

HKIAAT 認可會計文員證書課程 Certificate in HKIAAT Certified Accounts Clerk Training

助你尋找更多發展空間!
Leading you to a progressive career!

費用全免並可獲就業轉介服務
Free of charge and placement
services will be provided



Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會



簡介 Introduction

HKIAAT認可會計文員證書課程乃僱員再培訓局(ERB)推出的新課程，旨在透過培訓，協助學員在充滿發展潛力的會計行業中抓緊機會，提升他們的就業能力。課程由ERB資助，學員並可申請再培訓津貼。

會計服務在各行各業，無論會計師事務所、商界以至公營機構，均不可或缺。會計行業將會為你帶來意想不到的機會和發展空間。要投身會計業，你可以從會計文員開始做起。會計文員的職責一般包括資料編纂、入帳、平衡帳戶等等。會計文員在取得更高會計專業資格如HKIAAT認可財務會計員資格後，再累積一定經驗，便有機會晉升至主任級。能力較佳或有志者，更可繼續進修，成為專業會計師。

HKIAAT認可會計文員證書課程專為失業及經濟有困難之人士而設，內容完全切合市場需要。課程目的旨在讓學員迅速掌握基本而實用的會計知識和各類軟性技巧，完成課程後，學員可獲就業輔導及職位轉介服務，助他們盡快重投就業市場。

The Certificate in HKIAAT Certified Accounts Clerk Training is a new placement-tied course offered by the Employees Retraining Board (ERB). It aims at enhancing the employability of suitable individuals through training them for jobs in the growing accounting industry. The course fee is fully borne by ERB, trainees will also be entitled to a retraining allowance.

Accountancy services are required by all sectors of the economy, from accountancy practices to commerce and public services. The accountancy profession provides ample opportunities beyond your imagination. To begin your accountancy career, you can start out as an accounts clerk. Normal job duties include compiling data, posting entries and balancing books. That can then lead to attaining an AAT qualification. With this, and relevant work experience, you may enjoy further opportunities for promotion to a supervisory level. Excellent career pathways are open to those who show competence or who aspire to become a Certified Public Accountant.

The syllabus for the Certificate in HKIAAT Certified Accounts Clerk Training is geared to market needs and is tailored for people who are unemployed and need financial assistance. The course aims at teaching basic and practical accounting skills sets and generic soft skills that employers require. Upon completion of the training, employment assistance including job counselling and placement services will be provided to help graduates get jobs.

課程對象 Course Targets

有志從事會計文員或入職相關行業基層職位之失業或待業人士。

Unemployed or unengaged people who intend to work as an accounts clerk or other entry position in accounting field.

課程特色 Course Highlights

內容實用: 以中小企業務運作為藍本，會計理論與實踐並重。

質素保證: 由HKIAAT監管，三間具規模及經驗的ERB委任培訓機構負責培訓，確保課程質素。

專業證書: 畢業學員可獲發HKIAAT認可會計文員證書。

銜接進修: 畢業學員可申請豁免HKIAAT財務會計員考試卷一「會計基礎及軟件應用」*。

Practical contents: Using the daily operations of small and medium-sized enterprises as a blueprint to learn and apply accounting knowledge.

Quality assurance: The course is monitored by the HKIAAT and delivered by three ERB appointed, well-established and experienced training bodies, ensuring its quality.

Professional certificate: Graduates will receive the HKIAAT Certified Accounts Clerk certificate.

Articulation: Graduates from this course can apply for an exemption from Paper 1 “Fundamentals of Accounting and Computerized Accounts” of the HKIAAT Accredited Accounting Technician (AAT) Examination*.

*** 備註Note:**

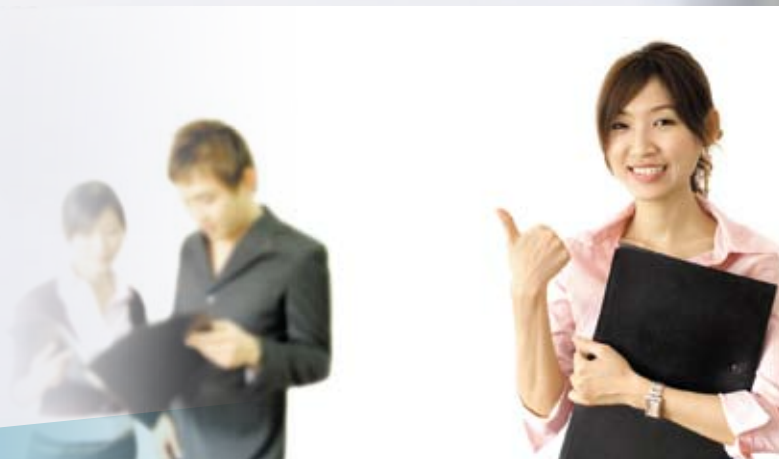
豁免申請者須為HKIAAT註冊學生並須繳交有關費用。

Applicants for an exemption will need to register as HKIAAT students and pay the relevant fees.

就業服務 Employment Services

完成課程後，培訓機構會提供就業跟進服務包括就業輔導、職位配對及轉介，協助學員找尋工作。

Upon completion of training, placement follow-up services including career counselling, job matching and referrals will be provided by training bodies to help graduates get jobs.



課程內容 Course Contents

- 會計行業概況
- 認識和有效地應用會計知識處理中小企業務的日常會計工作
- 處理及製作基本會計報表
- 實習MYOB會計軟件及認識Excel的基本應用
- 個人素養及求職技巧
- Overview of the accountancy profession
- Understand and apply accounting knowledge to deal with the daily accounting work of a small and medium-sized enterprise efficiently
- Handle and prepare basic accounting reports
- Practise MYOB and learn the basic application of Excel
- Personal attributes and job search skills

教學模式 Teaching and Learning

- 採用互動教學模式，使用電腦作輔助教學
- 實習常用的會計軟件MYOB及Excel
- 安排機構參觀
- An interactive teaching and learning approach will be adopted, using computers as an aid to deliver the course
- Students will practise using common accounting software e.g. MYOB and Excel
- Company visits will be arranged for students

教學語言 Medium of Instruction

中文/英文

Chinese/English

時數 Course Duration

234小時(22天全日制及15天半日制)

234 hours (22 days full-day and 15 days half-day)



入讀資格 Entry Requirements

- 失業、待業或失學人士
 - 具中五學歷程度
 - 年滿十八歲
 - 具基本數字運算能力
 - 懂中文輸入法 (倉頡或速成)
 - 具備就業意欲
 - 對會計工作有興趣
 - 通過面試、中文輸入法^{註一}及數學入學試^{註二}
- (報讀英文班別者需通過英文入學試^{註三})
- Unemployed or non-engaged
 - Form 5 or above
 - Aged 18 or above
 - With basic numeracy skills
 - With knowledge in Chinese input method (倉頡或速成)
 - Demonstrate inclination for employment
 - With an interest in accounting work
 - Pass admission interview, Chinese Input Method Test^{Note 1} and Mathematics Entrance Test^{Note 2}
- (Applicants for English class have to pass an English Entrance Test^{Note 3})

註一： 曾修讀僱員再培訓局倉頡中文輸入法單元證書課程或同等資歷的人士可豁免中文輸入法入學試。

註二： 於香港中學會考數學科取得E級或以上的人士可豁免數學入學試。

註三： 於香港中學會考英國語文科取得第二等級或以上，或於2007年以前舉行的香港中學會考英國語文科 (課程乙) 取得E級或以上，或英國語文科 (課程甲) 取得C級或以上的人士可豁免英文入學試。

Note 1: Applicants who have completed the ERB Module Certificate in Chang-jie Chinese Input Method will be exempted from the Chinese Input Method Test.

Note 2: Applicants with Grade E or above in Mathematics in the HKCEE will be exempted from the Mathematics Entrance Test.

Note 3: Applicants with Level 2 or above in English Language in the HKCEE or Grade E or above in English Language (Syllabus B) or Grade C or above in English Language (Syllabus A) in the HKCEE held before 2007 will be exempted from the English Entrance Test.

證書頒發 Award of Certificate

學員的總出席率達80%或以上，及分別在持續評估及考試中取得及格，可獲發畢業證書及HKIAAT認可會計文員證書。

A trainee who has attended 80% or above of the course and who has passed the continuous assessment and examination will be awarded a certificate of completion and the HKIAAT Certified Accounts Clerk certificate.

上課地點 Course Venue

香港區： 上環

九龍區： 旺角、何文田、觀塘

新界區： 元朗

Hong Kong: Sheung Wan

Kowloon: Mongkok, Homantin, Kwun Tong

New Territories: Yuen Long

上課日期、時間及報名手續 Course Date, Time and Application Procedure

申請者請向各培訓機構查詢。

Applicants should ask the training bodies for the details.

費用 Course Fee

費用全免。

Nil.

查詢 Enquiries

培訓機構:

明愛社區及高等教育服務

電話: 2709 9448 / 2478 2655 /
2474 7986
電郵: mpu@cches.edu.hk
網頁: www.cches.edu.hk

香港專業進修學校

電話: 2711 9296
電郵: svt@hkct.edu.hk
網頁: www.hkct.edu.hk

香港公開大學李嘉誠專業進修學院

電話: 3120 9988
電郵: lipacetraining@ouhk.edu.hk
網頁: www.ouhk.edu.hk/lipace

Training Bodies:

Caritas Community & Higher Education Service

Tel: 2709 9448 / 2478 2655 /
2474 7986
Email: mpu@cches.edu.hk
Website: www.cches.edu.hk

Hong Kong College of Technology

Tel: 2711 9296
Email: svt@hkct.edu.hk
Website: www.hkct.edu.hk

OUHK LiPACE

Tel: 3120 9988
Email: lipacetraining@ouhk.edu.hk
Website: www.ouhk.edu.hk/lipace

香港財務會計協會有限公司於一九八八年成立，乃香港會計師公會的直屬機構。有關協會詳情，可致電2823 0600、電郵至 hkiaat@hkiaat.org 或瀏覽網頁 www.hkiaat.org。

The Hong Kong Institute of Accredited Accounting Technicians Limited (HKIAAT) was set up in 1988 and is a subsidiary of the Hong Kong Institute of Certified Public Accountants. For more details about HKIAAT, call 2823 0600, email hkiaat@hkiaat.org or visit www.hkiaat.org.



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僱員再培訓局



Caritas Community & Higher Education Service
明愛社區及高等教育服務



專業辦學·希望所在

道專

香港專業進修學校
Hong Kong College of Technology



香港公開大學李嘉誠專業進修學院
Li Ka Shing Institute of Professional and Continuing Education, OUHK