



建造業創新及科技基金 Construction Innovation and Technology Fund

預先批核建築信息模擬培訓名單申請指引 Application Guidelines for the Pre-approved BIM Training List

目的 Objectives

建築信息模擬令施工過程數碼化，通過更有效的協調，能盡量減少施工期間的不協調情況及浪費，以及減低項目風險，從而更能明確掌握項目各個階段的時間及成本預算更為明確。

BIM Training under Technology Adoption Programmes aims at helping eligible companies in training up BIM practitioners.

評核準則 Assessment Criteria

建造業創科基金（下稱「基金」）的評審小組委員會審核申請，並擁有最終決定權。

Applications will be assessed by the Vetting Sub-committees and Management Committee on the Construction Innovation and Technology Fund (CITF), which decisions are final.

申請 Application

電子版申請表可於基金網站 www.citf.cic.hk 下載。請於提交申請前檢查以下資料是否準備妥當：

Electronic application form can be downloaded CITF website www.citf.cic.hk. Please check if the below information is duly prepared for submission:

- 商業登記證 Business Registration
- 根據“教育條例”（第 279 章）發出的註冊證明書
Certificate of Registration issued under Education Ordinance (Cap. 279)
- 最新周年申報表 Latest Annual Return
- 非政府機構非註冊文件（如適用）
Non-Governmental Organizations (NGO) registration document (if applicable)
- 課程申請書 Course application form
- 課程評估表 Course evaluation form
- 供評核用途之課程功課/ 試卷/ 作業樣本（包括合格條件）#
Sample of course assignment work/ examination paper/ homework for assessment purpose (including passing criteria)#
- 課程海報/ 宣傳單張 Course poster/ promotion leaflet
- 其他專業機構，建築信息模擬供應商發出的推薦/ 認證證明（如適用）
Proof of course recommended / certified by other professional institution, BIM vendor (if applicable)
- 導師之全名及其教育水平，專業認證，專業會員資格，建築信息模擬相關證書/ 軟件 供應商頒發的證書（如適用）#
Name of course instructor and proof of his/her education level, professional certifications, professional memberships, BIM related credentials/ certificates issued by relevant BIM software vendor (if applicable)#
- 建築信息模擬軟件供應商認證培訓中心的證明（如適用）
Proof of BIM software vendor certified training centre (if applicable)
- 培訓場所符合教育/培訓目的的任何規定，包括“教育條例”(第 279 章)等
Premises complied with any required ordinance for education/training purpose document, including the Education Ordinance (Cap. 279) etc

請把填妥表格電郵至 citf@cic.hk。如有任何問題，請聯絡基金秘書處（電話：2100 9000）。

Please return the completed form to citf@cic.hk. For enquiries, please feel free to contact CITF Secretariat at Tel. 2100 9000.

如申請者未能提供任何一項列明之必須呈交之資料，則其申請將被視為不符合資格。

If the applicant fails to provide the mandatory information, its application will be considered as ineligible.

建造業創新及科技基金
Construction Innovation and Technology Fund (CITF)

預先批核建築信息模擬培訓名單申請表
Application Form for the
Pre-approved BIM Training List

第一部份 --- 提供課程的公司資料

PART I --- COURSE PROVIDER APPLICANT'S INFORMATION

- * 如基金申請獲批准，本人 同意 / 不同意 於基金網站發佈公司聯絡資料 (包括電話及電郵) 供公眾人士查詢。
- * Where your CITF application has been approved, company contact information (Including telephone number, e-mail and website) can be / cannot be published on the CITF website for public information.

1.	提供課程公司名稱： Name of Course Provider:	(中文全名)
		(English Full Name)
2.	地址： Address:	
3.	網址： Website:	
4.	業務性質： Nature of Business:	

5.	公司註冊日期： Date of Incorporation:	
6.	商業登記證號碼： Business Registration Certificate Number:	
7.	獲授權人士 (一)： Person authorized to be contacted (1):	
	姓名： Name:	
	職位： Official Capacity:	
	電話： Tel No.:	
	傳真： Fax No.:	
	電子郵件： Email:	
8.	聯絡人： Liaison Officer	
	姓名： Name:	
	職位： Official Capacity:	
	電話： Tel No.:	
	傳真： Fax No.:	
	電子郵件： Email:	
9.	課程查詢方法	
	電話： Tel No.:	
	電子郵件： Email:	

所有申請必須提交以下文件副本

All application is required to submit the following copy of documents

1. 商業登記證 Business Registration
2. 根據“教育條例”(第 279 章)發出的註冊證明書 Certificate of Registration

issued under Education Ordinance (Cap. 279)

3. 最新周年申報表 Latest Annual Return
4. 最新核數報告 Latest Audited Financial Statement
5. 非政府機構非註冊文件（如適用） Non-Governmental Organizations (NGO) registration document (if applicable)

第二部份 -- 課程資料

PART II --- COURSE INFORMATION

1.	課程名稱： Course Name:	
2.	課程目標和大綱： Course Objectives & Outline：	

3.	課程學習成果： Course Learning Outcome:	
4.	入學條件 Entrance Requirement	

5.	課程時間： Course Duration:	每節 Each Session : _____ 小時 hours 合共 Total : _____ 小時 hours
6.	上課形式 Mode of Study	<input type="checkbox"/> 全日 Full-time <input type="checkbox"/> 兼讀 Part-time
7.	教學語言： Medium of Instruction:	<input type="checkbox"/> 英文 English <input type="checkbox"/> 廣東話 Cantonese <input type="checkbox"/> 其他 Others: _____
8.	每人課程費用： Course fee per Person:	港幣HK\$
9.	分期付款數量： Number of Payment Installments:	
10.	報名辦法 Application Methods	
11.	課程評核#： Course Assessment Method:	<input type="checkbox"/> 最低出席率 ____% 以及 Minimum Attendance Rate ____% and 其他評核方法，包括(必須提供相關樣本)#: Other assessment method, including (samples must be provided)#: <input type="checkbox"/> 功課/ 課程作業 Assignment / Course Work <input type="checkbox"/> 測驗 Quiz <input type="checkbox"/> 考試 Exam <input type="checkbox"/> 其他，請註明： Others, please specify: _____

12.	課程成立多少年： Number of Years of the Course Establishment:	
13.	已舉辦多少課堂： Number of Class Conducted:	
14.	多少學生完成課程： Number of Students Completed the Course:	
15.	班級人數： Class Size:	
16.	每班教師人數： Number of Instructors per Class:	
17.	導師與學生比例： Instructor to Student Ratio:	<i>建議導師與學生比例為1:15; 助教與學生比例為1:30 Recommended ratio : Instructor to Student - 1:15; Class Assistant to Student - 1:30</i>
18.	資歷架構 QF Level, if applicable	

所有申請必須提交以下文件副本

All application is required to submit the following copy of documents

1. 課程申請書 Course application form
2. 課程評估表 Course evaluation form
3. 供評核用途之課程功課/ 試卷/ 作業樣本 (包括合格條件)[#]
Sample of course assignment work/ examination paper/ homework for assessment
purpose (including passing criteria)[#]
4. 課程證書或課程成績單樣本[#] Sample of certificate or course result[#]

5. 課程海報/ 宣傳單張 Course poster/ promotion leaflet
6. 其他專業機構，建築信息模擬供應商發出的推薦/ 認證證明（如適用）
Proof of course recommended / certified by other professional institution, BIM vendor
(if applicable)

如申請者未能提供任何一項列明之必須呈交之資料，則其申請將被視為不符合資格而不予評核及審批。

If the applicant fails to provide the mandatory information, its application will be considered as ineligible and will not be further processed.

第三部份 -- 導師資料

PART III -- INSTRUCTORS INFORMATION

註：如多於一位導師負責教授此課程，請複製第三部份表格填寫

Note: Please copy the table in Part III if more than one instructor teaching this course

1.	導師名稱： Name of Instructor:	(中文全名)
		(English Full Name)
2.	導師教育程度： Instructor Education Level:	

3.	導師教學經驗： Instructor Teaching Experience:	
4.	導師在建造業的工作經驗： Instructor Construction Work Experience:	
5.	導師其他資格 （例如 BIM 相關證書;專業會員資格） Instructor Other Qualification (e.g. BIM related Credential; Professional Memberships)	
6.	聘用形式 Employment Term	<input type="checkbox"/> 全職 Full-time <input type="checkbox"/> 兼職 Part-time <input type="checkbox"/> 其他，請註明： Others, please specify: _____

所有申請必須提交以下文件副本

All application is required to submit the following copy of documents

導師資歷證書[#]，包括:

Proof of course instructor qualification[#], including:

- 教育水平 Education level
- 專業認證 Professional certifications
- 專業會員資格（如適用） Professional memberships (if applicable)
- 建築信息模擬相關證書/ 軟件供應商頒發的證書（如適用） BIM related credentials/ certificates issued by relevant BIM software vendor (if applicable)

如申請者未能提供任何一項列明之必須呈交之資料，則其申請將被視為不符合資格而不予評核及審批。

If the applicant fails to provide the mandatory information, its application will be considered as ineligible and will not be processed

第四部份 --- 課程設備及設施

PART IV --- COURSE ESTABLISHMENT INFORMATION

註：如課程多於一個培訓中心作，請複製第四部份表格填寫

Note: Please copy the table in Part IV if more than one training center for the course

1.	培訓中心位置： Location of Training Center:	<input type="checkbox"/> 永久地點 Permanent Location <input type="checkbox"/> 租用地點 Rented Location
2.	容納人數 Seating Capacity	
3.	座位# Seat Type #	<input type="checkbox"/> 桌子及椅子 Table & Chair <input type="checkbox"/> 演講廳 Lecture Theatre <input type="checkbox"/> 每座位設有獨立電腦設備 Table & Chair with individual PC for each students

4.	課室數量 No. of Classroom	
5.	用作課程的設備硬件規範： Equipment Hardware Specification to Conduct the Course:	
6.	用作課程的設備數量： Number of Equipment to Conduct the Course:	
7.	用作課程的設備軟件規範 Software Specification to Conduct the Course:	
8.	用作課程的軟件許可數量： Number of Software Licenses to Conduct the Course:	
9.	影音設備 Audio and Video Equipment	<input type="checkbox"/> Sound System <input type="checkbox"/> Wired Hand-held Microphone <input type="checkbox"/> Wireless Clip Microphone <input type="checkbox"/> LCD Projector <input type="checkbox"/> Blu-ray Player <input type="checkbox"/> Visual Presenter
10.	設備與學生比例： Equipment to Student Ratio:	
11.	課程網址可供公眾查看課程，教師資料： Web link for Public to view the course information, premises and instructor information:	

所有申請必須提交以下文件副本

All application is required to submit the following copy of documents

1. 建築信息模擬軟件供應商認證培訓中心的證明（如適用）
Proof of BIM software vendor certified training centre (if applicable)
2. 培訓場所符合教育/培訓目的的任何規定，包括“教育條例”（第 279 章）等
Premises complied with any required ordinance for education/training purpose document, including the Education Ordinance (Cap. 279) etc
3. 任何學術評估機構或專業機構的認證或認證（如適用）
Possession of accreditation or certification from any academic assessment agency or professional institutions (if applicable)

備註：課程一經審批，該課程必須符合所有批准的課程細節包括課程資料、導師資料、課程設備及設施資料。如獲批課程細節有任何更改，申請者必須另行提交新申請以得到基金秘書處的事先批准。否則，相關建築信息模擬課程或課程提供者可能會被暫時在預先批核名單中剔除，而未經事先批准而開辦的課程亦可能不獲發放撥款。

Note: Once the course is approved, the course details including the course information, instructors information and course establishment information should remain the same as approved. For any change to approved details, course organisers are required to submit an application for the CITF Secretariat's prior approval. Otherwise, the relevant BIM training courses or the course organisers might be temporarily delisted from the CITT Pre-approved BIM Training Courses List. Courses delivered without prior approval might also be non-reimbursable.

預先批核建築信息模擬培訓名單申請聲明
Declaration for Application for the
Pre-approved BIM Training List

1. I confirm, on behalf of the Company that all information given on the enclosed form and documents submitted with this form is true and correct, and that the Company has no record of bankruptcy or involvement in business fraud or unethical practice. I understand that giving false or misleading statements or information in connection with an application for the Pre-approved Technologies List could amount to a criminal offence and may also result in the application being deemed invalid.

本人代表公司確認本申請表及連同申請所呈交的文件內所提供的一切資料均屬真實正確，以及公司沒有破產或涉及商業詐騙，或以不道德手法經營的記錄。本人明白於申請預先批核科技產品內提供虛假或具誤導性陳述或資料均能構成刑事罪行並可導致申請無效的結果。

2. I confirm and undertake, on behalf of the Company, that the Company shall observe the Prevention of Bribery Ordinance (Cap. 201) ("PBO") and shall prohibit its employee(s), agent(s), supplier(s), and other personnel who are in any way involved in the development of the product under application or which is subsequently pre-approved from offering to or soliciting or accepting from any person any money, gifts or advantage as defined in the PBO in the conduct of the development of or in relation to the pre-approved product. Any such offence committed by the Company or its employee(s), agent(s), supplier(s) or other personnel who are in any way involved in the development of the product under application or which is subsequently pre-approved, will render the submitted documents null and void. The CIC shall not process the application and may also remove such pre-approved product from the Pre-approved Lists.

本人代表公司確認及承諾公司須遵守《防止賄賂條例》（第 201 章）（「防止賄賂條例」）的規定，並須禁止其僱員、代理、供應商和其他以任何形式參與開發正在申請或其後獲預先批核的產品的人員在進行開發預先批核產品時或因預先批核產品的關係向任何人士提供或索取金錢、饋贈或利益，或接受任何人士的金錢、饋贈或利益（定義見《防止賄賂條例》）。倘若公司或其僱員、代理、供應商或其他以任何形式參與開發正在申請或其後獲預先批核的產品的人員觸犯任何該等罪行將導致所提交的文件無效。議會不會處理申請並可將該已獲預先批核產品從預先批核名單中移除。

3. I understand that the offer of an advantage to the CIC with a view to influencing the approval of an application is an offence under the PBO. Any such offer by the Company or any of its employee(s) or agent(s) or supplier(s) or other personnel who are in any way involved in the development of the product under application or which is subsequently pre-approved will render the application or pre-approval null and void. The CIC may also withdraw the relevant pre-approval and hold the Company concerned liable for any loss or damage which the CIC may suffer.

本人明白根據《防止賄賂條例》，向議會提供利益以企圖影響申請的審批，即屬違法。倘若公司或其僱員或代理或供應商或其他以任何形式參與開發正在申請或其後獲預先批核的產品的人員提供此等利益，將導致申請或預先批核無效。議會

可取消有關的預先批核，有關公司仍須為議會因此而蒙受的任何損失或損害負上法律責任。

4. I confirm and undertake, on behalf of the Company, that the Company shall not communicate to any person other than the CITF applicant whose CITF application involves the product under application, any price of the product stated in the application or adjust such price by arrangement with any other person, or make any arrangement with any other person about whether or not that other person should or should not submit an application for the Pre-approved BIM Training List or a CITF application or otherwise collude with any other person in any manner whatsoever in the application process. Any breach of or non-compliance with this requirement shall, without affecting the Company's liability for such breach or non-compliance, render the application or pre-approval null and void. The CIC may also withdraw the relevant pre-approval and hold the Company concerned liable for any loss or damage which the CIC may suffer.

本人代表公司確認及承諾公司不得向基金申請人（其基金申請涉及正在申請的產品）以外的任何人士傳達申請內所訂的產品價格，或透過與任何其他人士的安排調整該價格，與任何其他人士就該其他人士是否應或不應遞交預先批核建築信息模擬培訓名單申請或基金申請訂立任何安排，或在申請過程中以任何形式與任何其他人士串通。若公司違反或不遵守此要求，將導致公司的申請或預先批核無效，但公司仍須承擔就該等違反或不遵守行為承擔責任。議會可取消有關的預先批核，有關公司仍須為議會因此而蒙受的任何損失或損害負上法律責任。

5. I authorise the CIC to verify and / or obtain information in relation to the application. I also consent to direct transfer of such information between the CIC and the relevant parties (including the Development Bureau of the HKSAR Government, the responsible bureau of the CITF).

本人授權議會直接向有關機構核實及 / 獲取與本申請之相關資料，並同意相關機構（包括負責基金的香港特別行政區政府發展局）及議會之間直接轉移該等資料。

6. I have carefully read and fully understand the “Application Guidelines” and the below Personal Information Collection Statement.

本人已清楚閱讀和完全明白【申請須知】及以下【收集個人資料聲明】

Personal Information Collection Statement 收集個人資料聲明

- (i) The information you provide to the CIC, including any personal data as defined in the Personal Data (Privacy) Ordinance, will be used solely for purposes related to the activities of the CIC, including matters in relation to the CITF. The information would be used for the following matters:

閣下向議會所提供的資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於有關議會包括建造業創新及科技基金的事宜。閣下提供的資料將會用於以下事宜：

- (a) assessing your CITF application;
評估批准閣下的基金申請；

- (b) where your CITF application has been approved, publishing on the CITF website for public information;
若閣下的基金申請獲批准，發佈於基金網站供公眾人士查閱；
 - (c) allowing the CIC to conduct research and surveys;
供議會進行研究及調查；
 - (d) serving as reference materials of the CITF Secretariat; or
供基金秘書處作資料參考；或
 - (e) disclosure to any authorities in relation to investigation or prosecution of any offence.
就任何罪行的調查或檢控向有關當局作出披露。
- (ii) The CIC will not transfer your personal data to any third parties without your prior consent. By signing this Declaration, you are deemed to have given prior consent to any transfer of your personal data by the CIC to entities which are relevant to this Application (including the Development Bureau of the HKSAR Government) in the situations set out in (a) through (e) above.
在未得閣下的事先同意，議會不會將你的個人資料轉移給任何第三方。閣下簽署本聲明會被視為給予事先同意讓議會在上述(a)至(e)情況下將你的個人資料轉移給與本申請有關的相關機構(包括香港特別行政區政府發展局)。
- (iii) It is obligatory for you to supply the CIC with your personal data. The CIC may be unable to process and/or consider your application if you do not provide complete information.
閣下必須向議會提供個人資料。如閣下未能提供完整的資料，議會或無法處理及/或考慮你的申請。
- (iv) To keep you informed of the CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.

I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

為讓閣下得知你或有興趣的議會活動和建造業的發展情況，議會將使用閣下的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，向你提供有關議會訓練課程、行業測試、註冊、活動項目及議會工作和建造業發展的資訊。你可選擇是否同意接收這些資訊。如不同意的話，請於以下空格內加上「」號。

本人不同意接獲由議會發出有關議會活動或建造業發展的資訊

- (v) You are entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the Assistant Director – Finance & Registration, Construction Industry Council at 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

閣下有權要求查閱及修正你的個人資料中的任何錯誤。如欲申請，請以書面向議會的助理總監 – 財務及註冊事務提出，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。

公司代表簽署: _____ 公司蓋章: _____
Authorised Signature: _____ Company Chop: _____

姓名(正楷): _____ 職銜: _____
Name in block letters _____ Post Title: _____

聯絡電話: _____ 日期: _____
Tel. No. _____ Date _____

完

--- The End ---