

# Advanced Diploma in Secretarial and Administrative Studies

**APPLICATION INFORMATION FOR NEW APPLICANTS (ADSA-2020-1/NS)**



## Admission Requirements

Applicants should fulfil the following requirements:

1. secondary school graduates;
2. possess at least 2 years of work experience, preferably in secretarial or administrative work; and
3. have a reasonable command of written and spoken English

## Application Procedures

1. Please complete the enclosed Application Form.
2. **Return the completed form, together with the FIRST instalment of HK\$2,172.5 in the form of a crossed cheque in favour of The Hong Kong Management Association.**  
**(First Instalment : HK\$2,630 X 3 modules ÷ 4 instalments + \$200 Non-Refundable Application Fee).**
3. The rest of the instalments of the first term modules will be due in May, June & July 2020. Participants will be notified of the payment schedule upon course commencement.
4. Please attach one set of photocopies of all the certificates of educational qualifications and work experience mentioned in the Application Form and two passport-size photos.
5. Please write your FULL NAME and COURSE NAME on the back of the cheque.
6. All applications should be returned on or before the deadline to **The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**
7. A receipt will be issued upon payment.

## Continuing Education Fund (CEF)

**Name of Institution:** HKMA      **CEF Institution Code:** 300      **CEF Course Code:** 21F03424-0

**CEF Course Title:** Advanced Diploma in Secretarial and Administrative Studies

This Programme (all 7 modules) has been included in the list of reimbursable courses for CEF purposes. Participants MUST submit their applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.wfsfaa.gov.hk/cef/cnintro.htm> or contact the CEF enquiry hotline: 3142 2277.

The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.

## Application for Exemption

Applicants can apply for exemptions for up to 2 modules. A completed Application for Exemption Form together with exact payment and copies of testimonials such as certificates and transcripts must be submitted to the Secretariat before the course commencement date. **Application for Exemption will not be accepted after the course commencement.**

## Refund of Course Fee

Full refund less first time application fee of HK\$200 and handling fee of HK\$200 per module will be made for written withdrawal requests received by the ADSA Secretariat on or before the application deadline. No refund will be made in the case of withdrawals received after the application deadline unless under special circumstances.

## Schedule

First Term      April - August 2020 (3 Modules)  
Second Term      October 2020 - February 2021 (4 Modules)

## Fee (First Term)

First Instalment\*:      HK\$2,172.50  
Second Instalment:      HK\$1,972.50  
Third Instalment:      HK\$1,972.50  
Fourth Instalment:      HK\$1,972.50

## Application Deadline

Wednesday, 8 April 2020

(\* inclusive of \$200 non-refundable application fee)

## Deferment

1. Deferment will only be allowed before the application deadline with a handling fee of HK\$100 per module. After the commencement of the term, NO DEFERMENT will be allowed unless under special circumstances.

The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, content, date, time, venue and other particulars without prior notice.

# The Hong Kong Management Association

## Advanced Diploma in Secretarial and Administrative Studies

### Timetable

Module	Date	Time	Venue
Office Administration (ADSA-44102-2020-1-SS)	<u>Wednesdays</u> 15, 29 April; 6, 20, 27 May; 10, 17 June; 8 July 2020; <u>Fridays</u> 3, 17 July 2020	7:00pm - 10:00pm	HKMA Management Development Centre 3/F Tower 2 South Seas Centre 75 Mody Road Tsim Sha Tsui Kowloon.
Business Communication (ADSA-41101-2020-1-SS)	<u>Mondays</u> 20, 27 April; 11, 18 May; 1, 8, 22, 29 June; 13, 20 July 2020		
Introduction to Marketing (ADSA-41108-2020-1-SS)	<u>Mondays &amp; Wednesdays</u> 22 April; 4, 13, 25 May; 3, 15, 24 June; 6, 15, 22 July 2020		

### Examination

Module	Date	Time	Venue
Business Communication	Monday, 10 August 2020	7:00 pm - 9:00 pm	HKMA Li-Ka-Shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) Kowloon
Office Administration	Thursday, 13 August 2020		
Introduction to Marketing	Monday, 17 August 2020		

\* The above timetable is tentative and subject to change.

Please visit <http://www.hkma.org.hk/pd/adsa> for updated timetable.

### Class Venue

HKMA Management Development Centre  
3/F, Tower 2, South Seas Centre, 75 Mody Road,  
Tsim Sha Tsui, Kowloon



### Examination Venue

HKMA Li Ka-Shing College of Professional & Continuing Education  
8 Hoi Wang Road, Mongkok (West), Kowloon





# The Hong Kong Management Association Advanced Diploma in Secretarial and Administrative Studies

**APPLICATION FORM FOR NEW APPLICANTS (ADSA-2020-1/NS)**  
**(CEF Course Code: 21F03424-0)**

Please  
Attach a  
Photo

(Please type or write in block letters)

Name: Mr / Ms \_\_\_\_\_  
(Surname) (Given Name) (Chinese Name)

Date of Birth (YY/MM/DD): \_\_\_\_\_ HKID Card No. (For verification of the applicant's identity): \_\_\_\_\_

Work Experience (In chronological order for the last seven years)		
Company Name	Position	No. of Years

  

Education		
Name of Institute	Qualification Attained	Year

Use a separate sheet if necessary

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Tel. No.: (Company) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_  
 Present Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_  
 Nature of Business: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Mailing Address:  Company Address  Home Address  
 Education Level:  Doctoral degree  Master's degree  Bachelor's degree  HKMA Diploma  Other Diploma  
 Matriculation  Secondary  Others (Please specify): \_\_\_\_\_  
 Sponsored By:  Self  Company Name & Title of Nominator: \_\_\_\_\_  
 Nominator email/address: \_\_\_\_\_

Total Number of Years of Work Experience: \_\_\_\_\_

**FEE (First Instalment): HK\$2,172.5** (HK\$2,630 x 3 modules ÷ 4 instalments + HK\$200 [non-refundable application fee])

Cheque No.: \_\_\_\_\_ Account Name: \_\_\_\_\_ Total Amount: HK\$ \_\_\_\_\_

Application for Exemptions from Module(s) (**maximum two modules only for two terms**) \_\_\_\_\_

From where did you **FIRST** learn about this Programme?

- HKMA Email  Mail  Newspaper/Magazine (please specify): \_\_\_\_\_  
 Email Promotion from Other Websites (please specify): \_\_\_\_\_  Online Advertisement (please specify): \_\_\_\_\_  
 Search Engine (please specify): \_\_\_\_\_  Social Media (please specify): \_\_\_\_\_  
 HKMA Website (Where did you find this information): \_\_\_\_\_  
 MTR Station (please specify): \_\_\_\_\_ Exhibiton:  Jobmarket Career & Education (EJEX)  Others (please specify): \_\_\_\_\_

### Personal Data Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

### Applicant's Declaration

1. I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
3. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

### Notes

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.

### Application for CEF

- I will apply for CEF and aware that I shall submit application directly to CEF Office of the programme. I consent to the disclosure of my personal data, any other information and records in relation to the programme to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for the purposes of fees reimbursement under the CEF and audit inspection.
- I will not apply for fee reimbursement under the CEF for the course and do not consent to the disclosure of my personal data to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_