

## Executive Certificate in Airfreight Operational Supervisory Training (Level 4)

空運 – 行政人員營運管理培訓(第四級)行政證書(譯名)\*



QF Level 4 (QF Registration no. 12/001130/4), Registration Validity Period: 3/9/2012 - 31/12/2016  
(Also the Airfreight Module Three of the Vocational Training Programme for the Freight Logistics Sector)

First SCS-based programme for the Logistics - Air Freight & Express Industry  
recognized under the Qualifications Framework (QF)



“After I attended the training programme, I found it rewarding and practical. I have no doubt to recommend this programme to our peers.”

Mr Eddie Law  
District General Manager of Hong Kong & S. China  
Dimerco Air Forwarders (H.K.) Ltd

### Programme Highlights

- Adopts Specification of Competency Standards(SCS) formulated by the Logistics Industry Training Advisory Committee (ITAC) under the QF as the main basis for curriculum design
- Provides participants with operation know-how with up-to-date technical details via a systematic learning pathway
- Facilitate the graduates to plan for career development and study advancement
- Provides employers with information on the skill sets and knowledge of their employees for HR management purposes
- Promotes industry best practices
- Delivered in intensive mode: 10 sessions

### Programme Contents

- Establish and maintain relationship with business partners
- Monitor the performance of contractors
- Handle and review customers' opinions and complaints about service quality
- Formulate air freight security standards
- Freight problems caused by delay or cancellation of flights
- Intellectual property and avoid infringement act
- Application of Electronic Data Interchange
- Handle customer enquiries and transactions
- Assess sales information of the industry

### Recognition of Programme by Employers

Participants who have successfully completed the programme will be given higher priority when they apply for jobs with the companies. <sup>△</sup>

<sup>△</sup>Please refer to HAFFA website at <http://www.haffa.com.hk> for list of Companies.

The development of the programme is funded by the following:



### Who Should Attend

Industry practitioners who are 25 years old or above, with 3 years of relevant experience at supervisory level or above, or those with RPL qualifications for the logistic industry at QF level 3 or above.

Language requirements:

- Level 2 or above in HKDSE English Language; or
- E or above in HKCEE English Language (Syllabus B); or
- C or above in HKCEE English Language (Syllabus A); or
- E or above in HKALE (AS-Level) Use of English.

Those who do not meet the above language requirements will be required to pass an English language proficiency test prior to admission.

### Programme Fee

HK\$2,850<sup>#</sup> (HK\$1,761 after partial subsidy)

<sup>#</sup>Participants may apply for a subsidy of HK\$1,089 (provided by the Vocational Training Council-Transport Logistics Training Board "VTC-TLTB") via HAFFA if they:

- 1) have passed the final examination ; and
  - 2) have attended more than 80% of the programme; and
  - 3) are currently working in the transport logistics industry.
- Please note that the subsidy is subject to availability of the funding.

### Medium of Instruction

English (supplemented with Cantonese terminology)

### Application Deadline

1 month prior to programme commencement

The programme materials are developed under the direction of the following:



## Certificate Issuance

Participants who attend more than 70% of the programme, successfully complete the assignments/project, and pass the mid-term test and final examination, will be awarded the Executive Certificate in Airfreight Operational Supervisory Training (Level 4).

## Programme Schedule

Code	Dates	Time	Dates	Time	Exam Date	Time	Venue
C3191B	18,25,30 September, 7,15 October, 13, 20 November, 2014 <sup>^</sup>	7:00pm to 10:00pm	25 October, 1, 8 November 2014 <sup>^</sup>	2:00pm to 5:00pm	29 December 2014 <sup>^</sup>	7:00pm to 9:00pm	PolyU Hunghom or Kowloon Tong Campus <sup>^</sup>

<sup>^</sup>Subject to final confirmation at programme commencement.

## Application

Completed application forms, together with relevant supporting documents, can be submitted to one of the following:

- Institute for Entrepreneurship, QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hunghom, Kowloon, Hong Kong  
Tel.: 3400 2773 Fax: 2765 6323
- Hong Kong Association of Freight Forwarding and Logistics Ltd, 8/F, China Hong Kong Centre, 122-126 Canton Road, Tsimshatsui, Kowloon, Hong Kong  
Tel.: 2796 3121 Fax: 2796 3719 or 2754 8926

Application without supporting documents will not be processed.

## Enquiry

For programme details and application form, please visit one of the following websites:

- HAFFA at [www.haffa.com.hk](http://www.haffa.com.hk)
- CILTHK at [www.cilt.org.hk](http://www.cilt.org.hk)
- Institute for Entrepreneurship, PolyU at <http://www.polyu.edu.hk/ife>

## Application Form

Part A: Personal Particulars												
Name of Participant:	(Mr/Ms/Mrs)											
Sex:	<input type="checkbox"/> Male		<input type="checkbox"/> Female			Age:	<input type="checkbox"/> 25 to 30		<input type="checkbox"/> 31 to 40		<input type="checkbox"/> 41 or above	
HKID No.:					X	X	X	X	Year(s) in the Industry:			
Name of Company:												
Position:						Tel No:	(Company )			(Mobile)		
Correspondence Address:												
E-mail Address:												
Highest Education Level Achieved:	<input type="checkbox"/> Form 5		<input type="checkbox"/> Form 7			<input type="checkbox"/> Post-secondary		<input type="checkbox"/> Associate Degree				
	<input type="checkbox"/> Degree		<input type="checkbox"/> Postgraduate or above			<input type="checkbox"/> Others:						
How do you learn about our programme?	<input type="checkbox"/> Company		<input type="checkbox"/> Friends		<input type="checkbox"/> Direct Mailing		<input type="checkbox"/> Website		<input type="checkbox"/> Newspaper			
	<input type="checkbox"/> E-mail		<input type="checkbox"/> Referral		<input type="checkbox"/> Association		<input type="checkbox"/> Others: _____					
Part B: Payment												
Payment should be settled at the time of Programme application. Programme fees are not refundable except for unsuccessful applications or course cancellation.												
Please send a crossed cheque (payable to "The Hong Kong Polytechnic University") to one of the following:												
<ul style="list-style-type: none"><li>• Institute for Entrepreneurship, QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hunghom, Kowloon, Hong Kong</li><li>• Hong Kong Association of Freight Forwarding and Logistics Ltd, 8/F, China Hong Kong Centre, 122-126 Canton Road, Tsimshatsui, Kowloon, Hong Kong</li></ul>												
<b>Remarks: The Institute reserves the right to alter the place, time of class and the instructors due to unforeseeable circumstances.</b>												
Signature:					Date:							
Personal Information Collection Statement												
Personal data provided as part of an application for registration/admission will, during the admission process, be used solely for the purpose of registration/admission, and in this connection the data will be handled by both I/E and HAFFA.												
Details of the Centre's Personal Information Collection Statement for courses are available from the Office (QR702, Core R) and Website ( <a href="http://www.polyu.edu.hk/medc">www.polyu.edu.hk/medc</a> ) of Institute for Entrepreneurship of The Hong Kong Polytechnic University and the office of Hong Kong Association of Freight Forwarding and Logistics Ltd.												
<input type="checkbox"/> I do not prefer showing my personal details (i.e. name, organization and position) in the Participant List and Attendance Sheet for Information sharing purpose in this course.												
<input type="checkbox"/> Please "✓" and fax to 2765-6323 if you do not wish to receive any marketing information from I/E, The Hong Kong Polytechnic University												
<input type="checkbox"/> Please "✓" and fax to 2765-6323 if you received this marketing information in duplicate.												