

## Intensive HKAR-66 Training

### Module Course Information

(Ref. no.: AAE/HKAR-66 IT/M9A)

<b>Module Course Code</b>	<b>Module 9A</b>
<b>Module Course Title</b>	<b>Human Factors (Category B1.1/B2*)</b>
<b>Duration:</b>	2 training days (12 hours)  <i>Common module for Category B1.1/B2*</i>
<b>Mode of Study:</b>	Hybrid mode (can choose either face-to-face or online mode)
<b>Medium of Instruction:</b>	English (may be supplemented with Cantonese)
<b>Pre-requisite/ Co-requisite/ Exclusion</b>	Nil
<b>Topics covered:</b>	<ul style="list-style-type: none"><li>• General</li><li>• Human Performance and Limitations</li><li>• Social Psychology</li><li>• Factors Affecting Performance</li><li>• Physical Environment</li><li>• Tasks</li><li>• Communication</li><li>• Human Error</li><li>• Hazards in the Workplace</li></ul>
<b>Course Fees:</b>	HKD 1,800
<b>Award of Certificate:</b>	Participants who have attained a minimum of 90% attendance of total training hours for the selected modules will be awarded a “ <b>Certificate of Attendance</b> ” by the Department of Aeronautical and Aviation Engineering (AAE) of The Hong Kong Polytechnic University.
<b>Enrolment:</b>	Please fill in the application form on the next page and submit the completed application form with file name “ <u>AAE/HKAR-66 IT/M9A_student number</u> ”, (e.g. AAE/HKAR-66 IT/M9A_24001234D) to <a href="mailto:poly.aae@polyu.edu.hk">poly.aae@polyu.edu.hk</a>
<b>Remarks:</b>	Successful applicants will receive a confirmation email and other detailed information.

	Should your application be accepted and confirmed, you are requested to attend the course as scheduled. If you are unable to attend the course as scheduled, please give prior notice of at least 3 working days via email to <a href="mailto:poly.aae@polyu.edu.hk">poly.aae@polyu.edu.hk</a> so that appropriate arrangements could be made.
<b>General enquiries:</b>	Email: <a href="mailto:poly.aae@polyu.edu.hk">poly.aae@polyu.edu.hk</a>

# APPLICATION FORM

— INTENSIVE HKAR-66 TRAINING



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學



Department of  
Aeronautical and Aviation Engineering  
航空及民航工程學系

## REGISTRATION FORM

Module Code& Title : \_\_\_\_\_

Purpose(s) of application:  To prepare for HKAR-66 exam | Expected CAD Exam date : \_\_\_\_\_  
(Please "✓" as appropriate)  Interested in particular module(s): \_\_\_\_\_  
 Useful for my current study/ career  
 Others, please specify: \_\_\_\_\_

## APPLICANT'S PARTICULARS

Name : \_\_\_\_\_  
(Surname) (First Name)

*Note: The "Certificate of Attendance" awarded will be printed with the name provided.*

Gender :  Male  Female | Mode of study :  Face-to-face  Online mode  
(Please "✓" as appropriate) | Contact no. : \_\_\_\_\_

Student no. : \_\_\_\_\_ | Year of Admission : \_\_\_\_\_

Department / School : \_\_\_\_\_

Programme : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Date of application : \_\_\_\_\_ | Signature : \_\_\_\_\_

Please submit the completed application form with file name "AAE/HKAR-66 IT/module code\_student number", (e.g. AAE/HKAR-66 IT/M3\_24001234D) to [poly.aae@polyu.edu.hk](mailto:poly.aae@polyu.edu.hk)

### Applicant's Declaration

1. I declare that the information provided in this form is correct and complete.
2. I understand that the information provided in this form will be used in the enrolment process.
3. I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

### For Admin use only

Application received by: \_\_\_\_\_  
Application received on: \_\_\_\_\_  
Awarded with Certificate: Yes / No  
Certificate no.: \_\_\_\_\_

THANK YOU FOR YOUR INFORMATION

FORM\_P.1 of 2

# APPLICATION FORM ANNEX

— INTENSIVE HKAR-66 TRAINING



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香港理工大學

Department of  
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## PERSONAL DATA COLLECTION STATEMENT

1. The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student administration and statistical matters.
2. Applicants wishing for access to and/or correction of personal data may send their written requests to [poly.aae@polyu.edu.hk](mailto:poly.aae@polyu.edu.hk).

The personal data provided in this form will be used for direct marketing, including special offers, other training services and related activities that it may arrange.

## NOTES FOR APPLICATION

1. I understand that all handout materials obtained in class are strictly for my own educational purposes.
2. Registration must be made on the Application Form provided and send via email to [poly.aae@polyu.edu.hk](mailto:poly.aae@polyu.edu.hk) before the course commencement date (Not less than 21 days).
3. Acceptance is subject to the discretion of AAE.
4. Applicants will be notified by email to confirm receipt of the application form. A demand note will be sent to you upon confirmation.
5. Applicants are expected to attend the course at the place and time specified in the confirmation email unless otherwise notified.
6. When a class is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
7. No refund will be made after payment.
8. Before classes commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes will be held. Replacement classes and remedial examinations will be arranged.
9. When Typhoon Signal No.8 or above is in force during classes, all classes will be dismissed immediately. Replacement classes will be arranged.
10. When Black Rainstorm Warning is in force during class(es), all class(es) will be held as scheduled.
11. AAE reserves the right to cancel and/or make alterations in relation to its dates, time, venue and other particulars without prior notice.
12. For ENQUIRIES please send email to [poly.aae@polyu.edu.hk](mailto:poly.aae@polyu.edu.hk)

THANK YOU FOR YOUR INFORMATION

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