



香港消防處

HONG KONG FIRE SERVICES DEPARTMENT

專業發展課程

Professional Development Course

此欄不用填寫  
Official Use Only

收件日期:  
Receipt Date:

檔案編號:  
Receipt No:

申請表格 Application Form

注意事項 Points to Note :

- 1) 申請人必須細閱「備註」及「聲明」事項，如提交即表示明白及同意相關的條款及條件。  
Applicant must read the "Notes" and "Statement" carefully. Terms and condition therein are considered understood and accepted by the applicant upon submission of application.
- 2) 請將填妥的表格電郵至 [rfes@hkfsd.gov.hk](mailto:rfes@hkfsd.gov.hk)。  
The completed form shall be submitted to [rfes@hkfsd.gov.hk](mailto:rfes@hkfsd.gov.hk).

<b>(A) 個人資訊及聯絡資料</b> <b>Personal Information and Contact Details</b>		
姓名(中文)(姓氏先行) Name in Chinese		
姓名(英文)(姓氏先行) Name in English (Surname first)		
國籍 Nationality	出生年份 Year of Birth	性別 Gender
香港身份證號碼 (只須填寫英文字母及頭四位數字) HKID No. (Letter and the first 4 digits only)		
通訊地址 Correspondence Address		
辦公室電話號碼 Office Telephone No.	手提電話號碼 Mobile Telephone No.	
電子郵件地址 E-mail Address		

<b>(B) 申請修讀課程</b> <b>Course under Application</b>		(在適當的空格內填上「✓」號) (Tick the appropriate box)
	課程 Course	費用 Fee
<input type="checkbox"/>	專業發展課程 I Professional Development Course I	\$24,400
<input type="checkbox"/>	專業發展課程 II (請參閱備註 2) Professional Development Course II (See Note 2)	\$22,570

**(C) 申請人的資歷** (按日期先後順序列出)  
**Qualifications of Applicant** (List in chronological order)

**(i) 專業資格 Professional Qualifications**

專業機構 Professional Institution	專業資格 Professional Qualification	年份 Year of Award

**(ii) 學術資歷 Academic Qualifications**

學術機構 Academic Institution	取得學位 Degree Obtained	年份 Year of Award

<b>(D) 工作經驗</b> <b>Working Experience</b>			<i>(按日期先後順序列出)</i> <i>(In chronological order)</i>			<b>相關工作經驗*</b> <i>(參閱備註 3)</i>		
由 From 月/年 (Month/Year)	至 To 月/年 (Month/Year)	(a)	<b>Relevant Working Experience*</b> <i>(See Note 3)</i>					
		(b)						
		(c)	風險評估 (RA)	消防裝置 (FSI)	通風系統 (VS)			
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						
		(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		(b)						
		(c)						

\*如申請人的工作職責與相關工作經驗有關，請在適當的空格內填上「✓」號

\*Please tick the appropriate box(es) if the applicant's job responsibilities are related to relevant working experience.

- 本人有意在完成專業發展課程後，申請註冊成為註冊消防工程師。  
I intend to apply for registration as a Registered Fire Engineer upon completion of the professional development course.

- 本人聲明在此申請表格填報的一切資料、陳述及附上的文件全屬真確無訛。本人亦已閱讀及同意夾附於申請表格的「個人資料私隱聲明」。  
I declare that all particulars, statements and documents submitted herein are true and correct. I confirm that I have read and agreed to the "Personal Data Privacy Statement" attached to this application form.

(在適當的空格內填上「✓」號)  
(Tick the appropriate box)

申請人簽署 Signature of Applicant

申請日期 Date of Application

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
日 Day 月 Month 年 Year

## 表格 PDC/01 備註

1. 修畢本課程並獲頒發證書，並不代表申請人已符合《規例》訂明的所有註冊要求（例如相關專業資格、學術資歷及工作經驗）。
2. 如申請人能證明所修讀的學位課程已涵蓋香港法例介紹、侵權法及契約法的相等內容，可報讀專業發展課程 II。申請人須於(c)(ii)部填寫學術資歷並附上相關證明文件，由消防處審核符合相等內容要求。

3. 相關工作經驗（包括但不限於）：

類別	例子
風險評估	火災風險評估、火災模擬、消防安全設計、法規審查、火險評估
消防裝置	消防裝置的安裝、保養、檢查、修理、驗收
通風系統	通風系統的安裝、保養、檢查、修理、驗收

4. 申請人須確保所提供的資料完整及準確，否則將影響處理申請。
5. 申請報讀本課程表格可於消防處網頁下載，以電子方式填妥後電郵提交至 [rfes@hkfsd.gov.hk](mailto:rfes@hkfsd.gov.hk)。
6. 所有申請人須參與由消防處安排的面試，以確保其符合修讀課程的資格。
7. 有關本課程的費用如下：

項目	費用 (港幣)
專業發展課程 I	\$ 24,400
專業發展課程 II (經消防處審核符合要求)	\$ 22,570

8. 本處收到申請後，會以電郵方式發出課程面試邀請，申請人需按電郵內的指示參與面試。
9. 如申請人在面試後獲得取錄，本處會以電郵方式發出課程費用繳費通知書，申請人需按指示於指定期限內繳費，本處會在收到費用後以電郵方式確認。
10. 如申請人未能在指定期限內繳費，該申請將於指定期限後被取消。
11. 申請人一經取錄並完成繳費，已繳交的課程費用概不發還。
12. 申請人須達到課程完成要求（通過評核及出席率達 80%），方可獲頒發證書。
13. 課堂內容及上課日期有可能因實際情況作出調整，消防處保留最終決定權。

## Notes to Form PDC/01

1. Successful completion of the course and award of the certificate does not imply that the applicant has fulfilled all the registration requirements (e.g. relevant professional qualifications, academic qualifications and working experience) stipulated in the Regulation.
2. Applicants may apply Professional Development Course II if they can demonstrate that their bachelor's degree programme completed has covered content equivalent to the introduction to Hong Kong legal system, tort law and contract law. The applicant must provide academic qualification record in part (c)(ii) and submit relevant supporting documents for the Fire Services Department (FSD)'s vetting to determine whether the specified equivalent content requirements are met.

3. Relevant working experience (including but not limited to)

Type	Examples of relevant working experience
Risk Assessment (RA)	Fire risk assessment, fire simulation, fire safety design, regulatory/code compliance, fire hazard evaluation
Fire Service Installation (FSI)	Installation, maintenance, inspection, repair and acceptance of fire service installation
Ventilating System (VS)	Installation, maintenance, inspection, repair, and acceptance of ventilating system

4. Applicants must ensure that the information provided is complete and accurate, failing which may affect the processing of their applications.
5. Application form can be downloaded from the FSD's website, and should be completed electronically and submitted via email to [rfes@hkfsd.gov.hk](mailto:rfes@hkfsd.gov.hk).
6. All applicants must attend an interview arranged by FSD to ensure their eligibility to attend the course.
7. The fees in relation to this course are as follows :

Items	Fee (HKD)
Professional Development Course I	\$ 24,400
Professional Development Course II (subject to vetting by FSD)	\$ 22,570

8. Upon receipt of the application, FSD will issue an interview invitation notice via email. Applicants are required to attend the interview according to the details provided in the email.
9. Upon successful admission after the interview, the applicant will be issued a payment notice by email. Applicants are required to settle the payment within the specified period.
10. If the applicant fails to settle the payment within the specified period, his/her application will be cancelled upon expiry of the specified deadline.
11. Once an applicant is admitted and the payment is completed, the course fee paid will be non-refundable under any circumstances.
12. A certificate will only be awarded to applicants who meet the course completion requirements (passing the assessment and an attendance rate of 80% or above).
13. Course contents and class schedule may be subject to adjustment with regard to actual circumstances, and FSD reserves the right of final decision.

## 個人資料私隱聲明

### 收集個人資料的目的

1. 本處收集及保存申請人／學員個人資料的目的及用途為處理報讀及修讀本處課程的所有相關事宜，包括但不限於：方便本處與你通訊、處理課程申請、入讀及教學安排、課程持續評估及考核。資料或會被轉移至獲本處委託的顧問研究及調查／數據分析公司作上述的用途。
2. 你可自願提供有關的個人資料。假如你未能提供足夠的資料，本處可能無法處理你的申請。

### 資料轉交的類別

3. 你的申請獲接納後，你的個人資料會存於本處，並會就上述第 1 段所述目的被披露或轉交予相關人士。

### 查詢個人資料

4. 根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 的第 6 原則，你有權要求查閱及更改你在申請時提供的個人資料。你的查閱權利包括索取你在申請時所提供的個人資料的副本。本處回覆查閱資料要求時所提供的個人資料影印本須收回影印費用。每張影印本須按照庫務局局長規定或批准的價格收費。

### 查詢

5. 如欲根據《個人資料(私隱)條例》申請發放個人資料，請填妥查閱資料要求表格，向本處個人資料私隱主任提出要求。有關本處的私隱政策，請參閱相關網頁：

[https://www.hkfsd.gov.hk/chi/access/application\\_for\\_release\\_of\\_personal\\_data.html](https://www.hkfsd.gov.hk/chi/access/application_for_release_of_personal_data.html)

## Personal Data Privacy Statement

### Purpose of Collection of Personal Data

1. The personal data of applicants/trainees collected and kept by FSD are for the purposes of handling all matters relating to the application for and enrolment in courses offered by FSD, including but not limited to: facilitating communication between FSD and yourself, processing course applications, admission and teaching arrangements, and conducting ongoing course evaluations and assessments. The data may be transferred to consultants or research/data analysis companies commissioned by FSD for the above purposes.
2. The provision of your personal data is voluntary. If you fail to provide sufficient information, FSD may not be able to process your application.

### Classes of Transferees

3. Upon the acceptance of your application, your personal data will be kept at FSD and will be disclosed or transferred to parties relevant and necessary for the purposes as stated in paragraph 1.

### Access to Personal Data

4. You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you in the application. A charge will be made to cover the cost of photocopying personal data supplied in response to a data access request at a rate per sheet as provided for or approved by the Secretary for the Treasury.

### Enquiries

5. To request the release of personal data under the Personal Data (Privacy) Ordinance, please complete the Data Access Request Form and submit it to our Personal Data Privacy Officer. FSD's privacy policy is available on the relevant website:

[https://www.hkfsd.gov.hk/eng/access/application\\_for\\_release\\_of\\_personal\\_data.html](https://www.hkfsd.gov.hk/eng/access/application_for_release_of_personal_data.html)