



培訓及考試 Training and Examinations

在2003/2004年度，培訓及考試組舉辦多項培訓活動，協助業內人士提升專業水平。在2005年初推出的自願參予「持續專業進修計劃」亦在籌備當中。此外，為有興趣投身地產代理行業而設的資格考試亦會繼續舉行。

During the year under review, the Training and Examinations Section organised various training programmes aimed at enhancing professional standards among licensees. Planning and preparation were also made for the voluntary phase of the Continuing Professional Development scheme which will be introduced to the trade in early 2005. During the year, qualifying examinations continued to be held for those who aspired to joining the estate agency trade.

培訓 TRAINING

專題講座

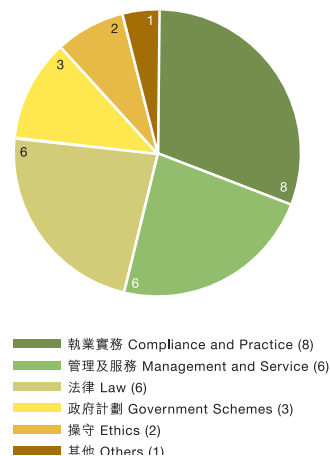
監管局在是年度舉辦了共 26 場專題講座，題目與地產代理業務息息相關，並且配合時勢發展的需要。講座主題可見後頁。專題講座的錄影帶亦在資源中心放映，供從業員及市民觀看。

Seminars on Topics of Professional Interest

Twenty-six seminars in various disciplines related to estate agency work were organised for members of the trade. A number of fresh topics were introduced on account of their timely relevance to estate agency practice (please see opposite page for full list). Video recordings of the seminar sessions are kept at the Resource Centre as reference materials for both practitioners and members of the public.



2003/04 年度舉辦的講座總數
TOTAL NUMBER OF SEMINARS HELD
DURING THE YEAR 2003/04



講座題目	Topics Covered by the Seminars
法律	Law
<ul style="list-style-type: none"> ■ 物業轉易程序常見問題 ■ 業主與租客(綜合)條例修訂 ■ 合約法 ■ 證券及期貨條例 	<ul style="list-style-type: none"> ■ Conveyancing-Most Frequently Asked Questions ■ Update on the Landlord and Tenant (Consolidation) Ordinance ■ Contract Law ■ Securities and Futures Ordinance
執業實務	Compliance and Practice
<ul style="list-style-type: none"> ■ 如何填寫標準文件 ■ 常規規例 ■ 物業資料查冊 ■ 工商物業租務 ■ 執業指南 ■ 執業規例 ■ 在地產代理業應用資訊科技 	<ul style="list-style-type: none"> ■ How to Complete the Standard Forms ■ Practice Regulation ■ Property Information Search ■ Leasing of Commercial and Industrial Properties ■ Compliance Guide ■ Practice Regulation ■ Information Technology in Estate Agency Industry
操守	Ethics
<ul style="list-style-type: none"> ■ 地產代理專業操守 ■ 成交與誠信 	<ul style="list-style-type: none"> ■ Professional Ethics in Estate Agency Work ■ Ethical Transactions
管理及服務	Management and Services
<ul style="list-style-type: none"> ■ 按揭 ■ 按揭保險計劃 ■ 如何防止洗黑錢 ■ 拍賣與銀主盤 ■ 物業估價 	<ul style="list-style-type: none"> ■ Mortgage ■ Mortgage Insurance Programme ■ How to Prevent Money Laundering ■ Auction and Mortgagee Sale ■ Property Valuation
政府計劃	Government Schemes
<ul style="list-style-type: none"> ■ 資本投資者入境計劃 	<ul style="list-style-type: none"> ■ Capital Investment Entrant Scheme
其他	Others
<ul style="list-style-type: none"> ■ 開拓內地地產代理業務 	<ul style="list-style-type: none"> ■ How to Run an Estate Agency Business in the Mainland

培訓課程及備試課程

大專院校及培訓機構在是年度繼續為地產代理從業員提供培訓機會。培訓課程包括為應付資格考試而設的課程，以及就實務而設的專題課程。

Training Courses and Examination Preparatory Courses

During the year under review, training activities continued to be offered by tertiary/vocational institutions. Some of these courses aimed at preparing candidates for the qualifying examinations, while others were specialised courses on matters related to estate agency practice.

推廣行業

監管局經常向社會大眾，尤其是對即將就業的大學、中學畢業生及擇業人士推廣地產代理專業。是年度，監管局參加了由勞工處和香港貿易發展局合辦的「教育及職業博覽」，又到各大專院校舉行巡迴講座及展覽。

Promotion of Career Opportunities in Estate Agency

The Authority aimed at promoting the trade to the community at large, especially job seekers and fresh graduates at tertiary and secondary levels. Efforts mounted during the year included participation at the annual Education and Careers Expo jointly organised by the Labour Department and the Hong Kong Trade Development Council and career talks and exhibitions at various university campuses.



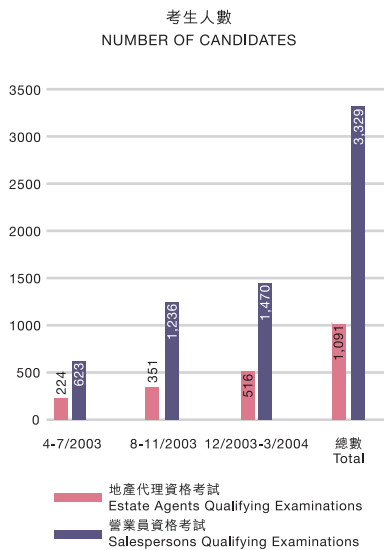
培訓動向

在是年度，培訓組投入了不少資源去策劃讓持牌人自願參予的「持續專業進修計劃」。此項計劃將於 2005 年推出。

Future Training Initiatives

During the year under review, the Training Section spent a considerable proportion of its resources on the planning of the voluntary Continuing Professional Development (CPD) scheme. Full-scale implementation will take place in early 2005.

考試 EXAMINATIONS



報考人數

地產代理資格考試分別於 2003 年 7 月、11 月及 2004 年 3 月舉行，共有 1,091 名考生報考。營業員資格考試方面，合共 3,329 名考生報考了本年度舉行的電腦化考試或筆試。

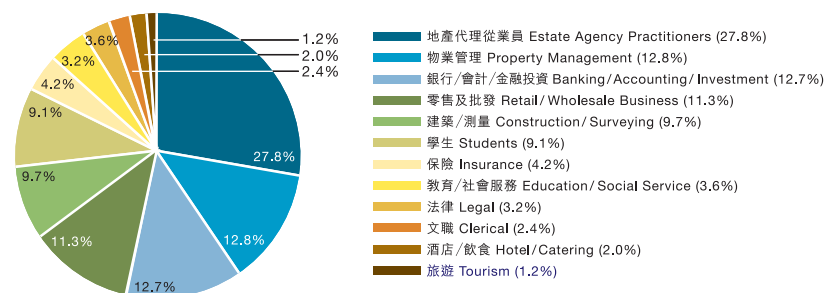
Number of Candidates at the Qualifying Examinations

The Estate Agents Qualifying Examinations were conducted in July and November 2003, and March 2004. A total of 1,091 candidates registered for the examinations. For the Salespersons Qualifying Examinations, a total of 3,329 candidates registered for either the computerised or paper-based format of the examination for the year under review.

考生背景

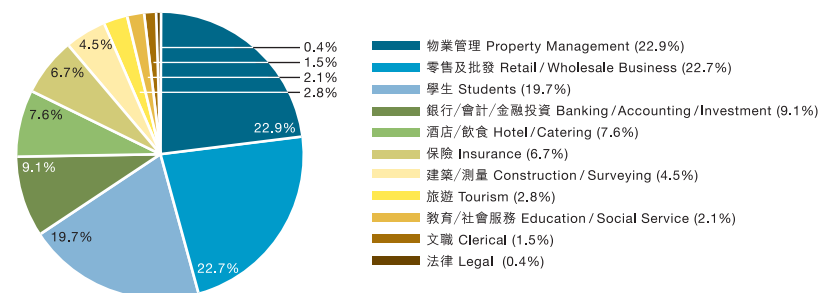
Candidates' Background

地產代理資格考試
ESTATE AGENTS QUALIFYING EXAMINATIONS



共 861 名地產代理資格考試考生提供職業背景資料。
A total of 861 candidates in the Estate Agents Qualifying Examinations provided information with respect to their occupational backgrounds.

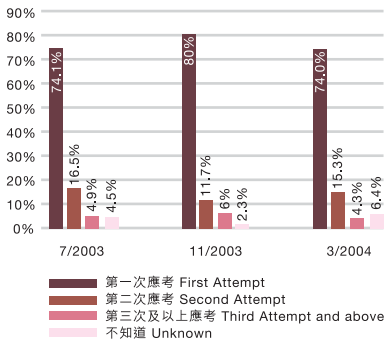
營業員資格考試
SALESPERSONS QUALIFYING EXAMINATIONS



共 1,862 名營業員資格考試考生提供職業背景資料。
A total of 1,862 candidates in the Salespersons Qualifying Examinations provided information with respect to their occupational backgrounds.



地產代理資格考試
ESTATE AGENTS QUALIFYING EXAMINATIONS



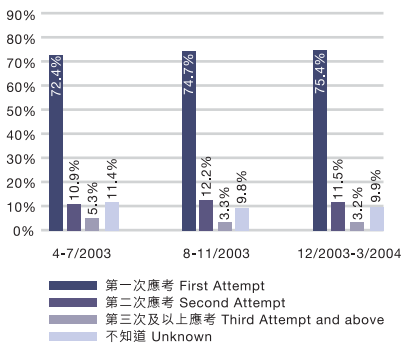
考生參加考試次數

平均有 76% 報考地產代理資格考試的考生是第一次應考。

Number of Attempts at Examinations

About 76% of candidates who sat the Estate Agents Qualifying Examinations were on their first attempt.

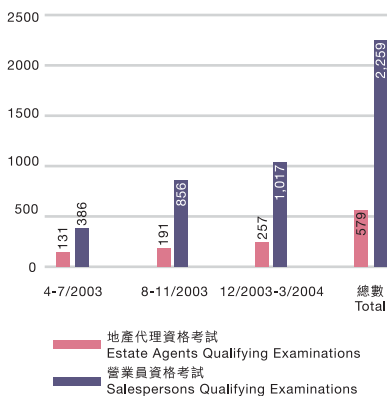
營業員資格考試
SALESPERSONS QUALIFYING EXAMINATIONS



平均有 74.6% 報考營業員資格考試的考生是第一次應考。

About 74.6% of candidates who sat the Salespersons Qualifying Examinations were on their first attempt.

及格考生人數
NUMBER OF CANDIDATES WHO PASSED THE EXAMINATIONS



及格率

本年度的三次地產代理資格考試及格人數合共為 579，及格率是 55.8%。至於營業員資格考試，共有 2,259 名考生及格，及格率為 73%。

Pass Rate

In the year under review, a total of 579 candidates passed the three sets of the Estate Agents Qualifying Examinations, giving a pass rate of 55.8%. For the Salespersons Qualifying Examinations, a total of 2,259 candidates passed, giving a pass rate of 73%.