

導遊核證制度 Tourist Guide Accreditation System
導遊持續專業進修計劃 Continuing Professional Development Scheme
香港知識測驗 'Knowledge on Hong Kong' Quiz

測驗須知 Important Notes

I. 簡介

所有由 2012 年 1 月 1 日起遞交「導遊證」申請的人士，必須在每次續證前完成「導遊持續專業進修計劃」(「進修計劃」) 的要求，方可申請續證。於 2012 年 1 月 1 日前遞交「導遊證」申請的人士，則仍然適用於現有制度，即是在完成首次續證後才須開始進行「進修計劃」。

II. 目的

「香港知識測驗」^(註)是「導遊持續專業進修計劃」三部份的其中之一。專為準備續領「導遊證」的入境導遊而舉辦的測試，目的是透過定期考核，讓導遊對香港知識不時溫故知新。

註：導遊可選擇參加由議會認可機構開辦的「香港知識工作坊」，以代替測驗。認可機構名單可於議會網頁下載 (<https://www.tichk.org/zh-hant/guides/cpd>)。

工作坊詳情請向有關機構查詢。

III. 測驗形式

測驗以多項選擇題形式進行，共 40 條題目，限時為 1 小時 30 分。考生可選擇中文卷或英文卷。

IV. 測驗範圍

內容取材自「香港知識測驗」溫習資料，有關資料將於接納測驗申請後郵寄或電郵給考生。

I. Introduction

People submitting their application for the Tourist Guide Pass on or after 1 January 2012 are required to fulfil the requirements of the Continuing Professional Development Scheme for Tourist Guides (CPD Scheme) every time before applying for the Pass renewal. The current policy which requires the Pass holders to start the CPD Scheme after completing the first-time renewal of the Pass will still apply to those submitting their application for the Tourist Guide Pass before 1 January 2012.

II. Objectives

'Knowledge on Hong Kong' Quiz ^(NB), which is one of the three elements of the Continuing Professional Development Scheme for Tourist Guides, aims to help the tourist guides to consolidate and update their knowledge on Hong Kong. Tourist guides must pass this quiz before renewing their Pass.

NB: Tourist guides may choose to attend a 'Knowledge on Hong Kong' Workshop held by organisations recognised by the TIC in lieu of passing the Quiz. The list of recognised organisations can be downloaded from the TIC's website (<https://www.tichk.org/en/guides/cpd>).

Please contact the organisations concerned for details of the Workshop.

III. Format

The Quiz contains 40 multiple-choice questions. The duration is 1 hour 30 minutes. Candidates may choose the test paper in Chinese or English.

IV. Syllabus

All the questions are taken from the "Knowledge on Hong Kong Quiz - Revision Notes" which will be posted or e-mailed to the candidates once their applications are accepted.

V. 分數

每份試卷共有 40 條題目，答對至少 32 條題目方算合格。

VI. 報考方法

1. 於截止報考日期或之前將填妥的表格及費用(港幣一百元)郵寄或親身交回議會行業培訓部。如以郵寄方式遞交申請表，則以郵戳日期為準。
2. 費用可以現金或支票繳交(如選用郵寄方式，必須以劃線支票繳費)，支票抬頭請註明「香港旅遊業議會」，並在背面寫上申請人姓名及導遊證編號。請勿郵寄現金。親臨議會遞交申請者可以現金繳付費用。
3. 使用劃線支票繳交費用的考生應確保銀行戶口有足夠款項以支付費用，若因銀行戶口存款不足而被銀行徵收行政費用，議會一概不會負責。
4. 申請若被接納，議會會以郵寄或電郵方式向考生派發《考生須知》及《香港知識測驗溫習資料》供考生備試之用。申請一經接納，費用恕不退還。但如因工作關係，考生必須於測驗前最少三個工作天出示公司信或相關證明文件正本，最多可申請延期測驗一次。
5. 申請若不被接納，或所報考時段經已額滿或取消，議會將以平郵退還已繳之測驗費用。
6. 若申請人於測驗前兩星期仍未收到《考生須知》及《香港知識測驗溫習資料》，請致電 2807-1199 向議會行業培訓部職員查詢。
7. 考生如更改通訊地址，必須儘早以書面通知議會辦事處。
8. 議會保留修訂測驗細則的權利。如有修訂，申請人/考生將獲通知。

V. Scores

Each question paper contains 40 questions. Candidates must answer **at least 32 questions correctly in order to pass the Quiz**.

VI. How to apply

1. Submit the completed form and quiz fee (HK\$100) to the TIC by post or in person on or before the deadline for application. For submission by post, the deadline is based on the stamp chop date.
2. Payment can be made by cash (for submission in person only) or crossed cheques payable to 'Travel Industry Council of Hong Kong' with applicant's name and Tourist Guide Pass number written on the back. Please do NOT mail cash. Cash is acceptable for submission of application in person.
3. Applicants who make their payment by crossed cheques are advised to make sure that there are enough funds in their accounts. The TIC is not responsible for any administration fees incurred as a result of bounced cheques.
4. Once an application is accepted, the candidate will receive by post or e-mail a set of 'Important Notes to Candidates' and 'Knowledge on Hong Kong Quiz - Revision Notes' for preparation for the Quiz. **No refund will be made after the acceptance of application**. However, request for postponement of the Quiz for business reason can be granted once while application with the original company letter must be submitted at least 3 working days before the quiz date for approval.
5. Should an application be rejected or the Quiz be full or cancelled, the fee (if paid) will be returned in the form of a cheque by post.
6. Should an applicant not receive a set of 'Important Notes to Candidates' and 'Knowledge on Hong Kong Quiz - Revision Notes' for preparation for the Quiz **TWO WEEKS before the quiz**, please contact the TIC Industry Training Department on 2807-1199.
7. Candidates are required to immediately inform the TIC of any change in contact information.
8. The TIC reserves the right to amend any rules, regulations or details of the Quiz whenever necessary, and the applicants and candidates will be informed of the relevant amendments.

VII. 測驗時間表及截止報考日期

測驗編號 Quiz code	測驗日期 Quiz date	測驗時間 Quiz time	截止報考日期 Application deadline
HKQ2022002	2022-07-07 (星期四) (Thursday)	下午 2:30 – 4:00 pm	2022-06-30 (星期四 Thursday)

VII. Quiz timetable and application deadline

VIII. 惡劣天氣安排

1. 若天文臺發出八號或以上熱帶氣旋或黑色暴雨警告信號時，所有未開始的測驗將會取消並延期，已在途中的考生亦需在安全情況下折返；舉行中之測驗將繼續進行，直至該測驗完結為止。
2. 若天文臺發出三號熱帶氣旋或黃／紅色暴雨警告信號，或於測驗開始前的三小時前取消八號或以上熱帶氣旋或黑色暴雨警告信號，測驗將如期舉行。

VIII. Bad weather arrangements

1. If Tropical Cyclone No.8 or above, or Black Rainstorm Warning Signal is in force, the quiz will be cancelled. Candidates who are on the way to or already at the quiz venue should return home under safe conditions. If the signal is in force when the quiz is in session, the quiz will continue for the full time allotted.
2. If Tropical Cyclone No.3 or Amber / Red Rainstorm Warning Signal is in force, or Tropical Cyclone No.8 or above, or Black Rainstorm Warning Signal is cancelled 3 hours before a quiz begins, the quiz will be held as scheduled.

IX. 個人資料收集說明

1. 課程報名表上所填報的個人資料，香港旅遊業議會(下稱「議會」)將用作如下用途：
 - (i) 處理測驗報考事宜；
 - (ii) 儲存考生的資料於議會；
 - (iii) 向考生發放測驗成績及有關資料；
 - (iv) 進行研究或統計分析；及
 - (v) 其他相關用途。
2. 申請人請盡量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 議會會將申請人的資料保密，但可能會將申請人的有關資料，提供給任何其他人士，以作第 1 段所列舉的用途。
4. 根據《個人資料(私隱)條例》，申請人有權：
 - (i) 查閱議會是否持有申請人的個人資料；
 - (ii) 要求獲得 4(i)段所述資料的複本；及
 - (iii) 要求議會改正有關申請人的個人資料。

申請人必須提供足夠資料予議會辦事

IX. Notes on collection of personal data

1. The personal data provided in this enrolment form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to process quiz applications and enrolment;
 - (ii) to maintain candidates' records in the TIC;
 - (iii) to distribute quiz results and disseminate relevant information to candidates;
 - (iv) to conduct research or statistical analysis; and
 - (v) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. The TIC will keep the personal data of applicants confidential but may provide such data to any other party for any of the purposes set out in paragraph 1 above.
4. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in

處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。

5. 如欲查閱個人資料，申請人必須以書面向議會行業培訓部提出。議會地址：香港北角英皇道 250 號北角城中心 1706-1709 室。

X. 查詢

如有其他查詢，請於辦公時間內致電 2807-1199 與議會行業培訓部職員聯絡。

辦公時間：

星期一至五 上午九時至下午一時

下午二時至下午五時三十分

星期六、日及公眾假期休息

paragraph 4(i); and
(iii) correct their personal data held by the TIC.

Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.

5. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.

X. Enquiries

For any further enquiries, please contact the TIC Industry Training Department on 2807-1199 during office hours.

Office hours:

Monday – Friday 9:00 am – 1:00 pm

2:00 pm – 5:30 pm

(Closed on Saturdays, Sundays and public holidays)

導遊核證制度
Tourist Guide Accreditation System
導遊持續專業進修計劃
Continuing Professional Development Scheme for Tourist Guides
「香港知識測驗」報考表
Application for 'Knowledge on Hong Kong' Quiz

請在適當空格內劃上「✓」號。Please put a tick "✓" in the appropriate boxes.

付款方式 Method of payment: 現金 Cash 劃線支票 Crossed cheque (號碼 No.: _____)

重要事項 Important Notes

- 請把填妥的表格連同測驗費用港幣一百元正，寄回或親身交回議會辦事處。
Please submit this form with the quiz fee (HK\$100) to the TIC Executive Office by post or in person.
- 在填寫本表格前，請先細閱夾附之「測驗須知」及「個人資料收集說明」。Before completing this form, please study the 'Important Notes' and 'Notes on Collection of Personal Data' attached to the form.
- 為方便電腦輸入資料，請以**正楷**填寫。
Please complete the form in **BLOCK LETTERS**.

由議會填寫
For Official Use Only

Receipt no.: _____

Received on: _____

甲部 Part A 個人資料 Personal particulars

導遊證編號 TG Pass No. : _____	TG _____	證件有效期至 Valid until : _____ / _____ / _____	年 yyyy / 月 mm / 日 dd
香港身份證號碼 HKID card number : _____ ()		性別 Gender : <input type="checkbox"/> 男 M	<input type="checkbox"/> 女 F
# 英文姓名 English name : _____	姓 Surname _____	名 Given name _____	
# 中文姓名 Chinese name : _____	# 姓名以身份證上登記為準 Name as printed on HKID card		
手機號碼 Mobile phone : _____		電郵地址 E-mail address : _____	
(如無更改則無需填寫 Please leave blank if there is no change in the contact information)			
中文聯絡地址 Correspondence address in Chinese : _____			
英文聯絡地址 Correspondence address in English : _____			

請翻後頁 Please Turn Over

乙部 Part B

請以「✓」號選擇欲報考之場次及應考語言。Please put a tick "✓" in the session & language you wish to enrol in.

測驗編號 Quiz code	測驗日期 Quiz date	測驗時間 Quiz time	應考語言 Language to be used
<input type="checkbox"/> HKQ2022002	2022-07-07 星期四 Thursday	下午 2:30 – 4:00 pm	<input type="checkbox"/> 中文卷 In Chinese <input type="checkbox"/> 英文卷 In English

丙部 Part C 聲明 Declaration

- 本人已細閱、明白並同意附於此申請表的「報考須知」及「個人資料收集說明」。I have read, understood and agreed to the "Important Notes" and "Notes on Collection of Personal Data" that are attached to this form.
- 本人(申請人) 欲參加上述考試，並同意嚴格遵從議會的所有考試規則。如本人違反任何考試規則，議會有權取消本人之考試資格。I, the applicant, wish to take the above examination, and agree to comply with all the examination rules and regulations set by the TIC. If I violate any examination rules and regulations, the TIC has the right to disqualify me.
- 本人聲明以上所填報的資料均真確無訛。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。本人亦知悉如議會發現任何虛假文件，定必報警處理。I hereby declare that the information provided in this form is all accurate and authentic. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that the TIC shall report any cases of using false documents to the police.

申請人簽署 Signature : _____

日期 Date : _____