

## 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 4 August 2023 (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)  
2780 5325 (Mr. Raymond Lam)

Email: [derekho@vtc.edu.hk](mailto:derekho@vtc.edu.hk) / [raymondwm.lam77@vtc.edu.hk](mailto:raymondwm.lam77@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 1<sup>st</sup> 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 2023 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: 4 August 2023 (Friday)

Module Code	Module Title	Commencement Date (Tentative)	Tuition Fee
LCA4801	Legal Environment for Business	06-09-2023 (Wednesday)	\$9,680
LCA4804	Civil Litigation Procedure	09-09-2023 (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:			<b>\$72,000</b>

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

**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 Mr. Derek HO at 2256 7245 if you do not receive our interim reply regarding your application after two weeks of your submission.*