

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

QF Level 4 資歷架構第四級別



This course has been included in
the list of reimbursable courses under the Continuing Education Fund
本課程已加入持續進修基金可獲發還款項課程名單內

This course is recognized under the Qualifications Framework (QF Level 4)
本課程在資歷架構下獲得認可(資歷架構第4級)



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Programme Aim | 課程宗旨

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The programme provides practical training to students and equips them with the necessary knowledge and skills to be a legal executive. Graduates are able to work in law firms or in-house legal department of commercial enterprises. The programme also enables business professionals to acquire legal knowledge.

本課程提供切合實際需要的訓練給學生，並教授作為『法律行政人員』必備之知識及技能。畢業生可受顧於律師行或各商業機構之法律部門。課程亦可以讓商界人士獲取法律知識。



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Programme Features | 課程特色

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- The programme fulfills the Benchmarks for Legal Executive Courses prescribed by The Law Society of Hong Kong
- Graduates of the programme who fulfill the relevant requirements may use the professional title "Legal Executive"*
- The programme is recognized by the Judiciary where graduates who are "Legal Executives" with legal work experience for 3 years enjoy limited rights of audience in both the District court and the High Court.
- Practice modules are taught by experienced solicitors/barristers
- 課程符合由香港律師會定立之『法律行政人員』課程指標
- 畢業生符合有關規定後可使用『法律行政人員』之專業職銜*(請參閱以下英文版註解)
- 課程獲司法機構認可，畢業生成為「法律行政人員」並取得三年與法律有關的工作經驗後，可在區域法院及高等法院享有有限的出庭發言權
- 實務單元由具有豐富執業經驗的律師/大律師任教



* Graduates who have satisfied the following requirements are entitled to use the title "Legal Executive" :
(a) who have obtained a pass in 5 subjects in HKCEE or a combination of results in 5 HKDSE subjects of Level 2 in NSS subjects, "Attained" in ApL subjects (subject to a maximum of 2 ApL subjects) and Grade E in Other Language subjects or who have been in law-related employment in Hong Kong for 3 years; and
(b) who have obtained a minimum grade D in English language (Syllabus B)(or equivalent) in pre-2007 HKCEE, or a minimum level 3 in English language from 2007 HKCEE onwards, or a minimum overall score of 6 in IELTS (International English Language Testing System), or a minimum Level 3 in English Language in HKDSE since 2012.



Programme Structure | 課程概要



Module Code 單元編號	Module Title 單元	QF Level 資歷架構級別	No. of Credit 學分	Curr. Hrs. 修讀時數
LCA4801	Legal Environment for Business 商業法律概述	4	26	52
LCA4802	Criminal Law and Procedure 刑法及訴訟程序	4	10	39
LCA4803	Company Law and Practice 公司法及實務	4	26	52
LCA4804	Civil Litigation Procedure 民事訴訟程序	4	10	39
LCA4805	Succession and Probate Practice 繼承法及遺囑認證實務	4	10	39
LCA4806	Land Law, Conveyancing and Tenancy 土地法，物業轉讓及租賃實務	4	26	52
LCA4807	Legal Writing 法律文書撰寫	4	6	26
LCA4808	Family Law and Matrimonial Practice 家事法及婚姻訴訟實務	4	10	39
LCA4809	Legal Professional Ethics 法律專業道德守則	4	6	26
LCA4810	Advocacy 訴訟技巧	4	6	26
	Total		136	390



QF Level | 資歷架構級別



QR Registration No. | 資歷名冊登記號碼：11/000154/4

Registration Validity Period | 登記有效期：06/09/2010 至 31/08/2026

QF Level : 4 | 資歷架構級別：4



Programme Duration | 修讀時間



Two years (Part-time) | 兩年(兼讀制)



Medium of Instruction | 授課語言



English supplemented by Chinese | 英文(輔以中文)



Venue | 上課地點



IVE (Haking Wong)
702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon

香港專業教育學院(黃克競)
九龍長沙灣荔枝角道702號



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Entry Requirement | 申請資格

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- 5 HKCEE subjects at Grade E/Level 2 or above, including English Language (Syllabus B) and Chinese Language and with at least 2 years work experience; or
- 5 HKDSE subjects at Level 2 or above, including English Language and Chinese Language and with at least 1 year work experience; or
- Aged 21 or above and 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. (Admission interview may be required.); or
- Equivalent
- 香港中學會考五科成績達E級 / 二級或以上，包括英國語文(課程乙)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
- 21歲或以上並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級或第三級或國際英語測試6分(可能需要進行面試)；或
- 同等學歷。

Note: Graduates of the programme have to fulfill the relevant requirements in order to use the professional title "Legal Executive".

註: 畢業生需符合有關規定方可使用『法律行政人員』之專業職銜。

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Programme Fee | 學費

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HK\$72,000

(For two years to be paid by five instalments)

港幣\$72,000 (全期學費，分五期繳交)



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Application Procedure | 報名手續

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Please refer to the application form | 請參考申請表



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Enquiry | 查詢

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Telephone | 電話: 2256 7245 (Mr. Derek Ho | 何先生)
2256 7231 (Ms. Winni Hung | 孔小姐)

Email | 電郵: derekho@vtc.edu.hk



Disclaimer 免責聲明

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Professional Diploma for Legal Executives (BA524014P)

Notes for Applicants

1. The applicant has to submit the application form by mail to the Programme Leader of Professional Diploma for Legal Executives **on or before 31 July 2026 (Friday)**.

Address for Application: Department of Business, Hong Kong Institute of Vocational Education (Sha Tin), 21 Yuen Wo Road, Sha Tin, New Territories, Hong Kong

[Please note that the teaching venue is located at the Hong Kong Institute of Vocational Education (Haking Wong), 702 Lai Chi Kok Road, Cheung Sha Wan, Kowloon]

Telephone: 2256 7245 (Mr. Derek Ho)
2256 7231 (Ms. Winni Hung)

Email: derekho@vtc.edu.hk / wk_hung@vtc.edu.hk

2. Applicant has to submit the following documents, enclosed in an envelope marked with “Application for Professional Diploma for Legal Executives”:
 - completed Application Form and one recent photo;
 - copies of full transcripts and certificates;
 - copy of HKID card; and
 - a crossed cheque or bank draft for the tuition fee for the 1st Semester
3. Successful applicants will be informed and arranged for verification of qualifications.
4. This programme comprises of 10 modules and could be completed in five semesters across two years. Normally, there is one class per week for each module.
5. Total tuition fee for the 2026 intake is **HK\$72,000** (for the whole programme in two years).

Payment Method: By crossed cheque or bank draft payable to “Vocational Training Council” to be submitted together with the application form.

Application Deadline: 31 July 2026 (Friday)

Module Code	Module Title	Commencement Date (Tentative)	Tuition Fee
LCA4801	Legal Environment for Business	03-09-2026 (Thursday)	\$9,680
LCA4804	Civil Litigation Procedure	05-09-2026 (Saturday)	\$6,930
LCA4805	Succession and Probate Practice	To be advised	\$6,930
LCA4802	Criminal Law and Procedure	To be advised	\$6,930
LCA4809	Legal Professional Ethics	To be advised	\$5,080
LCA4807	Legal Writing	To be advised	\$5,080
LCA4803	Company Law and Practice	To be advised	\$9,680
LCA4806	Land Law, Conveyancing and Tenancy	To be advised	\$9,680
LCA4808	Family Law and Matrimonial Practice	To be advised	\$6,930
LCA4810	Advocacy	To be advised	\$5,080
Total:			\$72,000

Remarks:

1. We reserve the right to cancel the programme or any module(s), to revise the programme contents or to change the offering campus of the programme if so required.
2. Owing to operational need, there may be changes in the offering campus and/or date of classes.

Professional Diploma for Legal Executives
Programme Code: BA524014P
APPLICATION FORM

PARTICULARS OF APPLICANT (Please fill in name as it appears on your HKID card)

English: (surname) _____ (given name) _____ Chinese: _____

HKID No.: _____ Date of Birth: (dd/mm/yy) _____

Correspondence Address: _____

Company of Employment: _____ Position: _____

Email Address: _____

Mobile: _____

QUALIFICATION ATTAINED (Please indicate by “✓” if you have met the following qualification)

- (i) 5 HKCEE subjects at Grade E/Level 2 or above, including English Language (Syllabus B) and Chinese Language and with at least 2 years work experience; or
- (ii) 5 HKDSE subjects at Level 2 or above, including English Language and Chinese Language and with at least 1 year work experience; or
- (iii) Aged 21 or above with 3 years law related employment in Hong Kong together with minimum Grade D in English Language (Syllabus B) / Level 3 in English Language or 6.0 in IELTS. (Please attach evidence of law-related employment to your application. Admission interview may be required.); or
- (iv) Equivalent.

Note: Graduates who have satisfied the following requirements are entitled to use the title “Legal Executive”:

- (a) who have obtained a pass in 5 subjects in HKCEE or a combination of results in 5 HKDSE subjects of Level 2 in NSS subjects, “Attained” in ApL subjects (subject to a maximum of 2 ApL subjects”) and Grade E in Other Language subjects or who have been in law-related employment in Hong Kong for 3 years; and
- (b) who have obtained a minimum grade of D in English language (Syllabus B)(or equivalent) in pre-2007 HKCEE, or a minimum level 3 in English language from 2007 HKCEE onwards, or a minimum overall score of 6 in IELTS (International English Language Testing System), or a minimum Level 3 in English Language in HKDSE since 2012.

TUITION FEE (To be paid by 5 instalments over 5 semesters in two years) (See overleaf for details)

Tuition Fee for the 1st Semester		
Module Code	Module Name	Tuition Fee
LCA4801	Legal Environment for Business	\$9,680
LCA4804	Civil Litigation Procedure	\$6,930
Total:		<u>\$16,610</u>

PAYMENT METHOD

Crossed Cheque or Bank Draft should be made payable to “Vocational Training Council”

Cheque / Bank Draft No.: _____

DECLARATION

I agree to conform to the regulations of the Institute and declare the truth and accuracy of the information which I have provided in this application form.

Signature of Applicant: _____ Date: _____

Please contact Ms. Winni Hung at 2256 7231 if you do not receive our interim reply regarding your application after two weeks of your submission.