

APPLICATION FORM

IVE Engineering

Your Partner in Professional Development

EDiT, B322, 20 Tsing Yi Rd, Tsing Yi Island, NT, HK. F: 3475 0845 E: EDiT@vtc.edu.hk

Course Title:	綜合調解員培訓員課程 General Mediator Training Course	Course Code:	1321-1
Class Schedule:	Schedule : 28/2 – 28/3/2015 (Every Saturday) Time : 9:15 – 18:45 (Provisional) Duration : 40-hour	Application Deadline:	09-Feb-2015

Personal Particulars

Name: (should be the name shown on HKID/Passport)	(Name in English, family name first)	(Chinese name)
HKID/Passport No.:	()	Date of Birth: (dd / mm / yy)
Correspondence Address:		Office Phone:
		Mobile Phone:
		Fax:
Email Address:		

Academic and Professional Qualifications (The highest qualification first. Attach copy of transcripts and/or certificates)

Year	Academic Institution/Professional Body	Academic Award/Professional Qualification

Working Experience (The most recent first. Attach additional sheet if necessary)

Date of Employment (mm/yy to mm/yy)	Name of Company	Position and Duties

Fee (Crossed cheque made payable to "Vocational Training Council")

Course Fee: HK\$13,000	Cheque No.:
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Declaration (*Delete where appropriate)

I wish to receive information from VTC (including course information from its member institutions): (Yes / No)*

I declare that the information provided in this form is, to my best knowledge, accurate and complete. I agree to abide by the rules and regulations of IVE if I am admitted to the course. I understand that the information provided in the form will be used by VTC in the admission process and course administration.	Signature: Date:
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Notes

- Whether a course will be offered depends on the enrolment and is subject to approval by VTC.
- The applicant will be informed of the timetable one week before the commencement of class.
- To facilitate communication, the applicant should provide in the Application Form a contact number of mobile phone which can receive SMS messages.

綜合調解員培訓員課程 General Mediator Training Course

(Course Code: 1321)

This course is co-organized by Hong Kong Institute of Vocational Education (IVE) and Hong Kong Mediation Centre (HKMC).

Course outline

- Overview of Conflicts, Mediation and ADR Approach
- Mediation Process
- Mediation Skills: Communications Skills, Paraphrasing, perception check, Summarizing Skills, Questioning Skills, Facilitation Skill, Active Listening Skills, Reframing Skills, Empowerment & Negotiation Skills
- Mediation Skills: Best Alternative To a Negotiated Agreement (BATNA) and Worst Alternative To a Negotiated Agreement (WATNA)
- Mediation Skills: Handling Impasses and Deadlocks, Closing the Last Gap
- Basic Concepts of Contract, Settlement Agreement and other related documents
- Mediation Strategy
- Code of Mediation, Mediation Ordinance
- Mediator's Rules and Code of Ethics

Entry Requirements

- Post-secondary qualification or above;
- Good command of Chinese and English.

Assessment

- Settlement agreement drafting assessment (25%)
- End-of-course assessment (75%)

Completion Requirements

- Achieved and attendance rate of 100%; and
- Achieved scoring of at least 60% in two course assessments

Award

- A Certificate of General Mediator Training Course will be issued by HKMC to who have achieved 100% attendance rate and have passed course-end assessment.

Class Venue

- HK Institute of Vocational Education (Morrison Hill)
6 Oi Kwan Road, Wanchai, Hong Kong
- Or, other campuses of VTC

Course Fee

- HK\$13,000



Application

- Complete the Application Form, copy of academic qualification and a crossed cheque, submit to:
Engineering Discipline In-service Training
HK Institute of Vocational Education (Tsing Yi)
B322, 20, Tsing Yi Rd, Tsing Yi Island, N.T.

Enquiries

Tel : 2435 9423 (Mon-Fri: 0900-1700)

Fax : 3475 0845

Email: EDiT@vtc.edu.hk

Website: EDiT.vtc.edu.hk