建築信息模擬項目管理為本培訓
BIM Project-based Coaching

申請指南及範本 / Application Guidelines and Templates

本文件包括

- 基金要求、
- 基金電子平台申請步驟、
- 項目管理為本培訓計劃書範本。

This document includes

- CITF requirements,
- Application steps in the CITF Application Portal,
- Project-based coaching proposal template.

2026 年 11月 / November 2026

本文件供申請參考；如有歧異，以合適版本的申請指引、申請框架及條款和條件為準。
For application reference. In case of inconsistency, the applicable Guide to Application, Application Framework and Terms and Conditions shall prevail.

1. 計劃要求 / Scheme Requirements

建築信息模擬項目管理為本培訓於 2025 年 10 月 1 日或之後僅適用於中小企及分包商的申請。基金以 70%配對模式資助申請者聘請建築信息模擬專才或顧問提供項目管理為本培訓，以每位申請者港幣 200,000 元為限。由2026年5月1日起，中小企在適用情況下可獲額外10%配對資助。

For applications submitted on or after 1 October 2025, BIM Project-based Coaching funding support applies to applications of SMEs and sub-contractors only. Funding is provided on a 70% matching basis, up to a cap of HK$200,000 per applicant. From 1 May 2026, SMEs may receive an additional 10% matching support, i.e. up to 80%

項目 / Item	要求 / Requirement
合資格申請者 / Eligible applicants	申請者除須屬基金的合資格申請者類別外，亦須為： • 僱用少於50人的中小企；或 • 在遞交申請時持有有效建造業議會註冊的註冊專門行業承造商或分包商。 Eligible applicants must fall within an eligible CITF applicant category and must also be either: • an SME employing fewer than 50 persons; or • a specialist trade contractor or subcontractor registered with the CIC and holding a valid registration at the time of application.
資助模式及上限 / Funding Mode and Funding Ceiling	基金一般以70%配對模式提供資助。就2026年5月1日或之後遞交的合資格中小企申請，在適用情況下可獲額外10個百分點的配對資助，即資助比例最高可達80%。無論適用的配對比例為何，每位申請者就建築信息模擬項目管理為本培訓所獲的累計資助上限為港幣200,000元。 Funding is generally provided on a 70% matching basis. For eligible SME applications submitted on or after 1 May 2026, an additional 10 percentage points may apply, giving a matching ratio of up to 80%. In all cases, funding for BIM Project-based Coaching is subject to a maximum cumulative ceiling of HK$200,000 per applicant.
項目證明 / Project evidence	至少一個有實際需要採用建築信息模擬的工程項目，並提供相關合約要求、客戶支持信函或採用建築信息模擬的自我聲明。 / At least one construction project with genuine needs for BIM adoption, supported by relevant contract requirements, client's supporting letter or self-declaration.
導師承諾 / Trainer undertaking	須提供附有導師簽署的文件，確認導師只負責培訓項目團隊，而不會直接執行項目的建築信息模擬工作。 / A trainer-signed undertaking confirming that the service is confined to training the project team and not carrying out the project's BIM work directly.
培訓時段 / Coaching period	申請者須提供培訓時數、日誌、學員成果及里程碑。/ Applicants shall provide coaching hours, logs, trainee deliverables and milestones. 每名導師同一時段負責的學員一般不應超過10名。/ The number of trainees assigned to one trainer at the same time should generally not exceed 10.
課堂模式 / Classroom-bound mode	課堂培訓須直接支援實際項目，並使用項目資料、模型或圖則進行練習及評核。 Classroom training must directly support the actual project and use project information, models or drawings for exercises and assessment.

書面報價要求 / Written quotation requirements

採購總值 / Aggregate value	所需書面報價 / Required written quotations
不超過 HK$50,000	最少一份 / At least one
超過 HK$50,000 但不超過 HK$200,000	最少兩份 / At least two
超過 HK$200,000	最少三份 / At least three

如未能提交所需報價或接納最低合資格報價，申請者須提供充分理據。 /
Full justification is required if the applicant fails to submit the required quotations or accept the lowest conforming offer.

2. 基金電子平台申請步驟 / CITF Application Portal Steps

申請前準備 / Before application
準備公司及項目資料、工程合約證明、培訓計劃書、導師履歷及承諾書、評估樣本、場地 / 設備 / 軟件資料、費用分項及所需報價。

Prepare company and project particulars, project evidence, coaching proposal, trainer CV and undertaking, assessment samples, venue / equipment / software details, cost breakdown and required quotations.

步驟 / Step	操作 / Action
1	前往基金網站並選擇「立即申請（Apply Now）」，登入基金電子平台後選擇新增申請。 / Visit the CITF website and select “Apply Now”; after signing in to the CITF Application Portal, start a new application.
2	選擇 建築信息模擬（BIM）> 建築信息模擬培訓 > 項目管理為本培訓。 / Select BIM > BIM Training > BIM Project-based Coaching.
3	填寫培訓、工程項目、導師、評估、場地、設備及費用資料。 / Complete coaching, project, trainer, assessment, venue, equipment and fee particulars.
4	上載全部證明文件，核對資料後遞交申請。 / Upload all supporting documents, check the particulars and submit.

步驟 1：選擇申請類別 / Step 1: Select application category



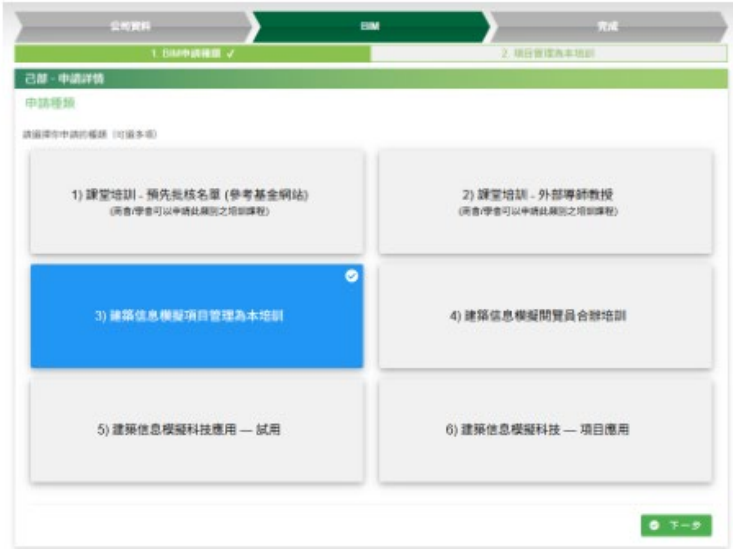
填寫步驟 / Application steps

1. 前往基金網站並選擇「立即申請（Apply Now）」。登入基金電子平台後選擇「新增申請」。
   Visit the CITF website and select “Apply Now”. After signing in, select “New Application”.

2. 選擇「建築信息模擬（BIM）」。
   Select “Building Information Modelling (BIM)”.

3. 選擇「建築信息模擬項目管理為本培訓」。
   Select “BIM Project-based Coaching”.





步驟 2：填寫培訓資料 / Step 2: Complete training particulars



填寫步驟 / Application steps

1. 輸入培訓機構及培訓模式。
   Enter the training organiser and mode.

2. 填寫課程內容／教學大綱、培訓時間及費用。
   Enter contents/syllabus, duration and fee.

3. 列明師生比例、學員人數、場地、設備及軟件規格。
   State the trainer-to-trainee ratio, class size, venue, equipment and software specifications.

4. 確保內容按工程項目的特質制定。
   Ensure the content is designed according to the project characteristics.

步驟 3：填寫工程項目資料 / Step 3: Complete project information



工程項目名稱

合約號碼: | 締約甲方公司名稱: | 締約乙方公司名稱:

合約名稱: | 地點:

合約日期: | 開始日期: | 完結日期:

項目簡介: (250/250 字)

申請者使用BIM的範圍或證明，相關證明(請上載相關證明，例如合約的BIM應用要求，客戶證明信，自我聲明等)

按此上載文件或圖像文件拖至這裡

請簡單說明建築信息模擬於上述項目的用途/作用(例如：方便與不同機電商協調...): (250/250 字)

合約總額:

根據建造業議會建築信息模擬標準，工程項目中建築信息模擬的擬定使用及期望符合應用的範疇: (可選多項)

- [x] 設計創作
- [ ] 現行情況模型
- [x] 空間規劃
- [ ] 工程分析
- [ ] 階段規劃 (四維模型)
- [ ] 三維管制及規劃
- [ ] 建造質素管理
- [ ] 空間管理及追蹤
- [x] 文化遺產信息模型
- [x] 設計檢視
- [ ] 持續評估
- [ ] 費用估算
- [x] 設備能源分析
- [ ] 數碼化製造
- [ ] 三維施工協調
- [ ] 竣工模型及資產信息模型
- [ ] 資產管理
- [ ] 其它建築信息模擬應用
- [x] 繪圖創造 (繪圖製作)
- [ ] 工地分析
- [ ] 空間協調
- [ ] 建築規範檢查和驗證
- [ ] 工地使用規劃
- [ ] 施工系統設計
- [ ] 維護安排
- [ ] 工程項目系統分析
- [ ] 銷售及營銷

填寫步驟 / Application steps

1. 提供至少一個有實際需要採用建築信息模擬的工程項目。
   Provide at least one project with genuine needs for BIM adoption.

2. 填寫項目、合約、項目期、申請者角色及建築信息模擬用途。
   Enter project, contract, period, applicant role and BIM uses.

3. 上載合約要求、客戶支持信函或自我聲明。
   Upload contract requirements, client's supporting letter or self-declaration.

步驟 4：填寫導師資料 / Step 4: Complete trainer information



填寫步驟 / Application steps

1. 填寫導師姓名、資歷、教學及項目經驗。
   Enter the trainer's name, qualifications, teaching and project experience.

2. 上載導師履歷及建築信息模擬相關資歷。
   Upload the trainer's CV and BIM credentials.

3. 上載導師簽署的承諾書（範本見第15頁）。
   Upload the trainer-signed undertaking (see the template on page 15).

4. 承諾書須確認導師不會直接執行項目的建築信息模擬工作。
   The undertaking must confirm that the trainer will not carry out the project's BIM work directly.

步驟 5：填寫評估、設備及費用 /
Step 5: Complete assessment, equipment and fee





填寫步驟 / Application steps

1. 說明培訓評估方法並上載評估樣本（範例見第11頁）。
   Describe the course assessment and upload samples (see the sample on page 11).

2. 填寫培訓場地（內部或外部）、設備及軟件規格。
   Complete training venue (internal or external), equipment and software specifications.

3. 上載培訓計劃書、費用分項及所需報價。
   Upload the coaching proposal, cost breakdown and required quotations.

4. 核對資料後儲存並遞交申請。
   Check, save and submit the application.

3. 項目管理為本培訓計劃書範本 / Project-based Coaching Proposal Template

只供參考 / For reference only

本樣本借鑑獲認可專業課程常用的清晰課程架構，包括學習成果、模組內容、持續評核及綜合評核，但已改寫為以真實工程項目、學員自行製作成果及里程碑證據為核心的項目管理為本培訓。申請者不得直接照抄，必須按實際項目需要修改。

This sample adopts the clear structure commonly used in professional programmes - learning outcomes, modules, continuous assessment and final integrated assessment - but adapts it to live-project coaching, trainee-produced outputs and milestone evidence. Applicants must tailor every item to the actual project.

請將所有所需資料整合於一份培訓計劃書內，並以單一檔案上載。

Please consolidate all required information into one training proposal and upload it as a single file.

3.1 項目及培訓資料 / Project and coaching particulars

欄目 / Field	需填寫資料 / Information required
基金申請者 / Applicant	建建隊長有限公司（中小企；註冊分包商） Captain Construction Limited (SME; registered subcontractor)
工程項目 / Construction project	「香城社區綜合大樓建造工程」；合約編號KTD-2026-018；項目期為2027年4月1日至2029年6月30日 "Construction of Heung Shing Community Complex"; Contract No. KTD-2026-018; project period from 1 April 2027 to 30 June 2029
培訓機構 / 導師 / Training organizer / trainer	示範建築信息模擬顧問有限公司；導師李志強；建築信息模擬認可經理；具12年建築信息模擬項目經驗及8年培訓經驗 Sample Building Information Modelling Consultancy Limited; Trainer: Lee Chi-keung; CIC-Certified BIM Manager with 12 years of BIM project experience and eight years of training experience
學員 / Trainees	8 名項目團隊成員，包括1名項目經理、3名協調員、2名工程師及2名繪圖員；需提升BEP執行、模型協調、碰撞檢查、圖則製作及竣工交付能力 Eight project team members, comprising one project manager, three coordinators, two engineers and two modelers, who need to strengthen their capabilities in BEP implementation, model coordination, clash detection, drawing production and as-built handover
建築信息模擬用途 / BIM uses	BEP及CDE流程、建築及機電模型建立、模型整合及碰撞檢查、施工協調、圖則製作，以及竣工模型及資產資料交付 BEP and CDE workflows, architectural and building services modelling, model federation and clash detection, construction coordination, drawing production, and delivery of as-built models and asset information
培訓期 / Coaching period	2027年4月1日至2028年10月30日，共27節 / 216小時，涵蓋施工前準備、施工協調及竣工交付階段 From 1 April 2027 to 30 October 2028, comprising 27 sessions / 216 hours and covering pre-construction preparation, construction coordination and as-built handover
場地及設備 / Venue and equipment	申請者項目辦公室（九龍灣示例道18號）；培訓室可容納10人；設有 8 部建築信息模擬工作站（請提供電腦中央處理器、記憶體及圖形處理器規格），並配備建築信息模擬軟件 (請提供軟件清單) Applicant's project office at 18 Example Road, Kowloon Bay; training room for up to 10 persons; Eight BIM workstations (please specify computer specifications); and BIM Software (please specify software names and versions)

3.2 執行摘要 / Executive summary

說明工程項目、申請者角色、實際採用建築信息模擬的需要、團隊能力差距，以及培訓如何協助項目團隊完成項目相關工作。 / Describe the project, applicant's role, genuine BIM adoption needs, capability gaps and how coaching will enable the project team to complete project-related work.

3.3 培訓原則 / Coaching principle

- 所有培訓內容須與申請項目的特質及建築信息模擬用途相關。 /
  All coaching content must relate to the project characteristics and BIM uses.
- 所有項目成果須由申請者的項目團隊製作；導師只提供培訓、示範、檢視、回饋及評估。 /
  All project outputs must be produced by the applicant's project team; the trainer only provides training, demonstration, review, feedback and assessment.
- 課堂形式的培訓只在培訓內容與實際工程項目直接相關，並使用項目資料、模型或圖則進行練習及評核的情況下，方可獲本類別資助。 /
  Classroom-bound mode training is supported only where it is directly related to the actual construction project and uses project information, models or drawings for exercises and assessment.

3.4 培訓範圍及時數 / Coaching scope and hours

階段 Stage	期間 Period	項目培訓內容 Project coaching content	節數 / 時數 Sessions / hours	學員成果及里程碑 Trainee deliverables & milestones
1	2027年4月至5月 Apr–May 2027	按項目要求制定BEP、命名規則、CDE及品質檢查流程。 Develop the BEP, naming rules, CDE and quality-checking procedures according to project requirements.	2節 / 16小時 2 sessions / 16 hours	**由學員完成並獲確認的項目BEP及標準範本。** **Project BEP and standard templates completed by the trainees and reviewed by the trainer.**
2	2027年6月至9月 Jun–Sep 2027	使用項目檔案建立模型、共用座標、模型整合及施工 / 屋宇裝備圖則。 Develop project models, shared coordinates, federated models and construction / building services drawings using project files.	4節 / 32小時 4 sessions / 32 hours	**可供協調的項目模型及首套施工 / 屋宇裝備圖則。** **Coordinated project models and the first set of construction / building services drawings.**
3	2027年10月至2028年4月 Oct 2027 – Apr 2028	進行模型整合、碰撞檢查、問題記錄及協調會議。 Conduct model federation, clash detection, issue tracking and coordination meetings.	6節 / 48小時 6 sessions / 48 hours	**碰撞檢查報告、問題記錄、協調會議紀錄及相關證明。** **Clash-detection reports, issue logs, coordination meeting records and supporting evidence.**
4	2028年5月至7月 May-Jul 2028	按施工進度更新模型、跟進設計變更及支援施工協調。 Update the models, follow up on design changes and support construction coordination.	5節 / 40小時 5 sessions / 40 hours	**更新模型、修訂紀錄及施工協調紀錄。** **Updated models, revision records and construction coordination records.**
5	2028年8月至10月 Aug–Oct 2028	完成模型檢查、項目交付及學員綜合評核。 Complete model checking, project handover and integrated trainee assessment.	10節 / 80小時 10 sessions / 80 hours	**最終模型、交付紀錄、學員匯報及評核結果。** **Final models, handover records, trainee presentations and assessment results.**
總計 Total			**27節 / 216小時 27 sessions / 216 hours**	

3.5 評估安排 / Assessment arrangement

評分 Scoring	**本範例採用項目作業 / 學員成果佔70%及模組測驗佔30%的評核安排。申請者可提出其他合適的評核比例及方法，但須足以評估學員的實際參與、知識、技能及獨立完成項目工作的能力。** **This example uses a 70% project assignment / trainee deliverable and 30% module quiz arrangement. Applicants may propose another appropriate assessment method and weighting, provided that it adequately assesses trainee participation, knowledge, practical skills and capability to undertake project work independently.**
合格要求 **Passing requirements**	出席要求： **每個模組出席率須超過70%。** 成績要求： **每個模組及整體成績均須達到50分或以上。** 完成要求： **學員須完成全部五個模組、所有作業及測驗。** Attendance requirement: **An attendance rate of over 70% for each module is required.** Score requirement: **A score of at least 50 is required for each module and for the programme overall.** Completion requirement: **Trainees must complete all five modules, assignments and quizzes.**
證明文件 **Evidence**	**以已簽署出席紀錄、培訓日誌、版本紀錄、評分表、學員成果及里程碑證明培訓參與和成效。** **Participation and effectiveness are evidenced by signed attendance records, coaching logs, version records, marking sheets, trainee deliverables and milestone evidence.**

3.6 評核樣本 / Assessment Sample

學員須使用實際項目檔案製作特定區域的建築、結構及機電綜合模型，進行碰撞檢查，並提交碰撞檢查報告及問題記錄。所有成果須由學員親自製作，並符合項目要求。

Trainees shall use actual project files to develop the federated architectural, structural and building services model for a specific zone of the project, conduct clash detection, and submit a clash-detection report and issue log. All deliverables shall be produced by the trainees and comply with the project requirements.

評核準則 / Assessment Criteria	**分數 / Marks**	**評審重點 / Assessment Focus**
符合BEP及項目標準 / Compliance with the BEP and project standards	15	**命名規則、參數、檔案組織、詳細程度（LOD）及資料要求 / Naming conventions, parameters, file organisation, Level of Development (LOD) and information requirements**
模型及碰撞設定的技術準確性 / Technical accuracy of model and clash settings	15	**模型整合、容差、碰撞規則、排除項目及結果合理性 / Model federation, tolerances, clash rules, exclusions and reasonableness of results**
碰撞檢查報告及問題記錄的完整性 / Completeness of clash-detection report and issue log	15	**負責人、狀態、限期、位置、截圖及關聯資料 / Responsible person, status, due date, location, screenshots and related information**
協調、問題關閉及版本追溯 / Coordination, issue closure and version tracking	15	**協調決定、模型修訂、核實、問題關閉及版本證據 / Coordination decisions, model revisions, verification, issue closure and version evidence**
學員展示及解說 / Trainee presentation and explanation	10	**能清楚解釋採用的方法、限制、風險及下一步行動 / Clear explanation of the adopted methods, limitations, risks and next steps**
概念測驗 / Knowledge test	30	**BEP、命名規則、關鍵碰撞、硬碰撞、軟碰撞、CDE及版本控制 / BEP, naming conventions, critical clashes, hard clashes, soft clashes, CDE and version control**
總分 / Total	**100**	**本評核須取得50分或以上方為合格；如評核不合格，學員須重新提交作業或重新接受評核。 / A score of 50 or above is required to pass this assessment. Trainees shall resubmit the assignment or undergo reassessment when failed.**

3.7：工程項目及培訓時間表 / Project and coaching timeline

工程項目里程碑 / Project Milestone	參考期間 / Sample period	參考成果 / Sample output
項目及詳細設計 / Project and detailed design	2027年4月1日至2027年8月31日	已核准設計資料 / Approved design information
施工前培訓 / Pre-construction coaching	2027年6月4日至2027年11月30日	項目BEP、CDE流程、項目範本、模型、圖則及協調準備 / Project BEP, CDE workflows, project templates, models, drawings and coordination preparation
向顧問提交模型 / Model issue to consultants	2027年11月30日	可供協調的模型 / Coordination-ready model
施工開始 / Construction commencement	2027年12月1日	轉入施工協調 / Construction coordination
招標後 / 施工階段培訓 / Post-tender coaching	2027年12月1日至2028年10月30日	協調、變更、竣工及交付紀錄 / Coordination, change, as-built and handover records
培訓完成 / Coaching completion	2028年10月30日	最終評估及完成報告 / Final assessment and completion report

4. 報價表範本 / Quotation Template

報價資料 / Particulars	**填寫內容 / To be completed**
服務供應商 / Service provider	示範建築信息模擬顧問有限公司 Sample Building Information Modelling Consultancy Limited
客戶 / 基金申請者 / Customer / applicant	建建隊長有限公司 Captain Construction Limited
工程項目 / Construction project	香城社區綜合大樓建造工程（合約編號：KTD-2026-018） Construction of Heung Shing Complex (Contract No. KTD-2026-018)
報價編號及日期 / Quotation no. and date	SB / Q / 2026 / 1023；2026年10月23日 SB / Q / 2026 / 1023; 23 October 2026
有效期 / Validity period	由報價日期起計90日 90 days from the quotation date
培訓內容 / Training content **培訓時數 / Training duration** **價錢 / Price**	參照下表 Refer to the table below
授權簽署 / 公司印章 / **Authorised signature / company chop**	(Signature / Company chop here)

模組 / Module	**節數 / Sessions**	**每節時數 / Hours per Session**	**每節單價 / Rate per Session**	**總額 / Total Amount**
模組1：啟動與信息管理 **Module 1: Initiation and Information Management**	2	8	HK$10,000	**HK$20,000**
模組2：建模與互用性 **Module 2: Modelling and Interoperability**	4	8	HK$10,000	**HK$40,000**
模組3：協調及問題管理 **Module 3: Coordination and Issue Management**	6	8	HK$10,000	**HK$60,000**
模組4：施工階段管理 **Module 4: Construction-stage Management**	5	8	HK$10,000	**HK$50,000**
模組5：交付及綜合評核 **Module 5: Handover and Integrated Assessment**	10	8	HK$10,000	**HK$100,000**
總計 / Total	**27**	**共216小時 / 216 hours in total**		**HK$270,000**

4. 報價表範本 / Quotation Template

注意事項 / Important Notes

報價必須清楚列明 / Quotation must clearly state

服務只限培訓項目團隊，並不包括直接執行工程項目的建築信息模擬工作

The service is confined to training the project team and excludes carrying out the project's BIM work directly

書面報價提醒：本參考總值為HK$270,000，超過HK$200,000，因此須提交最少三份書面報價。如未能提交所需報價或沒有接納最低合資格報價，須提供充分理據。

Written quotation reminder: The total value in this example is HK$270,000, which exceeds HK$200,000. At least three written quotations are therefore required. Full justification must be provided if the applicant is unable to submit the required quotations or does not accept the lowest conforming offer.

資助計算示例 / Illustrative Funding Calculation:

由於本示例申請者屬中小企，並假設申請於2026年5月1日或之後遞交，本示例以80%配對資助比例計算。港幣270,000元的80%為港幣216,000元。由於每位申請者就建築信息模擬項目管理為本培訓的資助上限為港幣200,000元，因此預計基金資助額為港幣200,000元，而申請者須承擔港幣70,000元。

As the sample applicant is an SME and the application is submitted on or after 1 May 2026, an 80% matching ratio is assumed for illustration. Eighty per cent of HK$270,000 is HK$216,000. As BIM Project-based Coaching is subject to a funding ceiling of HK$200,000 per applicant, the indicative CITF funding is HK$200,000 and the applicant's contribution is HK$70,000.

5. 導師承諾書 / BIM Trainer Undertaking

(範本) / Sample

Sample Building Information Modelling Consultancy Limited

Date: XX November 2026

CITF BIM Project-based Coaching Application

本人確認受聘目的為向基金申請人的項目團隊提供建築信息模擬項目管理為本培訓。本人只負責培訓項目團隊，而不會直接執行工程項目中有關建築信息模擬的工作。所有項目成果均由申請者的項目團隊完成。

I confirm that I am engaged to provide BIM Project-based Coaching to the applicant's project team. My services are confined to coaching the project team, and I will not directly create, modify or manage the project's BIM models, drawings, data or other BIM deliverables. All project outputs will be produced by the applicant's project team.

導師姓名 / Trainer name	**簽署 / Signature**	**公司名稱 / Company name**	**簽署日期 / Signed Date**
Lee Chi-keung	(Lee Chi-keung)	Sample Building Information Modelling Consultancy Limited	XX Nov 2027

6. 遞交前核對清單 / Pre-submission Checklist

✓	核對項目 / Check item
	申請者屬中小企或合資格分包商。 / Applicant is an SME or eligible sub-contractor.
	至少一個工程項目有實際需要採用建築信息模擬。 / At least one project has genuine needs for BIM adoption.
	已提供相關合約要求、客戶支持信函或自我聲明。 / Contract requirements, client supporting letter or self-declaration is provided.
	培訓內容按項目的特質制定。 / Coaching content is designed according to project characteristics.
	培訓期不一定須涵蓋整個工程項目週期，但必須位於相關工程項目期內，並涵蓋申請者實際需要項目管理為本培訓的建築信息模擬採用階段。 / The coaching period need not cover the entire construction project cycle. However, it must fall within the relevant project period and cover the BIM adoption stage during which project-based coaching is genuinely required.
	導師履歷、資歷及經驗資料完整。 / Trainer CV, qualifications and experience are complete.
	已上載導師簽署的承諾書。 / Trainer-signed undertaking is uploaded.
	課程評估及樣本已提供。 / Course assessment and samples are provided.
	場地、設備及軟件規格已列明。 / Venue, equipment and software specifications are stated.
	費用分項、節數及時數互相一致。 / Cost breakdown, sessions and hours are consistent.
	已按總值提交所需書面報價。 / Required written quotations are submitted according to aggregate value.
	如未選取最低合資格報價，已提供充分理據。 / Full justification is provided if the lowest conforming offer is not selected.
	所有資料已核對並保留副本。 / All particulars are checked and copies retained.

申請獲批後，任何涉及培訓期、導師、範圍、方法、成果或預算的重大改動，均須事先取得建造業議會書面批准。

After approval, any material change to the coaching period, trainer, scope, methodology, deliverables or budget requires the CIC's prior written approval.

申請者須妥善及適時保存項目開支、培訓及證明紀錄。相關財務報表、帳簿及項目紀錄須在項目完成或協議終止後保存至少七年，以較後者為準。

The applicant must properly maintain expenditure, coaching and supporting records. Relevant financial statements, books and project records must be retained for at least seven years after the project completion date or termination date, whichever is later.