

兩年制  
全日課程

SYDNEY INSTITUTE  
TAFE<sup>NSW</sup>



## TAFE NSW-SYDNEY INSTITUTE Advanced Diploma Programmes

TAFE NSW-Sydney Institute 高級文憑課程

- Accounting 會計學 Reg. 211940
- Management 工商管理 Reg. 211939

中學文憑考試畢業生入讀大學的通行證

**HK** 香港管理專業協會  
**MA** THE HONG KONG MANAGEMENT ASSOCIATION

## CAREER ADVANCEMENT PATHWAY

### Bachelor's Degree



- \* Admission is on a competitive and individual basis entirely at the discretion of the respective universities. Admission criteria and procedures are set by them and are subject to change without prior notice. The Association does not give any warranty and will not accept any liability regarding the above.



## TAFE NSW - Sydney Institute Advanced Diploma Programmes

The 2-year TAFE NSW - Sydney Institute Advanced Diploma Programmes provide a good foundation for your further academic advancement and prepare you for work that requires a broad range of complex technical skills and in-depth knowledge. These courses often include training in management, planning and evaluation, and budgeting and finance which will help you gain a competitive edge in the job market.

Upon completion of the Advanced Diploma of Accounting programme, students are eligible to proceed to the TAFE NSW - Sydney Institute\* Bachelor of Applied Finance (Financial Planning) at Sydney Institute in Australia. Upon completion of the Advanced Diploma of Management, graduated students are eligible to proceed to the University of Western Sydney Bachelor of Business & Commerce or \*Australian Catholic University Bachelor of Commerce (HRM).

### TAFE NSW - Sydney Institute 高級文憑課程

為期兩年的 TAFE NSW - Sydney Institute 高級文憑課程，除了替學員建立良好學術基礎，亦向學員灌輸求職時應具備的相關技術性知識。課程內容一般包括管理培訓、計劃及評審、財政預算及財務管理，務求令學員在求職場上更具優勢。

成功修畢高級文憑課程(會計學)的學員可申請修讀由 TAFE NSW-Sydney Institute 主辦的 \* 應用金融(財務規劃)文學士課程。而高級文憑課程(管理學)的學員則可申請由西悉尼大學主辦的經濟商務學士或由 \* 澳大利亞天主教大學主辦的商業學士(人力資源管理)課程。

\* Admission is on a competitive and individual basis entirely at the discretion of the respective universities. Admission criteria and procedures are set by them and are subject to change without prior notice. The Association does not give any warranty and will not accept any liability regarding the above.

入學申請和訂定相關的要求和程序由大學全權審批。如有更改，將不另行通知。香港管理專業協會對有關大學的入學申請不作任何保證及／或負任何責任。



## About TAFE NSW - Sydney Institute

TAFE NSW – Sydney Institute is one of the largest and most innovative government-owned education and training providers in Australia. Established in 1891, Sydney Institute has a proud history of delivering quality vocational education and training and has an exceptional reputation in Australia and overseas.

Each year, the Institute helps more than 76,000 students achieve their education, work and career goals. Over 3,000 international students study with Sydney Institute each year. In 2011 Sydney Institute celebrated its 120 year anniversary and 25 years of providing education to international students. It also became the first TAFE NSW Institute to deliver Bachelor Degrees. Sydney Institute offers over 800 nationally-recognised courses and training programmes at its seven Sydney colleges, as well as in the workplace, online and via distance learning.

The Institute also designs and conducts tailored training programmes for domestic and international Australian business, industry associations and government to increase productivity and to upgrade staff skills.

Sydney Institute is proud to be an integral part of the Australian communities. Many of its colleges specialise in study areas aligned with the work skills needs of local industry. Our courses are developed by industry so they are market relevant and ensure a student is job ready upon completion.

Sydney Institute is committed to the international standard of ISO 9001:2000, a mechanism to link quality assurance and continual improvement throughout the organization.

### 關於TAFE NSW - Sydney Institute

TAFE NSW – Sydney Institute 是澳洲最大和最具創新意念的政府全資擁有的教育和培訓機構之一。成立於 1891 年，TAFE NSW – Sydney Institute 提供優質的職業教育和訓練探索，並於澳洲和海外有良好的聲譽。

TAFE NSW – Sydney Institute 每年幫助超過 76,000 學生實現他們的教育，工作和職業目標。每年 3000 多名國際學生就讀於 Sydney Institute。在 2011 年 Sydney Institute 慶祝其 120 週年及擁有 25 年國際學生的支持，並成為第一所提供學士學位的 TAFE NSW Institute。

Sydney Institute 還設計和主辦各項度身訂做的培訓計劃予不同界別，包括澳洲企業、行業協會和政府，以提高其生產力和其員工的技能。

Sydney Institute 為能夠成為澳洲不可缺的一部分感到自豪。它多間院校研究提供的課程與本地產業的工作技能需求相一致。他們的課程是與市場相關，並確保學生畢業時有足夠準備開始投入工作。



## About the Hong Kong Management Association

The Hong Kong Management Association (HKMA) is a non-profit making organization established in 1960 for the purpose of improving the effectiveness and efficiency of management in Hong Kong.

Since its establishment, the HKMA has played a major role in contributing to the economic success of Hong Kong by providing a wide variety of high quality management training and services.

As a membership organization, the HKMA currently has a collective membership of over 14,000 from different business sectors. Members of the Council and Committees comprise eminent persons in industry, commerce and education who constantly advise on the directions and activities of the Association.

As part of the HKMA's commitment to providing opportunities of continuing development for local executives, a full-spectrum of management education programmes are offered, ranging from short courses and workshops through to Certificate, Diploma, Bachelor, Master and Doctoral Degree programmes. Annually, over 2,000 integrated and well-balanced courses are offered to some 54,000 participants from different business sectors.

### 關於香港管理專業協會

香港管理專業協會一九六零年成立，是一間旨在提高管理效率及效績的非牟利機構。

成立至今，管協一直舉辦不同類型優質管理培訓課程，在建立香港經濟繁榮中扮演重要角色。

管協乃一專業組織，會員來自不同工商業界，人數超過14,000名。而協會理事會及委員會成員均由工商界及教育界翹楚組成，負責監察及指導協會的方向及活動。

作為履行對行政人員持續發展提供渠道的承諾之一，管協提供一系列的課程，包括短期課程及工作坊、證書、文憑、學士、碩士以至博士學位課程，每年為超過 54,000 名來自各行各業的人士提供 2,000 多項進修課程。



### TAFE NSW Programme Features

- Day-time programme offered in Hong Kong
- Programme can be completed in 24 months
- 2 Disciplines Available: Accounting and Management
- English Enhancement module is available to help raise students' standard of English
- Advanced Diploma are recognized in Australia and are identical to the Australian program. The Programmes provide a pathway to further study or employment
- Pathway graduates have the option to further their studies through a bachelor degree locally in Australia or Hong Kong
- Australian Universities that accept TAFE NSW graduates include: Australian Catholic University, University of Western Sydney, University of New South Wales

*\*\* Student applications will be considered by each individual university*

### Award

Upon successful completion of all units, graduates will be awarded the TAFE NSW Advanced Diploma of Accounting OR Advanced Diploma of Management.

### Entry Requirements

- Complete F.6 with at least Level 1 in three subjects in the Hong Kong Diploma of Secondary Education including level 2 in English Language (or equivalent)\*; or
- Holders of day-time diploma awarded by HKMA or equivalent, plus level 2 in English Language (or equivalent)\*; or
- Holders of post-secondary business-related Diplomas recognized by TAFE NSW, plus level 2 in English Language (or equivalent)#

*\* Students who do not obtain the Level 2 qualification in English at Hong Kong Diploma of Secondary Education will have to take English Enhancement module*

*# Applications will be considered on an individual basis*

### Mode of Study

Two years full-time

### Medium of Instruction

English

### Venue

CYMA Charity Fund Management  
Development Centre  
The Hong Kong Management Association  
2-4/F Pico Tower  
66 Gloucester Road  
Wanchai  
HONG KONG



### 課程特色

- 在港開辦的全日制課程。
- 課程可在 24 個月內完成。
- 兩門學科可供選修，包括會計學及管理學。
- 此課程設有英文增潤科目，讓學生提升英文程度。
- 本課程的學歷與澳洲當地頒發的學歷完全相同，並獲全澳洲承認，有助升學及就業。
- 成功修畢課程後，可在香港升讀海外學士課程。
- 部分可晉升的澳洲當地大學 \*\* 如下：  
Australian Catholic University  
University of Western Sydney  
University of New South Wales

\*\* 申請需經個別院校審批

### 畢業文憑

成功修畢各門學科的指定科目後，將會獲 TAFE NSW - Sydney Institute 頒發各學科的高級文憑 (Advanced Diploma)。

### 入讀要求

- 中六程度，香港中學文憑其中 3 科科目取得最少第 1 級合格成績，包括英文科考獲 2 級水平或以上成績 \*；或

- 完成本協會開辦之日間一年制課程及中學會考英文科成績達 2 級水平或以上 \*；
- 完成其他院校所開辦的文憑課程 #；

\* 如香港中學文憑英文科未達二級水平，學生須修讀英文增潤科目。

# 申請會按個別情況審批

### 修讀模式

兩年全日制

### 教學語言

英語

### 上課地點

香港管理專業協會  
馬振玉慈善基金發展中心  
香港灣仔告士打道 66 號  
筆克大廈 2 至 4 樓

## Fee

HK\$70,000 (The tuition fee is payable in 4 instalments; each instalment is HK\$17,500) plus a non-refundable application fee of HK\$250. Students taking the English Enhancement Programme have to pay an additional HK\$3,500 tuition fee.

**Commencement Date** : 15 October 2012

**Application Deadline** : 15 September 2012

**Payment Date for 1st Instalment of Tuition Fee** : 20 September 2012

## How to Apply

To apply for a place in the programme, students should send to The Hong Kong Management Association the following:

1. 2 sets of application form duly completed (1 original and 1 copy)
2. 2 Certified True Copies of all academic certificates and transcripts
3. 2 passport-sized photographs
4. A non-refundable application fee of HK\$250 (the cheque should be made payable to "The Hong Kong Management Association")

## Enquiries

General Enquiries : 2774-8501/2774-8500 (Customer Service Department)

Course details : 2774 8552 (Ms Ma) / 2774-8550 (Mr So)

Email : [janema@hkma.org.hk](mailto:janema@hkma.org.hk)/[shso@hkma.org.hk](mailto:shso@hkma.org.hk)

Fax : 2365-1000

Webpage : [www.hkma.org.hk/ADT](http://www.hkma.org.hk/ADT)

## Refund Policy

1. A full refund will be made when:
  - a. the course is withdrawn or not offered;
  - b. an offer of a place is withdrawn (in case when a place is made available on the basis of incorrect or incomplete information provided by the student, the Association will retain 10% of the fee for one semester); or
  - c. the student fails to pass and is unable to re-enrol (this applies to fees paid in advance)

On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded within 1 month of the premature cessation.

2. Partial refund of tuition fees will be made when a student, after accepting an offer of a place, withdraws before the commencement of the course. Tuition fees paid are refundable after deducting 10% administration fee.
3. No refund is given for withdrawals after the commencement of a course.
4. If a student wishes to defer, he/she may take a leave of absence for up to one year. If a student defers, the fees paid are not refunded but will be carried forward. Please note, programmes are subject to change.



## 學費

- 學費 HK\$70,000 分 4 期繳交；每期 HK\$17,500
- 修讀英語增潤課程須另繳 HK\$3,500 學費
- 報名費 HK\$250(不退還)

開課日期: 2012 年 10 月 15 日

截止報名日期: 2012 年 9 月 15 日

繳交第一期學費日期: 2012 年 9 月 20 日

## 申請方法

申請人請寄交下列文件至香港管理專業協會：

1. 兩份已填妥的申請表格（一份原稿及一份影印本）
2. 兩份已認證的學業證書及成績單副本
3. 兩張證件照片
4. 申請費 \$250（支票抬頭為「香港管理專業協會」），申請費用恕不退還。

## 查詢

一般查詢 : 2774-8501 / 2774-8500（客戶服務部）  
課程詳細內容查詢 : 2774 8552（馬小姐） / 2774 8550（蘇先生）  
電郵 : janema@hkma.org.hk / shso@hkma.org.hk  
傳真 : 2365 1000  
網頁 : [www.hkma.org.hk/ADT](http://www.hkma.org.hk/ADT)

## 退款安排

1. 以下情況下，學員可獲全數退款
  - a. 課程撤消或不開辦；
  - b. 所提供的學位被取消（若學校因學員提供不正確或不完整資料誤導，本會有權扣除該學期的 10% 學費作為行政費用）；
  - c. 學員不合格或不能重新註冊入讀（此情況只適用於提前繳費）。若課程提前結束，如有任何部份的課程未能在結束當日或其後完成，所有已收取的有關該部份課程的費用會於提前結束日期起計一個月內退還。
2. 若學員於接受入讀及繳交學費後及開課前退學，已繳交學費扣除 10% 行政費後可獲全數退還。
3. 已開課後，恕不接受任何退款申請。
4. 若學員欲暫停學業，可申請最長一年暫停，已繳款項不可退還，但可轉作下期學費。注意，課程可能會有更新。

## Advanced Diploma of Accounting

This course will enable you to become an Accountant by learning:

- Financial management
- Taxation and auditing
- Management accounting
- Commercial and corporate governance law
- How to produce and analyse reports and financial statements
- How to design and implement accounting systems.

### Programme Structure

#### Year 1 (9 courses)

- Introductory Accounting 1
  - Process financial transactions & extract interim reports
- Introductory Accounting 2
  - Prepare financial reports
- Computing
  - Design & produce business documents
  - Establish & maintain a payroll system
  - Set up & operate a computerised accounting system
- Industry Awareness
  - Contribute of OHS hazard identification & risk management
  - Apply principles of professional practice to work in the financial services industry
- Financial Accounting
  - Prepare financial statements for non-reporting entities
- Business Law
  - Make decisions within a legal context
- Business Tax
  - Carry out a business activity & instalment activity statement tasks
- Introductory Management Accounting
  - Provide management accounting information
- Budgeting
  - Manage budgets & forecasts

#### Year 2 (10 courses)

- Income Tax
  - Prepare income tax returns for individuals
- Corporate reporting
  - Prepare financial reports for a corporate entity
- Financial Management
  - Provide financial & business performance information
- Accounting Systems & Control
  - Implement & maintain internal control procedures
  - Establish & maintain accounting information systems
- Corporations Law
  - Monitor corporate governance activities
- Statistics
  - Interpret & use financial statistics & tools
- Advanced Income Tax
  - Prepare complex tax returns & lodgements
- Advanced Financial Management
  - Evaluate organisational's financial risk performance
- Advanced Management Accounting
  - Prepare & analyse management accounting information
- Economics
  - Apply economic principles

*Programme structure and the offering of courses are subject to change.*



## Advanced Diploma of Management

This course is for people who want to develop the knowledge and skills to work in senior or strategic management across a range of business and organisational settings.

### Programme Structure

#### Year 1 (6 courses)

- Research & Occupational Health and Safety
  - Analyse and present research information
  - Monitor a safe workplace
- Leadership Skills
  - Show leadership in the workplace
  - Implement operational plan
- Team Skills
  - Promote team effectiveness
  - Promote innovation in a team environment
  - Establish effective workplace relationships
- Project Management Skills
  - Manage projects
  - Identify risk and apply risk management
  - Report on financial activity
- Management Finance
  - Manage budgets and financial plans
  - Manage information and knowledge management
- People Skills
  - Recruit, select and induct staff
  - Manage people performance
  - Develop a workplace learning environment

#### Year 2 (5 courses)

- Initiative & Enterprise Skills
  - Manage quality customer service
  - Facilitate continuous improvement
  - Manage workforce planning
- Management Skills
  - Provide leadership across the organisation
  - Manage organisational change
- Strategic Planning
  - Develop and implement strategic plans
  - Develop and implement a business plan
  - Evaluate international marketing opportunities
- Financial
  - Manage finances
- People Management Skills
  - Manage employee relations
  - Contribute to organisational development

*Programme structure and the offering of modules are subject to change.*



## Some good reasons to study at TAFE NSW - Sydney Institute

### **We bring out your best**

Whether you are a job seeker, employee, business owner, apprentice, trainee, high school student, career changer or are seeking a pathway to university, we focus on giving you the skills, confidence and opportunities to change your life.

### **Learn practical career skills employers want**

Our programmes are put together in consultation with industry so you learn and practise the skills employers want.

### **Experienced, inspiring teachers and trainers**

HKMA teachers have at least five years' industry experience. They are passionate about seeing their students succeed. In our smaller classes they can also provide one-on-one help when you need it most.

### **A fast, cost-effective step to university**

Many of our courses provide credit towards university degrees.

### **Government security**

As Sydney Institute is a government funded organization, you have peace of mind knowing that whatever the economic climate, we will always be here offering the best facilities, courses and teachers in career-focused education.

## 為何要選擇修讀 TAFE NSW - Sydney Institute 的課程

### *我們能助您發展所長*

不論您現時正待業，還是一名員工、企業東主、學徒、受訓者、高中生、中學生、預備轉職人仕，或是一位正尋找通向大學之門的人士，我們都能夠為您提供適合的技能，機會及自信去爭取目標。

### *課程實用，切合僱主需求*

在設計方面我們在每一階段所提供的課程，無論是透過課堂或工作坊、學習中心，以至工作崗位中，都是經與工商業界研究商討後而設定的，正好是一般僱主所需要期望員工能具備的技能及知識。

### *富有經驗及啟發性的導師及培訓員*

我們的導師有至少 5 年業界工作經驗。他們均樂於扶助學生達至成功，而小班教育的理念亦有助於每位學員得到更多個別照顧。

### *一個經濟又能踏進大學之門的捷徑*

很多科目的學分均能夠獲得大學承認

### *政府保證*

由於 Sydney Institute 獲政府資助，學員不用為經濟環境的轉變而擔憂學業受阻。我們只會繼續專注於提供優質設施，課程及導師，已達至一個以專業為主導的教育。



Non-Local Higher and Professional Education (Regulation) Ordinance Registration Number: Advanced Diploma of Management: 211939; Advanced Diploma of Accounting: 211940

非本地高等及專業教育(規管)條例 註冊編號: 會計學高級文憑課程:211940; 工商管理高級文憑課程:211939

It is a matter of discretion for individual employers to recognise any qualification to which these courses may lead. 個別僱主可酌情決定是否承認這些課程可令學員獲取的任何資格。