



OPPORTUNITIES



HIGHER DIPLOMA in
Law and Administration

法律及行政事務學高級文憑



International Track

2+1 直升英國大學
學士學位

BA124009 (柴灣 / 屯門)

Member of  VTC Group



資歷架構
Qualifications Framework
本課程在資歷架構下獲得認可為級別第四級，登記有效期至2012年9月31日至2016年8月31日。
資歷名冊登記編號：12/000426/4

課程特色

本課程訓練學生法律及行政所需的實務能力、知識和技能，以便畢業生能服務於律師行、政府及工商機構之有關法律及行政部門。

符合資格的畢業生，可獲「法律行政人員」資格。

具有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。



國際化階梯

由2016/17學年起



* 這些英國大學學士學位課程經由VTC才藝高等教育學院提供
** 個別銜接課程或會要求學員參加入學面試

國際化階梯

工商管理學科(BA)國際化階梯高級文憑課程為畢業生提供明確升讀大學路徑。由2016/17學年起，BA新入學高級文憑學員成功完成其高級文憑課程後，均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**。

學員一般可於三至四年內完成高級文憑及學士學位課程。



主要科目

- 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
- 英文傳意：書信寫作
- 僱傭法
- 家事法及婚姻訴訟手續
- 人際關係及人力資源管理
- 工作實習
- 土地法及租賃實務
- 法律專業道德守則
- 市場學
- 繼承法及遺囑認證實務
- 專題習作
- 職業中文傳意：普通話對話與匯報
- 全人發展：專業發展

免責聲明：

1. 最新的課程內容及相關資料會上載於入學網頁 (<http://www.vtc.edu.hk/admission>)。如本小冊子與入學網頁的資料有異，請以入學網頁為準。
2. 職業訓練局可因應情況於開學前取消任何課程、修正課程名稱、內容或更改開辦課程的院校/分校/上課地點。詳情會於入學網頁公布。





一般入學條件

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：

1. 香港中學文憑考試應用學習科目(乙類科目)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。

2. 香港中學文憑考試其他語言科目(丙類科目)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。

3. 持中專教育文憑學位並完成有關升學的指定單元，可報讀高級文憑課程。

4. 申請人可能需要參加面試。

上課院校

柴灣
屯門



業界認可

「晉身法律界工作的畢業同學，都能將他們學到的基本法律知識和實用技巧靈活地應用到工作上，在同輩中脫穎而出，令人讚賞。」

陳鑑清主任
律師
陳鑑清律師行

專業豁免

本課程獲香港律師會認可，符合下列資格的畢業生，可獲「法律行政員」資格：

香港中學文憑考試5科成績達第二級或擁有三年與法律有關的工作經驗；及
香港中學文憑考試英國語文成績達第三級或IELTS國際英語測試平均6分。

有關課程資料，請瀏覽：
www.live.edu.hk/ba
有關入學資料，請瀏覽：
www.vtc.edu.hk/admission
如有查詢，請致電 2460 5946

2015年11月



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法律及行政事務學高級文憑

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International Track

2+1 直升英國大學
學士學位

BA124009 (Chai Wan / Tuen Mun)

Member of **VTC** Group



資歷架構 This programme is recognised under the Qualifications Framework (QF Level 4) with a validity period starting from 3/9/2012 till 31/8/2016.
QR Registration Number: 12/000426/4

PROGRAMME HIGHLIGHTS

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.

"Legal Executives" with legal work experience for 3 years enjoy limited rights of audience in both the District court and the High Court.



KEY MODULES

- Advocacy
- Basic Legal Studies
- Civil Litigation Procedure
- Company Law
- Company Secretarial Practice
- Conveyancing Practice
- Criminal Law and Procedure
- English & Communication: Workplace Correspondence
- Employment Law
- Family Law and Matrimonial Practice
- Human Relations and Human Resources Management
- Industrial Attachment
- Land Law & Tenancy
- Legal Professional Ethics
- Management
- Marketing
- Succession and Probate Practice
- Project
- Vocational Chinese Communications: Putonghua Conversation and Reports
- Whole Person Development: Integrated Career Development

Disclaimer:
1. Latest programme curriculum and relevant information will be updated on the Admissions Homepage (<http://www.vtc.edu.hk/admission>). Should there be any inconsistency between the information in this Leaflet and that on the Admissions Homepage, the latter version prevails.
2. VTC reserves the right to cancel any programme, revise programme title, content or change the offering institute(s)/campus(es)/class venue(s) before class commencement if circumstances so warrant. Details will be announced on the Admissions Homepage.



International Track

From AY2016/17 onward

1 Accredited Bachelor's Degree Programmes*
(Direct Admission)

2 Successful Completion of IVE BA HD Programmes

* These programmes are offered by British universities in collaboration with VTC School for Higher and Professional Education.
** Some degree programmes may require prospective students to attend an admission interview.

INTERNATIONAL TRACK

Business Administration Discipline (BA) International Track Higher Diploma (HD) programmes enable a well-defined route to degree study. Commencing academic year 2016/17, all newly admitted BA HD students 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 upon successful completion of their HD**.

Students normally can obtain both a HD and a bachelor's degree within 3-4 years.



CAREER PROSPECTS

The average employment rate of our BA graduates reached 90%.

Graduates may work in the following related industries:
Law and business administration, e.g. acting as legal executive, legal secretary and law clerk in a law firm, and administrative officer and human resources officer in a business corporation.

INDUSTRIAL ATTACHMENT PROGRAMME

Students can experience industrial attachment in the following industries:
Law and business, e.g. students can take up internship in law firms, chambers and business corporations.



GENERAL ENTRANCE REQUIREMENTS

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 / Diploma of Vocational Education; OR Yi Jin Diploma; OR Equivalent.

Remarks:

1. An "Attained" and an "Attained with Distinction" in an HKDSE Applied Learning (ApL) subject (Category B subjects) 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.

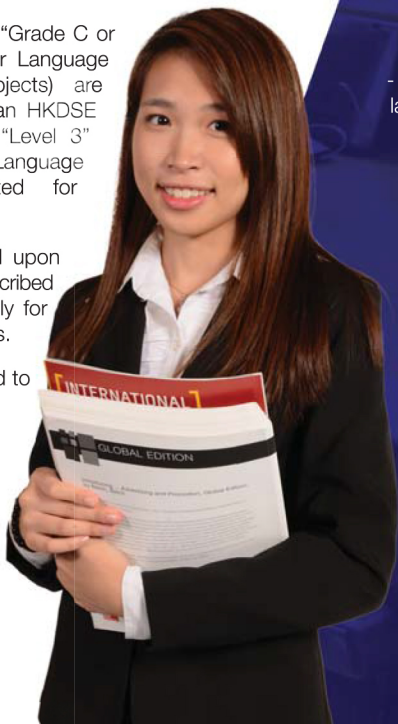
2. A "Grade D or E" and a "Grade C or above" in an HKDSE Other Language subject (Category C subjects) are regarded as equivalent to an HKDSE subject at "Level 2" and "Level 3" respectively, and one Other Language subject can be counted for admission purpose.

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

4. Applicants may be required to attend an interview.

OFFERING CAMPUS

Chai Wan
Tuen Mun



EXTERNAL RECOGNITION BY EMPLOYERS

"The graduates of the Course will start to realize the benefit of the essential basic trainings on legal principles they have received from the Course, which undoubtedly stand them in good stead, when they begin their careers in law firms."

Mr. John Chan,
Principal,
John Chan & Co., Solicitors

PROFESSIONAL EXEMPTION

The course is recognized by the Law Society of Hong Kong. Graduates who have satisfied the following requirements are entitled to use the title "Legal Executive":

- who have obtained a Level 2 in 5 subjects in HKDSE or who have been in law-related employment for 3 years; and
- who have obtained a minimum level 3 in English language in HKDSE or an overall score of 6.0 in IELTS (International English Language Testing System).

For programme details, please visit:

www.ive.edu.hk/ba

For admission details, please visit:

www.vtc.edu.hk/admission

For enquiry, please call 2460 5946

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