

**Application Form for  
Clerical and Secretarial (C&S) Grades Training Courses  
文書及秘書職系培訓課程申請表**

**Note 注意事項：**

1. Applicant should provide all information in this form and forward it to the Personnel Section of his/her bureau/department for processing. Incomplete application may not be considered.  
申請人須填寫本表格所需的各項資料，並將表格交回所屬局/部門的人事科處理。資料不全的申請可能不被接納。
2. Applicant should not apply for any courses that have been attended before. Applicant has to apply again if his/her previous application was not successful.  
申請人不可再報讀過往曾出席但現正再度開辦的課程。如過往申請未被接納，申請人須重新遞交申請。
3. Information on this form will be used for training-related purposes. It may be disclosed to the Director of General Grades, Directors of Bureaux, Heads of Departments and/or officers required to handle the application.  
本表格上的資料，會用作處理培訓課程的申請及相關用途。有關資料可能提供給一般職系處長、各局局長、各部門首長及/或負責處理有關事宜的人員。
4. The General Grades Office would inform the successful applicants of the placement arrangement two weeks before the course commences.  
一般職系處將於課程開始兩星期前通知學員上課詳情。

**Part A 甲部： Particulars of Applicant 申請人資料 【to be completed by the Applicant 由申請人填寫】**

Name in Chinese : \_\_\_\_\_ \*先生/女士 Name in English: \_\_\_\_\_ \*Mr/Mrs/Miss/Ms  
中文姓名 英文姓名 (as shown on ID Card)

HKID no. 身份證號碼 : \_\_\_\_\_ Department 部門 : \_\_\_\_\_  
(letter + first 4 digits 英文字母及其後 4 個號碼) (English 英文)

Rank 職級 : \_\_\_\_\_ Rank code 職級編號 : \_\_\_\_\_  
(Chinese 中文)

MPS pt. 總薪級點第 \_\_\_\_\_ 點 Telephone no. 電話號碼 : \_\_\_\_\_ Fax no. 傳真號碼 : \_\_\_\_\_

No. of staff under supervision 督導的員工人數 : \_\_\_\_\_

\* Please delete as appropriate 請刪去不適用者

Part B 乙部：Course Application 報讀課程				
<b>I wish to apply for the following courses:</b> 本人報讀以下課程： <b>【to be completed by the Applicant 由申請人填寫】</b>  Please tick the appropriate box 請在適當的方格內劃上✓號		<b>Department's Nomination 部門推薦</b> <b>【to be completed by the Applicant's Supervisor 由申請人上司填寫】</b>		
		<b>Supported 申請獲推薦</b> <i>[either complete "On operational needs" <b>OR</b> "For career development"]</i> 只需填寫「因現職需要」或「因職業前途發展」其中一欄		<b>Not Supported 申請不獲推薦</b> (Please tick and specify the reasons 請在方格內劃上✓號, 並說明申請不獲推薦的原因)
		<b>On operational needs 因現職需要</b> (Priority 優先次序: please fill in "H" if the need is high, "M" if medium, "L" if low 如需要程度為「高」請填'H', 「中」請填'M', 「低」請填'L')	<b>For career development 因職業前途發展</b> (Please fill in "C" 請在方格內填'C')	
A1.	督導管理發展課程<單元一> Supervisory Management Development Course Module I			
A2.	文書助理督導技巧課程 Supervisory Management Course for CA			
A3.	「工作表現管理」工作坊 Effective Performance Management			
B1.	「預防及化解顧客投訴」工作坊 Workshop on Preventing and Resolving Customer Complaints			
B2.	「由心出發，優質服務盡掌握」- EQ、AQ 與顧客服務講座 A Fresh Look of Customer Service Excellence – EQ and AQ Seminar for Clerical Staff			
C1.	「做個壓力管理人·迎接未來新挑戰」工作坊 Managing Stress in Changing Times			
C2.	《僱員補償條例》基礎課程 Introductory Course on Handling Employees' Compensation			
C3.	政府編制管理課程 Managing Establishment in Government			
C4.	政府辦公室產業管理課程 Managing Office Accommodation in Government			

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		Supported 申請獲推薦 <i>[either complete "On operational needs" <b>OR</b> "For career development"]</i> 只需填寫「因現職需要」或「因職業前途發展」其中一欄		Not Supported 申請不獲推薦 (Please tick and specify the reasons 請在方格內劃上✓號, 並說明申請不獲推薦的原因)
		On operational needs 因現職需要 (Priority 優先次序: please fill in "H" if the need is high, "M" if medium, "L" if low 如需要程度為「高」請填'H', 「中」請填'M', 「低」請填'L')	For career development 因職業前途發展 (Please fill in "C" 請在方格內填'C')	
C5.	「由心出發，建立協作工作關係」- EQ、AQ 與協作關係講座 Establishing Collaborative Working Relations – EQ and AQ Seminar for Secretarial Staff			
C6.	「辦公室保安」講座 Seminar on Office Security			
C7.	「中文 MS Word 2007(初階)」工作坊 IT Workshop on MS Chinese Word 2007 (Beginners)			
C8.	「中文 MS Excel 2007 (初階)」工作坊 IT Workshop on MS Chinese Excel 2007 (Beginners)			
C9.	「中文 MS Excel 2007 資料分析功能運用」工作坊 IT Workshop on Data Analysis with MS Chinese Excel 2007			
D1.	評核報告撰寫技巧—混合式英文寫作課程 Writing Appraisal Reports in English for C&S Staff			
D2.	評核報告撰寫技巧—中文寫作課程 Writing Appraisal Reports in Chinese for Clerical Staff			
E1.	初級普通話課程 Elementary Putonghua for C&S Staff			
E2.	中級普通話課程 Intermediate Putonghua for C&S Staff			

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		Supported 申請獲推薦 <i>【either complete "On operational needs" OR "For career development" 只需填寫「因現職需要」或「因職業前途發展」其中一欄】</i>		Not Supported 申請不獲推薦 (Please tick and specify the reasons 請在方格內劃上✓號, 並說明申請不獲推薦的原因)
		On operational needs 因現職需要 (Priority 優先次序: please fill in "H" if the need is high, "M" if medium, "L" if low 如需要程度為「高」請填'H', 「中」請填'M', 「低」請填'L')	For career development 因職業前途發展 (Please fill in "C" 請在方格內填'C')	
E3.	「普通話電話接聽的技巧」工作坊 Techniques in Handling Telephone Calls in Putonghua for C&S Staff			
E4.	實務普通話工作坊 Practical Putonghua for Frontline Staff			
E5.	初級普通話複修課程 Elementary Putonghua Refresher Course			

**To be completed by the Applicant 由申請人填寫**

I confirm that I have applied for a total of \_\_\_\_\_ individual courses and that I have not attended these courses before. I understand that I have to apply again if my previous application was not successful.

本人確認我共報讀了\_\_\_\_\_課程，而我過往亦從未曾參與有關課程。我明白如過往申請未被接納，申請人須重新遞交申請。

\_\_\_\_\_  
Name of Applicant  
申請人姓名

\_\_\_\_\_  
Post Title/Rank  
職位/職級

\_\_\_\_\_  
Signature  
簽署

\_\_\_\_\_  
Date  
日期

**Part C 丙部 【to be completed by the Applicant's Supervisor 由申請人上司填寫】**

I understand the job duties of the applicant and support his/her application. I will also release the applicant to attend the nominated course(s).

- \* I have informed the applicant of the reasons for not supporting the application.

本人了解申請人的工作範疇，並推薦他的申請。我亦會批准申請人出席獲推薦的課程。

- \* 我已把申請不獲推薦的原因告知申請人。

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Name of Applicant's Supervisor  
申請人上司姓名

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Post Title/Rank  
職位/職級

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Signature  
簽署

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Date  
日期

- \* Please delete as appropriate 請刪去不適用者