



持續專業進修計劃
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SCHEME

申請表 APPLICATION FORM

FOR OFFICE USE ONLY

Date Received: _____

Application No.: _____

申請成為認可持續專業進修計劃活動
Application for Endorsement of CPD Activity

第一部份：主辦機構 Part I: Activity Provider

(a) 機構名稱 Name of Provider

(b) 機構類別 Type of Provider (請於適當方格內加上“✓”號 Please “✓” where appropriate)

- 認可培訓機構 Endorsed Training Institutions (請參閱持續專業進修計劃指引 Please refer to *CPD Guidelines*)
- 擁有超過 5 年為地產代理或其他行業舉辦持續專業進修活動經驗的機構 (請附上相關證明)
Activity provider who has over five years' experience conducting CPD activities for the estate agency trade or other professions (Please attach relevant proof)
- 僱員再培訓局 / 廉政公署 / 個人資料私隱專員公署
Employees Retraining Board / ICAC / Office of the Privacy Commissioner for Personal Data
- 是項活動為「持續進修基金計劃」下的可獲發還款項課程，而申請人為該課程的主辦機構
The subject activity is a reimbursable course under the Continuing Education Fund and the applicant is the provider of this activity
- 其他 (請提供機構的詳細背景資料) Others (Please provide detailed background information of the provider)

第二部份：活動資料 Part II: Activity Information

(c) 認可申請 Application for Endorsement

- 活動前申請認可 Pre-event application 活動後申請認可 Post-event application

(d) 活動名稱 Title of the Activity

(活動名稱須適切地反映活動內容 Activity titles should be reflective of the activity content)

(e) 宗旨及目的 Aims and Objectives

(f) 學習模式 Mode of Learning (請於適當方格內加上“✓”號 Please “✓” where appropriate)

- 講座 / 研討會 (傳統形式的講座或研討會)
Seminar / Lecture (conventional classroom seminars / lectures)
- 多節組成的培訓活動 (一系列總時數超過 10 小時的活動)
Multi-session training activity (a series of activities with a total duration of longer than 10 hours)
- 可獲頒學術資格的課程 (完成一系列課堂後可獲頒證書、文憑、副學位或學位學術資格的課程)
Award-bearing course (a structured series of classroom sessions that would culminate in the academic award of a certificate, diploma, sub-degree or degree)
- 網上遙距學習 (自我調節學習速度的網上學習課程)
Web-based distance learning (self-paced Internet learning packages)

(g) 活動對象 Target Participants

(請於適當方格內加上“✓”號，可選多項 Please “✓” where appropriate. Allow multiple selections)

- 持牌地產代理 / 營業員 Licensed Estate Agents / Salespersons
- 公眾人士 General Public
- 內部員工 In-house
- 其他 Others (請註明 Please specify: _____)

(h) 科目 Subject

(請於適當方格內加上“✓”號 Please “✓” where appropriate.)

核心科目 Core Subjects

- C1 地產代理條例及地產代理監管局指引 Estate Agents Ordinance and EAA guidelines
- C2 其他與地產代理工作相關的法律及實務知識 Other legal and practical knowledge relating to estate agency work*
- C3 專業操守 Professional ethics
- C4 地產代理業務管理、督導、管治及盡責審查 Management, supervision, governance and due diligence of estate agency business
- C5 測量，物業 / 設施管理及城市規劃 Surveying, property / facilities management and town planning

非核心科目 Non-core Subjects

- N1 市場推廣技能及技巧 Marketing skills and techniques
- N2 一般商業管理 Business management in general
- N3 財務及會計知識 Finance and accounting knowledge
- N4 其他司法管轄區地產代理業實務 Estate agency practice in other jurisdictions
- N5 資訊科技 Information technology
- N6 社會經濟課題 Socio-economic issues
- N7 語言技能 Language skills
- N8 其他有助提升地產代理從業員水平的知識 Other knowledge conducive to raising standards of estate agency practitioners**

*例如物業轉易、租賃、土地查冊、歧視法例、勞工法例、《建築物條例》、《一手住宅物業銷售條例》及《個人資料(私隱)條例》等 such as conveyancing, tenancy, land search, discrimination legislation, labour legislation, Buildings Ordinance, Residential Properties (First-hand Sales) Ordinance and Personal Data (Privacy) Ordinance

**例如環境保護、可持續發展、室內設計、職業安全、行為心理、統計及數據分析等 such as environmental protection, sustainable development, interior design, occupational safety, behavioural aspects, statistics and data analysis

註：主辦機構在設計活動時，其內容須關於上列的科目及能被歸納為核心及 / 或非核心類別

Remark: CPD Activities should be designed with contents covering the above subjects and be classifiable as core and / or non-core category

(i) 活動時數 Duration of Activity

(休息及成績評核的時間將不計算學習時數 *Time spent on breaks or assessment are not regarded as contact hours*)

核心科目時數 Core Subjects Duration _____ 小時 Hour(s)

非核心科目時數 Non-core Subjects Duration _____ 小時 Hour(s)

總時數 Total Duration _____ 小時 Hour(s)

(j) 出席要求 Attendance Requirement

(請提供計算出席率及扣除缺席時間等的詳情 *Please provide details of the calculation of attendance rate and deduction of absence, etc.*)

(如有需要可另紙書寫或夾附有關證明文件 *If necessary, please provide the information in a separate attachment*)

(k) 申請的持續專業進修學分 CPD Points Applied For (請於適當方格內加上“✓”號 *Please “✓” where appropriate. Allow multiple selections*)

核心 Core _____ 分 point(s)

非核心 Non-core _____ 分 point(s)

(l) 活動內容 Contents of Activity

(請提供活動內容大綱及其時間分佈，並附上教材或講義 (如有的話) *Please provide the course outline with hourly breakdown and teaching materials / handouts, if any*)

(如有需要可另紙書寫或夾附有關證明文件 *If necessary, please provide the information in a separate attachment*)

(m) 預計學習成效 Expected Learning Outcome

(如有需要可另紙書寫或夾附有關證明文件 *If necessary, please provide the information in a separate attachment*)

(n) 授課語言 Medium of Instruction (請於適當方格內加上“✓”號 *Please “✓” where appropriate*)

英語 English

中文 Chinese (廣東話 Cantonese 普通話 Putonghua)

(o) 預計參加人數 Expected Number of Participants/ 出席人數 Number of Participants:

(p) 建議首次舉辦日期 Proposed Date of First Delivery/ 舉辦日期 Date of Event:

(q) 預計每年舉辦次數 Expected Frequency of Activity Per Year (只適用於活動前申請認可 Pre-event application only):

(r) 活動費用 Fee (請於適當方格內加上“✓”號 Please “✓” where appropriate)

免費 Free of charge

參加者須繳交學費 Fee payable by participants: \$ _____

(s) 擬定地點 Prospective Venue/ 地點 Venue (只供面授活動填寫 To be completed for face-to-face activity) :

名稱 Name _____

地址 Address _____

(t) 考核方法 Assessment Methodologies (例如課後練習或測驗 For example course-end exercise or test)

(如有需要可另紙書寫或夾附有關證明文件 If necessary, please provide the information in a separate attachment)

(u) 提供予監管局參考的額外資料 Additional Materials for EAA's Reference

(如有需要可另紙書寫或夾附有關證明文件 If necessary, please provide the information in a separate attachment)

第三部份：有關網上遙距學習的資料

Part III: Information Related to Web-based Distance Learning

(只供網上遙距學習活動填寫 To be completed for web-based distance learning activity)

(v) 提供予監管局以取得網上遙距學習教材的網址 / 示範帳戶的資料及指示

Website / Demo Account Information and Instructions for EAA's Access to Web-based Distance Learning Materials

(如有需要可另紙書寫或夾附有關證明文件 If necessary, please provide the information in a separate attachment)

(w) 登入及紀錄的機制 Log-on and Tracking Mechanism

(如有需要可另紙書寫或夾附有關證明文件 *If necessary, please provide the information in a separate attachment*)

第四部份：導師資料 Part IV: Profile of Instructor(s)

(如有需要可另紙書寫或夾附有關證明文件 *If necessary, please provide the information in a separate attachment*)

	導師 Instructor (1)	導師 Instructor (2)
姓名 Name		
職位 / 名銜 Position / Title		
最高學歷及頒授院校 Highest Academic Qualifications and Awarding Institution		
專業資格及頒授組織 Professional Qualifications and Awarding Body		
與活動科目相關的工作經驗 Relevant Working Experience to the Subject of the Activity		
舉辦類似活動的經驗 Experience in Conducting Similar Activities		

第五部份：質素保證 Part V: Quality Assurance

質素保證機制 Quality Assurance Mechanism

有 Yes 沒有 No

如“有”，請提供質素保證機制的詳情（包括機制的相關程序及評審準則）。

If “Yes”, please provide details of the quality assurance mechanism (including procedures and assessment criteria).

(如有需要可另紙書寫或夾附有關證明文件 *If necessary, please provide the information in a separate attachment*)

第六部份：活動負責人 Part VI: Person-in-charge

活動負責人 Person-in-charge	(中文) (Chinese)	(英文) (English)
職位 / 名銜 Position / Title		
聯絡電話 Telephone No.		傳真號碼 Fax No.
電郵地址 E-mail Address		
地址 Address		

第七部份：備註 Part VII: Remarks

所有持續專業進修計劃活動的主辦機構必須遵守《持續專業進修計劃指引》及其**附件 D** 之《評核程序》列明的要求。(請瀏覽地產代理監管局的網頁<http://www.eaa.org.hk>以取得最新的《持續專業進修計劃指引》及評核程序版本)。 All CPD activity providers are requested to observe the requirements set out at the CPD Scheme Guidelines and “Assessment Procedure” at its **Annex D** (Please visit the latest version at the EAA website <http://www.eaa.org.hk>).

主辦機構須確保載於其教材內的資料均為最新及準確的。不論是項活動是否獲監管局認可為獲承認的持續專業進修活動，及/或主辦機構有否於此申請附上任何教材，監管局不會對載於主辦機構的教材內的資料的準確性及完整性作任何保證。對任何人因主辦機構的任何教材內所載之不準確或不完整的資料所引致的任何損失或損害，監管局概不承擔任何責任或後果。 The activity provider shall ensure that the information contained in the training materials is accurate and up-to-date. The EAA makes no warranty as to the accuracy or completeness of the information contained in any of the training materials of the activity provider, irrespective of whether the subject activity is endorsed by the EAA as a recognised CPD activity or not, and/or any training materials are attached to this application or otherwise. The EAA will not accept any liability or responsibility whatsoever for any loss or damage caused to any person howsoever arising from any inaccuracy or incompleteness of any information contained in the training materials of the activity provider.

監管局可將成功申請成為認可持續專業進修計劃活動的資料上載至監管局網頁的「持續專業進修計劃活動一覽表」。 EAA may upload details of the endorsed CPD activities onto the “List of all upcoming CPD activities” of the EAA website.

第八部份：主辦機構簽署 Part VIII : Signature of Activity Provider

Name of Activity Provider 主辦機構名稱	_____	
Signature 簽署**	_____	Date 日期 _____
Name of Person Signing 簽署人姓名	_____	Position 職位 _____

** Please affix company chop 請蓋公司印章