

應用學習調適課程資料 (2026-28 年度)
Course Information for Adapted Applied Learning Courses
(2026-28 Cohort)

聖雅各福群會

2026280832 唱作與合奏音樂培訓 Discover Music Together

職業訓練局

2026280834 創意攝影及傳意設計
Creative Photography and Communication Design

2026280835 創意手作藝術
Creative Handcraft Arts

2026280836 西式甜品、烘焙及朱古力製作
Patisserie, Bakery and Chocolate Making

匡智松嶺綜合職業訓練中心

2026280801 酒店房務 Hotel Housekeeping

2026280806 初級烘焙實務 B Elementary Bakery B

明愛樂務綜合職業訓練中心

2026280806 初級烘焙實務 A Elementary Bakery A

2026280817 西式飲食業實務 Western Catering Practice

2026280820 活動策劃助理實務 Event Planning Assistant

2026280827 基礎飲食業實務 Basic Catering Service

香港中華基督教青年會

2026280839 商場機械人服務大使
Shopping Mall Robot Service Ambassador

2026280842 校園助理培訓
School Assistant Training

協康會

2026280844 社會服務助理培訓
Social Service Assistant Training

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課程提供機構 Course Provider	聖雅各福群會 St James' Settlement
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	<p>本課程與一般高中音樂課程學習內容不同，主要教授唱作與樂器合奏的知識及技巧，再透過藝術創作或表達過程，提升學生對歌唱和詞曲創作的理解及欣賞。課程主要選取音樂中的唱作及合奏項目，因兩項均為音樂的核心內容，可與高中音樂課程起相輔相成之用；欣賞和表達的活動能培育學生敏銳的觸覺，體驗音樂作品流露的創意和對生命的熱情。</p> <p>The course focuses mainly on the knowledge of composing and singing, and skill of ensemble, which are different from the learning contents of Senior Secondary Music curriculum. It aims to enhance students' understanding and appreciation towards the art and culture of composing & singing and ensemble through art creation or performance. The course is mainly about composing, singing and ensemble, as these are the two core contents of music which would be complementary to the Senior Secondary Music curriculum. Activities of appreciation and expression can foster students' keen senses and enable them to experience the creation and passion for life from musical works.</p>
授課語言 Medium of Instruction	中文 Chinese
課程特色 Course Features	<p>課程由具教授智障人士經驗的專業導師任教，着重啟發學生的潛能，而非僅僅教授知識及技巧。透過學習唱作與合奏的基本技巧，學生可靈活運用在創作或表演上。課程於設備完善的場地授課，為學生提供良好的學習環境。</p> <p>課程的首年為基礎訓練，第二年的進階訓練包括個人發展、社區互動，融入社區及進階技巧；每一階段會進行總結性評估，讓導師瞭解其學習進度及更適切回應學生的不同學習需要；協助每位學生製作其進度紀錄、創作作品及參與活動的照片。</p> <p>The course is taught by professional instructors with experiences of teaching students with intellectual developmental disorder, who emphasize to inspire students to develop their potentials rather than merely provide them with knowledge and skills. Students can flexibly apply the basic skills of ensemble, composing and singing on creation or performance. The course will be held in a well-equipped venue so as to provide a good learning environment for students.</p> <p>The first year focuses on elementary trainings. The advanced training in the second year includes personal development, community interaction, social inclusion and advanced techniques. Summative assessments in each phase help instructors understand students' learning progress and better address their diverse learning needs. The course also assists each student to produce his/her own progress reports, creative works and activity photos.</p>

2026280832 唱作與合奏音樂培訓 Discover Music Together

學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <p>(1) 掌握唱作與樂器合奏的知識及技巧，並由此讓學生對不同藝術形式產生興趣。</p> <p>(2) 認識舞台演出及管理的專業技巧及禮儀。</p> <p>(3) 了解團隊合作的精神及加強團隊合作能力。</p> <p>(4) 擴闊藝術視野，提高藝術水平及造詣。</p> <p>(5) 提升音樂及文化產業之升學及就業發展所需的自我認知。</p> <p>Upon successful completion of the course, students are expected to:</p> <p>(1) Master the knowledge and skills of songwriting and instrumental ensemble, thereby fostering students' interest in various art forms.</p> <p>(2) Acquire professional skills and etiquette for stage performances.</p> <p>(3) Understand the spirit of teamwork and enhance team collaboration abilities.</p> <p>(4) Broaden artistic horizons, enhance artistic proficiency and achievement.</p> <p>(5) Improve self-awareness required for academic and career development in the music and cultural industries.</p>
升學路向 Articulation to Further Studies	<p>完成培訓的學生可直接連接賽馬會啟藝學苑之延續綜合藝術課程，延續發展音樂藝術。擁有藝術才華而完成培訓的傑出學生可獲以下機會：</p> <p>Students who have completed training can be connected directly to the Extended Integrated Art Course offered by The Jockey Club Artspiration Academy for further development in music arts. Outstanding students may have the following opportunities:</p> <ul style="list-style-type: none"> 聖雅各福群會藝團-「心飛舞團」、「心飛舞團2」「和聲合唱團」及「鼓動人生」甄選資格 Selection qualifications for "Dancing Heart Troupe", "Dancing Heart Troupe 2", "Voice for Harmony" and "Drum Alive" of St. James' Settlement Art Troupes 獲甄選參加社區比賽、藝術交流、或公開表演 Being selected to participate in community competitions, art exchange or public performances 連接賽馬會啟藝學苑藝術啟航課程，延續藝術學習與探索 Continuing the exploration and studies in Art, by enrolling the "EmbART programme" of The Jockey Club Artspiration Academy 成為「藝術天使」，讓學生向公眾人士展現他們在藝術表現上的經驗及潛能，加深社會人士對智障人士的認識，從而培養一個傷健共融的社會 Becoming "Arts Angel" to show their potentials on art and share their experiences with the public so as to foster an inclusive society 銜接「賽馬會共融·知行計劃」，以藝術為基礎、創新、多元化及動態的就業服務及平台，讓學生有更多接觸藝術市場的機會，提升他們的藝術能力以邁向其「斜槓事業」之路。 Connecting with the "Jockey Club Collaborative Project for Inclusive Employment ", provides an arts-based, innovative, diverse, and dynamic employment service and platform, offering students more opportunities to engage with the arts market, enhancing their artistic abilities to pave the way toward their "slash career" path

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授課安排 Class Arrangements	模式一 Mode 1 開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year 時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year 地點：新界大圍積輝街15號沙田公立學校音樂室 Venue: Music Room, Shatin Public School, 15 Chik Fai Street, Tai Wai, Shatin, New Territories
課程對象 Target Students	輕度智障 Mild IDD
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

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課程結構 Course Structure

第一年：基礎階段 (共 120 小時) First year: Elementary Phase (Total: 120 hours)

聲音探索 I (36 小時)

Sound Exploration I (36 hours)

- 認識聲音
Understanding Sound
- 認識敲擊樂器
Understanding Percussion Instruments

音樂感與演奏 (18 小時)

Musical Sensation and Performance (18 hours)

- 節奏及音感訓練
Rhythm and Sense of Pitch Training
- 小組合奏及合唱
Ensemble and Chorus
- 旋律創作及和唱訓練
Melody Creation and Chorus Training

音樂與表達 (18 小時)

Music and Expression (18 hours)

- 情感與表達
Emotion and Expression
- 音樂的質感
Music Texture

綜合藝術(36 小時)

Intergrated Art (36 hours)

- 藝術與自我認識及溝通技巧
Art and Self-awareness and Communication Skills
- 藝術與互動合作1
Art, Interaction and Cooperation 1
- 藝術、情感與表達
Art, Emotion and Expression
- 合作藝術與時間管理
Collaborative Art and Time Management

音樂導賞或其他藝術體驗 (12 小時)

Music Tour or Other Arts Experience (12 hours)

- 欣賞音樂表演
Appreciation of Music Performance
- 音樂藝術的特性
Features of Music Art
- 音樂的美感與展示方法
Beauty and Displaying Methods of Music
- 我最喜愛的音樂風格與模式
My Favourite Music Style and Mode
- 參與不同的藝術展覽/工作坊
Participation in Different Arts Exhibitions and Workshops

2026280832 唱作與合奏音樂培訓 Discover Music Together

課程結構 Course Structure

第二年：進階階段 (共 120 小時) Second year: Advanced Phase (Total: 120 hours)

聲音探索 II (18 小時)

Sound Exploration II (18 hours)

- 發展聲音的可能性
Possibility of Sound Development
- 單音旋律即興演奏
Monophony Improvisation

詞曲創作 (36 小時)

Creation of Songwriting (36 hours)

- 改編與原創
Adaptation and Originality
- 樂句及樂段創作與賞析
Creation and Appreciation of Phrases and Sections
- 合奏技巧及和唱訓練
Ensemble Skills and Chorus Training

演出與排練 (18 小時)

Performance and Rehearsals (18 hours)

- 音樂創作演出
Performance of Music Creation
- 演出綵排與舞台術語學習
Rehearsals and Technical Terms Studies

綜合藝術 (36 小時)

Integrated Art (36 hours)

- 藝術與互動合作2
Art, Interaction and Cooperation 2
- 藝術與創意思維
Art and Creativity
- 藝術與溝通
Art and Communication
- 自我形象、表演與態度
Self-image, Performance and Attitude
- 藝術與職涯探索
Art and Career Exploration

音樂導賞或其他藝術體驗 (12 小時)

Music Tour or Other Arts Experience (12 hours)

- 如何與他人享受音樂的樂趣
How to Enjoy Music Fun with Others
- 初步引發創作作品過程
Preliminary Stimulation of Creation Process
- 音樂演出與分享
Music Performance and Sharing
- 參與不同的藝術展覽/工作坊
Participation in Different Arts Exhibitions and Workshops

2026280834 創意攝影及傳意設計 Creative Photography and Communication Design	
課程提供機構 Course Provider	職業訓練局 Vocational Training Council, VTC
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	<p>本課程讓學生在模擬的工作環境下接受創意攝影及設計訓練，學習有關行業的基礎知識、技能、職業健康和安全，從而提高學生對創作行業的認識及對設計之興趣。本課程除讓學生學習行業專門知識及技能外，亦會培養學生的個人素質，如溝通技巧、團隊精神、自信心、責任感及工作態度等，以協助學生了解自己的職業性向，為日後接受職業訓練或公開就業作好準備。</p> <p>The course lets students receive training in creative photography and design in a simulated environment. They can learn the relevant fundamental knowledge and skills, occupational health and safety, and enhance their understanding of the creative industry as well as their interest in design. Apart from equipping students with career-related abilities and skills, the course also puts emphasis on developing students' communication skills, team spirit, self-confidence and working attitude etc., so that they can realize their career aptitude and prepare for vocational training or employment in the future.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程採用互動教學模式，理論及實踐並重，透過模擬實際工作環境，讓學生從實務操作中學習，包括：使用不同類型的攝影器材及專業電腦應用軟件，例如：Photoshop, Illustrator, InDesign 等，使學生所獲得與實際工作情況類近的知識和技能。再者，透過製作主題式的創作，讓學生在大框架中，學習跨媒體之間的運用，發揮創意。此外，課程著重培養學生的共通能力和建立正面的價值觀和工作態度。</p> <p>The course adopts an interactive learning and teaching approach with emphasis on both theory and practice. Through a range of hands-on practices in a simulated working environment, students acquire the knowledge and skills in creative design and photography. In addition, different types of photographic equipment and professional computer applications, such as Photoshop, Illustrator, InDesign, etc., will be learnt fruitfully.</p> <p>By making different themed creations, students can learn the use of cross-media and helps them to develop creativity. Besides, the course also stresses on cultivating students' generic skills, positive values and attitudes necessary for their future careers.</p>

2026280834 創意攝影及傳意設計 Creative Photography and Communication Design

學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 描述平面設計的基本原理； 2. 運用基礎設計軟件設計圖像； 3. 使用數碼攝影器材進行攝影及處理影像； 4. 了解現今流行創意設計平台； 5. 運用前置的基本知識，配合主題學習，發揮創意地設計作品； 6. 認識行業相關的共通能力，培養與人合作的工作精神及良好工作態度；及 7. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Describe the basic principles of graphic design; 2. Apply basic design software to design graphic images; 3. Use digital photographic equipment for photography and image processing; 4. Understand recent popular creative design platforms; 5. Demonstrate the prior learnt basic knowledge with theme-based learning, and create their own works; 6. Acquire the trade specific generic skills to enhance teamwork and maintain positive working attitude; and 7. Enhance self-awareness for further study and career development in related fields
升學路向 Articulation to Further Studies	<p>畢業生通過相關的職業評估，可報讀展亮技能發展中心的全日制課程，如：「創意多媒體設計」、「數碼商業營運」及「智能科技與電腦應用」課程。</p> <p>Graduates who passed the Vocational Assessment may apply for admission to the full-time courses offered by Shine Skills Centre of the VTC, such as “Creative Multimedia Design”, “Digital Shop Operation” and “Smart Technology and Computer Applications”.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表</p> <p>Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表</p> <p>Time: Please refer to the course list of the year</p> <p>地點：請參閱該年度的課程一覽表</p> <p>Venue: Please refer to the course list of the year</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定</p> <p>Details will be confirmed between the course provider and schools concerned.</p>

應用學習調適課程資料

Course Information for Adapted Applied Learning Courses

2026280834 創意攝影及傳意設計 Creative Photography and Communication Design

課程對象 Target Students	輕度智障，本課程適合輪椅使用者報讀，惟需要手部有一定程度上的活動能力及手指靈活度，並通過入學甄選。 Mild IDD, this course is suitable for wheelchair user to apply, but also require certain extent of upper limb ability and finger dexterity and need to pass the admission screening assessment.
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026/27 至 2027/28 學年：新界屯門豐安街 1 號展亮技能發展中心(屯門)

2026/27 to 2027/28 academic year: Shine Skills Centre (Tuen Mun), 1 Fung On Street, Tuen Mun, New Territories

2026280834 創意攝影及傳意設計 Creative Photography and Communication Design

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元一：基礎平面設計 (24 小時)

Module 1: Basic Graphic Design (24 hours)

- 平面設計基礎原理
Basic Principles of Graphic Design
- 平面設計流程
Workflow of Graphic Design
- 創意設計行業的基礎概念
Introduction of Creative Design Industry
- 行業相關的共通能力
Trade Specific Generic Skills

單元二：基礎設計軟件應用(76 小時)

Module 2: Use of Design Software (76 hours)

- 週邊設備應用
Peripheral Devices Application
- 文字及圖像輸入
Importing Text and Images
- 流行軟件應用
Trendy Design Software Application
- 行業相關的共通能力
Trade Specific Generic Skills

單元三：數碼攝影入門 (20 小時)

Module 3: Digital Photography (20 hours)

- 數碼相機之基本使用
Basic Usage of Digital Cameras
- 數碼攝影器材之基本使用
Basic Usage of Digital Photographic Equipment
- 數碼攝影技巧
Digital Photographic Skills
- 數碼影像處理及修描技巧
Digital Image Processing and Editing Skills
- 行業相關的共通能力
Trade Specific Generic Skills

2026280834 創意攝影及傳意設計 Creative Photography and Communication Design

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元三：數碼攝影入門 (68 小時)

Module 3: Digital Photography (68 hours)

- 數碼相機之基本使用
Basic Usage of Digital Cameras
- 數碼攝影器材之基本使用
Basic Usage of Digital Photographic Equipment
- 數碼攝影技巧
Digital Photographic Skills
- 數碼影像處理及修描技巧
Digital Image Processing and Editing Skills
- 行業相關的共通能力
Trade Specific Generic Skills

單元四：綜合創意應用 (52 小時)

Module 4: Integrated Creative Application (52 hours)

- 創意媒體的認識
Introduction to Creative Media
- 創意出版的應用
Application of Creative Media
- 行業相關的共通能力
Trade Specific Generic Skills

2026280835 創意手作藝術 Creative Handcraft Arts

課程提供機構 Course Provider	職業訓練局 Vocational Training Council, VTC
學習範疇 Area of Study	創意學習 Creative Studies
課程簡介 Course Introduction	<p>本課程旨在啟發學生的創意和藝術，並提高學生對相關行業的認識和興趣。課程在模擬的製作工場下進行，經導師教授相關手作藝術的概論和技巧後，學生能在導師的協助下，選擇喜歡的材料和配飾親身創作手作。過程中除認識行業的專項知識和技能外，亦會認識到職安健資訊。此外，本課程亦重視培養學生的個人素質，如溝通技巧、團隊精神、自信心、責任感及工作態度等。導師會引用生活或職場上的情境作討論，以協助學生了解自己的職業性向，為日後接受職業訓練或公開就業作好準備。</p> <p>The course is designed to inspire students' creativity and artistry, as well as to develop knowledge and interest of the industry. The course allows students to receive knowledge and training on creative handcraft arts, and allows them to choose the materials and accessories to create handcraft arts in a simulated workshop under tutors' assistance. They can acquire occupational safety and health information besides the career-related abilities and skills. In addition, the course put emphasis on students' communication skills, team spirit, self-confidence, sense of responsibility and work attitude. By quoting situations in daily life and workplace for discussion, students can be well prepared for vocational training and open employment in the future.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程採用互動教學模式，理論及實踐並重，並透過模擬實際工作環境，讓學生從實務操作中學習，使用不同的材料及工具，製作各款飾物、吊飾及擺設，啟發學生的思考及創意。課程中學生會認識各種花材及配襯方法，製作切合不同主題的簡單花藝擺設、花束及花藝佈置。學生亦會學習到緞帶繫法及花結製作技巧，並利用各種輔助材料，包裝各式禮盒。此外，課程著重培養學生的共通能力和建立正面的價值觀和工作態度。</p> <p>The course adopts an interactive learning and teaching approach with emphasis on both theory and practice. Through a range of hands-on practices in a simulated working environment, students acquire the knowledge and skills and develop the creativity and thinking skills in making various types of accessories, hanging ornaments and decorations, ribbon tying and knot making and gift box wrapping. Besides, the course also stresses on cultivating students' generic skills and positive values and attitudes necessary for their future careers.</p>

2026280835 創意手作藝術 Creative Handcraft Arts

<p>學習成果 Learning Outcomes</p>	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none"> 認識手作藝術的基本概論及工作流程； 構思及創作簡單飾品； 構思及創作簡單花藝； 構思及以創意手法包裝禮品； 針對不同對象，將創意及設計意念融入手作中； 認識行業相關的共通能力，培養與人合作的工作精神及良好工作態度。 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> Understand the basic principles and workflow in Handcraft Arts Design and make simple accessories Design and make simple flower art Design and make creative gift wrapping Incorporate creativity and design concepts into handcraft arts for different situations Acquire the trade specific generic skills to enhance teamwork and maintain positive working attitude; and Enhance self-awareness for further study and career development in related fields
<p>升學路向 Articulation to Further Studies</p>	<p>畢業生通過相關的職業評估，可報讀展亮技能發展中心的全日制課程，如：「商業及零售服務」、「包裝及貨倉服務」、「手藝設計與製作」及「零售業營運實務證書（資歷架構 級別 1）」課程。</p> <p>Graduates who passed the Vocational Assessment may apply for admission to the full-time courses offered by Shine Skills Centre of the VTC, such as “Commercial and Retailing Service”, “Packaging and Warehouse Service”, “Handicraft Design and Making”, and “Certificate in Retail Store Operation (QF Level 1)”</p>
<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：請參閱該年度的課程一覽表 Venue: Please refer to the course list of the year</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定 Details will be confirmed between the course provider and schools concerned.</p>

2026280835 創意手作藝術 Creative Handcraft Arts

課程對象 Target Students	輕度智障 / 能力較佳的中度智障，本課程適合輪椅使用者報讀，惟需要手部有一定程度上的活動能力及手指靈活度，並通過入學甄選。 Mild IDD / More capable moderate IDD, this course is suitable for wheelchair user to apply, but also require certain extent of upper limb ability and finger dexterity and need to pass the admission screening assessment.
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

***Remarks:**

2026/27 至 2027/28 學年：九龍塘牛津道 1D 號展亮技能發展中心(觀塘) - 牛津道暫遷校舍

2026/27 to 2027/28 academic year: Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus, 1D Oxford Road, Kowloon Tong

2026280835 創意手作藝術 Creative Handcraft Arts

課程結構 Course Structure (共 240 小時 Total: 240 hours)

單元一：創意飾品 (80 小時)

Module 1: Creative Accessories (80 hours)

- 講解製作飾品的安全守則
Introduce the Work Safety Guidelines of Making Accessories
- 認識製作飾品的概論
Understand the Procedures of Making Accessories
- 掌握製作飾品的工具和材料的應用
Understand the Usage of Tools and Materials of Making Accessories
- 講授製作飾品(各款飾物、吊飾及擺設)的技巧
Introduce the Skills and Methods of Making Accessories
- 在指導下，創作飾品(節慶禮品、珠飾及飾物)
Design and Production of Creative Accessories Under Guidance
- 行業參觀
Industrial Visit
- 行業相關的共通能力
Trade Specific Generic Skills

單元二：創意花藝 (80 小時)

Module 2: Creative Flower Arts (80 hours)

- 講解製作花藝的安全守則
Introduce the Work Safety Guidelines of Making Flower Arts
- 認識製作花藝的概論
Understand the Procedures of Making Flower Arts
- 掌握製作花藝的工具和材料的應用
Understand the Usage of Tools and Materials of Making Flower Arts
- 講授製作花藝的技巧(紮作、插作及冷膠)
Introduce the Skills and Methods of Making Flower Arts (Flower Bunches, Floral Arrangement and Floral adhesive)
- 講授花材保養的技巧(乾花及鮮花)
Introduce the Skills and Methods of Flower Maintenance (Dried flowers and Fresh flowers)
- 在指導下，創作花藝成品(花束、插花、襟花及手腕花)
Design and Production of Creative Flower Arts Under Guidance
- 行業參觀
Industrial Visit
- 行業相關的共通能力
Trade Specific Generic Skills

2026280835 創意手作藝術 Creative Handcraft Arts

課程結構 Course Structure (共 240 小時 Total: 240 hours)

單元三：創意包裝 (80 小時)

Module 3: Creative Wrapping (80 hours)

- 講解包裝的安全守則
Introduce the Work Safety Guidelines of Wrapping
- 認識禮品包裝的概論
Understand the Procedures of Gift Wrapping
- 掌握包裝工具和材料的應用
Understand the Usage of Tools and Materials of Wrapping
- 講授禮品、包裝紙及綵帶的配襯技巧
Introduce the Matching Skills of Gift, Wrapping Paper and Ribbon
- 講授創意包裝的技巧(綵帶繫法、花結製作、禮盒包裝)
Introduce the Skills and Methods of Creative Wrapping (Ribbon Tying, Knot Making and Gift Box Wrapping)
- 在指導下，以創意手法包裝禮品
Design and Production of Creative Wrapping Under Guidance
- 行業參觀
Industrial Visit
- 行業相關的共通能力
Trade Specific Generic Skills

2026280836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

課程提供機構 Course Provider	職業訓練局 Vocational Training Council, VTC
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>本課程讓學生在模擬環境下接受西式甜品、烘焙及朱古力製作訓練，學習有關行業的基礎知識、技能、職業健康及安全，從而提高學生對行業的認識及對專業西式甜品、烘焙及朱古力製作之興趣。本課程除了讓學生學習行業的專門知識及技能外，亦會培養學生的個人素質，如溝通技巧、團隊精神、自信心、責任感及工作態度等，以協助學生了解自己的職業性向，為日後接受職業訓練或公開就業作好準備。</p> <p>The course allows students to receive training on patisserie, bakery and chocolate production in a simulated environment. They can learn the relevant fundamental knowledge, skills, occupational health and safety of the industry, and develop knowledge of the industry and interests in patisserie, bakery and chocolate production. Apart from equipping students with the career-related abilities and skills, the course also puts emphasis on students' communication skills, team spirit, self-confidence, sense of responsibility and work attitude etc., so that they can be well prepared for vocational training and open employment in the future.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程採用互動教學模式，理論及實踐並重，並透過模擬實際工作環境，讓學生從實務操作中學習，使用專業的烘焙器材及工具，例如：多層式烘焙爐、麵糰發酵櫃、多功能廚師機等，從而增進對西式甜品、烘焙及朱古力製作的應用知識及技巧。此外，課程著重培養學生的共通能力和建立正面的價值觀和工作態度。</p> <p>The course adopts an interactive learning and teaching approach with emphasis on both theory and practice. Through a range of hands-on practices in a simulated work setting, students acquire the knowledge and skills in patisserie, bakery and chocolate making such as using professional baking equipment and tools such as, multi-layered baking oven, fermentation cabinet for bread dough, multi-function mixing machine, etc. Besides, the course also stresses on cultivating students' generic skills and positive values and attitudes necessary for their future careers.</p>

2026280836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

學習成果 Learning Outcomes	<p>完成本課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 展示簡單的基本烹調技巧； 2. 製作一般甜品、麵包及朱古力； 3. 應用飲食安全衛生在甜品、烘焙及朱古力製作上； 4. 簡述廚房的作業環境及職業健康與安全； 5. 展示良好的個人衛生習慣，及 6. 認識行業相關的共通能力，培養與人合作的工作精神及良好工作態度。 7. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic cooking techniques 2. Demonstrate how to make desserts, bread and chocolate in general 3. Apply food safety and hygiene practices in the preparation of desserts, baked goods and chocolate 4. Describe the working environment, occupational health and safety of kitchen 5. Display good personal hygiene habits, 6. Acquire the trade specific generic skills to enhance teamwork and maintain positive working attitude; and 7. Enhance self-awareness for further study and career development in related fields
升學路向 Articulation to Further Studies	<p>畢業生通過相關的職業評估，可報讀展亮技能發展中心的全日制課程，如：「飲食業實務」，「烘焙及咖啡店營運實務」及「快餐店營運實務證書(資歷架構 級別 1)」課程。Graduates who passed the Vocational Assessment may apply for admission to the full-time courses offered by Shine Skills Centre of the VTC, such as “Catering Service”, “Bakery and Café Practical Operation” and “Certificate in Fast Food Operation (QF Level 1)”.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：請參閱該年度的課程一覽表 Venue: Please refer to the course list of the year</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定 Details will be confirmed between the course provider and schools concerned.</p>

應用學習調適課程資料

Course Information for Adapted Applied Learning Courses

2026280836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

課程對象 Target Students	輕度智障 (能長時間站立；及需要手部有一定程度上的活動能力及靈活度，並通過入學甄選。) Mild IDD (Can maintain prolong standing; also require certain extent of upper limb ability and manual dexterity of hand and need to pass the admission screening assessment)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

*Remarks:

2026280836A 西式甜品、烘焙及朱古力製作 A Patisserie, Bakery and Chocolate Making A

2026/27 至 2027/28 學年： 九龍塘牛津道 1D 號展亮技能發展中心(觀塘) - 牛津道暫遷校舍

2026/27 to 2027/28 academic year: Shine Skills Centre (Kwun Tong) – Oxford Road Re-provisioned Campus, 1D Oxford Road, Kowloon Tong

2026280836B 西式甜品、烘焙及朱古力製作 B Patisserie, Bakery and Chocolate Making B

2026/27 至 2027/28 學年：新界屯門豐安街 1 號展亮技能發展中心(屯門)

2026/27 to 2027/28 academic year: Shine Skills Centre (Tuen Mun), 1 Fung On Street, Tuen Mun, New Territories

2026280836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

課程結構 Course Structure (共 240 小時 Total: 240 hours)

單元一：甜品烘焙廚房實務 (24 小時)

Module 1: Introduction of Patisserie and Bakery Operation (24 hours)

- 西餐廚房部門的組織架構
Organisational Structure of Western Kitchen
- 廚房各部門的功能與整體運作
The Functions and Overall Operation of Different Sections of the Kitchen
- 廚房設備及安全守則
Kitchen Equipment and Safety Rules
- 食品保存法
Food Storage Methods
- 行業相關的共通能力
Trade Specific Generic Skills

單元二：基本烹調方法 (28 小時)

Module 2: Introduction of Cooking Methods (28 hours)

- 基礎烹調方法
Basic Cooking Methods
- 西式甜品汁醬及果醬
Jam and Western Sauce for Desserts
- 西式忌廉與餡料
Western Cream and Fillings
- 行業相關的共通能力
Trade Specific Generic Skills

單元三：基礎軟硬麵包製作 (50 小時)

Module 3: Basic Operation in Bread Making (50 hours)

- 麵包原材料
Raw Ingredients for Bread
- 基礎軟硬麵包製作
Basic Production of different kinds of Bread
- 行業相關的共通能力
Trade Specific Generic Skills

單元四：基礎西式甜品實務製作 (84 小時)

Module 4: Basic Patisserie Practical (84 hours)

- 蛋糕及雜餅的製作技巧
Cakes and Assorted Pastries Production Skills
- 冷及熱甜品的製作技巧
Cold and Hot Desserts Production Skills
- 健康甜品的製作技巧
Healthy Desserts Production Skills
- 曲奇的製作技巧
Cookies Production Skills
- 行業相關的共通能力
Trade Specific Generic Skills

2026280836 西式甜品、烘焙及朱古力製作 Patisserie, Bakery and Chocolate Making

課程結構 Course Structure (共 240 小時 Total: 240 hours)

單元五：基礎朱古力製作 (22 小時)

Module 5: Basic Operation in Chocolate Making (22 hours)

- 朱古力原材料
Introduction of Cocoa Products
- 基礎朱古力製作
Basic Chocolate Production Skills
- 行業相關的共通能力
Trade Specific Generic Skills

單元六：飲食安全衛生 (32 小時)

Module 6: Food Hygiene and Safety (32 hours)

- 個人衛生的重要
Understand the Importance of Personal Hygiene
- 食物污染
Food Pollution
- 安全守則及環境保護方法
Safety Rules and Environmental Protection Methods
- 行業相關的共通能力
Trade Specific Generic Skill

2026280801 酒店房務 Hotel Housekeeping

課程提供機構 Course Provider	匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>本課程旨在讓學生在模擬環境下，全面了解酒店行業，酒店房務、清潔及布草工作及行業所需之通用技巧等。透過多元化的學習、體驗及實習活動，提升學生對酒店房務的認識、自我路向探索及酒店房務技巧之掌握，並培養良好的工作態度、解難、溝通合作和表達等技能。</p> <p>This course aims to provide students with a comprehensive understanding of the hotel industry, housekeeping operations, cleaning and linen skills, and essential generic skills required within the sector, in a simulated environment setting. Throughout diverse learning, experiential and internship programmes, students will enhance their knowledge of hotel housekeeping, explore their career paths, and master housekeeping techniques. This programme also cultivates positive work attitudes, problem-solving abilities, communication and collaboration skills, and effective presentation techniques.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>本課程著重實踐技能，除了有完善配備之模擬酒店房間學習及模擬訓練外，專業導師亦會分享行業實況，並到本會聯繫之酒店進行參觀及體驗，以讓學員認識及掌握酒店房務行業之實際運作，藉此加強學生對此行業的認識及興趣。</p> <p>Whilst emphasizing practical skills, this course incorporates fully equipped simulated hotel room in learning and training. Professional instructors will share industry insights and arrange visits to partner hotels for visits and experience. This enables students to understand and master the practical operations of hotel housekeeping, thereby enhancing their knowledge and interest in the industry.</p>

2026280801 酒店房務 Hotel Housekeeping

<p>學習成果 Learning Outcomes</p>	<p>完成課程後，學生應能：</p> <ul style="list-style-type: none">- 對酒店房務有初步的認識，產生基本的興趣- 對自身的能力及工作方向有較早的自我認識及掌握，為將來升學及工作締造更佳的準備和更準確的選擇- 增加對酒店房務工作的認知及體驗- 加強對酒店房務工作的內容、技巧及使用相關器材的掌握- 提升其正向及合宜之工作態度- 提昇基本的危機管理及應變能力 <p>Upon successful completion of the course, students are expected to:</p> <ul style="list-style-type: none">- Develop an initial understanding of hotel housekeeping operations and cultivate a fundamental interest in the field- Foster early self-awareness and grasp of personal capabilities and career direction, thereby creating better preparation and more accurate choices for future studies and employment- Enhance knowledge and practical experience of hotel housekeeping duties- Strengthen mastery of housekeeping procedures, techniques, and the use of relevant equipment- Cultivate a positive and appropriate work ethic- Enhance fundamental crisis management and contingency response capabilities
<p>升學路向 Articulation to Further Studies</p>	<p>出席率達 80% 並成績達標者，將獲頒修業證書；成功修畢應用學習調適課程者，如報讀本中心之職業訓練課程，將獲優先考慮</p> <p>Certificate of accomplishment will be awarded to qualified students with 80% attendance; priority will be given to graduates of adapted applied learning course to apply for vocational training courses offered by Hong Chi Association.</p> <p>出席率達 80% 並表現優異者，如報讀本中心相關之銜接職業訓練課程，可獲豁免入學能力測試</p> <p>For students with outstanding performance and 80% attendance, they could be exempted from the proficiency test for the following top-up vocational training programme offered by Hong Chi Association:</p> <ul style="list-style-type: none">• 酒店管家訓練 Hotel Housekeeping Training

2026280801 酒店房務 Hotel Housekeeping

授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：新界大埔南坑頌雅路松嶺村智松嶺綜合職業訓練中心 Venue: Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.</p> <p>模式二 Mode 2</p> <p>有關詳情由個別學校與本中心協定 Details will be confirmed between the course provider and schools concerned.</p>
課程對象 Target Students	輕度智障 (未能長時間站立或對清潔用品敏感者不適宜修讀本課程) Mild IDD (Not recommended for students who are unable to stand for extended periods, or are sensitive to cleaning products.)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280801 酒店房務 Hotel Housekeeping

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

- 旅遊業概論

Overview of Tourism

- 認識香港的「旅遊業」
Understanding the Tourism Industry in Hong Kong
- 認識酒店內的不同部門及設施
Understanding Different Departments and Facilities in Hotels

- 職業安全及器材使用

Occupational Safety and Equipment Usage

- 認識房務工作需要用的器材及操作
Understanding the functions and operations of equipment use in the Housekeeping Department
- 房務工作安全的注意事項
Safety in Housekeeping
- 房務工作之危機管理
Crisis Management in Housekeeping sector

- 房務工作技巧

Housekeeping Work Skills

- 認識房間種類
Understandings in types of rooms
- 職業操守
Professional Conducts
- 房務員所需要工具及使用方法
Tools required and usage methods
- 掌握鋪床要求
Bed-making requirements
- 房務員之職安健
Occupational Health and Safety in Housekeeping
- 房務員職業會話
Professional Conversations / languages
- 房間清潔品質檢定
Room Cleanliness Quality Inspection
- 基本房間清潔技巧
Basic skills in room cleaning

應用學習調適課程資料

Course Information for Adapted Applied Learning Courses

- 布草工作技巧 (一)

Linen Work Skills (Part 1)

- 認識酒店布草房工作流程
Understanding the Workflow of Hotel Linen Room
- 認識衣物標籤
Understanding Clothing Labels
- 摺布草技巧
Folding Linens Techniques
- 布草清洗常用清潔劑認識
Understanding Common Cleaning Agents for Linen Washing

- 職業性向認知

Cognition of Career Aptitude and Social relationships

- 自我認識
Self-awareness
- 不同行業的工作能力要求
Job Skills Requirements in Different Industries
- 工作選擇
Career Choices

2026280801 酒店房務 Hotel Housekeeping

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

- 酒店業待客理論

Theory of Hospitality in Hotels

- 想法解讀
Decoding customers' thoughts
- 酒店房務招待用語及職業會話
Common serving conversations / languages in Hotel Sector
- 處理客人查詢及客人投訴
Handling customer enquiries and complaints
- 工作與情緒控制
Emotional regulations at work
- 工作應變及處理衝突技巧
Problem solving and conflicts handling skills

- 房務清潔(吸抹)技巧

Cleaning skills in Housekeeping (Vacuuming and Mopping)

- 房間擺設及清潔流程
Room arrangement and cleaning procedure
- 掌握基礎抹塵原則及工具使用
Master the fundamental principles of dusting and the use of tools
- 抹塵技巧
Dusting Techniques
- 吸塵技巧
Vacuuming Techniques

- 布草工作技巧 (二)

Linen Work Skills (Part 2)

- 熨衣技巧
Ironing Techniques
- 摺衣技巧
Folding Clothes Techniques
- 掛衣技巧
Hanging Clothes Techniques
- 布草房工作品質檢定
Quality Inspection in the Linen Room
- 認識酒店、房務及布草工作要求及壓力管理
Understanding the work requirements and stress management of hotel, housekeeping and linen operations

- 求職準備

Job Hunting Preparation

- 工作與學習
Work and Learning
- 個人資料準備
Preparation of Personal Information
- 簡單面試技巧
Basic Interview Skills

2026280806B 初級烘焙實務 B Elementary Bakery B	
課程提供機構 Course Provider	匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程旨在讓學生在模擬環境下，學習糕餅製作的基礎知識，與及有關的實用技能。透過多元化的學習和實習活動，提升學生對烘焙行業的興趣和認識，為將來升學及就業預先作好準備。 The course is designed for students to learn the elementary knowledge and relevant practical skills of bakery in a simulated environment. It aims to raise students' interests and understanding in bakery through diversified learning activities and practice. Be prepared for further studies and employment.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	課程理論及實踐並重，除了在有完善配備之糕餅工場學習外，亦會到本會轄下之社會企業糕餅房參觀，以認識其真實運作，藉此加強學生對此科目的認識及培養其興趣。 With emphasis on both theory and practice, the course allows students to learn in a well-equipped simulated bakery workshop. Students will learn more about the authentic operation of bakery through visits. All of these enable students to have a better understanding of and interests in bakery.

2026280806B 初級烘焙實務 B Elementary Bakery B

學習成果

Learning Outcomes

完成課程後，學生應能：

1. 具備烘焙專業知識與安全意識

學員能理解烘焙行業基本概念、不同類型烘焙食品，並遵守職業安全、食品安全與衛生規範。

2. 掌握基礎及進階烘焙技能

能獨立完成餅乾、麵包、蛋糕、撻類及甜品的製作，並正確使用、保養烘焙器材與工具。

3. 展現良好職場軟技能與人際溝通能力

學員能在工作環境中有效表達自我、同理他人，並具備衝突處理、情緒管理及團隊合作能力。

4. 具備求職與職涯發展能力

能準備個人資料、掌握基本面試技巧，並了解職場入門及防騙知識，提升就業競爭力。

5. 培養專業態度與持續學習精神

學員能展現責任感、抗壓能力及積極態度，並保持良好衛生習慣與專業形象，適應烘焙行業的發展。

Upon successful completion of the course, students are expected to:

1. Possess professional baking knowledge and safety awareness

Trainees shall understand fundamental concepts of the baking industry, different types of baked goods, and adhere to occupational safety, food safety, and hygiene regulations.

2. Mastery of fundamental and advanced baking techniques

Participants can independently produce biscuits, bread, cakes, tarts, and desserts, whilst correctly using and maintaining baking equipment and tools.

3. Demonstration of sound workplace soft skills and interpersonal communication

Participants can effectively express themselves and empathize with others in a work environment, possessing conflict resolution, emotional management, and teamwork capabilities.

4. Possess job-seeking and career development capabilities

Prepare personal documentation, master fundamental interview techniques, and understand workplace entry protocols and fraud prevention knowledge to enhance employability.

5. Cultivate a professional attitude and spirit of continuous learning

Demonstrate responsibility, resilience under pressure, and a proactive mindset. Maintain exemplary hygiene practices and a professional image to adapt to developments within the baking industry.

2026280806B 初級烘焙實務 B Elementary Bakery B	
升學路向 Articulation to Further Studies	<p>出席率達 80%並成績達標者，將獲頒修業證書；成功修畢應用學習調適課程者，如報讀本中心之職業訓練課程，將獲優先考慮</p> <p>Certificate of accomplishment will be awarded to qualified students with 80% attendance; priority will be given to graduates of adapted applied learning course to apply for vocational training courses offered by Hong Chi Association.</p> <p>出席率達 80%並表現優異者，如報讀本中心相關之銜接職業訓練課程，可獲豁免入學能力測試</p> <p>For students with outstanding performance and 80% attendance, they could be exempted from the proficiency test for the following top-up vocational training programme offered by Hong Chi Association:</p> <ul style="list-style-type: none"> • 烘焙製作 Bakery
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Venue: Hong Chi Pinehill Integrated Vocational Training Centre, Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.</p> <p>模式二 Mode 2</p> <p>有關詳情由個別學校與本中心協定 Details will be confirmed between the course provider and schools concerned.</p>
課程對象 Target Students	輕度智障 (未能長時間站立或對清潔用品敏感者不適宜修讀本課程) Mild IDD (Not recommended for students who are not able to stand for a long time or are allergic to cleaning supplies)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total 120 hours)

概論、核心單元及參觀活動：

Fundamentals, Core Modules and Visits:

- 課程概論

Overview of Bakery

- 烘焙行業的基本認識
Basic Understanding of the Bakery Industry
- 烘焙食品基本概念
(Basic Concepts of Baked Goods)
- 認識不同烘焙食品
Understanding Different Baked Goods

- 職業安全

Occupational Safety

- 基本餅房電器爐具的認識
Understanding Basic Bakery Appliances
- 烘焙工具的使用
Use of Baking Tools
- 糕餅工場的安全指引
Safety Guidelines in Pastry Shops
- 突發情況處理
Handling Emergency Situations
- 危機管理定義
Definition of Crisis Management

- 人力抬舉

Manual Lifting

- 人力抬舉技巧
Manual Lifting Skills
- 貨物擺放
Goods Placement

- 基礎烘焙技巧及食物安全與衛生

Basic Skills of Bakery, Food Safety and Hygiene

- 烘焙材料準備
Preparation of Baking Ingredients
- 基本烘焙技巧
Basic Baking Techniques
- 烘焙器材的使用及清潔保養
Use and Maintenance of Baking Equipment

- 烘焙技巧(餅食)

Bakery Skills (Biscuits)

- 餅食製作基本原理
Basic Principles of Biscuit Making
- 專業餅食烘焙技巧
Professional Biscuit Baking Techniques
- 曲奇的包裝種類
Cookie Packaging Types

2026280806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

- 職業性向認知

Cognitive Development

- 自我認識
Self-awareness
- 不同行業的工作能力要求
Job Skills Requirements in Different Industries)
- 工作選擇
Career Choices

- 烘焙技巧(麵包及西點)

Bakery Skills (Bread and Pastries)

- 麵包製作基本技巧
Basic Bread Making Techniques
- 麵包烘焙
Bread Baking)
- 專業蛋糕烘焙技巧
Professional Cake Baking Techniques
- 搾類製作基本原理
Basic Principles of Tart Making

- 餅房人事架構及人際關係

Personnel Structure and Interpersonal Relations

- 認識餅房人事的架構
Understanding the organizational structure of the bakery
- 表達自我及同理他人
Expression and Empathy in work context
- 職場情緒管理及調控
Emotional Management and Regulation in the Workplace
- 職場社交技巧
Social Skills in the Workplace
- 處理衝突的技巧
Conflict Resolution Skills
- 職場與工作壓力
Workplace and Work-Related Stress

- 烘焙技巧(甜品)

Bakery Skills (Desserts)

- 木糠布甸、意式奶凍理論及製作
Caramel Pudding, Italian Panna Cotta Theory and Preparation
- 班戟理論及製作
Pancake Theory and Preparation
- 豆沙燒餅、銅鑼燒理論及製作
Red Bean Pancake, Taiyaki Theory and Preparation
- 西多士理論及製作
French Toast Theory and Preparation

2026280806B 初級烘焙實務 B Elementary Bakery B

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total 120 hours)

- 食物安全與衛生
Food Hygiene and Safety
 - 基本食物安全與衛生
Basic Food Hygiene and Safety
 - 預防食物中毒
Prevention of Food Poisoning
 - 個人衛生
Personal Hygiene
- 求職準備
Job Hunting Preparation
 - 職場入門及防騙
Getting Started in the Workplace and Avoiding Scams
 - 個人資料準備
Preparation of Personal Information
 - 簡單面試技巧
Basic Interview Skills

應用學習調適課程資料

Course Information for Adapted Applied Learning Courses

2026280806A 初級烘焙實務A Elementary Bakery A	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	本課程著重實際操作，學生於模擬餅房中，體驗烘焙工作流程及職場運作。透過親身參與製作不同種類的烘焙產品、包裝、銷售，以至清潔等環節，不但能夠掌握烘焙知識和技能，亦培養與人溝通、團隊合作及自我管理等職場所需的共通能力。 This course emphasizes hands-on practice, where students experience baking workflows and workplace operations in a simulated bakery. Through direct participation in producing various types of bakery products, packaging, sales, and cleaning processes, students not only master baking knowledge and skills but also develop essential workplace competencies such as communication, teamwork, and self-management.
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	本課程著重實際操作，學生將於模擬餅房內，透過實踐活動，體驗食材準備、烘焙製作及清潔等工作。讓學生掌握職業上需具備的基本知識和技能，同時發展其共通能力，為未來升學及就業發展所需作好準備。 This course emphasizes hands-on practice. Students will engage in practical activities within a simulated bakery to experience processes such as ingredient preparation, baking production, and cleaning. This enables students to master the basic knowledge and skills required for their profession while developing essential competencies, preparing them for future studies and career development.

2026280806A 初級烘焙實務 Elementary Bakery

學習成果 Learning Outcomes	<p>完成本課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 展示對烘焙食品製作的基礎知識及技巧； 2. 正確使用烘焙工具及設備，並初步了解包餅製作過程； 3. 認識並實踐職業安全與健康，以及食物衛生要求； 4. 在協助下能完成指定烘焙製作及相關準備工作，並展現團隊合作精神； 5. 展示對銷售服務的基礎知識及技巧； 6. 展示清潔工具及設備，以及整個餅房的清潔技巧； 7. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic knowledge and skills in bakery food production; 2. Correctly use baking tools and equipment, and gain preliminary understanding of bread and pastry production processes; 3. Understand and practice occupational safety and health, as well as food hygiene requirements; 4. Complete specified baking products and related preparatory work with assistance, while showing teamwork spirit; 5. Demonstrate basic knowledge and skills in sales service; 6. Demonstrate cleaning of tools and equipment, as well as overall bakery cleaning techniques; 7. Enhance self-awareness for further study and career development in related fields.
升學路向 Articulation to Further Studies	<p>出席率達 80% 並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：</p> <p>Certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the Centre:</p> <ul style="list-style-type: none"> • 飲食業廚務助理 Catering Assistant • 西式廚務助理 Western Catering Assistant • 基礎餐飲服務及款待 Elementary Restaurant Service & Hospitality • 食材加工 Food Preparation • 水吧服務及廚務清潔 Beverage and Cleaning Assistant • 基本烘焙實務 Elementary Bakery • 批撻製作 Pies & Tarts Baking • 甜品製作 Dessert Making • 基礎咖啡店實務 Basic Coffee Shop Practice

2026280806A 初級烘焙實務 Elementary Bakery

升學路向 Articulation to Further Studies	<ul style="list-style-type: none"> 餐廳服務及款待證書 (資歷架構第一級) Certificate in Restaurant Service & Hospitality (QF Level 1) 基礎飲食業實務證書-出品部(資歷架構第一級) Certificate in Basic Catering Service - Production Section (QF Level 1) 基礎烘焙技術證書(資歷架構第一級) Certificate in Elementary Baking Techniques (QF Level 1) <p>出席率達 80%而成績未達標者，獲頒出席證書。 An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard.</p>
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course</p>
課程對象 Target Students	<p>輕度智障 (能長時間站立) Mild IDD (Capable of prolonged standing)</p>
課程費用 Course Fee	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>
查詢 Enquiries	<p>請參閱該年度的課程一覽表 Please refer to the course list of the year</p>

2026280806A 初級烘焙實務 Elementary Bakery

課程結構 Course Structure

第一年 Year 1

實用技能 (108.5小時) Practical Skills (108.5 hours)

- 烘焙實務 (92.5 小時)
Bakery Practice (92.5 hours)
 - 飲食業職安健
Occupational Health and Safety in Catering
 - 食物衛生與安全
Catering Hygiene and Safety
 - 烘焙工具及設備的認識與使用
Understanding and Using Baking Tools and Equipment
 - 製作常見烘焙製品 (一)
Making Common Bakery Products (I)
- 銷售服務 (4 小時)
Sales Service (4 hours)
 - 零售業的認識
Introduction to Bakery Retail Industry
 - 包裝技巧
Packaging Skills
- 清潔 (12 小時)
Cleaning (12 hours)
 - 清潔手工具的應用
Applications of Cleaning Tools
 - 餅房清潔
Bakery Cleaning

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 認識自我
Self-Awareness
 - 認識就業市場
Understanding the Job Market
- 個人衛生與健康 (一)
Personal Hygiene and Health (I)
- 個人及群性發展 (一)
Personal and Social Development (I)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280806A 初級烘焙實務 Elementary Bakery

課程結構 Course Structure

第二年 Year 2

實用技能 (104.5小時) Practical Skills (104.5 hours)

- 烘焙實務 (86.5 小時)
Bakery Practice (86.5 hours)
 - 製作常見烘焙製品 (二)
Making Common Bakery Products (II)
 - 犹固及深化烘焙技術
Consolidating and Deepening Bakery skills
- 銷售服務 (4 小時)
Sales Service (4 hours)
 - 認識擺盤
Basic Food Presentation
 - 銷售禮儀
Sales Etiquette
- 清潔 (14 小時)
Cleaning (14 hours)
 - 犹固餅房清潔程序
Consolidating Bakery Cleaning Procedures
 - 店舖的清潔
Understanding the Retail Bakery Cleaning

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 求職及面試準備
Job Search and Interview Preparation
 - 迎接新工作
Adapting to New Employment
- 個人衛生與健康 (二)
Personal Hygiene and Health (II)
- 個人及群性發展 (二)
Personal and Social Development (II)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

應用學習調適課程資料

Course Information for Adapted Applied Learning Courses

2026280817 西式飲食業實務 Western Catering Practice	
課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>本課程以食品製作為軸心，並灌輸與西式飲食業相關之知識，把飲食業內其他相關的知識互相串連。本課程著重實際操作，學生將於模擬飲食教室中，體驗廚務、侍應生及水吧服務、清潔等不同崗位。讓學生在接近真實的環境下學習基本烹調、食品安全衛生、職業安全與健康、顧客服務及團隊協作。</p> <p>This course focuses on food preparation while imparting knowledge related to western catering, interconnecting related knowledge and skills within the catering sector. The course emphasizes hands-on practice, where students rotate through kitchen operations, waiter service, beverage station duties, and cleaning in a simulated restaurant classroom. This enables students to acquire essential cooking skills, food safety and hygiene practices, occupational health and safety knowledge, customer service techniques, and teamwork abilities in near-realistic settings.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>本課程著重實際操作，學生將於模擬西餐飲食教室內，透過實踐活動，體驗廚務及前線服務工作，協助下烹調食品和製作飲品，以及清潔等工作。學生掌握職業上需具備的基本知識和技能，同時發展其共通能力，為未來升學及就業發展所需作好準備。</p> <p>This course emphasizes hands-on practice, where students engage in practical activities within a simulated western restaurant classroom to experience kitchen duties and frontline service work, including assisting in food preparation, beverage making, and cleaning tasks. Students acquire essential related knowledge and skills while developing key competencies, preparing them for future studies and employment.</p>
學習成果 Learning Outcomes	<p>完成本課程後，學生應能：</p> <ol style="list-style-type: none">1. 展示基礎西式食品製作的知識及技巧；2. 初步了解西式食品製作過程；3. 認識基本西餐侍應款待；4. 應用食物衛生及工作安全的知識；5. 展示西式廚房及餐廳清潔技巧；6. 提升相關範疇之升學及就業發展所需的自我認知。

2026280817 西式飲食業實務 Western Catering Practice

學習成果 Learning Outcomes	<p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic food preparation knowledge and skills for western cuisine; 2. Understand the basic food preparation process in the western catering industry; 3. Learn basic waiter service etiquette in western restaurants; 4. Apply food hygiene and occupational safety knowledge in catering operations; 5. Demonstrate western-style kitchen and restaurant cleaning skills; 6. Enhance self-awareness for further study and career development in related fields.
升學路向 Articulation to Further Studies	<p>出席率達 80% 並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：</p> <p>Certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the Centre:</p> <ul style="list-style-type: none"> • 飲食業廚務助理 Catering Assistant • 西式廚務助理 Western Catering Assistant • 基礎餐飲服務及款待 Elementary Restaurant Service & Hospitality • 食材加工 Food Preparation • 水吧服務及廚務清潔 Beverage and Cleaning Assistant • 基本烘焙實務 Elementary Bakery • 批撻製作 Pies & Tarts Baking • 甜品製作 Dessert Making • 基礎咖啡店實務 Basic Coffee Shop Practice • 餐廳服務及款待證書（資歷架構第一級） Certificate in Restaurant Service & Hospitality (QF Level 1) • 基礎飲食業實務證書-出品部(資歷架構第一級) Certificate in Basic Catering Service - Production Section (QF Level 1) • 基礎烘焙技術證書(資歷架構第一級) Certificate in Elementary Baking Techniques (QF Level 1) <p>出席率達 80%而成績未達標者，獲頒出席證書。</p> <p>An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard.</p>

2026280817 西式飲食業實務 Western Catering Practice

授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course</p>
課程對象 Target Students	輕度智障（能長時間站立） Mild IDD (Capable of prolonged standing)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280817 西式飲食業實務 Western Catering Practice

課程結構 Course Structure

第一年 Year 1

實用技能 (108.5小時) Practical Skills (108.5 hours)

- 飲食業理論及廚務 (27小時)
Catering Industry Theory and Kitchen Operations (27 hours)
 - 飲食業衛生
Catering Hygiene
 - 飲食業工作安全及健康
Occupational Health and Safety in Catering
 - 西餐廳廚房設備及用具的使用
Use of Kitchen Equipment and Utensils in Western Restaurants
- 西式食物烹調 (62.5小時)
Western Cuisine Food Preparation and Cooking (62.5 hours)
 - 西廚備膳工作 (一)
Western Food Preparation (I)
 - 西式烹飪刀工 (一)
Western Knife Skills (I)
 - 西式食物烹調方法 (一)
Western Cooking Methods (I)
- 西餐廳侍應生及水吧實務 (11.5小時)
Waiter and Beverage Station Practice in Western Restaurants (11.5 hours)
 - 西餐廳招待顧客禮儀及技巧
Customer Service Etiquette and Skills in Western Restaurants
 - 西式餐桌擺設及清理
Western Table Setting and Clearing
- 清潔實務 (7.5小時)
Cleaning Operations (7.5 hours)
 - 西式廚房的清潔
Kitchen Cleaning in Western Restaurants

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 認識自我
Self-Awareness
 - 認識就業市場
Understanding the Job Market

2026280817 西式飲食業實務 Western Catering Practice

課程結構 Course Structure

第一年 Year 1

- 個人衛生與健康（一）
Personal Hygiene and Health (I)
- 個人及群性發展（一）
Personal and Social Development (I)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280817 西式飲食業實務 Western Catering Practice

課程結構 Course Structure

第二年 Year 2

實用技能 (104.5小時) Practical Skills (104.5 hours)

- 飲食業理論及廚務 (5.5 小時)
Catering Industry Theory and Kitchen Operations (27 hours)
 - 犹固飲食業理論及廚務
Consolidating of Catering Theory and Kitchen Operations
- 西式食物烹調 (70.5 小時)
Western Cuisine Food Preparation and Cooking (70.5 hours)
 - 西廚備膳工作 (二)
Western Food Preparation (II)
 - 西式烹飪刀工 (二)
Western Knife Skills (II)
 - 西式食物烹調方法 (二)
Western Cooking Methods (II)
 - 深化西式烹調技術
Advanced Western Cooking Skills
- 西餐廳侍應生及水吧實務 (23 小時)
Waiter and Beverage Station Practice in Western Restaurants (23 hours)
 - 西餐廳侍應應對及應變技巧
Waiter Service Response and Contingency Skills in Western Restaurants
 - 西餐廳飲品的供應及服務
Beverage Service in Western Restaurants
 - 西式水吧飲具及器皿的清潔
Cleaning of Western Beverage Station Utensils and Equipment
- 清潔實務 (5.5 小時)
Cleaning Operations (5.5 hours)
 - 西餐廳的清潔
Cleaning of Western Restaurants
 - 西式餐具的清潔
Western Tableware Cleaning

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 求職及面試準備
Job Search and Interview Preparation
 - 迎接新工作
Adapting to New Employment

2026280817 西式飲食業實務 Western Catering Practice

課程結構 Course Structure

第二年 Year 2

- 個人衛生與健康（二）
Personal Hygiene and Health (II)
- 個人及群性發展（二）
Personal and Social Development (II)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280820 活動策劃助理實務 Event Planning Assistant

課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>課程以活動策劃助理為整個課程之軸心，輔以辦公室工作實務，把行業內相關的知識與智障學生個人成長所需要的共通能力整合成為課程之框架。讓學生透過活動策劃、辦公室實務和協助執行等模擬任務，加深了解活動策劃助理於不同行業的實際工作流程與所需技能。</p> <p>This course centers on the role of an event planning assistant, supplemented by office work practices. It integrates industry-related knowledge with the core competencies required for the personal growth of students with IDD, forming the course framework. Through simulated tasks in event planning, office work, and execution assistance, students deepen their understanding of the actual workflows and required skills for event planning assistants across various industries.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>讓學生透過活動策劃、辦公室實務和協助執行等模擬任務，加深了解活動策劃助理於不同行業的實際工作流程與所需技能。藉著真實的工作情境（成果分享日），讓學生掌握活動策劃助理的相關知識與技巧，並培養團隊合作、溝通協調及解決問題的能力。讓學生掌握職業上需具備的基本知識和技能，同時發展其共通能力，為未來升學及就業發展所需作好準備。</p> <p>Through simulated tasks in event planning, office work, and execution assistance, students deepen their understanding of the actual workflows and required skills for event planning assistants in diverse industries. By engaging in real-world practice, such as Achievement Sharing Day, students master relevant knowledge and skills while fostering teamwork, communication, coordination, and problem-solving. Equips students with essential vocational knowledge and skills, along with core competencies, preparing them for future studies and careers.</p>

2026280820 活動策劃助理實務 Event Planning Assistant

學習成果 Learning Outcomes	<p>完成本課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 展示對活動策劃助理的工作及相關行業的要求及內容有基礎的認識； 2. 應用活動策劃的相關知識； 3. 認識職業安全與健康，並於學習過程中實踐； 4. 在協助下完成指定活動的準備工作； 5. 展示良好的人際溝通、團隊合作及自我管理能力； 6. 提升相關範疇之升學及就業發展所需的自我認知。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate a basic understanding of the job requirements and content for an event planning assistant and related industries, 2. Apply relevant knowledge of event planning, 3. Understand occupational safety and health, and practice it during the learning process, 4. Complete the preparation work for specified activities with assistance, 5. Demonstrate good interpersonal communication, teamwork, and self-management skills, 6. Enhance self-awareness for further study and career development in related fields.
升學路向 Articulation to Further Studies	<p>出席率達 80% 並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：</p> <p>Certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the Centre:</p> <ul style="list-style-type: none"> • 學校支援助理 School Support Assistant • 活動助理 Programme Assistant • 辦公室實務 Office Work Practice • 數據處理 Data Processing • 樂園款待及支援助理 Theme Park Guests and Support Assistant <p>出席率達 80%而成績未達標者，獲頒出席證書。</p> <p>An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard.</p>

2026280820 活動策劃助理實務 Event Planning Assistant

授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course</p>
課程對象 Target Students	輕度智障 Mild IDD
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280820 活動策劃助理實務 Event Planning Assistant

課程結構 Course Structure

第一年 Year 1

實用技能 (108.5小時) Practical Skills (108.5 hours)

- 活動策劃 (25.5 小時)
Event Planning (25.5hours)
 - 活動基礎認識及體驗 (一)
Activity Basics and Experiential Learning (I)
 - 活動程序設計 (一)
Event Procedure Design (I)
- 司儀技巧 (20 小時)
Emcee Skills (20 hours)
 - 認識司儀的角色及工作
Understanding the Emcee Role and Duties
 - 基本說話技巧
Basic Speaking Skills
- 場地佈置 (10.5 小時)
Venue Setup (10.5 hours)
 - 認識佈置場地的方法
Venue Layout Techniques
 - 投影機設定
Projector Setup
 - 體力處理操作
Manual Handling Operations
- 電腦應用 (28 小時)
Computer Applications (28 hours)
 - 基本電腦操作
Basic Computer Operations
 - 使用文書處理軟件 (一)
Word Processing Software (I)
 - 辦公室職業安全與健康
Office Occupational Safety and Health
- 辦公室實務 (24.5 小時)
Office Work Practice (24.5 hours)
 - 認識及操作文儀器材 (一)
Office Equipment Operations (I)
 - 認識外勤工作
Basic Outdoor Work

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 認識自我
Self-Awareness
 - 認識就業市場
Understanding the Job Market

2026280820 活動策劃助理實務 Event Planning Assistant

課程結構 Course Structure

第一年 Year 1

- 個人衛生與健康（一）
Personal Hygiene and Health (I)
- 個人及群性發展（一）
Personal and Social Development (I)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280820 活動策劃助理實務 Event Planning Assistant

課程結構 Course Structure

第二年 Year 2

實用技能 (105小時) Practical Skills (105 hours)

- 活動策劃 (17.5 小時)
Event Planning (17.5 hours)
 - 活動基礎認識及體驗 (二)
Activity Basics and Experiential Learning (II)
 - 活動程序設計 (二)
Event Procedure Design (II)
- 司儀技巧 (19.5 小時)
Emcee Skills (19.5 hours)
 - 認識司儀稿的製作
Emcee Script Writing
 - 認識司儀的演講技巧
Emcee Presentation Skills
- 場地佈置 (15.5 小時)
Venue Setup (15.5 hours)
 - 器材設定及使用
Equipment Setup and Usage
 - 安全使用電子產品
Safety Use of Electronic Equipment
- 電腦應用 (28 小時)
Computer Applications (28 hours)
 - 使用文書處理軟件 (二)
Word Processing Software (II)
 - 認識及使用簡報設計
Slideshow Design Basics
 - 認識及使用試算表
Spreadsheet Fundamentals
- 辦公室實務 (24.5 小時)
Office Work Practice (24.5 hours)
 - 認識及操作文儀器材 (二)
Office Equipment Operations (II)
 - 郵件處理
Mail Handling
 - 電話接待
Phone Reception Skills
 - 接待訪客技巧
Visitors Greeting Skills
 - 整合活動策劃助理的工作並加以應用
Integration and Application of Event Planning Assistant Skills

2026280820 活動策劃助理實務 Event Planning Assistant

課程結構 Course Structure

第二年 Year 2

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 求職及面試準備
Job Search and Interview Preparation
 - 迎接新工作
Adapting to New Employment
- 個人衛生與健康 (二)
Personal Hygiene and Health (II)
- 個人及群性發展 (二)
Personal and Social Development (II)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280809 基礎飲食業實務 Basic Catering Services

課程提供機構 Course Provider	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>本課程以食品製作為軸心，並灌輸與飲食業相關之知識，把飲食業內其他相關的知識互相串連。本課程著重實際操作，學生將於模擬飲食教室中，體驗廚務、侍應生及水吧服務、清潔等不同崗位。讓學生在接近真實的環境下學習基本烹調、食品安全衛生、職業安全與健康、顧客服務及團隊協作。</p> <p>This course focuses on food preparation while instilling catering industry knowledge, interconnecting various related competencies within the sector. The course emphasizes hands-on practice, where students rotate through kitchen operations, waiter service, beverage station duties, and cleaning in a simulated restaurant environment. This enables students to acquire essential cooking skills, food safety and hygiene practices, occupational health and safety knowledge, customer service techniques, and teamwork abilities in near-realistic settings.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>本課程著重實際操作，透過實踐活動，建構不同的應用技能，讓學員掌握職業上需具備的基本技巧。重點在於豐富學員之學習經驗，在學習飲食業實務的知識和技能之餘，也發展其共通能力，為未來成人生活作好準備。</p> <p>This course emphasizes hands-on practice, developing practical skills through exercises and activities to equip students with essential occupational competencies. The programme enriches learning experiences, fostering both catering industry knowledge and skills as well as generic competencies to prepare students for adult life.</p>
學習成果 Learning Outcomes	<p>完成本課程後，學生應能：</p> <ol style="list-style-type: none"> 1. 展示基礎中式食品製作知識及技巧； 2. 初步了解基本中式食品製作過程； 3. 認識基本侍應款待； 4. 應用食物衛生及工作安全的知識； 5. 展示中式廚房及一般樓面清潔技巧； 6. 提升相關範疇之升學及就業發展所需的自我認知。

2026280809 基礎飲食業實務 Basic Catering Services

學習成果 Learning Outcomes	<p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate basic Chinese food preparation knowledge and skills; 2. Understand the basic Chinese food preparation process; 3. Learn basic waiter service etiquette; 4. Apply food hygiene and occupational safety knowledge; 5. Demonstrate Chinese kitchen and front-of-house cleaning skills; 6. Enhance self-awareness for further study and career development in related fields.
升學路向 Articulation to Further Studies	<p>出席率達 80% 並成績達標者，將獲頒修業證書；而表現優異者，有機會銜接本中心三年制職業訓練課程，並選修以下單元：</p> <p>Certificate of accomplishment will be awarded to qualified students with 80% attendance; for students with outstanding performance, they may advance their studies to the following electives in the 3-year vocational training courses offered by the Centre:</p> <ul style="list-style-type: none"> • 飲食業廚務助理 Catering Assistant • 西式廚務助理 Western Catering Assistant • 基礎餐飲服務及款待 Elementary Restaurant Service & Hospitality • 食材加工 Food Preparation • 水吧服務及廚務清潔 Beverage and Cleaning Assistant • 基本烘焙實務 Elementary Bakery • 批撻製作 Pies & Tarts Baking • 甜品製作 Dessert Making • 基礎咖啡店實務 Basic Coffee Shop Practice • 餐廳服務及款待證書（資歷架構第一級） Certificate in Restaurant Service & Hospitality (QF Level 1) • 基礎飲食業實務證書-出品部(資歷架構第一級) Certificate in Basic Catering Service - Production Section (QF Level 1) • 基礎烘焙技術證書(資歷架構第一級) Certificate in Elementary Baking Techniques (QF Level 1) <p>出席率達 80%而成績未達標者，獲頒出席證書。</p> <p>An attendance certificate will be issued to students with 80% attendance whose results have not reached the expected standard.</p>

2026280809 基礎飲食業實務 Basic Catering Services

授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：請參閱該年度的課程一覽表 Commencement date: Please refer to the course list of the year</p> <p>時間：請參閱該年度的課程一覽表 Time: Please refer to the course list of the year</p> <p>地點：九龍亞皆老街 147L 明愛樂務綜合職業訓練中心 Venue: Caritas Lok Mo Integrated Vocational Training Centre, 147L Argyle Street, Kowloon</p> <p>模式二 Mode 2</p> <p>本課程未能提供模式二的安排 Arrangement for mode 2 is not provided for this course</p>
課程對象 Target Students	輕度智障（能長時間站立） Mild IDD (Capable of prolonged standing)
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第一年 Year 1

實用技能 (108.5小時) Practical Skills (108.5 hours)

- 飲食業理論及廚務 (27小時)
Catering Industry Theory and Kitchen Operations (27 hours)
 - 飲食業衛生
Catering Hygiene
 - 飲食業工作安全及健康
Occupational Health and Safety in Catering
 - 中式廚房設備及用具的使用
Use of Chinese Kitchen Equipment and Utensils
- 中式食物烹調 (62.5小時)
Chinese Food Preparation and Cooking (62.5 hours)
 - 備膳工作 (一)
Food Preparation (I)
 - 中式烹飪刀工 (一)
Chinese Knife Skills (I)
 - 中式食物烹調方法 (一)
Chinese Cooking Methods (I)
- 侍應生及水吧實務 (11.5小時)
Waiter and Beverage Station Practice (11.5 hours)
 - 基本招待顧客禮儀及技巧
Basic Customer Service Etiquette and Skills
 - 餐桌擺設及清理
Table Setting and Clearing
 - 飲品的供應及服務
Beverage Service
 - 水吧飲具及器皿的清潔
Cleaning of Beverage Station Utensils and Equipment
- 清潔實務 (7.5小時)
Cleaning Operations (7.5 hours)
 - 中式廚房的清潔
Chinese Kitchen Cleaning
 - 樓面的清潔
Front-of-House Cleaning
 - 餐具的清潔
Tableware Cleaning

2026280809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第一年 Year 1

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 認識自我
Self-Awareness
 - 認識就業市場
Understanding the Job Market
- 個人衛生與健康 (一)
Personal Hygiene and Health (I)
- 個人及群性發展 (一)
Personal and Social Development (I)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280809 基礎飲食業實務 Basic Catering Services

課程結構 Course Structure

第二年 Year 2

實用技能 (104.5小時) Practical Skills (104.5 hours)

- 飲食業理論及廚務 (5.5 小時)
Catering Industry Theory and Kitchen Operations (5.5 hours)
 - 翳固飲食業理論及廚務
Consolidation of Catering Theory and Kitchen Operations
- 中式食物烹調 (70.5 小時)
Chinese Food Preparation and Cooking (70.5 hours)
 - 備膳工作 (二)
Food Preparation (II)
 - 中式烹飪刀工 (二)
Chinese Knife Skills (II)
 - 中式食物烹調方法 (二)
Chinese Cooking Methods (II)
 - 深化烹調技術
Advanced Cooking Skills
- 侍應生及水吧實務 (23 小時)
Waiter and Beverage Station Operations (23 hours)
 - 翳固水吧工作
Beverage Station Operations Consolidation
 - 侍應應對及應變技巧
Waiter Service Response and Contingency Skills
- 清潔實務 (5.5 小時)
Cleaning Operations (5.5 hours)
 - 翳固清潔實務的技巧
Consolidation of Cleaning Operations Skills

個人成長 (14小時) Personal Growth (14 hours)

- 職業生涯規劃
Career Planning
 - 求職及面試準備
Job Search and Interview Preparation
 - 迎接新工作
Adapting to New Employment
- 個人衛生與健康 (二)
Personal Hygiene and Health (II)
- 個人及群性發展 (二)
Personal and Social Development (II)
 - 溝通技巧
Communication Skills
 - 自我管理及情緒調控
Self-Management and Emotional Regulation
 - 團隊精神培養
Team Spirit Development

2026280839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

課程提供機構 Course Provider	香港中華基督教青年會 Chinese YMCA of Hong Kong
學習範疇 Area of Study	工程及生產 Engineering and Production
課程簡介 Course Introduction	<p>本課程旨在聚焦職前訓練，教授學員認識機械人的基本知識、如何操作商場內常見的機械人和在商場工作時所需要的客戶服務技巧訓練，為學習有需要的學生提供職前訓練的機會及開拓更多就業空間。針對學員著重簡單及重覆的學習方式，改變昔日在工場上的沉悶學習環境，提供一個既有學習效能及嶄新的學習體驗，配合社會未來的發展及技能需要。</p> <p>This course aims at introducing the basic knowledge, skills in operating robots and concepts of customer service. With vital and emerging trend of robot existence in retail, students will be trained to provide customer service in dynamic environment of shopping malls together with robots. Course content is composed of theories and practical part which emphasizes on application in both virtual and real scenarios. At the end of the course, students will be able to demonstrate basic customer service skills in responding to customers. Applying the knowledge and skills of basic mechanical operation, students can manage to control and collaborate with the robot in shopping mall. With repeated practices of student-robot-customer interaction, students will be able to identify difficulties and attempt to generate solutions. Such learning process enhances their self-understanding and confidence which is important for future plans in study and work.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>課程教學與實踐並重，除了教授學員對商場機械人服務大使的認識及前備職業的訓練，例如客戶服務技巧外，還特別著重訓練學生的共通能力、溝通能力、人際關係；及建立關愛共融、正面的價值觀和態度，讓學生提升使命感及承擔感，透過增強學員的客戶服務技能及解難能力和提升學員的科技覺知，從而建立學員對服務業的就業期望及應具備的態度和專業技能，為學員將來升學或就業作好準備。</p> <p>The course emphasizes on both theoretical and practical training. During the training, students will understand more about how to be Shopping Mall Robot Service Ambassador and keep abreast of the trend of how technology is applied in the business arena. Besides customer service techniques, communication skills and problem solving abilities will be enhanced. With the help of the guidance and facilitation of teachers and career planning experts, students will go through continuous improvement and well prepare themselves for further studies and employment.</p>

2026280839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <p>(1) 認識商場客戶服務大使的基本實務知識及服務技巧； (2) 認識機械人的基礎知識、簡單操作及技巧； (3) 認識商場機械人服務大使的主要角色、工作要求與職業操守； (4) 建立客戶服務大使與機械人的協作夥伴關係，共同提供服務予商場的顧客； (5) 提升相關範疇之升學及就業發展所需的自我認知。</p> <p>Upon successful completion of the course, students are expected to:</p> <p>(1) Able to demonstrate basic customer service skills in responding to customers; (2) Able to apply the knowledge and skills of basic robot operation; (3) Understand the job roles, requirements and responsibility of shopping mall robot service ambassador; (4) Manage to control and collaborate with the robot in shopping mall; (5) Enhance self-understanding and confidence for future plans in study and work.</p>
升學路向 Articulation to Further Studies	<p>完成課程後，學生應能：</p> <ul style="list-style-type: none"> 選讀青年會專業書院其他課程。 <p>Upon successful completion of the course, students are expected to:</p> <ul style="list-style-type: none"> study other courses at YMCA College of Careers.
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：正式開課日期待定，2026 年 9 月份開始 (逢星期三)</p> <p>Commencement date: Specific date will be confirmed later. The first lesson will be commenced in September, 2025 (every Saturday)</p> <p>時間：下午 1 時至下午 5 時</p> <p>Time: 1:00 pm – 5:00 pm</p> <p>地點：九龍油麻地窩打老道 23 號，香港中華基督教青年會 – 青年會專業書院</p> <p>Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon.</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定</p> <p>Details will be confirmed between the course provider and schools concerned.</p>
課程對象 Target Students	輕度智障 / 中度智障 Mild IDD / Moderate IDD
課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

單元一：商場內的客務關係及服務(基礎篇) (30 小時)

Module 1: Foundation of customer service in shopping mall context (30 hours)

- 認識客務關係及服務對商場的重要性
The importance of customer service in shopping mall
- 了解商場客戶服務大使之功能及職責
The functions and responsibilities of service ambassador
- 認識優質客戶服務與客戶服務大使之關係
Role of service ambassador in pursuit of good quality of customer service
- 認識優質客戶服務所應有之技巧及態度
Applying the skills and attitude of professional customer service ambassador

單元二：認識機械人在商場內的應用、建立空間及方向感的認知(概念、理論、實踐課) (30 小時)

Module 2: Recognize the usage of robot in spatial and directional application in shopping mall (concepts, theories and practices) (30 hours)

- 認識商場內的不同環境、設施及其提供的基本客戶服務
Shopping mall environment, facilities and related customer service
- 認識商場機械人的種類和應用
Types and application of robots
- 認識機械人與日常生活的關係
Application of robots in daily life
- 透過簡單遊戲活動、電腦模擬操作、課堂情境設置、及小組協作技巧等，令學員認識空間、距離、方向的概念
Introduction to the concepts of spatial, distancing and direction through simulated computer exercises and group work

單元三：商場靜態機械人簡單操作與客戶服務 (40 小時)

Module 3: Operation of static robot and customer service (40 hours)

- 透過模擬職場訓練令學員對簡單的工作流程、安全措施及工作環境有初步認識
Understanding the basic concepts of workflow, safety measures and shopping mall environment
- 認識機械人職業安全、風險評估及處理(概念、理論、實踐課)
Understanding occupational safety, risk evaluation and management (concepts, theories and practices)
- 透過示範及模擬操作體驗如何操作靜態機械人
Knowing how to control static robot through demonstration and simulation
- 商場機械人服務大使所扮演的夥伴角色
Role of service ambassador as the companion of robot
- 透過角色扮演訓練學員職場上的客戶服務技巧
Role play exercises on customer service skill

單元四：生涯規劃-自我認識及能力探索(20 小時)

Module 4: Career and Life Planning – Self-understanding (20 hours)

- 生涯規劃教育-自我認識及能力探索
Self-understanding and exploration

2026280839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元一：商場內的客務關係及服務(進階篇) (30 小時)

Module 1: Advance skills of customer service in shopping mall context (30 hours)

- 透過第一學年所學的客戶服務知識及技巧，循序漸進地構建不同的複雜情境，令學員掌握在商場擔任服務大使時實際情況
Based on the customer service knowledge and skills learned in the first academic year, different customer service skills will be applied in complicated scenarios in shopping mall
- 面對不同性格顧客的應有態度及回應技巧
Skills and attitudes in handling customers with different characters
- 認識處理壓力及情緒控制的方法
Ways to deal with stress and emotional control
- 透過課堂模擬不同事故發生的情境，訓練令學員學習對簡單事故處理的應對，加強對情緒管理的認知
Ways to deal with simple crises by simulating different customer service situations
- 透過課堂模擬情境，展示服務大使在處理「突發性事件」時的客戶服務技巧及情緒處理方法
“Sudden occurrence” will be handled through customer service skills and emotional methods in different classroom settings

單元二：商場動態機械人的應用 (30 小時)

Module 2: Application of motion robots in shopping mall context (30 hours)

- 商場機械人的應用(理論及模擬訓練)
Application of robots (theories and simulated training)
- 認識商場環境及其提供的服務，和機械人所扮演角色
Roles of robots in shopping mall context
- 透過課室圖片及實物指認訓練加強學員空間感官的認知
Strengthen spatial skills with classroom image and object recognition training
- 從課堂上模擬不同的商場實境，讓學生體驗如何操作機械人
Simulated training on operating the robot in different scenario in shopping mall
- 實地考察，把課堂所學的概念轉化為具體
Site visit and practice
- 透過不同的考察地點，令學員從簡單至複雜體會及認識不同工作環境的實際情況
Learning practical knowledge from simple to complicated experiences in different shopping mall environment

單元三：商場動態機械人簡單操作與客戶服務應用(40 小時)

Module 3: Operating motion robots for customer service (40 hours)

- 透過實地考察讓學員觀察不同商場處所內的設施
Observe the real setting of facilities in shopping malls
- 商場動態機械人的安全應用(理論及模擬訓練)
Safety regulations in operating motion robot in shopping mall (theories and practices)
- 透過簡單模擬情境，如在課室內無障礙物下陪同和控制機械人進行簡單任務
Perform simple duties with robots in classroom under virtual setting
- 透過課堂模擬情境展示在不同情境下服務大使需要提供的即時應變服務
Services provision in different scenarios under virtual setting
- 模擬不同事故發生的情境訓練令學員學習對簡單事故處理的應對，加強對安全意識的認知
Practices in handling different scenarios with emphasis on safety issues

2026280839 商場機械人服務大使 Shopping Mall Robot Service Ambassador

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

單元四：生涯規劃教育-事業管理與實踐的能力(20 小時)

Module 4: Career and life planning – career path (20 hours)

- 生涯規劃教育 - 事業管理與實踐的能力
Career and life planning - exploring the career path

*備註：關於生涯規劃教育

生涯規劃教育將滲透整個課程設計，並分拆成多個小節於第 1 及第 2 學年中教授。期望通過多元體驗及循序漸進的課程特色，由淺入深，讓學員得益更大。由自我認識開始，鼓勵學員認識其興趣、能力及價值觀，使學員自我探索及發掘是否具備客戶服務大使的特質及擁有機械控制操作的敏感度，繼而思考職業與自身的配對，亦會探討未來升學及就業的可能性，最後學習解難方法及訂立事業目標，讓有特殊學習困難的學生更容易理解及吸收課程內容。

Remarks: Elements of Career and Life planning are embedded in the course for both Year 1 and 2. The course content provides fundamental knowledge and skills leading to practical operation of how to provide customer service with robots in the shopping mall. Throughout the process, students develop self-understanding on their strengths, weaknesses, value and interests. They are encouraged to explore whether they match the job nature relating to customer service and control of mechanical tools. Under the facilitation of career and life-planning experts, students will learn to develop problem solving skills and attempt to explore their career path.

2026280842 校園助理培訓 School Assistant Training

課程提供機構 Course Provider	香港中華基督教青年會 Chinese YMCA of Hong Kong
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>本課程旨在讓學生對於校園助理有全面的認識和理解，課程內容涵蓋了學校組織架構、日常校務支援、活動籌備及職業安全等方面，並透過不同的活動及學習體驗，提升學生的工作技能、解難能力、社交能力、自信心，擴大他們的就業空間，未來升學或就業作好準備。</p> <p>This course aims to provide students with a comprehensive understanding of school assistants. The content covers various aspects such as the school organizational structure, daily administrative support, event planning, and occupational safety. Through different activities and learning experiences, the course enhances students' work skills, problem-solving abilities, social skills, and self-confidence, thereby broadening their employment opportunities and preparing them for future academic advancement or employment.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>此課程理論與實踐並重，除了教授學員對學校一般校務支援、文件處理、活動籌備及前備職業的訓練外，還特別著重訓練學生的解難能力、社交能力、共通能力、溝通能力、人際關係；及建立關愛共融、正面的價值觀和態度，提升學生使命感、責任感及承擔感，透過增強學員的各方面技能及應變能力，從而建立學員對就業期望及應具備的態度和專業技能，為學員將來升學或就業作好準備。</p> <p>The course emphasizes on both theoretical and practical training. It trains students in general school administrative support, document handling, event preparation, and foundational vocational skills. Particularly, it focuses on developing students' problem-solving abilities, social skills, common competencies, communication skills, and interpersonal relationships. The aim of the course is to foster a caring and inclusive environment, instilling positive values and enhancing students' sense of responsibility and accountability. Under the guidance and facilitation of teachers and career planning experts, students will go through continuous improvement and well prepare themselves for further studies and employment.</p>

2026280842 校園助理培訓 School Assistant Training

學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <p>(1) 掌握在學校一般行政支援工作； (2) 培養基本的活動籌備和執行能力； (3) 學習在學校工作的有效溝通與協作技巧； (4) 運用各類型辦公室應用軟件以協助處理學校日常工作； (5) 培養個人素養及正確態度，增強日後在相關職位上的發展。</p> <p>Upon successful completion of the course, students are expected to:</p> <p>(1) Master general administrative support tasks in schools; (2) Develop basic event preparation and execution skills; (3) Learn effective communication and collaboration skills in schools; (4) Utilize various office applications to assist in managing daily school operations; (5) Cultivate personal qualities and the right attitude to enhance future development in relevant positions.</p>
升學路向 Articulation to Further Studies	<p>完成課程的學生可以：</p> <ul style="list-style-type: none"> 選讀青年會專業書院其他課程。 <p>Upon successful completion of the course, students are able to:</p> <ul style="list-style-type: none"> study other courses at YMCA College of Careers.
授課安排 Class Arrangements	<p>模式一 Mode 1</p> <p>開課日期：正式開課日期待定，2026 年 9 月份開始（逢星期六）</p> <p>Commencement date: Specific date will be confirmed later. The first lesson will be commenced in September, 2026 (every Saturday)</p> <p>時間：下午 2 時至下午 6 時</p> <p>Time : 2:00 pm – 6:00 pm</p> <p>地點：九龍油麻地窩打老道 23 號，香港中華基督教青年會 – 青年會專業書院</p> <p>Venue: The Chinese YMCA of Hong Kong – YMCA College of Careers, 23 Waterloo Road, Yaumatei, Kowloon.</p> <p>模式二 Mode 2</p> <p>有關詳情有待課程提供機構與學校協定</p> <p>Details will be confirmed between the course provider and schools concerned.</p>
課程對象 Target Students	輕度智障 Mild IDD

應用學習調適課程資料

Course Information for Adapted Applied Learning Courses

2026280842 校園助理培訓 School Assistant Training

課程費用 Course Fee	請參閱該年度的課程一覽表 Please refer to the course list of the year
查詢 Enquiries	請參閱該年度的課程一覽表 Please refer to the course list of the year

2026280842 校園助理培訓 School Assistant Training

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

1. 學校環境介紹 - 4 小時

Introduction to School Structure and Positions – 4 hours

- 學校組織架構
Introduction to school organizational structure
- 校內不同的崗位及職責
The functions and responsibilities of various positions
- 不同崗位之間的協作關係
Collaborative relationships between different positions

2. 日常校務支援與技能(基本篇) – 48 小時

Foundation of Daily School Administration Support and Skills – 48 hours

- 校園助理的職責及工作態度
Responsibilities and work attitude of school assistants
- 基本的日常校務支援工作和技能
Basic daily administrative support tasks and skills
- 基本的學校接待處工作
Fundamental duties of the school reception
- 整理和歸檔各類公文、報告及會議記錄
Organizing, and filing of various documents, reports, and meeting minutes
- 協助預備及安排校內會議
Assist in preparing and arranging school meetings
- 文件送遞 / 郵寄工作
Document delivery / mailing tasks
- 協助學生日常的校園生活
Support students in their daily school life
- 協助老師準備課堂工作
Assist teachers in preparing course materials

3. 校園活動支援與技能(基礎篇) – 48 小時

Foundation of School Activity Support and Skills – 48 hours

- 認識不同的校內活動
Types of school activities
- 基本的活動籌備工作與流程
Basic preparation work and processes of school activities
- 基本的活動宣傳準備工作
Basic promotional preparation of school activities
- 認識職業安全及健康的風險及正確態度
Understanding occupational safety, risk evaluation and attitude

4. 生涯規劃教育 – 20 小時

Career and Life Planning – Self-understanding – 20 hours

- 校園助理的個人素養及禮儀, 以及職業探索
Personal attributes and job explorations

2026280842 校園助理培訓 School Assistant Training

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

1. 日常校務支援與技能(進階篇) – 44小時

Advance skills of Daily School Administration Support – 44 hours

- 學校接待處工作(進階篇)
Advance skills of the school reception
- 文件及數據處理技巧(進階篇)
Advanced document and data processing techniques
- 電郵知識與應用(進階篇)
Advanced knowledge and applications of email
- 協助老師與學生的工作技能與注意事項(進階篇)
Skills and considerations for assisting teachers and students
- 線上會議工具的操作(進階篇)
Operation of online meeting tools

2. 校園活動支援與技能(進階篇) - 48小時

Advanced Scholl Activity Support and Skills – 48 hours

- 不同的校內活動執行與支援(進階篇)
Advance skills of execution and support for school activities
- 不同活動的注意事項
Important considerations for different activities
- 面對不同活動時的簡單應變方法
Ways to deal with simple crises for different activities
- 學校不同活動後的善後工作流程
Follow-up actions after activities

3. 生涯規劃教育 – 28小時

Career and Life Planning – Self-understanding – 28 hours

- CV360的應用
Application of CV360
- 職涯選擇
Career planning
- 模擬面試
Mock interviews

2026280844 社會服務助理培訓 Social Service Assistant Training

課程提供機構 Course Provider	協康會 Heep Hong Society
學習範疇 Area of Study	服務 Services
課程簡介 Course Introduction	<p>本課程旨在讓學生認識社會服務助理的主要職責與工作內容，包括行業理念、行政支援及日常任務如接待、文書等。透過多元學習活動，培養溝通協作、解難與組織能力，提升專業技能與自信心，為未來投身社會服務或相關工作做好準備。</p> <p>This course aims to provide students with a comprehensive understanding of social service assistants. The content covers various aspects such as the core principles of the industry, administrative support, and daily tasks including reception and clerical work. Through diverse learning activities, the course develops students' communication, collaboration, problem-solving, and organizational skills, while enhancing their professional competence and self-confidence, thereby preparing them for prospective careers within social services or related fields.</p>
授課語言 Medium of Instruction	中文 Chinese
學習活動特色 Course Features	<p>本課程以「與職業相關能力」為軸心。透過認識社會服務行業，練習基本工作技能，了解工作要求，並培養正確概念、應用與反思能力，展現堅毅和創新精神。課程設計亦採用四大策略：「多元呈現」以文字、圖像、影片及實物學習；「多元參與」結合遊戲化與同儕合作提升動機；「多元表達」透過口頭、書面及實作展示成果；「標準化與步驟化」將複雜內容拆解為明確步驟，循序漸進完成學習。此外，課程設有階段性評估，讓導師與學生更能瞭解學習的進度及成效，並作相應的調節，以滿足學生的學習需要，為將來升學或就業作好準備。</p> <p>The course emphasizes on developing vocational skills and competencies for the social service industry. Students gain a solid understanding of industry practices while learning fundamental work skills and job requirements. The program promotes accurate concepts, practical application, and reflective thinking, while fostering resilience and innovation. Learning is enriched through varied strategies, including multimedia resources, interactive activities, and collaborative tasks. Students demonstrate progress through presentations, written work, and practical exercises, with complex content simplified into clear steps for effective mastery. Regular formative assessments monitor progress and guide adjustments, ensuring students are well-prepared for future academic advancement or employment opportunities.</p>

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學習成果 Learning Outcomes	<p>完成課程後，學生應能：</p> <ol style="list-style-type: none">了解自我的特質及強項；了解現時社會福利服務的內容及了解社會服務助理的角色及職責；提升綜合工作能力，包括溝通、解難、計劃組織及完成任務的能力；提升綜合實務技能，包括文書工作、接待工作、採購工作及教具製作與佈置等；認識及了解現時社會福利服務的真實工作環境；了解自身的職業發展方向及求職技巧。 <p>Upon successful completion of the course, students are expected to:</p> <ol style="list-style-type: none">Understand their personal characteristics and strengths.Demonstrate an understanding of current social welfare services, as well as the roles and responsibilities of social service assistants.Develop and strengthen key work competencies, including communication, problem-solving, planning, organizational, and task completion skills.Improve their practical skills in areas such as clerical work, reception duties, procurement, and the preparation and arrangement of teaching materials.Acquire insight into the actual working environment of contemporary social welfare services.Recognize their career development pathways and apply appropriate job-seeking skills.
升學路向 Articulation to Further Studies	<p>完成課程的學生可以：</p> <ul style="list-style-type: none">出席率達 80%，將獲本會發出的修業證書；選讀其他活動助理、社福活動助理等相關課程。 <p>Upon successful completion of the course, students are able to:</p> <ul style="list-style-type: none">A certificate of accomplishment will be awarded to qualified students with 80% attendance;Enroll in other related courses such as Program Assistant or Welfare Worker programs.

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<p>授課安排 Class Arrangements</p>	<p>模式一 Mode 1 開課日期：請參閱該年度的課程一覽表。 Commencement date: Please refer to the course list of the year. 時間：請參閱該年度的課程一覽表。 Time: Please refer to the course list of the year. 地點：協康會賽馬會星亮資源中心 九龍何文田愛民邨新民樓地下 106-117 室 Venue: Jockey Club STAR Resource Centre Units 106-117, G/F, Sun Man House, Oi Man Estate, Homantin, Kowloon</p> <p>模式二 Mode 2 有關詳情有待課程提供機構與學校協定。 Details will be confirmed between the course provider and schools concerned.</p>
<p>課程對象 Target Students</p>	<p>輕度智障 Mild IDD</p>
<p>課程費用 Course Fee</p>	<p>請參閱該年度的課程一覽表。 Please refer to the course list of the year.</p>
<p>查詢 Enquiries</p>	<p>請參閱該年度的課程一覽表。 Please refer to the course list of the year.</p>

2026280844 社會服務助理培訓 Social Service Assistant Training

課程結構 Course Structure

第一年 (共 120 小時) Year 1 (Total: 120 hours)

1. 社會服務概論 (15 小時)

Introduction to Social Service (15 hours)

- 社會服務理念、類別與倫理守則
Principles of Social Services, Categories, and Code of Ethics
- 認識社會服務助理的角色及職責
Understanding the Role and Responsibilities of a Social Service Assistant

2. 實務技能 (93 小時)

Practical Skills Training (93 hours)

- 接待服務使用者方法
Methods for Receiving Service Users
- 回覆服務使用者查詢
Responding to Service User Inquiries
- 活動帶領
Activity Facilitation
- 活動後場地還原及執拾
Venue Restoration and Cleanup After Activities
- 會員表及報名表輸入
Data Entry for Membership and Registration Forms
- 文件核對工作
Document Verification and Checking
- 網上會議平台架設
Setting Up Online Meeting Platforms
- 匯報場地設備架設
Setting Up Equipment for Reporting Venues
- 中心日常用品採購
Procurement of Centre Daily Supplies

3. 工作體驗與實踐 (12 小時)

Work Experience and Practice (12 Hours)

- 社福單位探訪
Visits to Social Welfare Units
- 真實工作情境體驗
Realistic Work Scenario Experience

2026280844 社會服務助理培訓 Social Service Assistant Training

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

1. 個人成長 (12 小時)

Personal Growth (12 hours)

- 自我認識
Self-awareness

2. 實務技能 (93 小時)

Practical Skills (93 hours)

- 嘉賓及訪客到訪接待
Guest and Visitor Reception Services
- 活動帶領
Activity Facilitation
- 文件送遞及寄件
Document Delivery and Mailing
- 財務單據處理
Financial Document Processing
- 機密文件處理及銷毀
Confidential Document Handling and Disposal
- 中心物資分類及盤點
Centre Supplies Sorting and Inventory
- 活動海報設計
Event Poster Design
- 活動物資預備及製作
Preparation and Production of Event Materials
- 中心壁報及場地佈置
Centre Bulletin Board and Venue Decoration and Setup

3. 工作體驗與實踐 (9 小時)

Work Experience and Practice (9 hours)

- 社福單位探訪
Visits to Social Service Units
- 真實工作情境體驗
Realistic Work Scenario Experience

2026280844 社會服務助理培訓 Social Service Assistant Training

課程結構 Course Structure

第二年 (共 120 小時) Year 2 (Total: 120 hours)

4. 職涯發展 (6 小時)

Career Development (6 hours)

- 職涯規劃及工作選擇

Career Planning and Job Opportunities