

To: 5/F, THE HUB
23 Yip Kan Street, Wong Chuk Hang
Hong Kong
Development Section
Licensing and Regulation Branch
Social Welfare Department

Application Form for Organising ‘Health Worker Training Course’

The institute is now applying to the Director of Social Welfare (DSW) for organising the ‘Health Worker Training Course’ in accordance with Section 4A of the Residential Care Homes (Elderly Persons) Regulation and/or section 4A of the Residential Care Homes (Persons with Disabilities) Regulation.

(1) Name of Institute:

(English) _____

(Chinese) _____

(2) Address of Institute:

(English) _____

(Chinese) _____

(3) Background of Institute (including Nature of Institute, e.g. Non-Governmental Organisation (NGO) or Body Corporate; Aims of Operation; Organisation Chart or other training-related activities etc. Please attach the details of related information):

(4) Name of Organising Course:

(English) _____

(Chinese) _____

Email address: _____

Fax number: _____

Email address: _____

Date: _____

Stamp of
Organisation: _____

Notes for Application

1. Institute is required to complete the application form and send it to Development Section, Licensing and Regulation Branch, Social Welfare Department together with the following documents -
 - 1.1 Document of institute's background;
 - 1.2 Certificate issued by Hong Kong Council for Accreditation of Academic and Vocational Qualifications, or document issued by self-accrediting institutions, to certify that the relevant course has been accredited;
 - 1.3 Course contents and other details (includes qualification and experiences of tutors and arrangement of on-the-job assessments (if applicable).)
2. Institute must have obtained the accreditation status before submitting the application. SWD will consider the validity period of the accreditation status in granting approval.
3. If the application and all relevant supporting documents are accurate and in order, SWD will normally require approximately 8 weeks to process and approve the application.
4. Institutes are prohibited from enrolling trainees until they have received approval from SWD to organise the 'Health Worker Training Course'.
5. Please contact Development Section, Licensing and Regulation Branch, SWD for enquiry. (Phone number: 3104 0687).