

海事訓練學院 Maritime Services Training Institute

甲板高級船員三/二/一級合格證書培訓提升課程申請表

Certificate of Competency Class 3/2/1 Course Application Form

甲板三級課程 COC Class 3 Course	CTN Coastal Navigation	OFN Offshore Navigation	GSK General Ship Knowledge	WKM Watch-keeping & Meteorology	PCO Proficiency in Communication	SMS Seamanship and Safety
COC Class 3 申請人須於報名時提交以下所需的文件 Applicants for COC Class 3 are required to submit the following documents at the time of application) : 1) 海員僱用登記簿 (紅簿) 有相的兩頁 Seafarers Employment Registration Book issued by the Hong Kong Marine Department (both pages with photos) 2) 擔任甲板實習生的海上服務資歷 (Seatime) 三個月或以上 Acquired over three months of sea service as a Deck Cadet on sea-going vessels						
甲板二/一級課程 COC Class 2/1 Course	PPL Passage Planning	NAV Navigation	STE Ship Technology	SOP Shipboard Operations	LAW Commerce and Law	
COC Class 2/1 申請人須於報名時提交以下所需的文件 Applicants for COC Class 2/1 are required to submit the following documents at the time of application) : 1) 海員僱用登記簿 (紅簿) 有相的兩頁 Seafarers Employment Registration Book issued by the Hong Kong Marine Department (both pages with photos) 2) 於遠洋船擔任甲板高級船員的海上服務資歷 (Seatime) 一天或以上 Acquired at least one day of sea service as a Deck Officer on sea-going vessels 3) 三級(甲板高級船員)適任證書 Holder of a Certificate of Competency (Deck Officer) Class 3						

1. 報讀課程 Course Application *可填多於一項 (Please fill in one or more.)

課程編號 Course Code						
上課日期 Class Date(s)						
學費繳付方式 Payment Method ☐ 轉數快二維碼 (只限手機銀行) FPS QR Code (Mobile Banking App only) *請✓選一項 (Please ✓ one option.) ☐ 劃線支票 (抬頭: 職業訓練局) By Cheque (Payable to: Vocational Training Council)						

2. 申請人資料 Personal Particulars of Applicant

中文姓名(須與香港身份證相同) _____ 身份證號碼 HKID Card No. _____ ()
英文姓名 Full Name in English (Same as HKID Card) _____ 性別 Gender _____
出生日期 Date of Birth ____ (日 D) ____ (月 M) ____ (年 YYYY) 年齡 Age ____ 手提電話 Mobile No. _____
英文通訊地址 Correspondence Address in English _____ _____
現職公司名稱 Current Company Name _____ 現職職位 Position _____
緊急聯絡人姓名 Emergency Person Contact Name _____ 手提電話 Mobile No. _____

收集個人資料聲明

本人確認已閱讀並明白《收集個人資料聲明》(「聲明」)及 VTC 的《私隱政策聲明》(<https://www.vtc.edu.hk/tc/home/privacy.html>)。

☐ 本人不同意 VTC 及其機構成員使用本人的個人資料, 包括姓名、流動電話號碼、通訊地址及教育程度, 以提供有關 VTC 及其機構成員所提供的課程、入學及活動的直接促銷資訊。本人明白本人可隨時撤回此項不同意。

Personal Information Collection Statement

I acknowledge that I have read and understood the Personal Information Collection Statement ("PICS") and VTC's Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

☐ I do not agree to VTC and its member institutions using my personal data, including my name, mobile number, correspondence address and education level, for providing direct marketing information in relation to programmes, admissions and events offered by VTC and its member institutions. I understand that I may withdraw this decision at any time.

申請人簽署 Signature: _____ 日期 Date: _____

只 供 職 員 專 用 INTERNAL USE ONLY				
學員正本收據簽收	Class Code	收件日期		RPO
		HK\$	D#	R#
		HK\$	D#	R#
		HK\$	D#	R#
		HK\$	D#	R#
		HK\$	D#	R#
		HK\$	D#	R#
		HK\$	D#	R#
		HK\$	D#	R#

申請人須知

1. 申請人必須為香港居民，並符合課程的基本入學要求。
2. 所有短期課程一般以「先到先得」方式取錄學員。
3. 學員獲成功編班後，如需申請更改原定上課日期，須以書面提出申請，並提交相關證明文件（如病假證明、工作證明等）。學院將按個別情況審批，並另行通知申請結果。
4. 學員獲成功編班後，如沒有任何合理原因缺席或遲到，其學籍可被即時取消，已繳付之學費概不退還。如因特殊原因未能準時出席課堂，須於三個工作天內向學院提交書面解釋及相關證明文件。
5. 如課程因報名人數不足或特殊情况而未能如期開辦，學院保留更改、延期或取消課程的權利。
6. 學費及學額均不得轉讓他人。申請人一經取錄，不得以已繳學費或已獲學額更改為其他課程。
7. 在課程開課前，秘書處將與申請人確認其出席意向。若申請人因任何原因申請改期，而累計改期次數達三次，學院有權註銷已提交的申請表及相關資料。申請人如日後欲重新報讀課程，須重新提交申請表及所需文件以作申請。
8. 如申請人提供虛假、不完整或具誤導性的資料，學院有權取消其申請、學籍，以及已頒發的證書或相關資格。
9. 學院保留是否接納任何申請及課程取錄安排的最終決定權。

報名程序

申請人須於截止報名日前（課程開課前 14 個工作天）透過親身到學院遞交、WhatsApp 2458 3833、電郵 msti@vtc.edu.hk、傳真 2440 0308 或郵寄到海事訓練學院 屯門大欖涌青山公路 23 號，提交已填妥的報名表及相關補充文件。申請將於本學院收妥完整的報名表及所有相關資料副本後，方會獲得處理。

付款方法

1. 劃線支票繳付

支票抬頭請註明「職業訓練局」。如報讀超過一個課程，支票須分開每個課程填寫，並在支票背面寫上申請人姓名、聯絡電話及課程名稱。申請人須於課程開課前 7 個工作天親身到學院或以郵寄方式遞交支票。請在信封上註明「課程申請」。本學院恕不接受期票。

2. 轉數快二維碼繳付

學員將於開課約兩星期前收到「轉數快二維碼繳費單」，學員須依時繳付學費並「提供付款記錄圖片」以確保學位。

優惠價學費事項 (不適用於安全卡類課程)

如申請人符合以下資格，可獲優惠價報讀學院指定短期課程：

1. 香港居民
2. 及以下其中一項文件
 - 持有<海員僱用登記簿>(俗稱“紅簿”)
 - 持有任何級別之<本地合格證明書> (船長或輪機操作員)
*不適用於遊樂船/操作政府船隻/只限擔任政府船隻的證明書
 - 持有海事處<商船海員管理處>發出之證明信
 - 持有本地大學/學院提供之推薦信 - 證明具資格申請<海員僱用登記簿>的學生(只限海事處指定課程)，學院將個別考慮此項的資格申請
 - 持有本地船公司之推薦信 - 證明在指定船上工作及受聘船員身份，學院將個別考慮此項的資格申請
 - 持有遊樂船公司之推薦信並須提供其指定遊樂船之註冊證明書副本 - 證明在指定船上工作及受聘船員身份，學院將個別考慮此項的資格申請
3. 學院有權決定是否提供優惠價給予申請人。

Notes to Applicants

1. Applicants must be Hong Kong residents and meet the standard entry requirements of the course.
2. Admission to short courses is generally offered on a first-come, first-served basis.
3. Requests for class rescheduling must be submitted in writing with supporting documents (e.g. medical certificates, employment proof). Applications will be considered on a case-by-case basis, and the applicant will be notified of the result separately.
4. Unjustified absence or lateness may result in immediate cancellation of enrolment, and fees paid will not be refunded. If you are unable to attend class on time due to special reasons, you must submit a written explanation and relevant supporting documents to the MSTI within three working days.
5. The MSTI reserves the right to amend, postpone, or cancel any course due to insufficient enrolment or special circumstances.
6. Course fees and places are non-transferable.
7. Before the course begins, the Secretariat will confirm the applicant's attendance. If an applicant requests postponement three times, the MSTI reserves the right to withdraw the application and all related records. Any future application must be submitted anew with the required documents.
8. The MSTI reserves the right to cancel applications, enrolment, certificates, and qualifications if false, incomplete, or misleading information is provided.
9. The MSTI reserves the final right to accept or reject any application and to make all admission decisions.

Application Procedure

Applicants are required to submit a completed application form together with all relevant supporting documents by the application deadline (i.e. 14 working days prior to the course commencement date), either in person, WhatsApp to 2458 3833, email to msti@vtc.edu.hk, fax to 2440 0308 or by post to Maritime Services Training Institute, 23 Castle Peak Road, Tai Lam Chung, Tuen Mun. Applications will only be processed after the MSTI has received the completed application form and copies of all required supporting documents.

Payment Methods

1. Cheque Payment

Cheques should be made payable to “Vocational Training Council”. If applying for more than one course, a separate cheque must be issued for each course. Please write the applicant's name, contact number, and course title on the back of the cheque. Cheques must be submitted in person or by post no later than 7 working days before the course commences. Please mark the envelope with "Course Application. Post-dated cheques will not be accepted.

2. FPS Payment

A payment notice will be issued approximately two weeks before the course starts. Applicants must settle the course fee by the specified deadline and send a successful transaction record to secure their place.

Discounted Course Fee Eligibility (Not applicable to safety card courses)

Applicants may be eligible for a discounted course fee for designated short courses if they:

1. Are Hong Kong residents; and
2. Hold one of the following documents:
 - Seafarer's Employment Registration Book;
 - Local Certificate of Competency (Coxswain or Engine Operator) of any grade;
*Except pleasure vessels/ operating government vessels/ certificates limited to government vessels.
 - A certification letter issued by the Mercantile Marine Office of the Marine Department;
 - A recommendation letter from a university or college confirming eligibility to apply for Seafarer's Employment Registration Book (subject to individual assessment);
 - A recommendation letter from a local shipping company confirming employment as a crew member (subject to individual assessment);
 - A recommendation letter from a pleasure vessel company confirming employment on a specified vessel, together with a copy of the vessel's registration certificate (subject to individual assessment).
3. The MSTI reserves the right to determine an applicant's eligibility for the discounted course fee.