



職業安全健康局  
OCCUPATIONAL SAFETY & HEALTH COUNCIL



資歷架構  
Qualifications  
Framework



持續進修基金  
Continuing Education Fund  
Institute Code : 806

# 應用職業安全及健康專業文憑

Enrol in our **Professional Diploma in Applied  
Occupational Safety and Health**  
**Programme 2024**



*Your first step to becoming  
a safety professional and  
starting a rewarding career*

職安專才  
造福未來

- Recognised by the Labour Department
- Application Period: 18 October 2023 - 5 December 2023
- Programme Commencement: 12 March 2024



Enrolment Form

Enquiries: 2116 5702 / 3106 5680 / 3106 2000   Email: [trg@oshc.org.hk](mailto:trg@oshc.org.hk)   Website: [www.oshc.org.hk](http://www.oshc.org.hk)

*This course has been included in the list of reimbursable courses under the Continuing Education Fund. This course is recognised under the Qualifications Framework (QF Level 4).*

## Programme Aims and Objectives

Occupational Safety and Health is vital to the sustainability and success of modern enterprises. The law requires employers to provide safe working conditions through implementation of appropriate measures. The Professional Diploma in Applied Occupational Safety and Health (PDAOSH) Programme is designed for those who are interested in the field of occupational safety and health and / or planning to enter the profession as a Registered Safety Officer in Hong Kong. It aims to provide a well-structured and practical training for those who handle occupational safety and health matters in their workplace and to provide those who aspire to fulfil the training requirement for Registered Safety Officers under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations. At the same time, it is also useful for all professionals, including architects, engineers, managers, etc., who are interested in furthering safety and health practices in the design or operation of their enterprises.

## Intended Learning Outcomes

Upon completion of the programme, students should be able to:

1. Comprehend the technical skills required for implementing effective OSH measures in the workplaces.
2. Investigate, identify and analyze problems in the workplaces based on their understanding of the concepts and principles in occupational safety and health.
3. Formulate work plan and advice to the stakeholders on the OSH preventive measures that should be implemented.

## Recognition

### Labour Department, HKSAR Government

Holders of PDAOSH with relevant experience of not less than 2 years, including 1 year of post qualification experience; or holders of PDAOSH and a degree in Science or Engineering with not less than 1 year relevant experience will meet the requirements for registration as a Safety Officer.

## Programme Structure and Curriculum

PDAOSH is a 9-month part-time programme. It comprises 6 modules including practical site visits with a total of 189 contact hours.

| Module   |                                  | Contact Hours |
|----------|----------------------------------|---------------|
| Module 1 | Safety and Health Legislation    | 39            |
| Module 2 | Accident Prevention Technology   | 45            |
| Module 3 | Safety and Health Management     | 45            |
| Module 4 | Occupational Health and Hygiene  | 45            |
| Module 5 | Practical Site Safety Inspection | 9             |
| Module 6 | Project                          | 6             |
| Total:   |                                  | 189           |

## Medium of Instruction

The programme is conducted in Cantonese, supplemented by English. Course materials and assessments will be in English.

## Venue and Time for Classes

The programme will commence on 12 March 2024. Classes will be held on Tuesday and Friday evenings at North Point OSH Training Centre, 18/F, China United Centre, 28 Marble Road, North Point, Hong Kong.

## Admission Requirements

1. HKDSE 5 subjects at Level 2 or above, including English Language and Chinese Language, or equivalent; OR
2. Mature applicants (aged 21 or above at the start of programme), with 3 years of work experience and pass in both English Language and Chinese Language in HKCEE (Grade E) or HKDSE (Level 2), or equivalent.

## Assessment and Qualification to be Awarded

Assessments are mostly by coursework and end-of-module examinations. For Modules 5 and 6, assessment will be based on written reports and also (for Module 6 only) oral presentation. Students who achieve the attendance requirement (minimum of 80% attendance for Modules 1-4 and 100% attendance for Modules 5-6) and pass all assessment components will be awarded a Professional Diploma in Applied Occupational Safety and Health.

## Teaching Staff

All lecturers for the PDAOSH programme are highly experienced safety consultants and OSH professionals.

## Application Procedure

**Application Period: 18 October 2023 - 5 December 2023**

**Application Fee: HK\$100 (non-refundable)    Programme Fee: HK\$17,000**

Applicants may submit application through one of the following channels on or before **5 December 2023**. Successful applicants will be advised to pay the programme fee within 1 week upon notification from us.

(A) Online enrolment system

Please visit <https://eform.oshc.org.hk/course/tchi/course/ListCourse.asp?TopicID=8>

(B) Hard-copy submission

Please submit the following documents either by post or in person to (1) OSHC OSH Academy, 62 Chung Mei Road, Tsing Yi, NT or (2) North Point OSH Training Centre, 18/F, China United Centre, 28 Marble Road, North Point, HK:

1. A completed application form
2. Copies of certificates of highest academic and professional qualifications attained
3. Copies of proof of work experience
4. Copies of certificates of safety and health training (if any)
5. Proof of payment of the non-refundable application fee. Payment could be by:
  - a. transfer via Hang Seng Bank or HSBC ATM to the "Occupational Safety and Health Council" (HSBC Account No.: 567-778444-002). Original ATM transfer slip (facsimile and photocopy will not be accepted) should be submitted.
  - b. crossed cheque made payable to the "Occupational Safety and Health Council" with applicant's name, contact number and programme name written at the back (postdated cheque will not be accepted).
  - c. Applicants who apply in person may also make payment by cash.

### Qualifications Framework

This programme is recognised under the Qualifications Framework (QF) and has been listed in the Qualifications Register (QR) by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

**QF Level** : 4  
**QR Registration No.** : 15/002489/L4  
**Validity Period** : 1 March 2016 to 30 September 2026  
Qualifications Register website: <http://www.hkqr.gov.hk>

### Continuing Education Fund

For Continuing Education Fund application procedures and the application forms, please visit the website : [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef) or call government's 24-hour enquiry hotline : 3142 2277.

**Application Form**

Please complete this form in BLOCK LETTERS

**For Office Use Only**

Application Date: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_

**1. PERSONAL INFORMATION**

\* Please delete as appropriate

Name : \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Date of Birth (dd / mm / yy) : \_\_\_\_\_ \*H.K.I.D. Card No. / Passport No. : \_\_\_\_\_

Nationality : \_\_\_\_\_ \*Gender : M / F

Correspondence Address : \_\_\_\_\_

H.K. Tel. No. : \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Home) \_\_\_\_\_ (Office)

Fax No. : \_\_\_\_\_ (if applicable) E-mail address : \_\_\_\_\_

Present Occupation / Title : \_\_\_\_\_

**2. ACADEMIC ATTAINMENT**

(I) Public Examination Results (in chronological order)

| Issuing Authority | Date Issued<br>(Month/Year) | Public Examination | Subjects Meeting Requirement<br>and Results Attained |
|-------------------|-----------------------------|--------------------|--|
|                   |                             |                    |  |

(II) Education (in chronological order)

| Schools, Colleges, Universities, etc.<br>Attended/Attending | Class/Programmes Attended/<br>Attending and Qualification<br>Obtained/to be Obtained | Mode of<br>Attendance | Date (Month/Year) |    |
|---|--|-----------------------|-------------------|----|
|   |  |                       | From              | To |
|   |  |                       |                   |    |

**3. PROFESSIONAL QUALIFICATIONS** (in chronological order)

| Professional Qualifications | Full Name of Issuing Authority | Level Attained / to be Attained | Date Obtained / to be Obtained (Day / Month / Year) |
|-----------------------------|--------------------------------|---------------------------------|---|
|                             |                                |                                 |   |

**4. FULL EMPLOYMENT : RECORD TO DATE** (in chronological order) (Attach additional sheet if necessary)

| Name of Firm | Full-time | Part-time | Position Held | Nature of Work | Date (Day / Month / Year) |    |
|--------------|-----------|-----------|---------------|----------------|---------------------------|----|
|              |           |           |               |                | From                      | To |
|              |           |           |               |                |                           |    |

**5. SUPPORTING STATEMENT**

Please provide us any further information in support of your application, for example, reasons for choosing the programme and your career goals. (Attach additional sheet if necessary)

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**6. SOURCE OF INFORMATION**

How do you know about this programme? (You may choose more than one option)

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> OSHC Website | <input type="checkbox"/> OSHC Facebook                     | <input type="checkbox"/> OSHC Green Cross   |
| <input type="checkbox"/> Email        | <input type="checkbox"/> OSHC Quarterly Training Programme | <input type="checkbox"/> Promotion Pamphlet |
| <input type="checkbox"/> Newspapers   | <input type="checkbox"/> Friends                           | <input type="checkbox"/> Others : _____     |

## 7. DECLARATION

### Applicant's Declaration

1. I declare that the information provided in this form and the attached documents is accurate and complete. I authorise Occupational Safety and Health Council to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
2. I understand that provision of any false or misleading information therein shall lead to disqualification of my application for admission and any resulting registration. Any fees paid will not be refunded.
3. I consent that if admitted, I will comply with all the Rules and Regulations stipulated by Occupational Safety and Health Council.
4. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

#### 《Personal Data Collection Statement》

1. The information you provide to the Occupational Safety & Health Council (the "Council"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the "Ordinance"), will be used solely for purposes related to the activities of the Council.
2. To keep you informed of the Council's latest activities, the Council shall use your personal data, including your name, telephone number and correspondence and email addresses, to provide you with updates in relation to our training courses, events, services and other occupational safety and health related information. Your personal data may also be used for our research and statistical purposes.
3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below \*.
4. You have may make data access requests, data correction requests and data erasure requests to the Council in relation to your personal data. If you wish to do so, please submit a written request and email to [oshc@oshc.org.hk](mailto:oshc@oshc.org.hk).

\* ☐ I do not wish to receive any information from the Council in relation to its training courses, activities, services other related information.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### Consent and Acknowledgement for CEF Course Participant upon Enrolment

Name of CEF Course Provider : Professional Services Division (OSH Training Administration), Occupational Safety and Health Council

CEF Course Title : Professional Diploma in Applied Occupational Safety and Health

CEF Course Code : 31F140395 Commencement Date of the Course : 12 March 2024

#### Part I : CONSENT on Disclosure of Personal Data

1. I understand that Labour and Welfare Bureau ("LWB"), the Office of CEF ("OCEF") and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications ("HKCAAVQ") are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. The public authorities referred to in paragraph 1 above ("Specified Public Authorities") may require my personal data provided to Occupational Safety and Health Council for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
3. OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

Please **tick only one box** as appropriate

- ☐ I have read and understand the above paragraphs. I consent to the disclosure of my personal data, and other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.
- ☐ I have read and understand the above paragraphs. I confirm that I will not apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

#### Part II : ACKNOWLEDGEMENT

I hereby acknowledge that

- i. the CEF Course(s) mentioned above in which I have enrolled is/are part(s) of a package of other courses / programme not registered under CEF, and understand that I am not obliged to take the full programme for the purpose of CEF reimbursement upon my successful completion of the CEF Course mentioned above (applicable only if the captioned CEF Course(s) is/are part(s) of a package of other courses / programmes not registered under CEF).  
☐ Applicable ☐ Not Applicable (Please tick only one box as appropriate)
- ii. according to paragraph 14(j) of Annex II to the CEF Proforma, if the CEF Course(s) that I have enrolled is/are de-registered or suspended, I have the option to withdraw and the course provider shall refund in full unconditionally (in respect of any period of the de-registered or suspended course which has been paid but not completed) the tuition fees and other monies collected. If I choose to complete such de-registered or suspended course, I understand that I am not entitled to CEF reimbursement claims upon completion.

Signature: \_\_\_\_\_ Name of Course Participant: \_\_\_\_\_ HKID No.: \_\_\_\_\_ Date: \_\_\_\_\_



**OCCUPATIONAL SAFETY & HEALTH COUNCIL**

19/F, China United Centre, 28 Marble Road, North Point, Hong Kong SAR, China

Tel : (852) 2739 9377 Fax : (852) 2739 9779 Email : [oshc@oshc.org.hk](mailto:oshc@oshc.org.hk) Hotline : (852) 2739 9000

SafeFax : (852) 2316 2576 Website : [www.oshc.org.hk](http://www.oshc.org.hk)

