

Advanced Diploma in Secretarial and Administrative Studies

APPLICATION INFORMATION FOR NEW APPLICANTS (ADSA-2020-2/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 November, December 2020 & January 2021. 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 October 2020 - February 2021 (3 Modules)
Second Term April - August 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

Monday, 5 October 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

(Version 052820)

Module	Date	Time	Venue
Business Communication (ADSA-41101-2020-2-SS)	<u>Mondays</u> 12, 19 October; 9, 16, 30 November; 7 December 2020; 4, 11, 18, 25 January 2021	7:00pm - 10:00pm	HKMA Management Development Centre 3/F Tower 2 South Seas Centre 75 Mody Road Tsim Sha Tsui Kowloon.
Office Administration (ADSA-44102-2020-2-SS)	<u>Wednesdays</u> 14, 21 October; 4, 18, 25 November; 9, 16 December 2020; 13, 20 January 2021 <u>Friday</u> 8 January 2021		
Introduction to Marketing (ADSA-41108-2020-2-SS)	<u>Mondays & Wednesdays</u> 28 October; 2, 11, 23 November; 2, 14 December 2020; 6, 27 January 2021 <u>Fridays</u> 15, 22 January 2021		

Examination

Module	Date	Time	Venue
Business Communication	Thursday, 18 February 2021	7:00 pm - 9:00 pm	HKMA Li-Ka-Shing College of Professional & Continuing Education 8 Hoi Wang Road Mongkok (West) Kowloon
Office Administration	Monday, 22 February 2021		
Introduction to Marketing	Thursday, 25 February 2021		

* 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-2020-2/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) : _____

<u>Work Experience</u> (In chronological order for the last seven years)		
<u>Company Name</u>	<u>Position</u>	<u>No. of Years</u>
<u>Education</u>		
<u>Name of Institute</u>	<u>Qualification Attained</u>	<u>Year</u>
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

1. 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.
2. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

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.

Please tick the box to indicate your consent. Please tick the box to indicate your objection.

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.

Applicant's Signature: _____ Date: _____

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: _____