

**Affiliated Training Course Proposal**

|  |  |
|--|--|
| Training Affiliate (approved)                  |  |
| Address  |  |
| Tel / Fax / Email                              |  |
| Contact Person                                 |  |
| Date   |  |
| Course Title                                   |  |
| Nature   |  |
| CPD Hours                                      |  |
| Target   |  |
| Capacity                                       |  |
| Co-organizer (if applicable)                   |  |
| Supporter (if applicable)                      |  |
| Date, Time and Venue                           |  |
| Trainer(s) (if applicable)                     |  |
| Course Highlight                               |  |
| Fee for Member                                 |  |
| Fee for Non-Member                             |  |
| Enrollment Administer                          |  |
| Award  |  |
| Awarding Body                                  |  |
| Promotion                                      |  |
| Revenue/Profit Sharing Scheme? (if applicable) |  |
| Remarks  |  |
| Chop & Signatory                               |  |

**For Training Committee use only**

|                         |  |
|-------------------------|--|
| Approval Date           |  |
| Event Manager Appointed |  |
| Remarks                 |  |

**For Secretariat use only**

|                  |  |
|------------------|--|
| Acknowledge Date |  |
| Event Handled By |  |
| Actions          |  |
| Remarks          |  |

**Remarks:**

The Event Manager shall prepare the followings upon completion, if applicable:

1. Summary with photos, for newsletter
2. Attendance record
3. Final Account
4. Confirmation of trainer's permission of uploading the materials onto HKICM website, if applicable.



### **Affiliated Training Course Proposal < Sample >**

|  |   |
|--|---|
| Training Affiliate (approved)                  | ABCD Training Institute   |
| Address  | Room 123, ABC Building, 56 Tai man Street, HK   |
| Tel / Fax / Email                              | 23987640 / 26384948 / office@abcti.com  |
| Contact Person                                 | Mary Chan   |
| Date   | 4/4/2014  |
| Course Title                                   | Certificate for Safety Engineering  |
| Nature   | Short course  |
| CPD Hours                                      | 24  |
| Target   | Young professionals and technicians   |
| Capacity                                       | 30  |
| Co-organizer (if applicable)                   | Nil   |
| Supporter (if applicable)                      | Nil   |
| Date, Time and Venue                           | To be started from 9 Sept 2014 (Fri), 1900-2200, 8 sessions<br>Tai Man Theatre  |
| Trainer(s) (if applicable)                     | Mr. Kelvin Lee, <i>RSA, RSO, MSc</i><br>ABCD's specialist trainer   |
| Course Highlight                               | To bring along some innovative ideas on mindset change and technology embrace in safety engineering, and thus to reduce the chance of accidents so as to foster a better and safer environment. |
| Fee for Member                                 | HKICM/HKCA Member: \$1000;<br>Early-bird \$900: registration before 31/7/2014.  |
| Fee for Non-Member                             | Non-Members \$1200<br>Early-bird \$1100: registration before 31/7/2014.   |
| Enrollment Administer                          | ABCD Training Institute   |
| Award  | Certificate for Safety Engineering  |
| Awarding Body                                  | ABCD Training Institute   |
| Promotion                                      | Email with Flyer, post flyer to contractors   |
| Revenue/Profit Sharing Scheme? (if applicable) | 20% of the total tuition fee received will be contributed to HKICM  |
| Remarks  |   |
| Chop & Signatory                               |   |

**For Training Committee use only**

|                         |   |
|-------------------------|---|
| Approval Date           | 12 Apr 2014   |
| Event Manager Appointed | Cr Jimmy Wong, 90238476, ccchan@hotmail.com.hk<br>Supported by: Cr LT Lee |
| Remarks                 |   |

**For Secretariat use only**

|                  |                                     |
|------------------|-------------------------------------|
| Acknowledge Date | 16 Apr 2014                         |
| Event Handled By | CC Chan                             |
| Actions          | Email to members – 20/5/14, 20/6/14 |
| Remarks          |                                     |