

## Skills Upgrading Scheme for Transport Industry

Provide continuous learning opportunities for in-services employees in the industry. The courses are jointly designed by the representatives of employers associations, employees associations and training organizations from air-freight, sea-freight, road freight, warehousing and logistics sectors. A major part of course fee will be subsidized by the government. The scheme has also put in place a stringent quality assurance mechanism. The skills qualification a trainee received under the Scheme will be widely recognized by employers in the industry.

## Hongkong Association of Freight Forwarding and Logistics Limited (HAFFA)

HAFFA is a non-profit making organization which promotes, protects and develops the carriage of goods generally, and the businesses of cargo forwarding agents, cargo forwarders and logistics service providers in particular. HAFFA is involved with coordinating, lobbying and liaising with government as well as other industry authorities and local terminal operators. HAFFA is responsible for setting industry standards and providing educational courses which strengthen the professional levels of freight forwarders and logistics service providers in Hong Kong. HAFFA represents its members' interest at meetings of FAPAA, IATA and FIATA, ensuring that Hong Kong's voice is heard at int'l industry conferences.

## Background

Forwarding and logistics are the core part of the transport industry, which consists of air, sea, road, rail and warehousing. With the increase of international trade and China's presence in the World Trade Organization (WTO), Transport Logistics is one of the sectors for long term growth identified by the Hong Kong SAR Government. To maintain its position as the preferred transport and logistics hub in Asia, Hong Kong needs a well-trained and efficient work force in the airfreight industry.

## Objective

Through the Skills Upgrading Scheme, it is not only able to increase the skills of operational staff and the competitiveness of their company, but also to provide training for the frontline staff in order to meet the demands of the structural change of industry and the increase of scope service. It aims to promote the culture of "Life-long learning, Self-enhancement" in the workforce, to have a positive attitude towards the changing of airfreight industry.

## Target Participants

Current operational/frontline staff in the Airfreight Industry (Freight Forwarding/Cargo Agent).

## Tentative Date, Time & Venue

Reference Code	Class 2006E	Class 2006X	Class 2006F
Tentative Date & Time *	19 Aug to 09 Nov 2006 (except public holidays) Thursdays: 7 – 10 pm Saturdays : 3 – 6 pm <b>(No lecture on 23 Sep, 07 Oct, 04 Nov 2006)</b>	02 Sep to 18 Nov 2006 (except public holidays) Thursdays: 7 – 10 pm Saturdays : 3 – 6 pm <b>(No lecture on 07 Oct, 16 Nov 2006)</b>	19 Sep to 09 Dec 2006 (except public holidays) Tuesdays: 7 – 10 pm Saturdays : 3 – 6 pm <b>(No lecture on 07, 28 Oct, 05 Dec 2006)</b>
Classroom Venue*	<b>Music Man Production Ltd.</b> 2/F, Lee Kar Bldg, 4 Carnarvon Rd., TST (TST MTR Exit D2) 尖沙咀加拿芬道 4 號 利嘉大廈 2 字樓全層 (尖沙咀地鐵站 D2 出口)	<b>Hong Kong Scout Centre</b> Scout Path, Austin Rd., Kowloon (Jordan MTR Station Exit D) 香港童軍中心-九龍尖沙咀柯士甸道童軍徑 (佐敦地鐵站 D 出口)	<b>Music Man Production Ltd.</b> 2/F, Lee Kar Bldg, 4 Carnarvon Rd., TST (TST MTR Exit D2) 尖沙咀加拿芬道 4 號 利嘉大廈 2 字樓全層 (尖沙咀地鐵站 D2 出口)

\* Except for Field & Freightier visit: Please refer to the tentative schedule next page for details

## Fee per Applicant

**Total: HK\$825.-**

The course will be divided into **2 modules** and interested participants **are required to take both modules 1 (HK\$390.-) and 2 (HK\$435.-) as a whole**. This course is supported by the HKSAR Government under the Skill Upgrading Scheme (SUS) with subsidy of 70% of the full course fee. Therefore, **students pay only 30% of the fee (i.e. the Airfreight course at HK\$825.-)**.

## Registration Procedure & Period

- Please send all the following items by post or by hand to HAFFA Secretariat during office hours (See "For Further Information"):  
Missing any item below will be considered as incomplete application and hence enrollment will be rejected.
  - **Completed Enrollment Form (Original Copy)**
  - **Valid proof of the applicant's current employment. *Authorized Signature and Chop* of employer (with name and title) provided under "Employer's recommendation to the course" in the enrollment form.**
  - **Cheque of HK\$825- made payable to "HAFFA". *Please write down your Name & Reference Code on the back of the cheque.***
  - **Deadline: Class 2006E: 28 Jul 2006 (Friday)  
Class 2006X: 04 Aug 2006 (Friday)  
Class 2006F: 11 Aug 2006 (Friday)**
- Letter of Acceptance will be issued on or before **12 Aug 2006 (Class 2006E) / 26 Aug 2006 (Class 2006X) / 12 Sep 2006 (Class 2006F)** by **POST** only. Please do not call us before that day. Kindly make sure your contacts information (especially postal address) is accurate. The secretariat holds no responsibility for any mailing errors arisen from inaccurate contact information provided by the applicant.

## Award:

SUS Certificate will be issued by the employers associations, employees associations, training organizations, government and HAFFA to students who have successfully passed the course (passing mark: 60%) and provided with attendance of 80% or above for each module (**i.e. attend at least 9 lectures including both test and exam for Module 1, and at least 9 lectures, including both test and exam for Module 2**). The certificate is widely recognized by senior management in the industry.

## For Further Information

### HAFFA Secretariat

Address: 8/F, China Hong Kong Centre, 122-126 Canton Road, Tsim Sha Tsui  
Office Hour: Mon – Fri: 0900– 1250 and 1400– 1700; Sat: 0900 – 1250

Tel: 2796 3121 Website: <http://www.haffa.com.hk>  
Sunday and Public holidays: Close

**Skill Upgrading Scheme Secretariat:** Hotline: 2836 1234

#### Tentative Course Content and Schedule (64 hours)

Date				Content	Module 1 - Airfreight (I) (10 Lessons)
<b>Class 2006E</b>	<b>Class 2006X</b>	<b>Class 2006F</b>			<b>Int'l Trade, Supply Chain Management (SCM) and Airfreight Business</b> <ul style="list-style-type: none"> <li>- Major int'l trading countries &amp; regions, Int'l trade flows, Worldwide economy in relation to airfreight, Development of Air Freight in History, Evolution of Logistics &amp; SCM, SCM in relation to Airfreight, Multimodal transportation in Logistics System.</li> </ul> <b>Principal Characteristics of Air Transport</b> <ul style="list-style-type: none"> <li>- Airlines, Consolidators, Freight forwarders, Airport, Air Cargo Terminals, Ramp Handling, Warehouses, IATA Cargo Agent</li> </ul> <b>Organization in relation to Air Freight</b> <ul style="list-style-type: none"> <li>- IATA, FIATA, HAFFA, ICAO, BOEING, AIRBUS, FAA, CLG</li> </ul> <b>Marketing and Commercial Policy in Air Transport</b> <ul style="list-style-type: none"> <li>- Airlines Comm. Policy, Economy Evaluation, Bilateral Comm. Policy, Gov't Policy, Marketing of Freight Forwarders</li> </ul> <b>Airfreight Procedures and Manuals</b> <ul style="list-style-type: none"> <li>- Background of Documents and Their Preparation, Air Waybill, House Air Waybill, Shipper Letter of Instruction, Commercial Invoice, Shipper's Declaration for DG, Shipper's Certification of Live Animals, Packing List, TACT, OAG, ABC, Manifest, IATA currency, Import, Export, Transshipment, Booking and Carriage, Allotment, Equalization</li> </ul> <b>Airfreight Equipment, Airport Services Provider (CTO/RHO)</b> <ul style="list-style-type: none"> <li>- Type of Aircraft, Unit Load Devices (ULD), Ramp Equipment, Cargo Terminal Equipment, Warehouse Equipments</li> </ul> <b>Rate Application</b> <ul style="list-style-type: none"> <li>- GCR, SCR, Class Rate, Unit Load Device Rate (Pallet Calculation, Calculation of Equalization), Local Charge</li> </ul> <b>E-commerce</b> <ul style="list-style-type: none"> <li>- ISAC, Cargo 2000, ACCS, Cargo Import, E-Manifest, E-Licence, Tradelink, e-RCL, Traxon, OAG, www.hactl.com, www.aat.com.hk, www.clg.org.hk, www.haffa.com.hk</li> </ul> <b>Banking system and Process in Airfreight</b> <ul style="list-style-type: none"> <li>- INCO Terms, Banking Document, Letter of Credit, Case Studies, General Trading Terms</li> </ul> <b>Test and Exam</b>
19 Aug (Sat)	02 Sep (Sat)	19 Sep (Tue)			
24 Aug (Thu)	07 Sep (Thu)	23 Sep (Sat)			
26 Aug (Sat)	09 Sep (Sat)	26 Sep (Tue)			
31 Aug (Thu)	14 Sep (Thu)	30 Sep (Sat)			
02 Sep (Sat)	16 Sep (Sat)	03 Oct (Tue)			
07 Sep (Thu)	21 Sep (Thu)	10 Oct (Tue)			
09 Sep (Sat)	23 Sep (Sat)	14 Oct (Sat)			
14 Sep (Thu)	28 Sep (Thu)	17 Oct (Tue)			
16 Sep (Sat)	30 Sep (Sat)	21 Oct (Sat)			
21 Sep (Thu)	05 Oct (Thu)	24 Oct (Tue)			
<b>28 Sep (Thu)*</b>	<b>12 Oct (Thu)*</b>	<b>31 Oct (Tue)*</b>	<b>Exam 1</b>		
*Exam for M1 (0.5-1 hr)					
^Start of M2					
Date				Content	Module 2 - Airfreight (II) (11 Lessons)
<b>Class 2006E</b>	<b>Class 2006X</b>	<b>Class 2006F</b>			<b>Consolidation / Equalization</b> <ul style="list-style-type: none"> <li>- Basic Concept of Consolidation, Bulk Consolidation, ULD Consolidation, Consolidation Simulation,</li> </ul> <b>Freight Loading and Briefing the Awareness at the Air-Side</b> <b>Field and Freighter Visit (see Remark 6)</b> <b>Cargo Build-up / Storage</b> <b>Cargo Damage and Claims</b> <ul style="list-style-type: none"> <li>- Basic Concept, Case Studies, Claim Procedures</li> </ul> <b>Dangerous Goods</b> <ul style="list-style-type: none"> <li>- General Philosophy, Legal Responsibilities, Hidden &amp; Forbidden DG, Introduction of 9 DG classes, Packing &amp; Packaging, Marking &amp; labelling, General concepts of emergency response</li> </ul> <b>Dangerous Goods Awareness (Extra lecture arranged by HAFFA in addition to the original syllabus of the SUS Airfreight course)</b> <ul style="list-style-type: none"> <li>- Basic knowledge on the current regulation of handling skills of DG in loading and storage</li> </ul> <b>Special Cargo</b> <ul style="list-style-type: none"> <li>- AVI, VAL, DG, PER or WET cargo, Car, Engine, Transshipment (HACTL SuperLink China Direct &amp; AAT ChinaLink, MCT)</li> </ul> <b>Cargo Security Awareness</b> <ul style="list-style-type: none"> <li>- RAR, Occupational Health &amp; Safety,</li> </ul> <b>Customs Procedure (New Topic)</b> <ul style="list-style-type: none"> <li>- China custom clearance, concepts of port of entry/exit and port of destination / origin</li> </ul> <b>Test and Exam</b>
28 Sep (Thu)^	12 Oct (Thu)^	31 Oct (Tue)^			
30 Sep (Sat)	14 Oct (Sat)	04 Nov (Sat)			
05 Oct (Thu)	19 Oct (Thu)	07 Nov (Tue)			
12 Oct (Thu)	21 Oct (Sat)	11 Nov (Sat)			
14 Oct (Sat)	26 Oct (Thu)	14 Nov (Tue)			
19 Oct (Thu)	28 Oct (Sat)	18 Nov (Sat)			
21 Oct (Sat)	02 Nov (Thu)	21 Nov (Tue)			
26 Oct (Thu)	04 Nov (Sat)	25 Nov (Sat)			
28 Oct (Sat)	09 Nov (Thu)	28 Nov (Tue)			
02 Nov (Thu)	11 Nov (Sat)	02 Dec (Sat)			
<b>09 Nov (Thu)</b>	<b>18 Nov (Sat)</b>	<b>09 Dec (Sat)</b>	<b>Exam 2</b>		

Duration of each lecture is 3 hours. Total: 64 hours

FV: Field & Fighter visit to be held on the above-specified date (tentative) from 1:30-5:30pm, at Hactl & HK Int'l Airport.

**\* We shall take the attendance on 28 Sep (Class 2006E) / 12 Oct (Class 2006X) / 31 Oct (Class 2006F) for both Module 1 and Module 2.**

#### Remarks

- HAFFA has adopted a Personal Data (Privacy) Policy. The Policy statement is available at HAFFA Secretariat for collection.
- Fax and phone reservations are not acceptable.
- The date & time of receipt of the application by the HAFFA Secretariat will be taken as the official date & time of application.
- Application is subject to HAFFA's approval. HAFFA reserves the right to reject any application in any circumstances and for whatever reasons. Submission of the enrollment form and cheque should not be construed as acceptance of admission. Cheques are subject to bank clearance and receipts will then be issued.
- Enrolment fee is not refundable. We may accept substitution for reserved seats if HAFFA is notified in writing at least 7 working days before the course commences, but no cancellation or refunds are given once the cheque has been received. A handling charge of HK\$50.- will also be levied.
- HAFFA reserves the right to change the lecturer(s) / instructor(s), program contents (including Field & Freighter Visit), schedule or venue, or cancel the course at any time and without prior notice if it so deems necessary. Those who would be affected by cancellation (except Field & Freighter Visit) will be entitled to a full refund or a position on the next available course.

培訓機構名稱：香港貨運物流業協會(HAFFA)

申請人編號：\_\_\_\_\_

### 技能提升計劃課程報名表

只可選擇報讀以下一項課程

申請課程編號：SUSTR0205AHFA & SUSTR0206AHFA 申請課程名稱：空運業課程單元一及二 (Class 2006E) ☐  
申請課程編號：SUSTR0205AHFA & SUSTR0206AHFA 申請課程名稱：空運業課程單元一及二 (Class 2006X) ☐  
申請課程編號：SUSTR0205AHFA & SUSTR0206AHFA 申請課程名稱：空運業課程單元一及二 (Class 2006F) ☐

**Registration Deadline: Class 2006E: 28 Jul 2006 / Class 2006X: 04 Aug 2006 / Class 2006F: 11 Aug 2006**

為方便輸入電腦,請以英文正楷填寫。

#### 個人資料

申請人姓名：\_\_\_\_\_(中文)  
(請填身份證姓名) \_\_\_\_\_(英文)

身份證號碼：\_\_\_\_\_ 性別：\_\_\_\_\_ 年齡：\_\_\_\_\_

出生日期：\_\_\_\_\_(日) \_\_\_\_\_(月) \_\_\_\_\_(年份) \_\_\_\_\_(手電)

聯絡電話：\_\_\_\_\_(日間) \_\_\_\_\_(晚間)

聯絡地址：\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

電郵地址：\_\_\_\_\_ 傳真號碼：\_\_\_\_\_

教育程度：☐中一至中三 ☐中四至中五 ☐中六至中七 ☐其他\_\_\_\_\_

現職機構名稱：\_\_\_\_\_

現職機構地址：\_\_\_\_\_

現職機構電話：\_\_\_\_\_ 現職機構傳真：\_\_\_\_\_

現職職位：\_\_\_\_\_ 現職薪酬：\_\_\_\_\_

現職年期：\_\_\_\_\_ 入行年數：\_\_\_\_\_

得知本課程的途徑：☐電視 ☐電台 ☐雜誌 ☐僱主 ☐工會 ☐網頁 ☐其他\_\_\_\_\_

是否由僱主推薦參加課程(注意部份課程需提交有關工作經驗證明文件方可接受申請)：

X 否 ☒ 是 (如由僱主推薦參加，請蓋公司印章及認可簽署：\_\_\_\_\_)

(推薦人員：\_\_\_\_\_ 職銜：\_\_\_\_\_)

#### 簽署聲明

- 本人明白不可重複報讀已曾經成功完成的技能提升課程，如被發現違例，本人願承擔一切責任，包括退還已津貼的 70%課程成本及其他行政費用。
- 本人完全明白《個人資料政策》所載貴秘書處在個人資料及《個人資料(私隱)條例》(香港法例第 486 章)方面的政策及做法(如有需要，申請人可向秘書處查閱個人資料政策。該文件屬本表格/申請表的一部份，請在填寫申請表前詳閱其內容)。
- 本人已詳細閱讀《個人資料政策》，並完全明白及願意遵守其條款。

申請人簽署：\_\_\_\_\_ 日期：\_\_\_\_\_

姓名：_____	姓名：_____	姓名：_____
地址：_____	地址：_____	地址：_____
_____	_____	_____
_____	_____	_____

(此欄由申請人填寫) (此欄由申請人填寫) (此欄由申請人填寫)