

Application Number ____ : _____

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Course Application – Supplementary Sheet

Page _____

(Applicable to non-placement-tied course applications made at one time)

I. Personal Particulars

English Name : _____

Chinese Name : _____

HKID Card No. : _____

II. Course(s) Applied (please indicate priority)

Course	Course Title	Course Code	Training Centre	
			1 st choice	2 nd choice

Relevant Work Experience : _____ Year(s) : ☐ In-service practitioner

Course	Course Title	Course Code	Training Centre	
			1 st choice	2 nd choice

Relevant Work Experience : _____ Year(s) : ☐ In-service practitioner

Signature of Applicant: _____ Date of Application: _____

Personal Information Collection Statement

- The personal data of applicants/trainees are collected and kept for all the purposes related to course application and enrolment, including but not limited to: handling of course applications, course enrolment and delivery, course fee waivers or subsidies, disbursement of retraining allowances, continuous assessments and final examinations, processing of Domestic Helper Competency Cards, provision of placement follow-up services and other support services/activities, conduct of income surveillance/spot check of educational attainment, study status, employment status, and/or employment relationship (if applicable), verification of placement records, opinion surveys and course accreditation, etc. The personal data so collected may be transferred to appointed Training Bodies of ERB, relevant Government departments, and research consultants/data analytics companies commissioned by ERB for the purposes stated above.
- Provision of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
- Upon consent of applicants, ERB may use their personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending marketing information in relation to training courses, services, activities and facilities of ERB to applicants through emails, SMS/MMS, mails and telephone calls, etc.; their personal data so collected may be transferred to appointed Training Bodies of ERB and/or organisations commissioned by ERB for such purposes. If applicants do not wish their personal data to be used for the marketing purposes stated above, they have the right at any time to opt out by writing to ERB at 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, or by fax to 2369 8322, or by email to erbhk@erb.org to the Manager (Customer Services) of ERB, or call ERB hotline at 182 182.
- Applicants or their authorised representatives have the right to request access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be inaccurate. ERB may collect a fee from applicants requesting for a copy of their personal data.
- Applicants/trainees may send their requests for access to and/or correction of personal data to the Manager (Customer Services) of ERB. For enquiries, please call ERB hotline at 182 182.

To be completed by TB staff

Remarks: _____

Name of Staff: _____ Date of Receipt: _____ Chop of Training Body: _____