



OPPORTUNITIES



International Track

2+1 直升英國大學
學士學位

Legal Studies in IVE

BA124009

**Higher Diploma in Law
and Administration**

法律及行政事務學高級文憑

BA524014P

**Professional Diploma for
Legal Executives**

法律行政人員專業文憑



Full-time 全日制 Higher Diploma in Law and Administration
BA124009 法律及行政事務學高級文憑

Part-time 兼讀制 Professional Diploma for Legal Executives
BA524014P 法律行政人員專業文憑

簡介 INTRODUCTION

香港能作為重要的國際金融及服務中心，其中一個成功因素是其穩定而歷史悠久的法律制度。要維持香港的繁榮安定，法律專業人員實在責無旁貸。現時香港約有800間律師行，它們需要過萬的法律輔助專業人員協助律師事務所的日常運作。

Hong Kong is an important international financial and service centre. One of the major factors that contributes to its success is its deep-rooted stable legal system. The legal professionals in Hong Kong have a major role to play if this stability and prosperity are to be maintained. At present there are approximately 800 law firms in Hong Kong. They require tens of thousands of paralegals to support their legal practices.

此外，商業機構亦需要具備商業及法律知識的行政人員去協助公司有效運作。因此，具備法律及行政知識的青年人，將有更多就業及發展機會。

Besides, commercial firms have a need for administrative staff who not only understand business but also possess legal knowledge to support their effective daily operations. As such, there are ample employment opportunities and prospects for young people who are equipped with knowledge and skills in law and administration.

在2002及2004年，香港專業教育學院（屯門）分別為中五及中七學生開辦三年及兩年制「法律及行政事務學高級文憑」課程。在2005年6月，香港律師會首次認可該兩個課程。自此，所有該課程的畢業生，在符合規定的條件下，均可獲「法律行政人員」資格。

In 2002 and 2004, Hong Kong Institute of Vocational Education (Tuen Mun) launched the 3-year and 2-year Higher Diploma in Legal and Administrative Studies to HKCEE and A-Level students respectively (now known as Higher Diploma in Law and Administration for DSE students). In June 2005, the Law Society of Hong Kong first recognized the programmes, and since then, all the graduates of the programmes are entitled to use the title "Legal Executive" if stipulated conditions are met.

由於全日制課程畢業生廣受法律界歡迎，所以學院在2010年開辦兩年兼讀制「法律行政人員專業文憑」課程。

In 2010, a 2-year part-time Professional Diploma for Legal Executives has also been offered due to the fact that graduates of the full-time programmes are very well received by the legal sector.



每年都有數十間律師事務所邀請課程的畢業生申請它們的職位，包括法律行政人員、法律秘書、律師助理、法律文員等，亦有多位畢業生受聘於律政司為律政書記。由此可見，就業市場實在需要大量具備法律及行政知識的人才。

Every year we receive requests from many law firms to invite our graduates to apply for their posts, including legal executives, legal secretaries, solicitors' assistants and law clerks. Many graduates have also been employed by the Department of Justice as Law Clerk. The employment market demands for legal and administrative personnel are tremendous.

現時，工商管理學科分別在屯門和柴灣兩間院校，開辦全日制及兼讀制的法律課程。

Now, the Business Administration Discipline offers the full-time and part-time law related programmes in Tuen Mun and Chai Wan campuses.



BA124009 Higher Diploma in Law and Administration 法律及行政事務學高級文憑

Full-time 全日制

Be a Legal Executive!

PROGRAMME HIGHLIGHTS 課程特色

This programme equips students with the legal and administrative skills to serve as paralegals in law firms and administrators in the government or business organizations.

Graduates are entitled to use the title "Legal Executive" if stipulated requirements are met.

Students can have industrial attachment opportunities in law firms or business organizations.

The programme can be completed in 2 years' time and has been accredited as pegging at QF Level 4 by HKCAAVQ.

(QR Registration No.: 12/000426/4)

本課程訓練學生在法律及行政方面所需的實務能力、知識和技能，以便他們畢業後能服務於律師行、政府及工商機構之有關法律及行政部門。

符合規定的畢業生，可獲「法律行政人員」資格。

學生可獲安排到律師行或工商機構進行工作實習。

本課程可於兩年內完成，並已獲香港學術及職業資歷評審局認可為資歷架構第四級。

(資歷名冊登記號碼：12/000426/4)

KEY MODULES 主要科目

Law Modules 法律科目

- Advocacy
 - Basic Legal Studies
 - Civil Litigation Procedure
 - Company Law
 - Company Secretarial Practice
 - Conveyancing Practice
 - Criminal Law and Procedure
 - Employment Law
 - Family Law and Matrimonial Practice
 - Land Law and Tenancy
 - Legal Professional Ethics
 - Succession and Probate Practice
- 訴訟技巧
 - 法律概念
 - 民事訴訟程序
 - 公司法
 - 公司秘書實務
 - 物業轉讓實務
 - 刑法及訴訟程序
 - 僱傭法
 - 家事法及婚姻訴訟實務
 - 土地法及租賃實務
 - 法律專業道德守則
 - 繼承法及遺囑認證實務

Business Modules 商業科目

- Accounting
 - Economics
 - Human Relations and Human Resources Management
 - Management
 - Marketing Essentials
- 會計學
 - 經濟學
 - 人際關係及人力資源管理
 - 管理學
 - 市場學精要

DEGREE STUDIES / ARTICULATION ARRANGEMENT 銜接安排

International Track

Our graduates will be offered an International Track which affirms a smooth articulation to a relevant locally accredited, Hong Kong government recognized honours bachelor's degree programme offered by designated British universities, e.g. BA(Hons) Business (with Law) offered by the University of Northumbria at Newcastle, UK.

國際化階梯

本課程的畢業生可獲指定英國大學直接取錄入讀經本地學術評審的相關學位銜接課程，如英國紐卡素洛森比亞大學開辦的商業（及法律）榮譽學士學位。



CAREER PROSPECTS 就業前景

In the last three years, the average employment rate of our Business Administration Discipline Higher Diploma graduates reached 90%. There is a broad range of career opportunities for our law related programme graduates, including legal executives, legal secretaries, law clerks, company secretarial officers, human resources officers and officers in disciplinary forces.

過去三年，工商管理學科高級文憑畢業生的平均就業率達九成。本課程的畢業生可於不同類型的機構擔任法律行政人員、法律秘書、律政書記、公司秘書主任、人力資源主任及紀律部隊人員等。

CAREER PROSPECTS 就業前景

INDUSTRIAL ATTACHMENT PROGRAMME 工作實習計劃

Industrial Attachment Programme enables students who have already equipped themselves with the necessary skills and knowledge to experience the real-life workplace challenges through attachment in commercial organizations. This can facilitate students' transition from study to work by developing their team work spirits, problem solving abilities, practical skills and appropriate work attitudes and values.

工作實習計劃是讓學生在學習了有關的技能和知識後，再透過在商業機構實習而獲得實踐經驗。本計劃能協助學生從課室學習過渡至真實的工作環境，並能使他們從中培養團隊精神、解決問題技巧、工作技能、良好的工作態度和正確的價值觀。

Our partners include :

- David Hui & Co., Solicitors
- Ho, Wong & Wong Solicitors
- John Chan & Co., Solicitors
- Kenneth Woo & Co., Solicitors
- Skadden, Arps, Slate, Meagher & Flom
- S.T. Poon & Wong, Solicitors
- Tam & Partners, Solicitors
- Tse and Associates
- Wong & Poon Solicitors
- Yu, Chan & Yeung Solicitors

合作夥伴包括：

- 許天福律師事務所
- 何兆流, 黃守智, 黃鎮南律師行
- 陳鑑清律師行
- 吳培基律師事務所
- 世達國際律師事務所
- 潘成達黃恆成律師行
- 譚日明律師行
- 謝錦浩律師事務所
- 王潘律師行
- 余陳楊律師行

BA524014P Professional Diploma for Legal Executives 法律行政人員專業文憑

Part-time 兼讀制

Be a Legal Executive!

PROGRAMME HIGHLIGHTS 課程特色

Graduates are recognised by the Law Society of Hong Kong and have the right to use the title of “Legal Executive” as and when they hold a minimum of Level 3 in English language in HKCEE or equivalent.

“Legal Executives” with working experience for 3 years in law firms enjoy limited rights of audience in both the District Court and the High Court.

This part-time programme can be completed in 2 years and has been accredited as pegging at QF Level 4 by HKCAAVQ.

課程獲香港律師會認可。畢業生祇需持有香港中學會考英文科成績第三級或同等英文學歷，可獲「法律行政人員」資格。

具備三年法律工作經驗的「法律行政人員」，享有在區域法院和高等法院的有限度發言權。

本兼讀課程可於兩年內完成，並已獲香港學術及職業資歷評審局認為資歷架構第四級。

(QR Registration No.: 11/000154/4)

(資歷名冊登記號碼 : 11/000154/4)

MODULES 科目

- Legal Environment for Business - 商業法律概述
- Criminal Law and Procedure - 刑法及訴訟程序
- Company Law and Practice - 公司法及實務
- Civil Litigation Procedure - 民事訴訟程序
- Succession and Probate Practice - 繼承法及遺囑認證實務
- Land Law, Conveyancing and Tenancy - 土地法, 物業轉讓及租賃實務
- Legal Writing - 法律文書撰寫
- Family Law and Matrimonial Practice - 家事法及婚姻訴訟實務
- Legal Professional Ethics - 法律專業道德守則
- Advocacy - 訴訟技巧



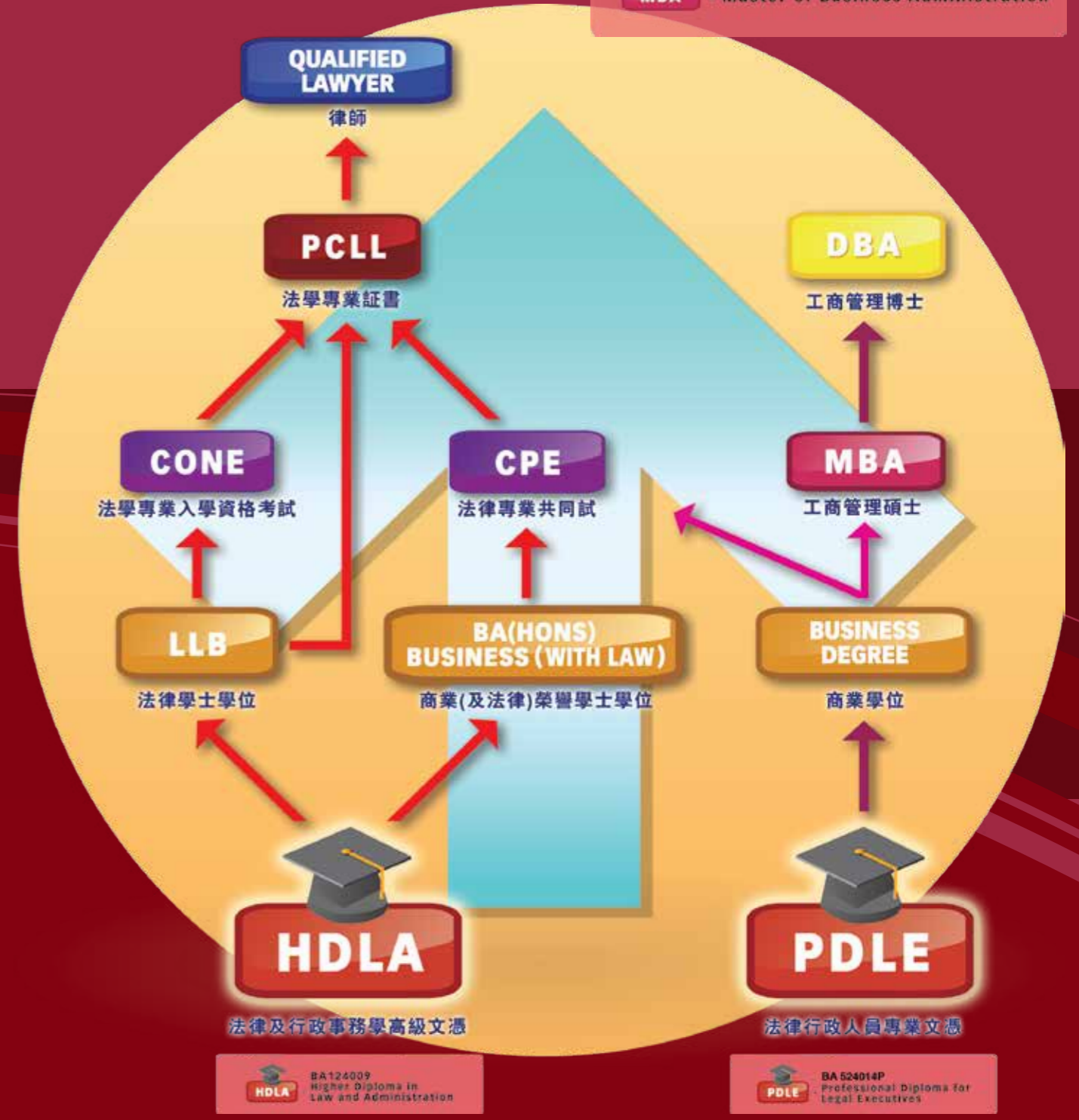
ACADEMIC ARTICULATION 升學銜接

Graduates of the Professional Diploma for Legal Executives are eligible to apply for admission to the top-up degree programme BA (Hons) Business Administration offered by Coventry University, UK in collaboration with SHAPE. 法律行政人員專業文憑之畢業生可直接報讀英國考文垂大學與才晉高等教育學院 (SHAPE) 合辦之商業行政(榮譽)文學士學位銜接課程。

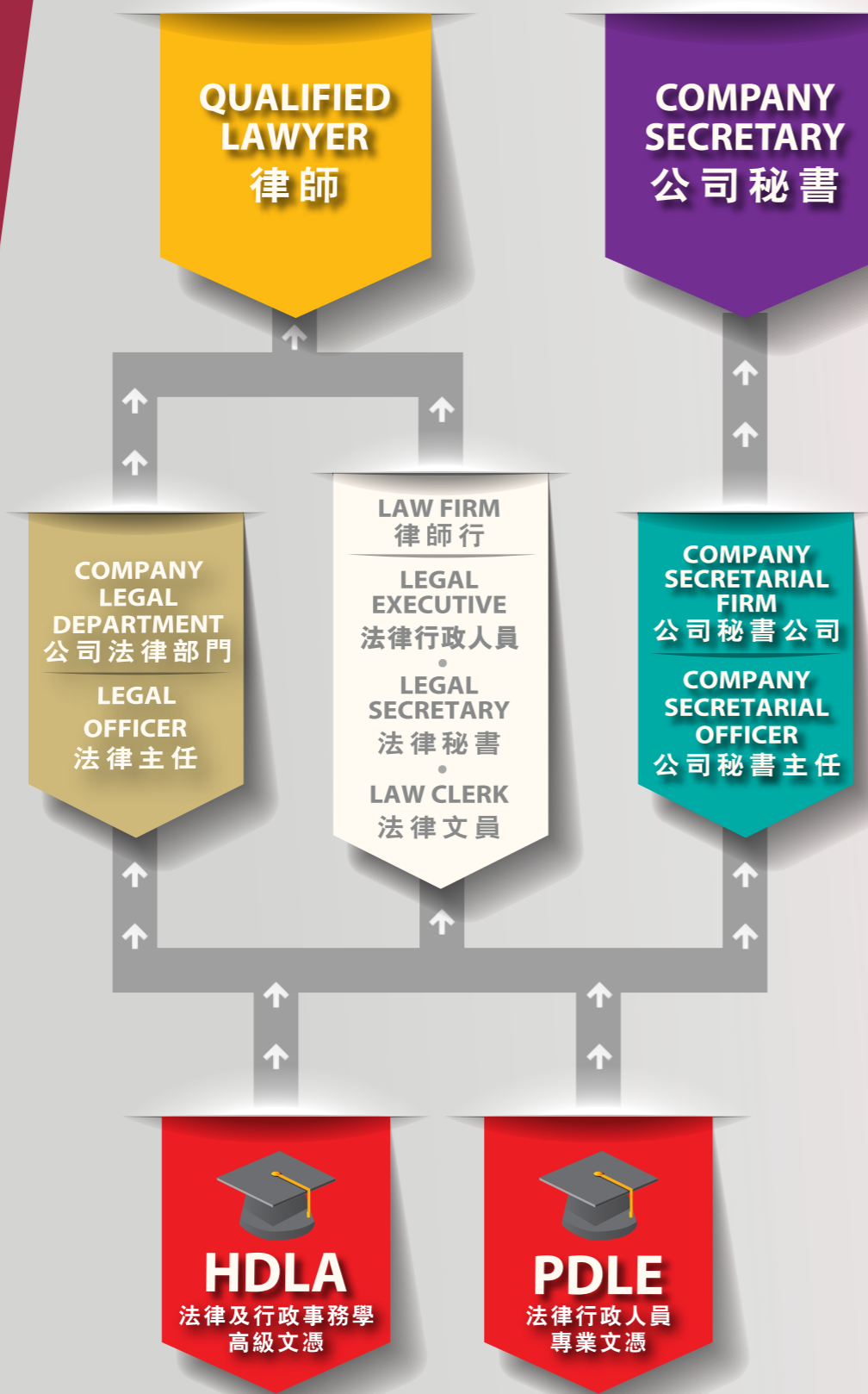
The top-up degree programme has been accredited by HKCAAVQ and is considered equivalent to local bachelor degree status. 此相關學士學位銜接課程已通過香港學術及職業資歷評審局的評審，其學位資歷等同本地大學學士學位。



- PCLL** - Postgraduate Certificate in Laws
- CPE** - Common Professional Examination
- CONE** - Conversion Examination
- DBA** - Doctor of Business Administration
- LLB** - Bachelor of Laws
- MBA** - Master of Business Administration



CAREER PROGRESSIONS 就業階梯



PROFESSIONAL'S SHARING 專業人士分享



Mr. Huen Wong
王桂壩律師

The Law Society has prescribed the Benchmarks for Legal Executive Courses. The Benchmarks set out what a legal executive course should encompass, the admission criteria, the teaching and learning methodology and the most important of all, the learning outcomes i.e. whether and how the course can equip the students with the necessary skill sets for them to practise as legal executives in law firms. I am pleased to say that the Law Society is satisfied that the Higher Diploma in Law and Administration and the Professional Diploma for Legal Executives have fulfilled the Benchmarks and the Society has agreed to confer on their graduates the title "legal executive" subject to their fulfillment of the requirements prescribed by the Society.

Mr. Huen Wong
Past President of the Law Society of Hong Kong
Honorary Advisor, IVE Centre for Legal and Administrative Practices

律師會已為「法律行政人員」課程定立了指標，包括入學條件、教學方法及至為重要的學習成效，即課程能否及如何培養學生需要的技能，令其勝任在律師行擔當法律行政人員的職務。「法律及行政事務學高級文憑」及「法律行政人員專業文憑」兩個課程都符合香港律師會所規定的指標。畢業生符合該會的相關條件後，可獲授予「法律行政人員」職銜。

王桂壩律師
香港律師會前會長
法律及行政實習中心榮譽顧問

GRADUATES' SHARINGS 畢業生分享



Willy Lam 林浩鈞

Solicitor, Tsun & Partners
秦覺忠律師行 - 律師

I am now working as a solicitor at a local law firm. The legal knowledge I acquired from the programme in IVE assisted me in laying a solid foundation for my professional legal studies at the university. The practical components of the programme also gave me ample opportunities of learning to prepare basic legal documents so that I could quickly get used to the working environment during industrial attachments at the law firms. I have no reservation in recommending this programme to students who are interested in working in the legal profession.

我現正在律師行擔任律師。香港專業教育學院的法律課程所教授的各種法律知識為我建立了良好的基礎，使我能夠更容易應付大學的學習。此課程包含的實用性元素亦給予我很多機會去學習草擬各種的基本的法律文件，使我在工作實習時能夠很快適應律師行的工作環境。我非常鼓勵有意將來投身法律界工作的學生報讀此課程！



Regina Lai 黎敏儀

Law Clerk, Department of Justice
律政司 - 律政書記

After graduation, I got a top-up degree in Corporate Administration. Then I worked in a private firm and then in the company secretarial section of a listed company. Recently, I have been employed as a Law Clerk in the Department of Justice. I learned legal knowledge and practical skills in my higher diploma studies, which provided a solid foundation for my employments. With the guidance of teachers with profound legal experience, I had the opportunity to do industrial attachments in law firms, which allowed me to have comprehensive development in the legal studies.

畢業後，我持續進修，獲得了企業行政學士學位，隨後在私人公司和上市公司工作，最近有幸獲律政司聘任為律政書記。在修讀高級文憑時所獲得的專業法律知識和實務技能，為我奠定了穩固的基礎。在法律經驗豐富的導師引導下，我有機會到律師行實習，使我在學習法律上有全面發展。



Quin Cheung 張麗娟

Manager (Legal Executive),
Shum Wong & Co., Solicitors
沈黃律師事務所 - 行政秘書

After graduation, I have all along been working in law firms. I can make use of the knowledge that I have learnt in the course for my work. I have the opportunity to join the Legal and Administrative Studies Alumni Association and meet people from different walks of life. It widens my exposure and helps me a lot on my work. This is a widely recognized course in the legal profession and graduates are very well received by principals and partners of law firms.

畢業後我一直都在律師事務所工作。在工作上我能運用此課程學到的知識。另外，參與此課程的舊生會亦擴闊了我的人際網絡，在工作上得到不少幫助。據我了解，此課程的畢業生廣受法律行業僱主及合伙人歡迎。

GRADUATES' SHARINGS 畢業生分享



Jade Liu 廖佩貞

Legal Manager,
Automated Systems Holdings Ltd.
自動系統(香港)有限公司 - 法律經理

Years ago, my academic result was not good enough to get into a university, so I hoped I could take a course which was more job related so as to help my career in future. I chose "Higher Diploma in Legal and Administrative Studies" in IVE. This course covers "law" and "administration" areas. The course was indeed practical, and it became my stepping stone to get into the legal profession. After graduation, I continued to study law and company secretary courses, and I am now working as Legal Manager in the legal department of a listed company.

當年成績未如理想，未能考上大學，我便希望修讀一些對日後工作有幫助的課程。我選了IVE的「法律及行政事務學高級文憑」。這個課程涵蓋了「法律」及「行政」兩方面，確是實務性，而這個課程亦成為我踏上法律行業的踏腳石。畢業後，我繼續進修法律及公司秘書課程，今天已在上市公司法務部擔當管理工作。



Mike Law 羅利其

Senior HR officer, AECOM
AECOM - 高級人力資源主任

I remember that I chose this course Higher Diploma in Law and Administration because it does not only enrich my legal and professional knowledge, but also enables me to learn rules and practices in business operations. The course gives me double benefits in law and business. Hong Kong is a community governed under the rule of law. In any business company operating here, it is tremendously helpful for a person to have legal knowledge, whether he is a big boss or a junior staff. He can then make a safe and lawful decision to ensure that it is feasible and can reduce the risk of the situation.

當年選讀法律及行政事務學高級文憑課程，為的就是此課程不單能夠提供豐富的法律專業知識，而且可以令我學習到商業營運的法規，相得益彰。在法治社會中，任何公司的經營都在法例的規範當中，無論是當個小文員也好，或者大老闆也好，擁有相關的法律知識便能每事都有事半功倍之效，每次決策都在安全、合法的情況下進行，既可以確保事情的可行性，更可以把風險降低。



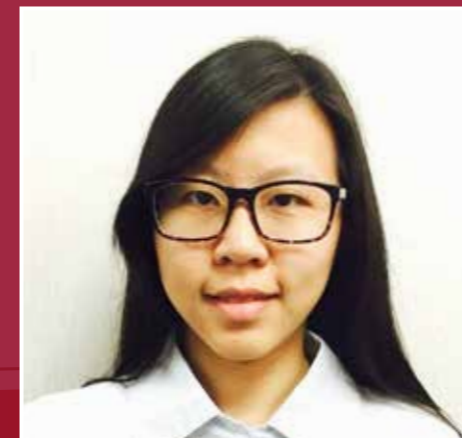
Dicky Tung 董思浩

Company Secretary & Legal Executive,
Angela Ho & Associates
公司秘書及法律行政人員 - 何文琪律師事務所

After graduation in IVE, I obtained a degree of Bachelor in Business and Management and started my career with a law firm. With relevant fundamental legal knowledge and key skills which I gained from IVE, I was promoted from "Legal Executive and Assistant Office Administrator" to "Office Manager" in three years and was awarded a degree of Master of Corporate Governance through part-time study. Thereafter, I joined a firm specializing in corporate secretarial works and was promoted to "Senior Company Secretary" shortly.

畢業後，我完成了商業及管理學位課程，並開始在一間律師行工作。基於IVE學了的法律知識及全人發展技巧，我在3年內便由法律行政員及助理行政主任晉升為經理。此外我亦透過工餘時間完成了企業行政碩士課程，之後我在一間公司秘書公司工作，並很快便晉升為高級公司秘書。

STUDENTS' SHARINGS 學生分享



Siu Cheuk Yiu 蕭卓堯

2015 HDLA Graduate
2015年法律及行政事務學
高級文憑畢業生

After graduation, I enrolled in the top-up degree programme – BA(Hons) Business (with Law), which is offered by the University of Northumbria at Newcastle, UK in collaboration with the VTC. I understand that this is the only programme available in Hong Kong that combines the elements of business and law. This programme suits me well because it allows me to have a wide choice of future pathways: I can advance my career in business field as well as legal circle. I like the excitement in the business ventures and also admire the unique glamour in legal jobs. I enjoy the teaching by the visiting lecturers from UK and I also treasure the insights of the local tutors who blend the western and eastern features in tutorials.

畢業後我選擇了由英國紐卡素洛森比亞大學與職訓局合辦的商業（及法律）學位課程。據我所知，這課程是目前香港唯一結合商業及法律元素的學位課程，這課程非常適合我，因為我可以有很多的前路選擇。我既可以在商界大展拳腳，又可以一嘗法律行業的苦樂。我很欣賞來港授課的英國教授，亦珍惜本地導師融匯中西的教導。



Jerry Chan 陳子豪

HDLA Year 2 Student (2015/16)
2015/16年法律及行政事務學
高級文憑二年級學生

When I was young, my parents and teachers often told me that "Knowledge is the power and foundation which goes to make your life easier and better" and I was too young to realize that. After so many failures, I now understand what they were telling me. I have chosen Higher Diploma in Law & Administration to be my stepping stone to be a professional. In IVE, I got an opportunity to take up internship in Chambers, through which I could experience and learn how a legal professional handles legal cases. One sentence to conclude, "I am glad that I have chosen the law programme in IVE (Tuen Mun), which is so practical and it helps my career development in future".

從小，父母和師長都會不時提醒我：「知識就是力量，更是一個令你生活變得更容易更好的基礎。」但當時我還太年輕，未足以明白當中奧妙。經過多年來的失敗和挫折，我漸漸明白到當年那句話的意思。我選擇了「法律及行政學高級文憑」來作為我日後成為一位專業人士的基石。課程中有機會在大律師辦公室實習，體會專業律師如何處理法律訴訟，這都是難得的經驗。一句話去總結，我很高興選擇了修讀屯門專業教育學院的法律課程，它既實用，亦有助我將來事業的發展。



Leung Wai Yee 梁慧儀

HDLA Year 2 Student (2015/16)
2015/16年法律及行政事務學
高級文憑二年級學生

I was introduced by my teacher to attach to a barristers' chamber for two weeks. During these two weeks, I worked with a barrister-in-law who had more than 20 years' experience in civil litigation. He asked me to do some research work and let me read the cases that he was handling. I was really thrilled by having the chance to work with such an experienced barrister and my horizons were widened by such an exposure. The barrister also introduced me to other barristers who did a variety of legal work such as criminal litigation. After these two weeks, I was impressed by the enthusiasm and dedication of the legal professionals. I am glad that I have chosen to study the Higher Diploma in Law and Administration.

在老師的推介下，我在暑假到大律師辦公室實習，我有幸跟隨一位有二十多年經驗的民事訟務律師工作。他指派我做一些研究的工作，而且讓我接觸一些真實的個案。我真是很高興得到這些寶貴的經驗，令我對法律這專業有深入的了解。我真感謝那位訟務律師，他不但教我很多法律的知識，而且介紹其他訟務律師給我認識，令我接觸更多法律的領域。

TEACHING AND LEARNING 教與學

Moot Court

The moot court is modeled on a real court setting for students to learn and practise advocacy skills.

模擬法庭

模擬法庭按真實法庭的環境模仿設立，讓學生練習訴訟技巧。



STUDENT ACTIVITIES 活動

Overseas and Cross-Border Study Tour

During the study, students may join cross-border study tour to Mainland or overseas countries to widen their exposure.

海外及國內學習交流團

學生在學期間，可透過國內及海外學習交流團擴闊視野。



Professional Mentorship Programme

This programme is intended to provide an opportunity for students to meet with business professionals and potential employers (mentors). Through the programme, students can familiarize themselves with the requirements of the industry and get better equipped for the challenges ahead so as to facilitate their whole person development.

師友導向計劃

此計劃讓學生與業界人士聯繫，向師長師兄學習，增加他們對業界的認識，擴闊眼界及加強全人發展。



INDUSTRY SUPPORT 業界支援

Advisory Committee

Centre for Legal and Administrative Practices (CLAP) is supported by an Advisory Committee, which comprises partners and principal solicitors from over 10 law firms.

顧問委員會

法律及行政實習中心成立了一個顧問委員會，其成員包括多間律師行的合伙人及主任律師，支援課程的運作及發展。



LAS Alumni Association

Hundreds of member graduates working in law firms, Department of Justice and commercial organizations provide strong support to the students and strengthen their networking with the legal sector.

法律及行政事務學舊生會

舊生會會友在律師行、律政司及商業機構工作，對在學學生提供強大支援及網絡，與法律界緊密聯繫。



CAMPUS AND DEPARTMENT FACILITIES 院校及部門設施

Centre for Legal and Administrative Practices (CLAP)

The Centre consists of a moot court, legal reference and meeting rooms for students to learn legal practice and procedure in court and law firm settings.

法律及行政實習中心

中心設有模擬法庭、法律資料庫及會議室，讓學生在模仿實際的工作環境下，學習法律實務及法庭程序等各種技能。



Moot Court at IVE



Moot Court at IVE

Campus Facilities

The campus provides students with an excellent environment for learning and personal whole-person development.

院校設施

學院提供一個優良的學習環境，讓學生在學習之餘，亦能發展多方面的潛能。



Sports facilities include an indoor games hall, basketball courts, volleyball courts, badminton courts, squash courts, activity space for table-tennis, a physical fitness training room, outdoor tennis courts, an open multi-purpose playground and a mini-soccer pitch.

體育設施包括室內體育館、籃球場、排球場、羽毛球場、壁球室、乒乓球場地及設備現代化的健身室、戶外網球場，多用途活動操場及一個小型足球場。



The Learning Resource Centre occupies four floors and includes Campus Library, Learning and Development Zone, Open Access Computer Area, Multi-media Workshop, Project Rooms and various student activity areas.

學習資源中心共有四層，設施包括有圖書館服務、自學區、電腦開放中心、多媒體工作坊及其他學生生活動區。



GENERAL ENTRANCE REQUIREMENTS 一般入學條件

2-year Full-time BA124009 Higher Diploma in Law and Administration 兩年全日制 法律及行政事務學高級文憑

Holder of S6 (NSS) Qualification :

5 HKDSE subjects at Level 2 or above, including English Language and Chinese Language; OR VTC Foundation Diploma (Level 3) / Diploma of Foundation Studies; OR VTC Diploma in Vocational Education; OR Yi Jin Diploma; OR equivalent.

Remarks :

An "Attained" and an "Attained with Distinction" in an HKDSE Applied Learning (ApL) subject are regarded as equivalent to an HKDSE subject at "Level 2" and "Level 3" respectively, and a maximum of two ApL subjects can be counted for admission purpose.

A "Grade D or E" and a "Grade C or above" in an HKDSE Other Language subject are regarded as equivalent to an HKDSE subject at "Level 2" and "Level 3" respectively, and one Other Language subject can be counted for admission purpose.

Holders of DVE award upon successful completion of prescribed modules are eligible to apply for Higher Diploma Programmes.

持中六（新高中學制）學歷：

香港中學文憑考試5科成績達第2級或以上，包括英國語文及中國語文；或VTC基礎文憑(級別三)/基礎課程文憑；或VTC中專教育文憑/職專文憑；或毅進文憑；或同等學歷。

備註：

香港中學文憑考試應用學習科目取得「達標」/「達標並表現優異」的成績，於申請入學時會被視為等同香港中學文憑考試科目成績達「第二級」/「第三級」；最多計算兩科應用學習科目。

香港中學文憑考試其他語言科目取得「D或E級」/「C級或以上」的成績，於申請入學時會被視為等同香港中學文憑考試科目成績達「第二級」/「第三級」；只計算一科其他語言科目。

持中專教育文憑學銜並完成指定單元，可報讀高級文憑課程。

2-year Part-time BA524014P Professional Diploma for Legal Executives 兩年兼讀制 法律行政人員專業文憑

5 HKCEE subjects at Level 2 or above, including English and Chinese Languages and with at least 2 years work experience; OR

5 HKDSE subjects at Level 2 or above, including English and Chinese Languages and with at least 1 year work experience; OR

3-year law related employment experience together with minimum Grade D in English Language (Syllabus B)/Level 3 in English Language or 6.0 in IELTS or equivalent.

Remarks :

Subject to availability of places, students with less working experience may be allowed to study individual modules. Upon achieving sufficient working experience, the students will be allowed to enroll in the PDLE and their passed individual modules will be granted exemption for normally not more than 50% of the credit values of the programme.

香港中學會考獲五科成績達E級/二級或以上，包括英國語文及中國語文，並有二年工作經驗；或

香港中學文憑考試五科成績達第二級或以上包括英國語文及中國語文，並有一年工作經驗；或

有三年與法律相關的工作經驗；及香港中學會考英國語文（課程乙）成績達D級或英國語文第三級或國際英語測試6分；或同等學歷。

備註：

在學額未滿的情況下，如學生沒有足夠工作經驗，可先報讀個別單元。在取得足夠工作年資後，再登記為法律行政人員專業文憑的學生；已及格的單元，可以取得課程的學分豁免，但豁免的學分不能超過該課程所有學分的一半。

Enquiry for Programme

BA524014P Professional Diploma for Legal Executives :
2460 5941 (Mr. Ho) - 2460 5946 (Ms. Cheung)

有關 BA524014P 法律行政人員專業文憑的課程查詢：
2460 5941 (何先生) - 2460 5946 (張小姐)

OFFERING CAMPUSES
(DEPARTMENT OF BUSINESS ADMINISTRATION)
開辦院校 (工商管理系)

Chai Wan 柴灣



IVE (Chai Wan)
30 Shing Tai Road
Chai Wan, Hong Kong

香港專業教育學院 (柴灣)
香港柴灣盛泰道30號

Department of
Business Administration
工商管理系

Tel: 2595 8204
Fax: 2505 4216
Website: http://ive.edu.hk/cw/ba/html/en/cw_campus_offices_ba.html
E-mail: cw-ba@vtc.edu.hk

Tuen Mun 屯門



IVE (Tuen Mun)
18 Tsing Wun Road
Tuen Mun, New Territories

香港專業教育學院 (屯門)
新界屯門青雲路18號

Department of
Business Administration
工商管理系

Tel: 2460 5946
Fax: 2453 2705
Website: <http://tm.ba.vtc.edu.hk>
E-mail: tm-ba@vtc.edu.hk

BA124009 Higher Diploma in Law and Administration
法律及行政事務學高級文憑

BA524014P Professional Diploma for Legal Executives
法律行政人員專業文憑

Business Administration Discipline 工商管理學科



DEGREE STUDIES 進修途徑

TOP-UP DEGREE

Coventry University, UK
Sheffield Hallam University, UK
University of Northumbria at Newcastle, UK

CAREER PROSPECTS 就業前景

Officer in Disciplinary Forces
Company Secretarial Officer
Human Resources Officer
Law Clerk
Legal Executive
Legal Secretary

Campus Secretariat 學院秘書處

- IVE (Chai Wan)
- 30 Shing Tai Road
- Chai Wan, Hong Kong
- 香港專業教育學院 (柴灣)
- 香港柴灣盛泰道30號

Tel: 2595 8333
Fax: 2505 4200
Email: cw-cs@vtc.edu.hk

- IVE (Tuen Mun)
- 18 Tsing Wun Road
- Tuen Mun, New Territories
- 香港專業教育學院 (屯門)
- 新界屯門青雲路18號

Tel: 2463 0066
Fax: 2454 5654
Email: tm-cs@vtc.edu.hk

For programme details, please visit :
www.ive.edu.hk/ba

For admission details, please visit :
www.vtc.edu.hk/admission

For enquiry, please call 2897 6111

有關課程資料，請瀏覽：
www.ive.edu.hk/ba

有關入學資料，請瀏覽：
www.vtc.edu.hk/admission

如有查詢，請致電 2897 6111

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