



香港消防处

HONG KONG FIRE SERVICES DEPARTMENT

专业发展课程

Professional Development Course

此栏不用填写
Official Use Only

收件日期:
Receipt Date:

档案编号:
Receipt No:

申请表格 Application Form

注意事项 Points to Note:

- 1) 申请人必须细阅「备注」及「声明」事项，如提交即表示明白及同意相关的条款及条件。
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) 请将填妥的表格电邮至 rfes@hkfsd.gov.hk。
The completed form shall be submitted to rfes@hkfsd.gov.hk.

(A) 个人信息及联络数据 Personal Information and Contact Details		
姓名 (中文) (姓氏先行) Name in Chinese		
姓名 (英文) (姓氏先行) Name in English (Surname first)		
国籍 Nationality	出生年份 Year of Birth	性别 Gender
香港身份证号码 (只须填写英文字母及头四位数字) HKID No. (Letter and the first 4 digits only)		
通讯地址 Correspondence Address		
办公室电话号码 Office Telephone No.	手提电话号码 Mobile Telephone No.	
电子邮件地址 E-mail Address		

(B) 申请修读课程 Course under Application		(在适当的空格内填上「✓」号) (Tick the appropriate box)
	课程 Course	费用 Fee
☐	专业发展课程 I Professional Development Course I	\$24,400
☐	专业发展课程 II (请参阅备注 2) Professional Development Course II (See Note 2)	\$22,570

(C) 申请人的资历 Qualifications of Applicant		(按日期先后顺序列出) (List in chronological order)
(i) 专业资格 Professional Qualifications		
专业机构 Professional Institution	专业资格 Professional Qualification	年份 Year of Award
(ii) 学术资历 Academic Qualifications		
学术机构 Academic Institution	取得学位 Degree Obtained	年份 Year of Award

(D) 工作经验 Working Experience			(按日期先后顺序列出) (In chronological order)			相关工作经验* (参阅备注 3)		
由 From 月 / 年 (Month/Year)	至 To 月 / 年 (Month/Year)	(a)	Relevant Working Experience*					
		(b)	(See Note 3)					
		(c)	风险评估 (RA)	消防装置 (FSI)	通风系统 (VS)			
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						
		(a)	☐	☐	☐			
		(b)						
		(c)						

*如申请人的工作职责与相关工作经验有关，请在适当的空格内填上「✓」号

*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 备注

1. 修毕本课程并获颁发证书，并不代表申请人已符合《规例》订明的所有注册要求（例如相关专业资格、学术资历及工作经验）。
2. 如申请人能证明所修读的学位课程已涵盖香港法例介绍、侵权法及契约法的相等内容，可报读专业发展课程 II。申请人须于(c)(ii)部填写学术资历并附上相关证明文件，由消防处审核符合相等内容要求。
3. 相关工作经验（包括但不限于）：

类别	例子
风险评估	火灾风险评估、火灾模拟、消防安全设计、法规审查、火险评估
消防装置	消防装置的安装、保养、检查、修理、验收
通风系统	通风系统的安装、保养、检查、修理、验收
4. 申请人须确保所提供的资料完整及准确，否则将影响处理申请。
5. 申请报读本课程表格可于消防处网页下载，以电子方式填妥后电邮提交至 rfes@hkfsd.gov.hk。
6. 所有申请人须参与由消防处安排的面试，以确保其符合修读课程的资格。
7. 有关本课程的费用如下：

项目	费用（港币）
专业发展课程 I	\$ 24,400
专业发展课程 II（经消防处审核符合要求）	\$ 22,570
8. 本处收到申请后，会以电邮方式发出课程面试邀请，申请人需按电邮内的指示参与面试。
9. 如申请人在面试后获得取录，本处会以电邮方式发出课程费用缴费通知书，申请人需按指示于指定期限内缴费，本处会在收到费用后以电邮方式确认。
10. 如申请人未能在指定期限内缴费，该申请将于指定期限后被取消。
11. 申请人一经取录并完成缴费，已缴交的课程费用概不发还。
12. 申请人须达到课程完成要求（通过评核及出席率达 80%），方可获颁发证书。
13. 课堂内容及上课日期有可能因实际情况作出调整，消防处保留最终决定权。

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.
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.

个人资料私隐声明

收集个人资料的目的

1. 本处收集及保存申请人 / 学员个人资料的目的及用途为处理报读及修读本处课程的所有相关事宜，包括但不限于：方便本处与你通讯、处理课程申请、入读及教学安排、课程持续评估及考核。资料或会被转移至获本处委托的顾问研究及调查 / 数据分析公司作上述的用途。
2. 你可自愿提供有关的个人资料。假如你未能提供足够的资料，本处可能无法处理你的申请。

数据转交类别

3. 你的申请获接纳后，你的个人资料会存于本处，并会就上述第 1 段所述目的被披露或转交予相关人士。

查询个人资料

4. 根据《个人资料(私隐)条例》第 18 条、第 22 条及附表 1 的第 6 原则，你有权要求查阅及更改你在申请时提供的个人资料。你的查阅权利包括索取你在申请时所提供的个人资料的副本。本处回复查阅数据要求时所提供的个人资料影印本须收回影印费用。每张影印本须按照库务局局长规定或批准的价格收费。

查询

5. 如欲根据《个人资料(私隐)条例》申请发放个人资料，请填妥查阅数据要求表格，向本处个人资料私隐主任提出要求。有关本处的私隐政策，请参阅相关网页：

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