

HKQAA TRAINING PLANNER (JUL TO OCT 2010)

Courses Title	Duration (Day)	Fees HK\$	Course Code				
			Jul	Aug	Sep	Oct	
Quality Management Systems							
ISO 9001:2008 Quality Management Systems - Introduction	9:00am-12:00pm Half-day	Free	QMS1C/HK-07A 23-Jul		QMS1C/HK-09A 30-Sep		
ISO 9001:2008 Quality Management Systems - Understanding & Application	1	1300	VM1C/HK-07A 5-Jul	VM1C/HK-08A 2-Aug	VM1C/HK-09A 3-Sep		VM1C/HK-10A 11-Oct
ISO 9001:2008 Quality Management Systems - Internal QMS Auditor Training	2	2800	VM3C/HK-07A 12-13 Jul	VM3C/HK-08A 9-10 Aug	VM3C/HK-09A 13-14 Sep		VM3C/HK-10A 18-19 Oct
ISO 9001:2008 Quality Management Systems - Advanced Internal Auditing Techniques	2	3000/ 2700*					QMS5C/HK-10A 21-22 Oct
ISO 9001:2008 Quality Management Systems Documentation	1	1300		QMS4C/HK-08A 13-Aug			
QMS ISO 9001:2008 Auditing Refresher Course (Transition) (English)	**NEW**	1600/ 1500*			S078E/HK-09A 29-Sep		
Quality Management Systems Auditor/Lead Auditor Training Course (IRCA Reg #A17071) (English)	5	10000/ 9500*			QMS/IRCA/09 13-17 Sep		
Run a World Class Wine Storage Facility	**NEW**	1500	QM01C/HK-07A 23-Jul				QM01C/HK-10A 8-Oct
Environmental Management Systems							
ISO 14001:2004 Environmental Management Systems - Understanding & Application	1	1500/ 1300*	EMS2C/HK-07A 9-Jul	EMS2C/HK-08A 6-Aug	EMS2C/HK-09A 10-Sep		EMS2C/HK-10A 20-Oct
ISO 14001:2004 Environmental Management Systems - Internal EMS Auditor Training	2	3000/ 2700*	EMS3C/HK-07A 19-20 Jul	EMS3C/HK-08A 23-24 Aug			EMS3C/HK-10A 28-29 Oct
Managing Greenhouse Gases (GHG) Emissions (English)	**NEW**	1600/ 1500*			EM03E/HK-09A 30-Sep		
Environmental Management Systems (ISO 14001:2004) Auditor/Lead Auditor Training (English)	**NEW**	10000/ 9500*			EM01E/HK-09A 20-22 & 27-28 Sep		
Environmental Management Systems (ISO 14001:2004) Auditor/Lead Auditor Conversion Training (English)	**NEW**	6200/ 5700*			EMS9E/HK-09A 20-22 Sep		
Occupational Health and Safety Management							
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Understanding & Application	1	1500/ 1300*	OHS8C/HK-07A 12-Jul	OHS8C/HK-08A 5-Aug	OHS8C/HK-09A 24-Sep		
OHSAS 18001:2007 Occupational Health and Safety Management Systems - Internal OHS Auditor Training	2	3000/ 2700*	OHS9C/HK-07A 19-20 Jul	OHS9C/HK-08A 17-18 Aug			OHS9C/HK-10A 20-21 Oct
Risk Assessment for Safety Management System Implementation	1	1500		OH04C/HK-08A 27-Aug			
OHSAS 18001:2007 Occupational Health and Safety Management Systems Auditor/Lead Auditor Training (English)	**NEW**	10000/ 9500*			OH06E/HK-09A 20-22 & 27-28 Sep		
OHSAS 18001:2007 Occupational Health and Safety Management Systems Auditor/Lead Auditor Conversion Training (English)	**NEW**	6200/ 5700*			OH11E/HK-09A 20-22 Sep		
Food & Pharmaceutical Sector							
Implementing HACCP for Food Businesses Programme	2	3100	HA10C/HK-07A 7-8 Jul				
ISO 22000:2005 Food Safety Management Systems Implementation Course	3	4800		HA9C/HK-08A 11-13 Aug			
Hygiene Control System - Understanding & Implementation	1	1300		GP02C/HK-08A 25-Aug			
ISO 22000:2005 Food Safety Management Systems - Understanding & Application	1	1300			HA5C/HK-09A 1-Sep		
Corporate Social Responsibility							
Integrating Social Responsibility into your Organisation	1	1500	EW21C/HK-07A 21-Jul				EW21C/HK-10A 14-Oct
Customer Satisfaction							
ISO 10002:2004 Customer Satisfaction - Guidelines for Complaints Handling - Understanding & Application	1	1300	MT14C/HK-07A 16-Jul				
Management Tools, Skill for Improvement							
Public Security and Crowd Control Management	**NEW**	2	3000	MT30C/HK-07A 28-29 Jul			
Developing your Corporate Creativity for Problem Solving	**NEW**	1	1500		MT32C/HK-08A 30-Aug		
Developing High EQ in Service Delivery	**NEW**	1	1500		EW32C/HK-08A 31-Aug		
"The Art of Mediation : A Powerful Management Tool of Conflict Resolution"	**NEW**	1	1500			EW33C/HK-09A 6-Sep	
Implementation of HKQAA 5S in the Workplace Operation	1	1300					GP03C/HK-10A 22-Oct
Integrated Management Systems							
Integrated Management Systems Set Up & Audit Approach	2	3000		IMS2C/HK-08A 19-20 Aug			
Telecom and Information Service Management							
Risk Management for IT Security	**NEW**	2	3000			IS01C/HK-09A 16-17 Sep	

* Please refer the early bird payment deadline to our web-site

** For QF Member

For enquires, please contact our Training Service Unit at Tel: 2202.9111

Our web-site : <http://www.hkqaa.org>

Email : training@hkqaa.org

Last Updated Date : 5 July 2010

Please fax to (852) 2202 9198 / 2202 9222 for reservation.

SEMINAR / TRAINING ENROLLMENT FORM

Company Name: _____ HKSQ Membership: _____

Business Address: _____

Contact Person: (Mr./Ms.) _____

Tel: _____ Fax: _____ e-mail: _____

Business Nature (please tick the appropriate)

Manufacturing Services Construction Others : _____ (please specify)

Course Code	Course Date	Participant's Name (in block letters)	Participant's Title (in block letters)	Participant's Contact Number	E-mail Address (Must fill in)	Amount (HK\$)
		(Mr./Ms.)				
		(Mr./Ms.)				
		(Mr./Ms.)				
		(Mr./Ms.)				
		(Mr./Ms.)				
Total Amount:						

Bank Name: _____ Cheque No.: _____

Please make cheque payable to "Hong Kong Quality Assurance Agency" and send it together with this form to: Hong Kong Quality Assurance Agency, 19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong. If you enrol more than one course in different month, please issue a separate cheque for each course.

Please send me the invoice

How did you learn about the HKQAA course?

HKQAA web site HKQAA direct Email / Fax HKQAA training leaflet
 HKQAA Newsletter "VISION" Media / Advertisement Management recommendation
 Referral by _____ Others _____

Terms and Conditions

Registration

- Seats will be offered on a first-come-first-served basis. For details, please contact us at (852) 2202 9111.
- Registrants/participants are liable to settle the entire course fee once the enrolment form has been submitted.
- Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2202 9111.
- Payment should be made together with the enrolment form before the course commencement.
- Official receipt will only be issued upon written request.

Discount

- Early bird discount (applicable to selected course only)
 - o For courses with early bird discount offered, delegate should register and settle the payment three weeks before the course commencement to entitle the discount.
 - o Early bird discount cannot be applied in conjunction with any other special offer determined by HKQAA.
- Corporate discount
 - o 10% discount will be offered to a group of three or more to enroll in the same course and date.
 - o Corporate discount is not applicable to course below HKD500 and some specific courses.

Cancellation

- Course fee is non-refundable or non-transferable to other courses unless a formal written request of withdrawal is received by HKQAA at least three weeks before the class commencement. Late enrolments are subject to the same cancellation deadline.
- Should a delegate fail to attend or withdraw after cancellation deadline, the full fee remains payable.

Postponement

For any postponement request, HKQAA will endeavor to accommodate suitable alternatives wherever possible. The request should be made three weeks before the course commencement. Course fee cannot be waived or refunded.

Substitution

There will be no charge if a substitute person from the same organization wishes to replace the original delegate on the same course and date.

All the above services are subject to HKQAA's general terms and conditions as published and amended by HKQAA from time to time without prior notice. HKQAA reserves the right to cancel the course, change the trainer, content, date, time and / or venue as necessary.

Organizations contracted HKQAA as their management system certification service providers have no obligation to enroll in any HKQAA training services. The assessment result will not be affected.

I agree and accept the above terms and conditions Signature : _____ Date : _____