

學徒事務專員：

修讀課程承諾書

因本公司的需要，請你頒發上課令 給予註冊學徒 _____

(登記號碼： _____) 修讀下列[#] 青年學院 / 香港專業教育學院 的課程，本公司將負責該等課程的學費。

* #
 日間 / 夜間 兼讀制 中專教育文憑／職專文憑課程 (課程編號: _____)

* #
 日間 / 夜間 兼讀制 工程文憑課程 (課程編號: _____)

* #
 日間 / 夜間 兼讀制 高級文憑課程 (課程編號: _____)

* #
 日間 / 夜間 兼讀制 四級別高級文憑課程 (第[#]二 / 三 級)
(課程編號: _____)

僱主簽署 及 公司印鑑：

_____ 謹 啟

年 月 日

簽署人：

職位：

公司名稱：

* 請於空格內填上 "✓" 號

請刪除不適用

R/F 16 (8 July 16)

The Director of Apprenticeship

Dear Sir,

Undertaking Letter for Attending Course

For the needs of our company, we would like to seek for your issuance of an Attendance Order to instruct our registered apprentice _____

(Registration Number: _____), to attend the following course at

Youth College / Hong Kong Institute of Vocational Education:

* #
 Part Time Day / Evening Diploma in Vocational Education / Diploma of Vocational Education Course
(Course Code: _____)

* #
 Part Time Day / Evening Diploma in Engineering Course (Course Code: _____)

* #
 Part Time Day / Evening Higher Diploma Course (Course Code: _____)

* # #
 Part Time Day / Evening 4-Level Higher Diploma Course (Level 2 / 3) (Course Code: _____)

We will pay the fees of the course attended by this apprentice under the Attendance Order.

Yours faithfully,

Company Chop &
Authorised Signature: _____

Authorised Person: _____

Position: _____

Company Name: _____

Date: _____

* Please fill in the blank box with " ✓ "

Please delete as inappropriate

R/F 16 (8 July 16)