地 產 代 理 監 管 局
ESTATE AGENTS AUTHORITY

表格 Form III

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.:_____
Approved/ Disapproved: _____

申請成為監管局的持續專業進修計劃下獲認可的持續專業進修活動及獲取持續專業進修學分 - 由主辦機構提出
(適用於未有被視為已獲監管局事先認可的活動)
Application for Endorsement of CPD Activity to be recognized under the EAA's CPD scheme and award of CPD points - (Application by Providers)
(Suitable for CPD Activities without the EAA's Deemed Prior Recognition)

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)*	☐ 地產代理公司 (請提供機構的詳細背景資料) Estate agency firms (Please provide detailed background information of the provider) ☐ 地產代理商會 (請提供機構的詳細背景資料) Estate agency trade associations (Please provide detailed background information of the provider) ☐ 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) 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: _____)
(g) 學習模式(1) Mode of Learning(1) *(請於適當方格內加上"✓"號 Please "✓" where appropriate)*	☐ 網絡研討會/網上培訓課程(2) Webinar / Online Training Class(2) ☐ 講座 / 研討會(2) Seminar / Lecture (2) ☐ 多節組成的培訓活動 (一系列總時數超過 10 小時的活動)(2) Multi-session Training Activity (a series of activities with a total duration longer than 10 hours)(2) ☐ 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)(2) Award-bearing Course (a structured series of classroom sessions that would culminate in the academic award of a certificate, diploma, sub-degree or degree)(2) ☐ 午餐講座及演講(2) Luncheon Talk and Presentation(2) ☐ 遊學團、代表團探訪或專業交流活動(2) Tour, Delegation Visit or Professional Exchange Activity(2) ☐ 作出指導 / 輔導及知識分享活動(3) Delivering Coaching / Mentoring and Knowledge Sharing Session(3) ☐ 接受指導 / 輔導及知識分享活動(3) Receiving Coaching / Mentoring and Knowledge Sharing Session(3) ☐ 網上遙距學習 (自我調節學習速度的網上學習課程)(2) Web-based Distance Learning (self-paced Internet learning packages) (2)

(h) 科目(4) Subject (4)
(請於適當方格內加上"✓"號 Please "✓" where appropriate))

合規及有效管理 Compliance and Effective Management

☐ CE1	守法合規 Regulatory and Legal Compliance	☐ 地產代理條例、其附屬法例、操守守則及執業通告 Estate Agents Ordinance and its Subsidiary Legislation, Code of Ethics and Practice Circulars ☐ 土地查冊 Land Search ☐ 標準文件 Standard Forms ☐ 物業轉易及租賃 Conveyancing and Tenancy ☐ 一手住宅物業銷售 First Sale of Residential Properties ☐ 專業操守及誠信 Professional Ethics and Integrity ☐ 地產代理條例以外的其他法律 Laws Other than the Estate Agents Ordinance
☐ CE2	有效管理及營運 Effective Management and Operations	☐ 有效管理地產代理業務 Effective Management of Estate Agency Business ☐ 企業管治 Corporate Governance ☐ 風險管理 Risk Management ☐ 網絡安全 Cyber Security

全面提升發展 All-round Advancement

☐ AA1	行業知識及市場資訊 Industry Knowledge and Market Update	☐ 測量、物業/設施管理及城市規劃 Surveying, Property / Facilities Management and Town Planning ☐ 建造、建築及室內設計 Building, Architecture and Interior Design ☐ 其他司法管轄區地產代理業實務 Estate Agency Practice in Other Jurisdictions

	☐ AA2 溝通及人際關係技巧 Communication and Interpersonal Skills	☐ 語言能力 Language Skills ☐ 營銷及市場推廣技巧 Sales and Marketing Skills ☐ 客戶服務技巧 Customer Service Skills ☐ 情緒智商 Emotional Intelligence ☐ 領導技巧 Leadership Skills
	☐ AA3 營商及商業知識 Business and Commercial Knowledge	☐ 會計、經濟及財務知識 Accounting, Economics and Finance ☐ 資訊科技及數據分析 Information Technology and Data Analysis ☐ 人力資源管理及行政 Human Resources Management and Administration
	☐ AA4 其他有助提升持牌人之能力或個人成就的知識 Other Knowledge Conducive to Raising Competence or Enabling Personal Accomplishment of Licensees	☐ 環境保護 Environmental Protection ☐ 職業安全及健康 Occupational Safety and Health ☐ 行為心理 Behavioural Aspects

(i) 活動時數 Duration of Activity	_____ 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	_____ 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 Additional Materials for the 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) 網上遙距學習活動 Web-based Distance Learning Activity	☐ 新擬定 Newly developed ☐ 基於已認可的面授活動擬定 Based on recognised face-to-face activities
(w) 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 the 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)*
(x) 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

主辦機構必須遵守《自願性持續專業進修計劃指引》及下述註解。 Activity provider shall comply with the Voluntary CPD Scheme Guidelines and the below explanatory notes.

(1) 詳情請參閱《自願性持續專業進修計劃指引》第 5.1 段。 Please refer to Clause 5.1 of the Voluntary CPD Scheme Guidelines for details.

(2) 主辦機構必須遵守《自願性持續專業進修計劃指引》**附件 C** 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《自願性持續專業進修計劃指引》及評核程序版本)。 Activity provider shall observe the requirements set out at the "Assessment Procedure" at **Annex C** of the Voluntary CPD Scheme Guidelines (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。 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」。The EAA may upload details of the endorsed CPD activities onto the "List of all upcoming CPD activities" of the EAA website.

(3) 主辦機構、負責人及導師(包括主講者 / 演講者 / 協調人員 / 指導人員 / 輔導人員)的資歷及課程內容將為申請認可為持續進修計劃活動的考慮因素。從事業界的指導人員 / 輔導人員須持有地產代理牌照及屬經理或以上職級及擁有三年相關工作經驗。The experience and qualifications of the instructor, including presenters / speakers / facilitators / coaches / mentors, as well as the course content will be considered as and when recognition of activities under the CPD Scheme are applied for by the activity providers. Where the coaches or mentors are licensees of the trade, they are to be holders of estate agent's licence at the rank of manager or above, with at least three years' relevant working experience.

申請認可為獲承認持續專業進修活動 / 獲取持續專業進修計劃學分可於活動前兩個月及活動完成後兩個月內提交。Application for endorsement as a recognised CPD activity / claiming CPD points can be made pre- and post-event within two months after completion of the activity.

除非獲得監管局**書面**批准，否則將不能獲得任何持續專業進修學分。No CPD points can be earned without **written** approval from the EAA.

主辦機構須於獲認可為獲承認活動完成後或獲得監管局書面批准後七個工作天內向監管局提交出席記錄。
Activity provider shall submit copies of attendance records to the EAA within seven days of the completion of the recognised activity or written approval from the EAA.

(4) 詳情請參閱《自願性持續專業進修計劃指引》第4章。 Please refer to Section 4 of the Voluntary CPD Scheme Guidelines for details.

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