Programme Overview
Managing people in today’s globalized business environment with diverse workforce requires sophisticated skills and sound knowledge in general business and human resource management. The curriculum of this BA (Hons) Business and Human Resource Management programme is designed to enable students to develop transferable and professional skills such as team building, leadership, problem solving and communication skills, identified by employers as necessary attributes of effective HR practitioners.

The programme is structured so that students can develop knowledge and skills in core business and management disciplines. In addition, those Human Resource Management (HRM) specialist modules, such as Employee Learning and Development, Performance Management and Employee Relations equip students with functional skills and knowledge essential for graduates who intend to pursue a career in the human resource management sector.

On completion of the programme, students should be able to apply concepts and techniques of qualitative and quantitative approaches to tackle problems and suggest creative solutions in the areas of business and human resource management.

Programme Structure
The programme is delivered over one year of study in full-time mode, with the year divided into two semesters. The programme structure is as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Leadership and Organisations</td>
</tr>
<tr>
<td></td>
<td>Strategic Management (CEF Code: 21Z08926-9)</td>
</tr>
<tr>
<td></td>
<td>Performance Management</td>
</tr>
<tr>
<td>2</td>
<td>Financial Information for Business Decisions (CEF Code: 23Z08928-0)</td>
</tr>
<tr>
<td></td>
<td>Employee Relations (CEF Code: 21Z08927-7)</td>
</tr>
<tr>
<td></td>
<td>Employee Learning and Development</td>
</tr>
</tbody>
</table>

CEF reimbursable module.
Entry Requirements


- Applicants with Higher Diploma/Associate Degree in relevant discipline from other institutions will be considered individually.

English Proficiency Requirement

Higher Diploma taught and assessed in English or an overall band score of 6.0 in IELTS or equivalent.

Assessment

Assessment is based on coursework, projects and examinations.

Qualifications Framework

BA (Hons) Business and Human Resource Management is recognised under the Qualifications Framework (QF) (www.hkqf.gov.hk).

<table>
<thead>
<tr>
<th>QF Level</th>
<th>Level 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>QR Registration No.</td>
<td>12/000115/5</td>
</tr>
<tr>
<td>Validity Period</td>
<td>01/09/2012 – 31/08/2016</td>
</tr>
</tbody>
</table>

This programme accredited by the HKCAAVQ enjoys similar status of locally-accredited honours bachelor’s degree programmes. It is in the process of seeking re-accreditation by HKCAAVQ. The re-accreditation status of the programme is subject to the final approval of HKCAAVQ.

Additional Information

<table>
<thead>
<tr>
<th>Study Mode and Duration</th>
<th>Full-time, 1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Location</td>
<td>IVE (Tsing Yi)</td>
</tr>
<tr>
<td>Fees</td>
<td>Application : HK$200</td>
</tr>
<tr>
<td></td>
<td>Registration : HK$3,200</td>
</tr>
<tr>
<td></td>
<td>Tuition : HK$66,400 by 2 instalments</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>31 March 2016</td>
</tr>
<tr>
<td>Commencement</td>
<td>September 2016</td>
</tr>
</tbody>
</table>

Enquiries

Programme Co-ordinator Ms. Elina Wu
Tel no. 2436 8486
Email elinawu@vtc.edu.hk

General Enquiries Ms. Queenie Lam
Tel no. 2436 8600
Email queenielam@vtc.edu.hk

General Enquiries Mr. Ivan Loe
Tel no. 2436 8379
Email ty-shape@vtc.edu.hk

It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.
Application Form 2016/17

Please complete the form in ENGLISH and print in BLOCK LETTERS with black ball pen.

SECTION 1 – PROGRAMME APPLIED FOR

Please indicate the programme you are applying for by ticking “✓” the appropriate box. (Please “✓” ONE only)

Top-up Degree Programmes

☐ BA (Hons) Business and Finance, Full-time (Registration No.: 252134)  IVE (Sha Tin)
☐ BA (Hons) Business and Human Resource Management, Full-time (Registration No.: 252133)  IVE (Tsing Yi)
☐ BA (Hons) Business Management, Full-time (Registration No.: 252135)  IVE (Tsing Yi)
☐ BA (Hons) Jewellery and Metalwork, Full-time (Registration No.: 252251)  DILWL
☐ BA (Hons) Jewellery and Metalwork, Part-time (Registration No.: 252251)  DILWL
☐ BE (Hons) Electronic Engineering, Part-time (Registration No.: 252554)  IVE (Sha Tin)
☐ BSc (Hons) Events and Leisure Management, Full-time (Registration No.: 251420)  IVE (Chai Wan)
☐ BSc (Hons) Hospitality Business Management, Full-time (Registration No.: 251510)  IVE (Chai Wan)
☐ BSc (Hons) Sport Business Management, Full-time (Registration No.: 251511)  IVE (Chai Wan)
☐ BSc (Hons) Sport Coaching, Full-time (Registration No.: 252564)  IVE (Chai Wan)
☐ BSc (Hons) Tourism Management, Full-time (Registration No.: 251421)  IVE (Chai Wan)

SECTION 2 – PERSONAL DETAILS

Title (Mr / Ms / Mrs / Miss)* delete if inappropriate  IVE / SBI / HKDI Student No. (if any)

Gender ☐ male  ☐ female

Name in English (As shown on your HK Identity Card / Passport)

Surname First / Other Names

Name in Chinese

Chinese Character Codes Day (DD) / Month (MM) / Year (YY)

Type of Identification Document ☐ HKID Card No. ( ) / ☐ Passport No.

Correspondence Address (in English)

Contact Detail

Mobile Phone No. Residential No.

Email Address Fax No.

Do you require a student visa / entry permit to study in Hong Kong? ☐ YES  ☐ NO

SECTION 3 – APPLICANT WITH SPECIAL NEEDS

We offer equal opportunities to all applicants with or without disabilities. If you have a disability, please enter the type of disability in the box. Otherwise, leave it blank. Your indication of this information is voluntary but essential for us to provide appropriate services (e.g. special examination arrangements) for you. Such information will not affect your chances of admission.

Code

1 Blind (visually handicapped)  6 Using crutch / callipers
2 Profound hearing loss  7 Polio / Rheumatoid Arthritis / Spine problem
3 Severe / moderate / mild hearing loss  8 Other kinds of impaired movement
4 Low vision (this does not include those people who are able to read with the help of normal spectacles or contact lenses)  9 Others (please specify) ________________
### SECTION 4 – EDUCATION
(Qualifications and examinations including professional training. Please attach certified copies of relevant academic documents.)

<table>
<thead>
<tr>
<th>Place of study</th>
<th>Award and Course Title</th>
<th>Main Subjects Studied</th>
<th>Results (including grade)</th>
<th>Date of Award or Expected Award</th>
<th>Mode of Study</th>
</tr>
</thead>
</table>

### SECTION 5 – ENGLISH PROFICIENCY

Is English your first language?  
☐ Yes (if yes, go onto section 6)  
☐ No

English language qualifications (please attach copies of all certificates)

<table>
<thead>
<tr>
<th>Awarding organisation</th>
<th>Award and course title</th>
<th>Results (including grade)</th>
<th>Date of award or expected award - Month</th>
<th>Year</th>
</tr>
</thead>
</table>

### SECTION 6 – SUPPLEMENTARY INFORMATION

You may enter information which you feel is relevant to your application.

### SECTION 7 – CRIMINAL CONVICTIONS

Do you have any criminal convictions?  
☐ Yes  
☐ No

### SECTION 8 – ENQUIRIES

All enquiries should be directed to the programme offering campus as follows:

**Offering Campus: IVE (Chai Wan)**
SHAPE, Chai Wan Office, Room 012, G/F, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong  
Tel: 2595-8357  Fax: 2976-5702

**Offering Campus: IVE (Tsing Yi)**
SHAPE, Tsing Yi Office, Room C217, 20 Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong  
Tel: 2436-8600 / 2436-8379  Fax: 2434-5652

**Offering Campus: IVE (Sha Tin)**
SHAPE, Sha Tin Office, Room 309C, 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong  
Tel: 2256-7239  Fax: 2696-2049

**Offering Campus: DILWL**
SHAPE, DILWL Office, Room D938, 9/F., Tower D, 3 King Ling Road, Tseung Kwan O, NT  
Tel: 3928-2485  Fax: 3928-2988

### SECTION 9 – APPLICATION FORM SUBMISSION AND ACKNOWLEDGEMENT

1. Application form should be submitted by mail or in person to the SHAPE OFFICE OF YOUR PROGRAMME CHOICE. Please check Section 1 and Section 8 for the correct address. You may also return the application form to a drop box located at IVE and HKDI campuses.
2. We will acknowledge receipt of your application by email. Please make sure your email address provided on page 1 of this application form is correct.
SECTION 10 – TUITION FEE PAYMENT AND REFUND ARRANGEMENTS

1. Total programme fee for BSc (Hons) Events and Leisure Management, BSc (Hons) Hospitality Business Management, BSc (Hons) Sports Business Management, BSc (Hons) Sport Coaching and BSc (Hons) Tourism Management, is HK$69,600. This consists of a registration fee of HK$3,200 and a tuition fee of HK$66,400. Tuition fee is payable by 2 instalments and will be collected within 1 month before the commencement of the semester.

2. Total programme fee for BA (Hons) Business and Finance, BA (Hons) Business and Human Resource Management, and BA (Hons) Business Management is HK$69,600. This consists of a registration fee of HK$3,200 and a tuition fee of HK$66,400. Tuition fee is payable by 2 instalments for full-time programmes and 3 equal instalments for part-time programmes. All instalment payments will be collected within 1 month before the commencement of the semester.

3. Total programme fee for BA (Hons) Jewellery and Metalwork is HK$75,600. This consists of a registration fee of HK$3,200 and a tuition fee of HK$72,400. Tuition fee is payable by 2 instalments for full-time programme and 3 instalments for part-time programme (1st instalment: HK$24,200; 2nd & 3rd instalment: HK$24,100). All instalment payments will be collected within 1 month before the commencement of the semester.

4. Total programme fee for BEng (Hons) Electronic Engineering is HK$81,200. This consists of a registration fee of HK$3,200 and a tuition fee of HK$78,000. Tuition fee is payable by 3 instalments and will be collected within 1 month before the commencement of the semester.

5. If you accept the offer, you should pay the registration fee and the 1st instalment of the tuition fee in full before the deadline stated in the offer letter to complete the registration procedures.

6. All fees paid less application fee will be refunded if the programme is withdrawn or not offered.

7. On premature cessation of the programme, all fees and charges that have been collected in respect of any part of the programme failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

SECTION 11 – APPLICATION FEE PAYMENT

The application fee is HK$200 and is NON-REFUNDABLE. Please indicate your payment method with a “✓” and glue the original payment receipt in the box provided.

If the application fee is paid by ATM (Automatic Teller Machine) Transfer Services, please follow the below instructions in making payment:

**HSBC & Hang Seng Bank ATM**
✓ Select “Bill Payment Service”
✓ Select “Education – Others”
✓ Select “Vocational Training Council”
✓ Enter Type: “01”
✓ Enter Payment Number: please see payment number below
✓ Enter Amount: HK$200

**JETCO ATM**
✓ Select “JET Payment”
✓ Enter Merchant Code: “9151”
✓ Enter Type: “01”
✓ Enter Payment Number: please see payment number below
✓ Enter Amount: HK$200

**Payment Number for ATM Transfer Services:**
Campus of Your Programme Choice: IVE (Chai Wan)

6700001

Campus of Your Programme Choice: IVE (Tsing Yi)

6700007

Campus of Your Programme Choice: IVE (Sha Tin)

6700004

Campus of Your Programme Choice: DILWL

6700011

If the application fee is paid at 7-Eleven, the QR code for payment at 7-Eleven is shown below.

**Campus of Your Programme Choice: IVE (Chai Wan)**

3050107700001900048

**Campus of Your Programme Choice: IVE (Tsing Yi)**

3050107720001700050

**Campus of Your Programme Choice: IVE (Sha Tin)**

3050107735001900096

**Campus of Your Programme Choice: DILWL**

3050107700004400054

Please glue the original receipt here.

***Application form without attaching the original payment receipt WILL NOT be processed.***

*** Please DO NOT send in any cheque or cash. We WILL NOT deposit the application fee on your behalf.***
CHECKLIST FOR APPLICANT

Before submitting your application, please check if you have:

- Completed the form in full.
- Signed and dated the form.
- Enclosed copies of relevant academic documents and transcripts.
- Enclosed the original receipt of application fee payment.
- A waiver of application fee may be granted to eligible applicants. For details, please visit www.shape.edu.hk

SECTION 13 – DECLARATION (Application form without signature will not be processed)

1. I declare that the information given in the application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the School for Higher and Professional Education and the Sheffield Hallam University.

2. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the Vocational Training Council to release, information about my student record in the member institutions of the Vocational Training Council for the purpose of processing this application.

3. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to use my data to carry out checks on multiple applications and checks on records of current and previous studies in the member institutions of the Vocational Training Council.

4. I authorise the School for Higher and Professional Education and the Sheffield Hallam University to obtain, and the relevant institutions to release, further academic information or official student records if necessary, and / or where my work experience is relevant, to verify my employment records, for the purpose of making an informed decision about my application.

5. I understand that, upon my registration in a programme in the School for Higher and Professional Education and the Sheffield Hallam University, the data contained in the application form will become part of my student record and may be used for all purposes relating to my study in accordance with the procedures of the School for Higher and Professional Education and the Sheffield Hallam University.

6. I understand that the School for Higher and Professional Education and the Sheffield Hallam University may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of the 2016/17 admissions exercise. Nevertheless, if I have indicated in Section 12 that I wish to receive information from the School for Higher and Professional Education and the Sheffield Hallam University, my application data will be retained.

7. I understand that in accordance with the Personal Data (Privacy) Ordinance, I have the right to request access to, and the correction of my personal data. I should submit written request to the School for Higher and Professional Education at Room 008, Academic Block, 30 Shing Tai Road, Chai Wan, Hong Kong if I wish to access or make corrections to my data.

8. I fully understand the Intellectual Property Policy (the Policy) indicated at www.shape.edu.hk (Admission → Point to Note) which is applicable to students of all VTC member institutions. I understand and agree that adherence to the Policy is a condition of continued enrolment and graduation.

9. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of application without notice and cancellation of any resulting registration. Any fees paid will NOT be refunded.

Applicant’s Signature: ___________________________ Date: ___________________________