

**HIGHER DIPLOMA IN EARLY CHILDHOOD EDUCATION**  
**幼兒教育高級文憑課程**

**2021-2022**

**APPLICATION GUIDE**

**入學申請須知**

**Personal Information Collection Statement 個人資料收集聲明**

Information provided in this application form will be used for the following purposes:

- Selection of applicants for admission to the Programme;
- Collection of information from the relevant institutions/schools and referees about your candidature for studies;
- Transferral to student record system upon admission to the Programme. Information of unsuccessful applicants will be destroyed after the completion of the entire admission exercise; and
- Transferral to the Academic Registry and Alumni Office after graduation.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access to and make correction of the information contained in this application form.

- 申請人之個人資料將用作入學甄選用途；
- 本院或向有關院校及諮詢人查詢申請人資料；
- 申請人如獲取錄，其入學申請文件及有關資料將由香港浸會大學中央存檔；未獲取錄者所呈交之申請文件及資料，將於遴選程序完成後銷毀；及
- 學員畢業後，其資料將轉交教務處及校友事務處存檔。

根據個人資料(私隱)條例，閣下有權要求查閱及更改申請表上所填報的個人資料。

## General Information 一般資料

- Please read the *Programme Leaflet* and the *Application Guide* carefully before completing the application form.
  - Please use BLOCK LETTERS in English and complete the application form in ink.
  - Information provided in this application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the programme.
  - Please do not send in or submit the original copies of any supporting documents with your application.
  - Applicants will be assessed individually on their academic achievements, professional qualifications and work experience. Interview may be given to the selected applicants.
  - **Accreditation of non-local academic qualifications should be made through the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and such applicants should submit the assessment results in support of their applications.**
  - Please keep your application number for future reference.
  - Information contained in this *Application Form and Guide* is subject to change without prior notice.
  - The submitted application form and the supporting documents are not returnable.
- 
- 申請人於填寫申請表前必須詳閱「課程簡章」及「入學申請須知」。
  - 報名表必須使用原子筆以英文正楷填寫申請表。
  - 申請人必須確保所填報之資料正確無誤，並於遞交報名表格時，備齊所需文件，否則其申請將不獲處理，且不作另函通知。
  - 請勿遞交或郵寄任何證明文件之正本。
  - 課程委員會將應申請人之學術水平、專業資格及工作經驗作個別評審，並為合資格之申請人安排面試。
  - 如申請人持有非本地學歷，請先向「香港學術及職業資歷評審局」辦理學歷評審事宜，並附結果以作遴選參考。
  - 申請人請保留其申請編號以備覆核時使用。
  - 學院保留更改本入學申請表及須知之權利。
  - 所遞交之表格及有關證明文件將不予以退還。

# Application Fee Payment Instructions 繳付報名費程序及須知

## 1. Cheque Payment 支票付款

The application fee of HK\$150 for local applicants and HK\$300 for non-local applicants can be paid by a crossed cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please write your Chinese and English name in full, contact number and Hong Kong ID Card number at the back of the cheque. Mail the cheque to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state “Application for Higher Diploma in Early Childhood Education” on the envelope. Postdated cheques will not be accepted.

申請人可以「劃線支票」繳交報名費港幣\$150 (本地申請人) 或港幣\$300 (非本地申請人)，支票抬頭為「香港浸會大學」。請於支票背後寫上申請人中英文姓名 (全寫)、聯絡電話及身份證號碼，並郵寄至「九龍塘聯合道 320 號建新中心 2 樓香港浸會大學持續教育學院—幼兒及基礎教育部」(信封面註明「**幼兒教育高級文憑課程入學申請**」)。本院並不接受以期票作報名費。

## 2. e-Banking / ATM 網上銀行 / 銀行自動櫃員機

### (A) e-Banking 網上銀行

Payment through HSBC / Hang Seng Bank / JETCO e-Banking:

匯豐銀行 / 恒生銀行 / 銀通成員銀行之用戶，可使用以下網址繳付報名費：

- HSBC 匯豐銀行 – <http://www.hsbc.com.hk>
- Hang Seng Bank 恒生銀行 – <http://www.hangseng.com/e-Banking>
- JETCO 銀通成員銀行 – <http://www.jetco.com.hk/tc/Member/banks.html>

e-Banking 網上銀行	
i.	Choose “Bill Payment” 選擇「繳付賬單 / 繳費」
ii.	Choose “Hong Kong Baptist University” 選擇「香港浸會大學」
iii.	Choose bill type “07” for “SCE Application Fee” 選擇賬單類別 [07] 「持續教育學院報名費」
iv.	Key in the <b>8-digit</b> bill number. The <b>first four digits</b> are the <b>programme code</b> - “2619”. The <b>fifth to eighth digits</b> are the <b>first four digits</b> of your <b>Hong Kong ID Card number</b> . (Please refer to Section C: “Steps to Key in Bill Number”) 輸入八個數字的「賬單戶口號碼」： _ _ _ _ _ _ _ _，第一至四個數字為課程參考編號（「幼兒教育高級文憑課程」之參考編號為 2619），第五至八個數字必須是申請人之香港身份證號碼首四個數字。（請參照「(C) 如何輸入八個數字的賬單戶口號碼」）
v.	Key in the exact amount of HK\$150 for local applicants and HK\$300 for non-local applicants 輸入報名費港幣 \$150 (本地申請人) 或港幣 \$300 (非本地申請人)
vi.	Please print and send the receipt to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the receipt and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Higher Diploma in Early Childhood Education”. You may make a photo copy of the receipt as proof of payment. No receipt will be issued by the School for application fee paid by e-banking. 請列印「確認通知書」並寄回本課程組。請於「確認通知書」背後寫上申請人姓名、聯絡電話及身份證號碼，並郵寄至「九龍塘聯合道 320 號建新中心 2 樓香港浸會大學持續教育學院—幼兒及基礎教育部」(信封面註明「 <b>幼兒教育高級文憑課程</b> 」入學申請)。申請人請自行影印及保留通知書之副本以作紀錄，本部將不會另發收據。

## (B) ATM 銀行自動櫃員機

<b>HSBC / Hang Seng Bank ATM Machine</b> 匯豐銀行／恒生銀行自動櫃員機	<b>JETCO ATM Machine</b> 銀通自動櫃員機
i. Choose “Bill Payment” 選擇「繳費」	i. Choose “Bill Payment” 選擇「繳費」
ii. Choose “Education – Universities” 選擇「教育學府-大學」	ii. Choose “Education” 選擇「專上學院」
iii. Choose “Hong Kong Baptist University” 選擇「香港浸會大學」	
iv. Key in / Choose bill type “07” for “SCE Application Fee” 輸入 / 選擇賬單類別 [07] 「持續教育學院報名費」	
v. Key in the <b>8-digit</b> bill number. The <b>first four digits</b> are the <b>programme code</b> -“2619”. The <b>fifth to eighth digits</b> are the <b>first four digits</b> of your <b>Hong Kong ID Card number</b> . (Please refer to Section C: “Steps to Key in Bill Number”) 輸入八個數字的「賬單戶口號碼」：_ _ _ _ _ _ _ _，第一至四個數字為課程參考編號（「幼兒教育高級文憑課程」之參考編號為 2619），第五至八個數字必須是申請人之香港身份證號碼首四個數字。（請參照「(C) 如何輸入八個數字的賬單戶口號碼」）	
vi. Key in the exact amount of HK\$150 for local applicants and HK\$300 for non-local applicants 輸入報名費港幣 \$150 (本地申請人) 或港幣 \$300 (非本地申請人)	
vii. Collect and send the <b>original</b> customer advice to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the customer advice and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Higher Diploma in Early Childhood Education”. You may make a photo copy of the customer advice as proof of payment. No receipt will be issued by the School for application fee paid by ATM. 請把「客戶通知書」正本寄回本課程組。請於「客戶通知書」背後寫上申請人姓名、聯絡電話及身份證號碼，並郵寄至「九龍塘聯合道 320 號建新中心 2 樓香港浸會大學持續教育學院—幼兒及基礎教育部」（信封面註明「幼兒教育高級文憑課程」入學申請）。申請人請自行影印及保留通知書之副本以作紀錄，本部將不會另發收據。	

## (C) Steps to Key in Bill Number 如何輸入八個數字的賬單戶口號碼

Please refer to the following example:

請參考以下示例：

<b>Programme Code for Higher Diploma in Early Childhood Education</b> 幼兒教育高級文憑課程 參考編號	<b>HKID Card Number</b> 身份證號碼	Please Key in 請輸入	<b>8-digit bill number</b> 八個數字賬單戶口號碼
2619	A123456(7)		2 6 1 9 1 2 3 4
	XE678910(1)	2 6 1 9 6 7 8 9	

### Remarks 注意事項：

The application fee submitted is non-refundable, irrespective of the application status of applicants.

不論申請成功與否，報名費用將不作退還。



香港浸會大學持續教育學院  
SCHOOL OF CONTINUING EDUCATION  
HONG KONG BAPTIST UNIVERSITY



## HIGHER DIPLOMA IN EARLY CHILDHOOD EDUCATION 幼兒教育高級文憑課程

### APPLICATION FORM (2021 INTAKE) 2021 年入學申請表

Your personal data provided in this application form will be kept strictly confidential. You are requested to notify the School promptly of any changes in your personal data. The submitted application form and the supporting documents are not returnable.

注意事項：申請人填報之資料將絕對保密。若下述個人資料於入學後有任何更改，請盡快填報更改個人資料申請表。所遞交之表格及有關證明文件將不予以退還。

#### Personal Particulars 個人資料

(Please enter the information as printed on your HKID card / passport 須與身份證 / 護照上所載資料相同)

Chinese Name 中文姓名

English Name 英文姓名

(Surname first 請先填寫姓氏)

Sex 性別  M 男 / F 女 Date of Birth 出生日期

(dd 日/mm 月/yyyy 年)

Place of Birth 出生地

Nationality 國籍

HKID / Passport No.  
香港身份證 / 護照號碼

Residential Address 住址  
Flat 室 Floor 層 Block 座

(In English 以英文填寫) Building 大廈

Street 街道

HK 香港 / KLN 九龍 /  
NT 新界 District 區

(Please delete as appropriate  
請刪去不適用者) Residential Number 住宅電話

Mobile Number 手提電話

Office Number 辦事處電話

Fax Number 傳真號碼

Email Address 電子郵箱

(limit to 30 characters including alphabets and numbers 以不多於 30 個字母或數字為限)

Photograph  
請貼上近照

3.5cm x 4.5cm

Please affix photo with  
applicant's name  
on the back  
照片背面請寫上中、英文  
姓名

Do you have any working experience in early childhood education?

是否具有幼兒教育工作經驗？

Yes 是 : \_\_\_\_\_ years 年  No 否

Are you currently being employed as an early childhood educator?

是否為現職幼兒教育工作者？

Yes 是  No 否

(If yes, please fill in your serving organization and post.)

(如答「是」者，請在下面填上所屬學校／機構名稱及職位。)

Serving organization 學校或機構名稱： \_\_\_\_\_

Post 職位： \_\_\_\_\_

Have you ever taken any early childhood education programme in our School?

曾否修讀本院幼兒教育課程？

Yes 曾

Name of programme 課程名稱： \_\_\_\_\_ Student number 學員編號： \_\_\_\_\_

No 否

Do you need any special arrangement in learning and/or taking the examination?

你在學習及/或考試方面是否需要特別安排？

Yes 是

No 否

**Equal Opportunities for Learning 平等學習機會:**

The School offers equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are encouraged to indicate in this form whether you require any special assistance for learning or examination. The School may approach you to obtain further details.

學院提倡平等學習機會予所有人士，為了配合學生的需要，請在此申請表上說明你是否在學習或考試方面需要特殊安排。如有需要，學院將與你聯絡以了解更多相關資料。

**Nature of Special Learning Needs / Disabilities 特殊學習需要 / 障礙**

- |   |   |
|---|---|
| <input type="checkbox"/> Special Learning Disabilities 特殊學習障礙                   | <input type="checkbox"/> Autism Spectrum Disorder 自閉症 |
| <input type="checkbox"/> Attention Deficit / Hyperactivity Disorder 注意力不足/過度活躍症 | <input type="checkbox"/> Physical Disability 肢體傷殘     |
| <input type="checkbox"/> Visual Impairment 視覺障礙                                 | <input type="checkbox"/> Hearing Impairment 聽覺障礙      |
| <input type="checkbox"/> Speech and Language Impairment 言語障礙                    | <input type="checkbox"/> Mental Illness 精神病           |
| <input type="checkbox"/> Others (Please Specify) 其他 (請註明) _____                 |   |

**Academic Qualifications** (Please provide information in reverse chronological order and supply photocopies of the relevant credentials.)

**教育程度** (請由最近獲取之學歷開始倒序填寫。所填報資料請附證明文件副本。)

Name of Institutions 學校名稱	Qualifications Attained (or to be attained) 獲(將獲)頒授學歷/資格	Mode of Study (FT / PT) 全日/兼讀	Period of Study 就讀年份 From由 (M月/Y年) To至 (M月/Y年)	Date of Award 頒授日期
			/ - /	
			/ - /	
			/ - /	
			/ - /	

**Results of Public Examinations 公開考試成績**

Please fill in your results obtained in the Hong Kong Diploma of Secondary Education Examination (HKDSE) and/or other examinations.

請於下表填寫香港中學文憑考試 (HKDSE) 及 / 或其他考試成績。

(Please fill in results of not more than two sittings in each public examination and supply photocopies of the relevant credentials.)

(每項公開考試可填報最多兩次之考試成績。所填報資料請附證明文件副本。)

Public Exam 公開考試	HKDSE 香港中學文憑考試				*HKALE/Others: *香港高級程度會考/其他: _____				*HKCEE/Others: *香港中學會考/其他: _____				
	Year 應考年份	Subject 科目	Grade 等級	Subject 科目	Grade 等級	Subject 科目	Grade 等級	Subject 科目	Grade 等級	Subject 科目	Grade 等級	Subject 科目	Grade 等級
Subject and Grade 科目及成績等級		Chinese 中文		Chinese 中文		Chinese 中文		Chinese 中文		Chinese 中文		Chinese 中文	
		English 英文		English 英文		English 英文		English 英文		English 英文		English 英文	
		Maths 數學		Maths 數學		Maths 數學		Maths 數學		Maths 數學		Maths 數學	
		Liberal Stu. 通識教育		Liberal Stu. 通識教育									
		Elective 選修科		Elective 選修科									

\*Please delete where inappropriate.

請刪去不適用者。

**Early Childhood Education Programme Taken/Currently Taking****現正／曾經修讀之幼兒教育培訓課程及學歷成績**

(Please provide information in reverse chronological order and supply photocopies of the relevant credentials.)

(請由最近獲取之學歷開始倒序填寫。所填報資料請附證明文件副本。)

Name of Institutions 學校名稱	Qualifications Attained (or to be attained) 獲(將獲)頒授學歷／資格	Mode of Study (FT / PT) 全日／兼讀	Period of Study 就讀年份 From由 (M月/Y年) To至 (M月/Y年)	Date of Award 頒授日期
			/ - /	
			/ - /	
			/ - /	
			/ - /	

**Work Experience 工作經驗** (包括幼兒教育或非幼兒教育經驗)

(Please provide information in reverse chronological order and supply relevant supporting documents.)

(由現時工作開始倒序填寫。所填報資料請附證明文件副本。)

Name of Organization/Employer 工作機構	Position Held 職位	Employment Period 任職日期 From由 (M月/Y年) To至 (M月/Y年)	Year(s) of Employment 年資	Nature of Work/Duties 工作性質
		/ - /		
		/ - /		
		/ - /		
		/ - /		

**Reasons for Applying for the Programme 報讀本課程之原因**

## Additional Information 其他：

(Please provide information which you think is relevant to the assessment of your application. Attach additional sheet(s) if necessary.)  
(請填寫你認為與是次申請有關之資料。如有需要，可附加紙張填寫。)

## Declaration 聲明

### Personal Data Collection Statement 收集個人資料聲明

- The personal information collected in this application form will be used by the School for:  
此申請表所填報的資料將被學院用作處理以下各項：
    - processing a candidate's application and will become part of his/her student record upon successful admission to the programme;  
申請人之入學申請，有關資料將於申請人被取錄後保存為學生個人檔案之一部份；
    - sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and  
提供予大學有關的單位及人員，作行政、傳訊及其他相關之用途；及
    - the promotion of, including but not limited to, the School's courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.  
與學院有關之推廣，包括但不限於課程、活動、獎項、獎學金、助學金、特別優惠、專享優惠、其他服務，及籌款活動。
  - Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request for personal data access or correction. Requests can be made in writing via email scereg@hkbu.edu.hk. The School may charge a fee to cover the administrative cost.  
根據個人資料（私隱）條例，申請人有權查閱及更改其個人資料。如有需要，可電郵至 scereg@hkbu.edu.hk 向學院提出。學院有權就你的查閱資料要求，徵收合理的行政費用。
  - For unsuccessful applications, all documents submitted together with the application form will be destroyed.  
如申請未被接納，所有提交的文件包括申請表格將會被銷毀。
- If you do not wish to receive any promotional information as stated in point (1c), please tick the box.  
如不欲接收此聲明第 (1c) 項所述的任何宣傳資料，請於空格加上✓號。

### Applicant's Declaration 申請人聲明

- I confirm that the information given in support of this application is accurate and complete. I understand that any misrepresentation will result in disqualification of my application for admission.  
本人確認本申請表及附件內的資料均屬正確及完備，並明白若填報之資料失實，本人的入學申請資格會被取消。
- I understand that no switching of programmes is allowed once admitted.  
本人明白被取錄後，將不可轉換課程。
- I understand that the submitted application form and supporting documents are not returnable.  
本人明白所遞交之表格及有關證明文件將不予以退還。
- I have read the Programme Information on the School Website and the "Application Guide".  
本人已詳閱於學院網頁上相關的課程內容及申請表上的「入學申請須知」。
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.  
本人已細閱、明白並同意「收集個人資料聲明」的內容。
- I give my consent to the Hong Kong Baptist University School of Continuing Education to use my data to obtain, and the Hong Kong Examinations and Assessment Authority to release any and all information about my public examination results.  
本人授權香港浸會大學持續教育學院向香港考試及評核局提供本人的資料，並索取本人的公開考試成績。

Signature 申請人簽署： \_\_\_\_\_ Date 日期： \_\_\_\_\_

### For office use only 課程組專用

Certified copies on file  HKID: \_\_\_\_\_  Passport: \_\_\_\_\_ Sighted by: \_\_\_\_\_

Acad Qual  HKCEE  HKDSE  HKALE  Others: \_\_\_\_\_

Prof Qual  QKT  CCW  CE  Others: \_\_\_\_\_

Work Exp  In  Non  Employment Letter / Reference  Others: \_\_\_\_\_

Applicant Category \_\_\_\_\_ H Ed \_\_\_\_\_

AR	C	E	M	LS	EL	Total passes	Total points
HKDSE							
HKALE							
HKCEE							
Others							

Application  Successful  Not Successful  Pending

Remarks \_\_\_\_\_

Checked by (PGM staff): \_\_\_\_\_  
Verified by (ACAD staff): \_\_\_\_\_  
Endorsed by: \_\_\_\_\_



## Acknowledgement of Application

### 入學申請覆函

(To be filled by the Programme Administration Section)

(由本院填寫)

Date:

Dear Sir/Madam,

### Higher Diploma in Early Childhood Education

(Application No.: \_\_\_\_\_)

We are pleased to acknowledge the receipt of your application for admission to the Higher Diploma in Early Childhood Education in the 2021-22 school year. Your application is being processed and you will be notified of the result by mail / email in due course.

Early Childhood and Elementary Education Division  
School of Continuing Education  
Hong Kong Baptist University

敬啟者：

#### 幼兒教育高級文憑課程

茲收到閣下遞交之幼兒教育高級文憑課程入學申請表格及有關文件。課程組現正處理閣下之2021-22年度入學申請，並將以郵寄或電郵方式通知閣下有關結果。

此致

申請人 (申請編號: \_\_\_\_\_)

香港浸會大學持續教育學院  
幼兒及基礎教育部謹啟

日期: \_\_\_\_\_

Early Childhood and Elementary Education Division  
School of Continuing Education  
Hong Kong Baptist University  
2/F, Franki Centre,  
320 Junction Road,  
Kowloon Tong, Kowloon.

Please  
affix  
stamp  
here

(To be filled by the Applicant)

Name	:	_____
Address	:	_____
		_____
		_____