel and Tourism</i> <input type="checkbox"/> 「內遊業務職業技術證書」 <i>Vocational Certificate in Inbound Travel Operations</i> <input type="checkbox"/> 「旅遊業務證書」 <i>Certificate in Travel and Tourism</i> <input type="checkbox"/> 「旅遊聯絡員證書」 <i>Certificate in Tourism and Coordination Officer</i>	<input type="checkbox"/> 香港專業教育學院黃克競分校 (前稱黃克競工業學院) <i>Hong Kong Institute of Vocational Education (IVE) (Haking Wong)</i> (formerly known as Haking Wong Technical Institute)	
<input type="checkbox"/> 「旅遊聯絡員證書」 <i>Certificate in Tour Coordination</i>		
<input type="checkbox"/> 「導遊及卓越服務文化」課程證書 <i>Certificate of the "Tour Guide and Service Culture" course</i>	<input type="checkbox"/> 職業訓練局旅遊服務業培訓發展中心 <i>Hospitality Industry Training and Development Centre, Vocational Training Council</i>	
在職培訓課程 In-service training course		
<input type="checkbox"/> 「旅遊聯絡員訓練課程」證書 <i>Certificate of the "Tour Coordinator Training Course"</i> (本人 <input type="checkbox"/> 已出席/ <input type="checkbox"/> 未曾出席 由香港註冊導遊協會舉辦的廉政公署講座。) (I <input type="checkbox"/> have/ <input type="checkbox"/> have not attended the ICAC's seminar organised by the Hong Kong Association of Registered Tour Coordinators)	<input type="checkbox"/> 香港旅遊協會 (現稱香港旅遊發展局) <i>Hong Kong Tourist Association</i> (now known as Hong Kong Tourism Board)	

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丁部 Part D :

請在下列適當空格內劃上「✓」號：

Please put a tick "✓" in the appropriate boxes below :

本人要求以 中文 / 英文 / 其他語言(請註明: _____) 作答**筆試**。

I wish to take the written examination in Chinese / English / Other language (Pls specify: _____).

本人要求以 粵語 / 普通話 / 英語 / 其他語言(請註明: _____) 應考**路試**。

I wish to take the practical examination in Cantonese / Mandarin / English / Other language (Pls specify: _____).

Declaration 聲明

1. I, the applicant, have read, understood and agreed to the "Notes on Collection of Personal Data" that are attached to this application from.

本人(申請人)已細閱、明白並同意附於報名表的「個人資料收集說明」。

2. 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.

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。

Signature 申請人簽署： _____

Date 日期： _____

✂-----
Mailing Address (please complete this part) 回郵地址(由申請人填寫)

Name 姓名: _____

Postal Address 地址:

Name 姓名: _____

Postal Address 地址:



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香港旅遊業議會
「個人資料收集說明」

1. 考試申請表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及發出證書；
 - (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訓練部提出。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 enrolment 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 and issue certificates to candidates;
 - (iv) to conduct research or statistical analysis;
 - (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 Training Department at:
Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong