

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. [△]

[△]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[#] (HK\$1,761 after partial subsidy)

[#]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
C3191C	12,18,26 August, 1, 9 September, 7, 13 October 2015 [^]	7:00pm to 10:00pm	19, 26 September, 3 October 2015 [^]	2:00pm to 5:00pm	25 November 2015 [^]	7:00pm to 9:00pm	PolyU Hunghom or Kowloon Tong Campus [^]

[^]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
- CILTHK at 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"> • Institute for Entrepreneurship, QR702, 7/F, Core R, The Hong Kong Polytechnic University, Hunghom, Kowloon, Hong Kong • Hong Kong Association of Freight Forwarding and Logistics Ltd, 8/F, China Hong Kong Centre, 122-126 Canton Road, Tsimshatsui, Kowloon, Hong Kong 										
Remarks: The Institute reserves the right to alter the place, time of class and the instructors due to unforeseeable circumstances.										
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 Institute for Entrepreneurship (I/E) of The Hong Kong Polytechnic University and the office of Hong Kong Association of Freight Forwarding and Logistics Ltd (HAFFA).										
Details of the Centre's Personal Information Collection Statement for courses are available from the Office (QR702, Core R) and Website (www.polyu.edu.hk/ife) of I/E, The Hong Kong Polytechnic University and HAFFA.										
<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.										