

**申請人需帶備以下文件報讀  
「人才發展計劃」課程**

**Supporting Documents required for the application for the  
“Manpower Development Scheme” courses**

- (i) **香港合資格僱員證明<sup>註一</sup> Proof of being eligible employee of the HKSAR<sup>Note 1</sup>**
- 香港永久性居民身份證或香港特別行政區護照；或  
Hong Kong Permanent Identity Card or HKSAR Passport, or
  - 香港身份證，連同簽證身份書或旅遊證件。  
Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents
- (ii) **學歷證明<sup>註二</sup> Proof of education attainment<sup>Note 2</sup>**
- 申請人應就其最高學歷<sup>註三</sup>提交學校或機構發出的學歷證明文件。  
Applicants should submit proof of highest education attainment<sup>Note 3</sup> issued by the school/institution concerned
- (iii) **指定課程所需之文件〔例如：專業的士司機〔的士筆試〕基礎證書課程需帶備駕駛執照〕 Requisite documents as specified in the entry requirements of courses. (e.g. driving license for the application for Foundation Certificate in Professional Taxi Driver Training (Taxi Written Test))**

<sup>註一</sup> 學員可能需於上課期間向再培訓局職員出示香港合資格僱員證明，以核實身份。

**Note 1** Trainees may be required to provide proof of eligible employee of the HKSAR during classes for verification of identities by staff of ERB

<sup>註二</sup> 曾於 2016 年 4 月 1 日或以後報讀再培訓局課程並提交了學歷證明的申請人，如最高學歷未有變更，可獲豁免提交學歷證明（課程要求申請人須出示學歷證明的情況除外）。

**Note 2** Effective from 1 Apr 2016, applicants who have provided proof of education attainment may be exempted from providing the same proof again on condition that their highest education attainment remains unchanged, except in cases where proof of education attainment are required by the training courses.

<sup>註三</sup> 最高學歷一般指申請人報讀課程時，其現正或曾經修讀的最高學歷程度的全科學校教育課程（包括未能完成課程、或未能提供學歷證明的情況）。如申請人的最高學歷程度為香港中學文憑（中六）程度，應填寫「中學六年」為其最高學歷。如申請人持有非本地頒發的學歷，可以其曾經接受的學校教育年數評估等同的本地學歷程度。例如，申請人曾在內地接受九年以上正規學校教育，應申報具中三以上程度。

申請人如在首次報讀課程時無法提供學歷證明，可於「課程申請表」以聲明形式申報最高學歷，並簽署確認申報資料真確無訛。如申請人日後欲更改最高學歷資料，其必須提供足夠證明文件（不包括宣誓或聲明文件）及合理理據以推翻以往申報最高學歷所作的聲明。再培訓局一般不會接納下調最高學歷的申請。

**Note 3** *Highest education attainment refers to the highest level of full curriculum study that applicants are attending or have attended at schools (including cases where the applicants have not completed the study, or are unable to provide proof of education attainment). If an applicant has completed HKDSE (Form 6) level, "Secondary (Year 6)" would be considered as his/her highest education attainment in course applications. Applicants with non-local educational qualification may determine their equivalent local education attainment based on the number of years of school education received. For example, if an applicant has received formal school education for more than 9 years in the Mainland, his/her education attainment may be considered as equivalent to above Form 3.*

*Should applicants fail to provide proof of education attainment at the time of first application, they may declare their highest education attainment in the duly signed "Course Application Form", confirming that all information provided is correct and complete. Any subsequent changes to highest education attainment previously declared must be supported by documentary proof and justifications (further declaration is not acceptable). ERB will normally not accept requests for downward adjustment of highest education attainment.*

其他：下列申請人，在報讀課程時如能提供有效證明文件，可獲優先處理：

- a) 殘疾人士；
- b) 單親父母(子女年齡在 18 歲以下)；
- c) 領取綜合社會保障援助(綜援)的人士。

*Persons with disabilities, single parents or Comprehensive Social Security Assistance (CSSA) recipients may request for priority handling of course applications if they provide valid supporting documents substantiating their status.*