



香港旅遊業議會
TRAVEL INDUSTRY COUNCIL
OF HONG KONG

Incorporated with limited liability

外遊領隊證書課程 2010

CERTIFICATE COURSE FOR OUTBOUND TOUR ESCORTS 2010



**Applications are handled on a first-come-first-served basis.
Please sign up now!**

Applications will be processed upon the receipt of the following documents:

- **a completed and signed enrollment form (P.1 – 3);**
- **a crossed cheque amounted HK\$1,250;**
- **photocopy of academic proof; and**
- **Document of Identity for Visa Purposes (*for non-permanent Hong Kong residents only*)**

主辦機構 Organised by

香港旅遊業議會 Travel Industry Council of Hong Kong

香港北角英皇道 250 號北角城中心 1706-09 室 Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, HK

電話 Tel : 2807 1199

傳真 Fax : 2510 9907

網址 Website : <http://www.tichk.org>

電郵 Email : office@tichk.org

辦公時間 Office hours

星期一至五 Mondays – Fridays..... 9 a.m. – 1 p.m.; 2 p.m. – 5:30 p.m.

星期六 Saturdays..... 9 a.m. – 1 p.m.

星期日及公眾假期 Sundays & public holidays 休息 Closed

Certificate Course for Outbound Tour Escorts Course Information

I. Purpose

With a view to maintaining a high standard of service within the outbound travel industry, the TIC has decided that members must employ only outbound tour escorts with a valid Tour Escort Pass for tour-escorting duties. People who wish to obtain the Tour Escort Pass must take the Certificate Course for Outbound Tour Escorts organised by the TIC. From 1 January 2008, people who wish to obtain the Tour Escort Pass **are required to submit their application to the TIC** after completing the Certificate Course and passing the Certificate Examination. Applicants who have met the application requirements and have paid the application fee will be issued with a Pass.

This course is designed to teach basic tour-escorting skills and to assist candidates in preparing for the Certificate Examination.

II. Course introduction

i) Target participants

People who intend to become tour escorts and escort guides.

ii) Entry requirements

1. 17 years old or above; and
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 (*For non-permanent residents, a copy of the **Document of Identity for Visa Purposes** must be attached to the course enrollment form.*)

Important note : Please refer to items VIII – X (page 6) for the Tour Escort Pass application requirements.

iii) Course content

Part I

1. Requirements for an outstanding tour escort
2. Roles and duties of a tour escort
3. Effective skills in escorting a tour group

Part II

1. Useful guide for departure and arrival
2. Package Tour Accident Contingency Fund Scheme and information on levy
3. Travel insurance
4. Important information relating to the travel industry
5. Basic principles and skills in crisis management
6. Handling of emergencies
7. Case study/group discussion
8. Role-play exercise

Part III*

1. First Aid Talk

- a) This talk lasts for 2 hours.
- b) The talk provides only some very basic first aid knowledge and skills. Therefore, attendants of the talk are NOT qualified first-aiders, and certificates will NOT be issued either.
- c) Holders of first aid certificate or attendance certificate who wish to be exempted from the above talk are required to provide the original and photocopy of the relevant certificate for course registration. (The original will be returned to the holder immediately after verification by the TIC.)

2. Health Care Talk

- a) This talk lasts for about 1 hour and is conducted by staff of Travel Health Service, Department of Health, HKSAR.

*** Since all the talks in Part III of the course are arranged by the TIC without extra charges, course participants who are absent or exempted from the above talks will NOT be granted a deduction of course fees.**

iv) *Class and exam timetable*

Please refer to Pages 7 and 8.

v) *Class size*

17 – 21 participants (*Chartered classes can be arranged for travel agents upon request*)

vi) *Venue*

TIC training centre (17/F or 18/F, Fortress Tower, 250 King's Road, North Point, Hong Kong)

vii) *Course fees*

HK\$ 1,250 (including the course fees for Parts I & II, training manual and examination fee. Part III is free.)

viii) *Attendance rate requirements*

Course	Attendance rate	Remarks
Part I	100%	<u>Lateness or early leave will be regarded as absence.</u> ONLY students having a 100% attendance rate in ALL parts are allowed to attend the Certificate Examination. Otherwise, students are required to <u>repeat the part(s) with inadequate attendance in order to be eligible to take the Examination **.</u>
Part II	100%	
Part III	100%	

****Repeat and Resit Fees**

Repeat / Resit	Fee	Remarks
Part I	HK\$ 450	Students who are absent for a class or an examination are entitled to a free make-up class or examination <u>only if</u> they can produce a company letter <u>3 days in advance</u> for official leave; or a certificate (original copy) issued by a recognized medical practitioner <u>within 3 days after the class or examination</u> for sick leave. Otherwise, they have to pay for the repeat or resit fees
Part II	HK\$ 700	
Part III (First Aid Talk)	HK\$ 100	

- ix) *Medium of instruction* ***
Cantonese (with some English) ; course materials and examination paper in Chinese

*** Remarks

- Applicants who wish to take a course with English as the medium of instruction may contact the TIC Training Department. English-medium courses can be run if there are adequate participants.
- English course materials can also be provided for participants of Cantonese-medium courses upon request. Candidates may also answer a Chinese exam paper in English provided that they make such request during enrollment.

- x) *Course instructors*
All course instructors have rich tour escorting experience and have been trained.

III. Examination details

- ONLY students having a 100% attendance rate in ALL the three parts are allowed to attend the Certificate Examination. [**Important note : Lateness or early leave is regarded as absence.**]
- Students must attend the examination according to the date and time assigned by the TIC. Absence without advanced notice or a certificate issued by a recognized medical practitioner will NOT be given free arrangement of make-up examination NOR refunded.
- Application for re-examination can be made after failing.

IV. Conditions for issuance of certificate

- Students who completed the course and passed the certificate examination will be issued a certificate. (Please refer to Items **VIII – X** on **Page 6** for the details of application for the Tour Escort Pass.)
- Candidates who cannot produce documents required (e.g. First Aid Certificate) may be disqualified from the certificate examination or will NOT be issued a certificate.
- Examination result will be released by writing 4 to 5 weeks after the examination date. Phone enquiry of result will not be entertained.
- Certificates will NOT be re-issued. A transcript can be provided, however, to prove the completion of the course upon the receipt of written request.

V. Bad weather arrangements

- When Tropical Cyclone No. 8 or above, or Black Rainstorm Warning Signal is in force, all classes (including talks) / examinations[#] will be postponed.
- When Tropical Cyclone No. 8 or above, or Black Rainstorm Warning Signal is cancelled in the following time, all classes (including talks) / examinations will be held as scheduled.

<u>Cancellation of Tropical Cyclone No. 8 or above, or Black Rainstorm Warning Signal</u>	<u>Arrangements</u>
At 6 a.m. or before	All classes and examinations will be held as scheduled.
At noon or before	All daytime classes remain cancelled; examinations or talks starting at or after 2 p.m. will be held as scheduled.
At 4 p.m. or before	All classes or examinations starting at or after 6 p.m. will be held as scheduled.

#Remarks

- a) When Tropical Cyclone No. 8 or above is in force during class time, all classes will be suspended.
 - b) When Tropical Cyclone No. 8 or above is in force after the start of an examination, the examination will continue until the end.
 - c) When Black Rainstorm Warning Signal is in force, all classes or examination in progress will continue until the end.
3. When Tropical Cyclone No. 3 or below is in force, all classes and examinations will continue as scheduled.

VI. Enrollment procedures

1. Effective from 1 January 2010, all the applications for the Certificate Course for Outbound Tour Escorts will be handled on a first-come-first-served basis.
2. Applicants are required to complete and return P.1 – 3 of the enrollment form together with the following documents to the TIC executive office **by post** or **in person**:
 - a crossed cheque amounted HK\$1,250;
 - photocopy of academic proof; and
 - Document of Identity for Visa Purposes (*for non-permanent HK residents only*)
3. Crossed cheques should be made payable to 'Travel Industry Council of Hong Kong' with **applicant's name and course code** written on the back. Please do **NOT** mail cash.
4. Applicants who write a cheque should make sure that there is enough money in the bank account. The TIC will NOT bear any bank charges or expenses so incurred. In case of cheque bouncing, the TIC has the right to disqualify the applicant from the course immediately.
5. Each applicant can submit ONE enrollment form only. Applications will NOT be processed for duplicate submission of form or incomplete information provided.
6. For applications by post, the date when the TIC executive office receives the documents will be counted as the submission date. Applicants will be notified of the result of application **within TWO WEEKS** since the mailing date. **The TIC will not be responsible for unsuccessful applications caused by mail delay or incomplete documents provided.**
7. Admitted applicants will receive the official receipt, course timetable and relevant information issued by the TIC as confirmation.

VII. Important notes

1. **Course / class changing or refund of course fee will NOT** be arranged once an applicant is admitted. Admitted applicants who wish to **transfer the place to another applicant** must inform the TIC **at least TWO WEEKS before the class starts, and seek confirmation from the TIC.** The transferee must complete and submit a new enrollment form.
2. Admitted applicants should take note of the class timetable, requirements on attendance rate, etc. **No reminder** will be given to individual participants. Should the course be cancelled, participants will be notified and fully refunded.
3. Course participants must immediately inform the TIC of any changes in contact information.
4. The TIC reserves the right to amend and interpret the details of the course information. Applicants or course participants will be informed of any amendments of information.

VIII. Application requirements for the Tour Escort Pass

From 1 January 2008, people who wish to obtain the Tour Escort Pass are required to **submit their application to the TIC within two years after being notified of their passing the Certificate Examination**. Applicants who have met the application requirements will be issued with a 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. Holders of the certificate of the Certificate Course or the notification of passing the examination;
4. Form 5 graduates or equivalent, or above;
5. Holders of a first aid certificate or attendance certificate issued by one of the following six institutions: the Hong Kong Red Cross, Hong Kong St. John Ambulance, 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;
6. Signing of a declaration stating that the applicant is physically fit and of good behaviour to be a tour escort, and that there is no other reason that will cause the TIC to consider him/her not fit and proper to be a tour escort; and
7. Signing of a declaration regarding whether the applicant has been convicted in Hong Kong or elsewhere of an offence other than a traffic offence.

IX. Application fee

HK\$300

X. How to apply

1. Return the completed form of "Application for Tour Escort Pass" and "Declaration" (Attachment I) together with the following documents to the TIC by post or in person :
 - i. One **photocopy*** of the examination result slip of the certificate examination for Outbound Tour Escorts or the Certificate for Outbound Tour Escorts issued by the TIC;
 - ii. One **photocopy*** of academic proof;
 - iii. One recent photo with the following specifications :
 - a. 1.5" x 2" (4 cm x 5 cm)
 - b. Make sure photo presents full head from top of hair to shoulders, and include a full face, front view and open eyes
 - c. Colour photo on **white** background
 - d. Photos should not include sunglasses or hats
 - e. Applicant's full name should be written on the back of the photo
 - iv. A crossed cheque amounted **HK\$ 300** payable to "Travel Industry Council of Hong Kong". Cash is acceptable for submission of application in person. **Please do NOT mail cash.**
 - v. For non-permanent residents, a **photocopy*** of the **Document of Identity for Visa Purposes** must be attached to the application form.

*Remarks: Applicants must produce the **original** of those documents for verification when collecting the Tour Escort Pass.

2. Eligible applicants will be issued the Pass **within 5 to 6 weeks** since the date of submission of application. Pass holders will be notified by **SMS or email** when the Pass is ready for collection.
3. The application form for Tour Escort Pass will be mailed to the applicants together with the notification of passing the certificate examination.

XI. Enquiry

For any further queries, please contact the TIC Training Department on 2807-1199 during office hours.



日間課程 Day-time classes

課程編號 Course Code	第一部份課程 Part I	第一部份(Part I) 上課時間 Class Time (8 小時 hrs)	第二部份課程 Part II	第二部份 Part II 上課時間 Class Time (13 小時 hrs)	角色扮演 Role Play	角色扮演 上課時間 Role Play Class Time (2.5 小時 hrs)	第三部份： 講座 Part III: Talks	第三部份 上課時間 Part III Class Time (3 小時 hrs)	考試日期 Exam Date	考試時間 Exam Time (3 小時 hrs)
2010015 FULL	14/04/2010	09:00 - 13:00 & 14:00 - 18:00	15/04/2010 16/04/2010	09:30 - 13:00 & 14:00 - 17:00	17/04/2010	14:00 - 16:30	17/04/2010	09:30 - 12:45	30/04/2010	09:30 - 12:30
2010016 FULL	14/04/2010	09:00 - 13:00 & 14:00 - 18:00	15/04/2010 16/04/2010	09:30 - 13:00 & 14:00 - 17:00	17/04/2010	14:00 - 16:30	17/04/2010	09:30 - 12:45	30/04/2010	14:15 - 17:15
2010017 FULL	20/04/2010	09:00 - 13:00 & 14:00 - 18:00	21/04/2010 22/04/2010	09:30 - 13:00 & 14:00 - 17:00	23/04/2010	10:30 - 13:00	23/04/2010	14:15 - 17:30	07/05/2010	09:30 - 12:30
2010018 FULL	20/04/2010	09:00 - 13:00 & 14:00 - 18:00	21/04/2010 22/04/2010	09:30 - 13:00 & 14:00 - 17:00	23/04/2010	18:30 - 21:00	23/04/2010	14:15 - 17:30	07/05/2010	14:15 - 17:15
2010019	05/05/2010	09:00 - 13:00 & 14:00 - 18:00	06/05/2010 07/05/2010	09:30 - 13:00 & 14:00 - 17:00	08/05/2010	14:00 - 16:30	08/05/2010	09:30 - 12:45	20/05/2010	09:30 - 12:30
2010020	05/05/2010	09:00 - 13:00 & 14:00 - 18:00	06/05/2010 07/05/2010	09:30 - 13:00 & 14:00 - 17:00	08/05/2010	14:00 - 16:30	08/05/2010	09:30 - 12:45	20/05/2010	14:15 - 17:15
2010021	11/05/2010	09:00 - 13:00 & 14:00 - 18:00	12/05/2010 13/05/2010	09:30 - 13:00 & 14:00 - 17:00	14/05/2010	10:30 - 13:00	14/05/2010	14:15 - 17:30	28/05/2010	09:30 - 12:30
2010022	11/05/2010	09:00 - 13:00 & 14:00 - 18:00	12/05/2010 13/05/2010	09:30 - 13:00 & 14:00 - 17:00	14/05/2010	18:30 - 21:00	14/05/2010	14:15 - 17:30	28/05/2010	14:15 - 17:15
2010023	26/05/2010	09:00 - 13:00 & 14:00 - 18:00	27/05/2010 28/05/2010	09:30 - 13:00 & 14:00 - 17:00	29/05/2010	14:00 - 16:30	29/05/2010	09:30 - 12:45	11/06/2010	09:30 - 12:30
2010024	07/06/2010	09:00 - 13:00 & 14:00 - 18:00	08/06/2010 09/06/2010	09:30 - 13:00 & 14:00 - 17:00	10/06/2010	10:30 - 13:00	10/06/2010	14:15 - 17:30	24/06/2010	09:30 - 12:30
2010025	07/06/2010	09:00 - 13:00 & 14:00 - 18:00	08/06/2010 09/06/2010	09:30 - 13:00 & 14:00 - 17:00	10/06/2010	18:30 - 21:00	10/06/2010	14:15 - 17:30	24/06/2010	14:15 - 17:15
2010026	14/06/2010	09:00 - 13:00 & 14:00 - 18:00	15/06/2010 16/06/2010	09:30 - 13:00 & 14:00 - 17:00	17/06/2010	14:00 - 16:30	17/06/2010	09:30 - 12:45	30/06/2010	14:15 - 17:15
2010027	23/06/2010	09:00 - 13:00 & 14:00 - 18:00	24/06/2010 25/06/2010	09:30 - 13:00 & 14:00 - 17:00	26/06/2010	14:00 - 16:30	26/06/2010	09:30 - 12:45	08/07/2010	09:30 - 12:30



晚間課程 Evening classes

課程編號 Course Code	第一部份課程 Part I	第一部份(Part I) 上課時間 Class Time (8 小時 hrs)	第二部份課程 Part II	第二部份 Part II 上課時間 Class Time (13 小時 hrs)	角色扮演 Role Play	角色扮演 上課時間 Role Play Class Time (2.5 小時 hrs)	第三部份： 講座 Part III: Talks	第三部份 上課時間 Part III Class Time (3 小時 hrs)	考試日期 Exam Date	考試時間 Exam Time (3 小時 hrs)
2010052 FULL	(1) 12,14/04/2010 (2) 16/04/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 19,21,23,26/04/2010 (4) 28/04/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	30/04/2009	19:00 - 21:30	24/04/2010	09:30 - 12:45	13/05/2010	09:30 - 12:30
2010053 FULL	(1) 12,14/04/2010 (2) 16/04/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 19,21,23,26/04/2010 (4) 28/04/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	30/04/2009	19:00 - 21:30	24/04/2010	09:30 - 12:45	13/05/2010	14:15 - 17:15
2010054 FULL	(1) 03,05/05/2010 (2) 07/05/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 10,12,14,17/05/2010 (4) 19/05/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	22/05/2010	14:00 - 16:30	22/05/2010	09:30 - 12:45	03/06/2010	09:30 - 12:30
2010055 FULL	(1) 04,06/05/2010 (2) 11/05/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 13,18,20,25/05/2010 (4) 27/05/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	29/05/2010	14:00 - 16:30	29/05/2010	09:30 - 12:45	09/06/2010	09:30 - 12:30
2010056	(1) 10,12/05/2010 (2) 14/05/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 17,19,21,24/05/2010 (4) 26/05/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	28/05/2010	19:00 - 21:30	22/05/2010	09:30 - 12:45	11/06/2010	14:15 - 17:15
2010057	(1) 18,20/05/2010 (2) 25/05/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 27/05; 01,03,08/06/2010 (4) 10/06/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	12/06/2010	14:00 - 16:30	12/06/2010	09:30 - 12:45	25/06/2010	09:30 - 12:30
2010058	(1) 01,03/06/2010 (2) 08/06/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 10,15,17,22/06/2010 (4) 24/06/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	26/06/2010	14:00 - 16:30	26/06/2010	09:30 - 12:45	09/07/2010	14:15 - 17:15
2010059	(1) 02,04/06/2010 (2) 07/06/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 09,11,14,16/06/2010 (4) 18/06/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	19/06/2010	14:00 - 16:30	19/06/2010	09:30 - 12:45	30/06/2010	14:15 - 17:15
2010060 FULL	(1) 07,09/06/2010 (2) 11/06/2010	(1) 19:00 - 21:30 (2) 19:00 - 22:00	(3) 14,16,18,21/06/2010 (4) 23/06/2010	(3) 19:00 - 21:30 (4) 19:00 - 22:00	25/06/2010	19:00 - 21:30	12/06/2010	09:30 - 12:45	09/07/2010	09:30 - 12:30
2010061	(1) 15,17/06/2010 (2) 19/06/2010	(1) 19:00 - 21:30 (2) 14:00 - 17:00	(3) 22,24,29/06/2010 (4) 01/07/2010	(3) 19:00 - 21:30 (4) 10:00 - 12:30 & 13:30 - 16:30	01/07/2010	17:00 - 19:30	19/06/2010	09:30 - 12:45	17/07/2010	09:30 - 12:30



外遊領隊證書課程 (2010 年課程)
CERTIFICATE COURSE FOR OUTBOUND TOUR ESCORTS (2010)

P.1

課程及考試報名表格 COURSE & EXAMINATION ENROLLMENT FORM

1. 在報讀本課程前，請先細閱最新的「領隊證」申請條件及程序。
Please study the latest requirements & procedures of application for the Tour Escort Pass before enrollment.
2. 本表格共四頁，申請人只需填寫第 1 至 3 頁，連同費用、學歷證明文件副本及其他所需文件一併遞交。*This enrollment form consists of 4 pages. ONLY pages 1 - 3 are to be completed and submitted together with fee, copy of academic proof and other necessary documents for application.*
3. 為方便電腦輸入資料，請以正楷填寫。*Please complete the form in BLOCK LETTERS.*

由議會填寫 For Official Use Only

班別：_____

收據號碼：_____

費用 Fee : HK\$1,250

支票號碼 cheque no. : _____

甲部 Part A 個人資料 Personal Particulars

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

*請將不適用者刪去 Delete where inappropriate

英文 In English _____
姓 Surname

名 First/Other name _____

中文 In Chinese _____

出生日期 Date of Birth ____/____/____
日 dd 月 mm 年 yy

* 性別 Sex : M / F

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

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

香港居民身份證 Hong Kong Identity Card [號碼 No. : _____] 不受逗留條件限制 Free from Condition of Stay
(受逗留條件限制者不可報讀本課程 Applicants subject to restrictive stay will NOT be admitted.)

如非永久居民，必須於遞交本表格時夾附「簽證身份書」(即 D.I.) 副本。

For non-permanent residents, a copy of the Document of Identity for Visa Purposes must be attached to this form.

通訊資料 Contact Information

議會將採用不同方式(包括手機短訊及電郵)向學員發放消息或其他參考資料。為方便議會與學員保持聯絡，學員如更改通訊資料(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 students by various means (including SMS and email). In order to keep in contact with the TIC, students should notify the TIC of any changes in their contact information (correspondence address, telephone number and email address) by downloading the form "Application for Change of Contact Information" from TIC's website, and completing and returning it to the TIC Training Department.

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

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

*HK 香港 / KLN 九龍 / N.T.新界

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) _____

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

= 此欄必須填寫 This section MUST be completed



工作經驗 Work experience : 領隊工作由 Tour escorting from _____ / _____ 至 to _____ / _____
月 mm / 年 yy 月 mm / 年 yy

旅遊或有關行業工作由 Travel related experience from _____ / _____ 至 to _____ / _____
月 mm / 年 yy 月 mm / 年 yy

- 教育程度 Education level : 中五畢業或以上 (此乃申請「領隊證」的基本學歷要求, 申請人必須夾附有關學歷證明文件副本。)
Form 5 graduate or above (This is the basic academic requirement for application for the Tour Escort Pass. Copy of the academic proof must be attached to this form.)
- 學歷未達中五畢業, 但本人不打算申請「領隊證」。
Below F.5, but I do not intend to apply for the Tour Escort Pass.

乙部 Part B 報讀課程 Course(s) Applied For

班別選擇 Class Choice	課程及考試編號 Course & Exam Code	請在下列適當方格內劃上「✓」號。 Please check the appropriate boxes below.		開課日期 Commencement Date
		日間課程 Day Course	晚間課程 Evening Course	
首選 First choice		<input type="checkbox"/>	<input type="checkbox"/>	
次選 Second choice		<input type="checkbox"/>	<input type="checkbox"/>	
三選 Third choice		<input type="checkbox"/>	<input type="checkbox"/>	

- ✦ 如申請人的首選班別報讀人數超額, 將會被編入次選或三選班別。
- ✦ If an applicant's first choice class is full, he/she will be allocated to the second or third choice class.

聲明 DECLARATION

- 本人(申請人)已細閱、明白並同意附於此報名表的課程概覽及「個人資料收集說明」。
I, the applicant, have read, understood and agreed to the course information and "Notes on Collection of Personal Data" that are attached to this application form.
- 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。
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.

申請人簽署 Signature : _____

日期 Date : _____



由議會填寫 For Official Use Only

P.3

外遊領隊證書課程 Certificate Course for Outbound Tour Escorts
報名結果通知書 Enrollment Result Slip

日期 Date : _____

- 閣下已被取錄修讀「外遊領隊證書課程」，課程及考試編號為_____。現發出收據及有關課程資料，請按照夾附的日期和時間上課，除非資料有所更改，否則議會將不另作提醒。
You are admitted to the Certificate Course for Outbound Tour Escorts. The course and exam code is_____. Enclosed are the receipt and relevant information, and please attend the class accordingly. No further reminder will be sent to participants unless there is any change of information.
- 十分抱歉，閣下所選的班別現已額滿，欲取消申請及取回退款者請致電 2807-1199 聯絡議會訓練部；欲報讀其他班別者可到本會網頁(www.tichk.org)查閱最新的時間表，然後將新的班別選擇傳真至 2510-9779（何小姐收）。名額有限，先到先得。
We are sorry to inform you that the class(es) you chose have been full now. For withdrawal of application and refund, please contact the TIC Training Department on 2807-1199. For selection of other classes, please check the latest timetable on our website (www.tichk.org), then fax your new choice of class(es) to 2510-9779 (Attn: Ms Venita HO). Applications are handled on a first-come-first-served basis.

回郵地址 (申請人此欄必須填寫)

Mailing address (Applicant MUST complete this section.)

姓名 Name _____

地址 Address _____



此頁供申請人保存。
This page is to be kept by applicant.

香港旅遊業議會
「個人資料收集說明」

- 「外遊領隊證書課程」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：
 - 處理報讀課程的申請及登記事宜；
 - 儲存獲取錄的申請人的資料於議會；
 - 處理考試事宜；
 - 向考生發放考試成績、發出證書及發放相關資料；
 - 進行研究或統計分析；
 - 其他相關用途。
- 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。
- 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。
- 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。
- 根據《個人資料(私隱)條例》，申請人有權：
 - 查閱議會是否持有申請人的個人資料；
 - 要求獲得 5(i)段所述資料的複本；及
 - 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。
- 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

- The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - to process course applications and enrollment;
 - to maintain course participants' records in the TIC;
 - to administer the examination for this course;
 - to distribute examination results, issue course certificates and disseminate relevant information to candidates;
 - to conduct research or statistical analysis;
 - any other related purposes.
- Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
- 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.
- 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.
- According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - ascertain whether their personal data are held by the TIC;
 - obtain a copy of the data mentioned in paragraph 5(i); and
 - 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.

- 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