

Vocational Training Programme for the Freight Logistics Sector

貨運物流業職業訓練課程



Radon Asia Limited
智翔亞洲有限公司

1. M1 + M2 is recognized by IATA as certificate for IATA agent accreditation & renewal.
M1+M2 證書已獲 IATA 認可作其貨運代理申請或續會所需的證書。
2. Subsidy HKD 775^{Note 1}
可獲港幣 \$775 學費資助 (見^{Note 1})
3. Higher priority to any job seeker by HAFFA Committee Member Companies^{Note 2}
持有 M1 或 M2 證書的應徵者將獲 HAFFA 執行委員公司優先取錄 (見^{Note 2})



Our staff acquired practical knowledge and hands-on skills after taking the courses. It is impressive to see the immediate contributions they have made to my company.

In addition, the partial subsidy offered by VTC greatly reduces our on-the-job training expenses. This course is undoubtedly value for money.

I have no hesitation to recommend the VTP to anyone in our industry !

By Mr. Cliff Sullivan
(Senior VP of A-Sonic Logistics (HK) Ltd.)

Airfreight Logistics Module 1 — Introduction to Airfreight

空運物流單元 1 — 空運基礎入門

Target Participants

Newcomer and current Operational / Customer Service / Sales / Frontline staff in the Airfreight Industry.

Course Code	Date	Time	Date	Time	Venue
16VTPM101	Feb 2,4,16,18,23,25 2016	(19:00 - 22:00)	Feb 6,20,27 2016	(15:00 - 19:00)	*Down Town
16VTPM102	Jun 7,10,14,16,21,23 2016	(19:00 - 22:00)	Jun 11,18,25 2016	(15:00 - 19:00)	*Down Town
16VTPM103	Oct 4,6,11,13,18,20 2016	(19:00 - 22:00)	Oct 8,15,22 2016	(15:00 - 19:00)	*Down Town

Airfreight Logistics Module 2 — Cargo Documentation

空運物流單元 2 — 貨運文件處理

Target Participants

Current Operational / Customer Service / Sales / Documentation staff in the Airfreight Industry for at least 1-2 years.

Course Code	Date	Time	Date	Time	Venue
16VTPM201	May 3,5,10,12,17,19 2016	(19:00 - 22:00)	May 7,14,21 2016	(15:00 - 19:00)	*Down Town
16VTPM202	Aug 9,11,16,18,23,25 2016	(19:00 - 22:00)	Aug 13,20,27 2016	(15:00 - 19:00)	*Down Town
16VTPM203	Dec 6,8,13,15,20,22 2016	(19:00 - 22:00)	Dec 10,17,24 2016	(15:00 - 19:00)	*Down Town

*To be advised in the letter of notification.

Fee per Applicant

Total: **HK\$1,550.00**

Note 1: Qualified student can apply for a subsidy of HK\$775 (provided by the Vocational Training Council-Transport Logistics Training Board "VTC-TLTB") via HAFFA after the end of the module, provided that the student:

- (1) Has passed the examination (passing mark: 50%); (2) Has achieved an attendance of 80% or above; and
- (3) Is currently an employee working for the transport logistics industry.

Please note that the subsidy is subject to the fund availability.

Note 2: Please refer to HAFFA website at <http://www.haffa.com.hk> for list of HAFFA Committee Member Companies.

Programme Organizers :



Programme Sponsored by :



Training Provider :



For detail and application form, please visit **CILTHK** website www.cilt.org.hk, **HAFFA** website www.haffa.com.hk or **Radon Asia Limited** website www.radonasia.com



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Airfreight Logistics Module 1 — Introduction to Airfreight

空運物流單元 1 — 空運基礎入門

Course Content (30 hours)

- International Trade, Supply Chain Management (SCM) and Airfreight Business (國際貿易、供應鏈與空運)
- Organization in relation to Air Logistics (關於空運物流之組織)
- Trading Process related to Airfreight Operations (關於空運貿易的處理程序)
- Airfreight Procedures and Document (空運程序及文件)
- Cargo Damage and Claims (空運貨物之毀壞及賠償)
- Cargo Build-up & Storage (貨物裝板及儲存)
- Cargo Security (貨運安全)
- Principal Characteristics of Air Logistics (航運物流之基本特徵)
- Airfreight Equipment, Airport Services Provider (CTO/RHO) (空運用設施及機場服務提供者)
- E-commerce (電子貿易)
- Rate Application (價目應用)
- Introduction of Dangerous Goods (危險品簡介)
- Consolidation / Equalization (集運 / 平均集運箱)

Airfreight Logistics Module 2 — Cargo Documentation

空運物流單元 2 — 貨運文件處理

Course Content (30 hours)

Export Operations

- Booking Received From Customer / Space Reservation / Consolidation and Flight Planning
- Coordination with Warehouse / Document Preparation & EDI transmission
- Reception Check LIST (RCL) at Cargo Terminal Operators / Consol Pouch Completion
- Early Stage Pre-Alert / Consol Closing and Filing
- Export Declaration & EDI toward authorities in Hong Kong

Import Operations

- Preparation prior to flight arrival / Procedures and activities after shipments arrived
- Collecting cargo from terminals and break bulk

Transshipment

- Concept for port / Major steps of China customs clearance
- Customs clearance for different types of cargo trade / Documentation for customs clearance

Lecturers and Medium of Instruction

Experienced instructors from the industry will conduct the lecture in Cantonese with English reading materials.

Application Deadline

14 days before the course commencement date.

For course registration

Radon Asia Limited

Address : Rm 607, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon

Tel : 2961 4230 Email : apply@radonasia.com

Website : <http://www.radonasia.com>

Office Hours : 09:00 - 17:00

General Enquiry

CILTHK Secretariat

Tel : 2866 6336 Website : <http://www.cilt.org.hk>

HAFFA Secretariat

Tel : 2796 3121 Website : <http://www.haffa.com.hk>

Programme Organizers :



Programme Sponsored by : Training Provider :

