

Application Form for Trade Test for Grade A Electrical Work

Enquiry : 2100 9000/

WhatsApp: 5720 0072

Guides to Applicants:

1. Please read the Notes printed overleaf carefully before completing this form.
2. Please complete the form in English and in BLOCK letters unless otherwise stated, CIC may be unable to process and / or consider your application if you fail to provide complete information.
3. Please "✓" in the appropriate ☐.
4. Personal Particulars must be consistent with that on HKID Card.

A. Type of Trade Test Applied for

Type of Trade Test	Written Test (ELW)	Practical Test (ELA)
Trade Test for Grade A Electrical Work	<input type="checkbox"/> HK\$100	<input type="checkbox"/> HK\$400

Note: (1) Candidates **must first pass the written test (inclusive of Wire/Cable Color Identification Test) before applying for the practical test.** The Wire/Cable color identification test is conducted in form of a written test. Subject to prior approval from the HKCITTC, and when needed, written test attendees can bring and wear their own vision-aided eyeglasses during the Wire/Cable Color Identification Test. To apply for such an arrangement, please write to the HKCITTC when you enrol for the written test.

(2) Candidates must apply for and pass the practical test within **3 years** starting from the passing day of the written test. Upon passing both the written test and the practical test, candidates will be issued a "Trade Test Certificate for Grade A Electrical Work".

(3) Candidates who fail the test are required to re-apply for the test and pay the relevant application fees. Each candidate is allowed to attempt the written test and/or practical test no more than 4 times in every calendar year (Scheduling subject to actual circumstances).

(4) Availability of these tests may be subject to interruption due to, but not limited to, equipment/facility maintenance and adverse weather conditions. The tests including the admission of applications may be suspended due to the above mentioned incidents without prior notice. To confirm test availability, please contact us at 2100 9000.

B. Personal Particulars:

Name : (Chi) _____ (Eng) _____ Date of Birth : _____

Age : _____ HKID No. : _____ () Mobile : _____ Daytime Contact No. : _____

Address : _____ Email Address : _____

Emergency Contact (Optional)

1st Contact: Full Name: _____ Relationship: _____ Contact Number: _____

2nd Contact: Full Name: _____ Relationship: _____ Contact Number: _____

C. Trade Test Service:

1. Please select the language for testing: ☐ Traditional Chinese ☐ English

(Note: In case of differences between versions of the test papers, the Chinese language version shall prevail.)

2. Do you require test paper reading service from the CIC? ☐ No ☐ Cantonese ☐ Mandarin ☐ English

(Note: The CIC will try to arrange the above said service as per your request and yet reserves all rights and remedies to fulfill it. The CIC accepts no liability for any loss or damage arising directly or indirectly from the arrangement. The CIC shall not be liable for the accuracy of the translation and/or the test paper reading service.)

D. Electrician related Work Experience (At least 5 years of related work experience) :

Date (MM/YY)		Name of Company /Employer*	Type of Electrical Installation	Voltage & Current of Electrical Installation	Contact No
From	To				

*Must submit a copy of proof of work experience from Registered Electrical Contractor (REC), Owner of the fixed electrical installation, contractors of electrical works with company's stamp and signed by person-in-charge.

☐ I understand the requirements of presenting the original of the valid Green Card and wearing appropriate work wearing (including safety shoes) on practical test day and willingly give my undertaking to comply with them. I am fully aware that any non-compliance with the above said requirements will result in disqualification from course/test and that test fees are non-refundable in this regard.

(Please put a '✓' in the appropriate ☐)

Guides to Applicants

- The test fees listed may be reviewed and adjusted by the CIC if necessary, without prior notice.
- Applicants who have passed the written test (inclusive of Wire/Cable Color Identification Test) and practical test will be issued a "Trade Test Certificate for Grade A Electrical Work".
- Trade Test Certificate for Grade A Electrical Work" is not equivalent to the "Certificate of Registration of Electrical Worker" issued by the Electrical and Mechanical Services Department. For details, please visit the website of Electrical and Mechanical Services Department (www.emsd.gov.hk) or contact the Electrical and Mechanical Services Department.
- Applicants who are not Hong Kong Permanent Residents, please attach a copy of a valid working permit issued by the Hong Kong Immigration Department. The application fee is 3 times the basic testing fee for "Employment/Student Visa" holders.
- Applicants who have reached the age of 65, please call Hong Kong Construction Industry Trade Testing Centre at 2100 9000 to check which trades may require the submission of medical examination reports issued by Registered Medical Practitioners and to acquire the standard form of reports (BC form).
- Applicants may request a postponement of training/test/course by submitting their reasons in writing. Such a letter must reach the CIC **at least 3 working days** before the scheduled training/test/course day. If the reason is accepted by the CIC, the applicant can reschedule once for free.
- The CIC reserves all rights to amend training/test/course arrangements, including but not limited to accepting any training/test/course application and/or changing the relevant clauses in a timely manner without giving any reasons. The CIC will not accept any liability in respect of claims for expenses or other damages.
- Notice for candidates:
 - Candidates must show their **valid Construction Industry Safety Training Certificate (Green Card)** and **wear suitable work wear including safety shoes**; otherwise, they will not be able to attend the practical test and will be treated as absent.

Grade A Electrical Work Trade Test A級電力工程工藝測試	 Present valid Green Card 攜帶有效平安卡	 Bring your own Safety Shoes 自備安全鞋	Arrival time for Registration 到達登記時間	考生於測試當日若未能附合左列要求或其他相關測試要求將被取消課程 / 測試資格。已繳交之測試費用概不退還。如有需要，學員須重新按既定程序遞交申請 (包括重新遞交申請表及所需文件及重新繳交測試費用)。 Candidates, who on the test date fails to comply with the requirements listed herein or stipulated in other relevant documents, shall be disqualified for the test. Application fees are non-refundable in this regard. Disqualified candidates, if needed, are required to resubmit a new application subject to the general procedures (including submission of new application form & related documents as well as related test fee).
Written Tests (ELW) 筆試 (ELW)			9:45 am 上午 9:45	
Practical Tests (ELA) 實務試 (ELA)	MUST 必須	MUST 必須	8:15 am 上午 8:15	

- Candidates who arrive late are not allowed to enter the workshop and will be treated as absent.
- Application:
 - Applicants can enroll via the mobile application ("TTOA"). Upon approval of application, the applicants could settle the related payment via ATM / by Cheque / by bank transfer OR at 7-Eleven by presenting the barcode given in the TTOA.
 - Complete the application form together with a cheque or bank draft for the course fee payable to "Construction Industry Council".
 - A **photocopy** of the applicant's **HKID Card*** and **"Construction Industry Safety Training Course Certificate" (Green Card)** must be affixed to the application form.
**If the applicant does not wish to submit a copy of the HKID card, the applicant can present the original of HKID for verification in person at the Kowloon Bay Workers Registration Service Center (KBCWR), Nan Cheong Workers Registration Service Centre (NCWR) or the Hong Kong Construction Industry Trade Testing Centre (HKCITTC), Aberdeen within 30 calendar days of application submitted.*
 - Applicants must submit a copy of proof of work experience with the company's stamp and the signature of the person-in-charge, as mentioned in Part (D) above.
 - Send the completed application form, a copy of supporting documents and a cheque or bank draft to the Hong Kong Construction Industry Trade Testing Centre, 38/F, COS Centre, 56 Tsun Yip Street Kwun Tong, Kowloon.
 - All fees are non-refundable and non-transferrable. Applicants who want to withdraw from the test/training/course have to submit their reasons in writing to the CIC at least 3 working days before the schedule test/training/course date. An administration fee amounting to 20% of the paid fee will be charged. Special consideration will be given to applicants who request to withdraw because of prolonged injury.

For inquiry, please call 2100 9000, email to hkcittc@cic.hk and/or visit CIC website at www.cic.hk

**Please affix a copy of your
"Construction Industry Safety Training Course
Certificate" (Green Card) here**

Mark your Green Card copy with the word "COPY" in a place where personal details on the card will not be covered.

Please affix a copy of your HKID card* here

Mark your HKID card copy with the word "COPY" in a place where personal details on the card will not be covered.

*If the applicant does not wish to submit a HKID card copy, please present original for verification at KBCWR/NCWR/HKCITTC within 30 days of application submitted.



HONG KONG CONSTRUCTION INDUSTRY TRADE TESTING CENTRE

香港建造業工藝測試中心

【Personal Information Collection Statement】

1. Collection of Personal Data

- 1.1. The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form [This Personal Information Collection Statement should be attached or printed on the application form].
- 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Hong Kong Construction Industry Trade Testing Centre (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. For more information about the CIC's policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- b. Registering for the trade test/course/safety training/skill assessment or any other services which you apply for on the application form and assessing your eligibility thereto related;
- c. Supporting all logistics and operational measures (including but not limited to administration, security, health and safety related etc.) in place in the HKCITTC, implemented at discretion of the HKCITTC for the best interest of the public and stakeholders;
- d. Responding to situations involving risk of health and safety, including an emergency, possibly incurred during the course of the trade test/course/safety training/skill assessment or any other services;
- e. Keeping and maintaining qualification records;
- f. Conducting trade test/course/safety training/skill assessment inspections, invigilation, review and assessment;
- g. Facilitating communication with you, for example by means of SMS, WhatsApp, WeChat and/or other communication platforms/channels;
- h. Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- i. Managing access to the CIC's premises and for security purposes;
- j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- k. Handling complaints or enquiries;
- l. Performing analysis and conducting research and surveys;
- m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- n. Other purposes related or incidental to the conduct of the CIC's activities; and
- o. Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

- 3.1. The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
 - a. Any or all of the CIC's affiliates and/or subsidiaries;
 - b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
 - c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors;
 - d. Any party that owes a duty of confidentiality to the CIC; or
 - e. For consigned courses (e.g. Training Course for Persons Working on Suspended Working Platforms and Certification Course for Operator of Builder's Lift etc.), the related course consignor (e.g. Labour Department of the HKSAR and Electrical and Mechanical Services Department etc.) according to the related course approval conditions or requirements.
- 3.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Use of Personal Data Related to Direct Marketing

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events, promotion, job recruitment & referral and other aspects of its work and developments in the construction industry. You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

☐ I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

☐ I confirm that I have carefully read and understood the above Personal Information Collection Statement.

(Please put a '✓' in the appropriate ☐)

【Declarations by Applicant】

1. I hereby declare that all information provided by me on this application form and all documents submitted with this application are true and correct, to the best of my knowledge. I understand that giving false or misleading statement or information in the test/course application and/or for worker registration may constitute criminal offense and the application and/or registration may be deemed invalid.
2. I shall, if my application is accepted, conform to the Code of Practice for Trade Test of the Hong Kong Construction Industry Trade Test Centre ("HKCITTC"), which covers safety guidelines, disciplinary guidelines and guidance/instructions given from the invigilator during the test/course etc., with details available in the Construction Industry Council ("CIC") website. I will be responsible for the indemnification incurred in any damage of machines, tools and equipment resulted from my negligence or willful misconduct during the test/course. I consent to the CIC will not be accountable for any injuries and deaths incurred due to my negligence.
3. I understand and agree that the HKCITTC reserves all rights to reject my second test application (i.e. re-sit) where I fail to comply with the HKCITTC regulations and/or to present myself to the tests/courses without a valid justification.
4. I understand and agree that the HKCITTC reserves all rights to reject my test/course applications; and to deny my test eligibility at its sole discretion without any refund/compensation liability. The HKCITTC also reserves all rights of final decision and interpretation in relation to any such decisions under no obligation to provide any further notice nor explanation.
5. I authorise the HKCITTC to verify my qualifications and/or obtain information in relation to the qualifications direct from the issuing authorities and consent to the direct transfer of such information between the issuing authorities and the HKCITTC.
6. I understand and agree that the HKCITTC accepts no responsibility for any information received from issuing authorities and is not liable for any loss or damage caused by it use or in relation to it.
7. I understand and agree that the HKCITTC reserves the right of final decision on and of interpretation of all requirements, terms and conditions, and arrangements concerning the Trade Test.
8. I shall enrol in suitable insurance plan according to my personal needs at my discretion for appropriate protection.
9. With the consent from the personnel concerned, I hereby authorise the HKCITTC and its representatives to reach out to any of the contact persons, contact information of whom provided in the earlier session Emergency Contact of this document, on my behalf in the event of an emergency.
10. I hereby offer my authorisation to the HKCITTC to take all necessary and practicable measures, to the best of its judgement and at its sole discretion, on my behalf in the event of an emergency. E.g. call for an ambulance.
11. I understand and accept that, in any case of my infringement against any critical safety requirements in Safety Assessment, or repetitive refusal to take all necessary safety measures as per instructions given by the centre staff, or undertaking any actions deemed by centre staff to pose serious threat to the safety and/or health of the mine or any other individuals present during the trade test/course, my test eligibility will be immediately terminated, while the result of the related test/course deemed as fail, and that I will stop the test/course and leave the test venue instantly as per request by centre staff.
12. I understand and agree that the HKCITTC reserves the right to take photos and/or video recording and/or audio recording within the premises of the HKCITTC, (including through the CCTV system and/or video recording system and/or audio recording system and/or others within the Trade Test workshops and classrooms and other areas within the HKCITTC), of the trade test/ course process, and/or the work, and/or the participant's behaviour at any moment during the trade test/ course/ or under any other circumstances. Related video and/or image and/or audio records will be handled in accordance with the Personal Data (Privacy) Ordinance
13. I understand and agree that the HKCITTC reserves the right, at its sole discretion, to amend or alter the terms and conditions without prior notice.

Applicant's Signature: _____ (To be signed by the applicant's self) Date : _____

Data input by: _____ Signature/Date: _____

Checked by : _____ Signature/Date: _____