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EM/GL/11/11  
Your reference 來函檔號：

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21 March 2011

To : All Registered Vehicle Mechanics

Circular No. 1/2011

Renewal of Registration for Vehicle Mechanics

Thank you for your support and registration as registered vehicle mechanics.

Registration under the Voluntary Registration Scheme for Vehicle Mechanics <sup>1</sup> is valid for three years and has to be renewed upon expiry. All registered vehicle mechanics will receive a renewal reminder from the Electrical and Mechanical Services Department (EMSD) four to six months before the expiry date of their registration. As at the end of February 2011, a total of 2 661 registered vehicle mechanics have completed the renewal procedure.

Some applications could not be completely processed before expiry of registration due to inadequate information being provided by the applicants. The Vehicle Maintenance Technical Advisory Committee has resolved to adopt the following new measures to facilitate processing of renewal applications that have passed the registration expiry date:

- (i) The applicant may still submit the required information to complete the renewal application within six months after expiry of registration;
- (ii) If the applicant fails to submit adequate information to meet the basic renewal requirements<sup>2</sup> under the condition of (i) above, the renewal application will be

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<sup>1</sup> Please click the following link to learn more about the purpose and details of the Voluntary Registration Scheme for Vehicle Mechanics: <http://www.emsd.gov.hk/emsd/eng/sgj/vmrs.shtml>

<sup>2</sup> The applicant should have at least 18 months of in-service record for the relevant vehicle maintenance service class and at least 20 hours of Continuing Professional Development (CPD) record within the previous three-year registration period. The purpose of CPD is to encourage the applicants to upgrade their technical expertise, personal skills and knowledge through training and relevant activities, so as to enhance the service standards of the vehicle maintenance trade. Please refer to Annex 2 for the scope of the CPD.

rejected. The applicant will be informed of the result in writing, and his/her personal information will be deleted from the register of registered vehicle mechanics;

- (iii) However, the applicant may re-submit a renewal application within two years after the expiry of the registration certificate. The renewal requirements will be adjusted on a pro rata basis based on the date of all required information being received by EMSD. Please refer to the example at Annex 1 for the method of calculation; and
- (iv) If the applicant fails to renew his/her registration within two years after expiry of registration, he/she has to make a fresh application for registration. **The Vehicle Maintenance Technical Advisory Committee will constantly review the qualifications and/or experience required for registration as registered vehicle mechanics, and may introduce requirements that are different from the current ones.**

Should you have any queries, please contact Mr WAN Tim-ho at 3155 4527 or Ms TSO Lai-ping at 2808 3867.

Thank you for your attention.

Yours sincerely,



(CHU Kei-ming)

for Director of Electrical and Mechanical Services

with encl.

Method of Calculation

Example

Assuming that the expiry date of the registration certificate is 15 November 2010, and the applicant submits the application form for registration renewal with all the required information on 15 June 2011 (i.e. **7 months beyond the expiry date**) which is acceptable to EMSD, the renewal requirements will be adjusted on a pro rata basis in accordance with the basic renewal requirements. The method of calculation and results are as follows:

( i ) In-service record:  $18 \text{ (months)} + (7/36) \times 18 \text{ (months)} = \underline{21.5 \text{ (months)}}$

( ii ) CPD record:  $20 \text{ (hours)} + (7/36) \times 20 \text{ (hours)} = 23.9 \text{ (hours)}$

i.e. 24 (hours)

## **VOLUNTARY REGISTRATION SCHEME FOR VEHICLE MECHANICS**

### **Continuing Professional Development (CPD)**

#### Purpose

To enhance the service standard of the vehicle maintenance trade

#### Criterion

Training/Courses/Activities that can enhance the technical competence or upgrade personal skills and knowledge of registered vehicle mechanics to achieve the above purpose

#### Options for CPD

- training/courses organized by the Department of Automotive Engineering (DAE) of the Hong Kong Institute of Vocational Education (HKIVE) or other educational institutes
- training/courses organized by Pro-Act Training and Development Centre (Automobile) of VTC
- training/courses provided under the "Skills Upgrading Scheme"\* for the automobile industry
- technical training/courses provided by vehicle suppliers for the automobile industry or in-house staff
- relevant training/courses/seminars organized by professional institutions or trade associations/unions of the automobile industry
- technical talks/seminars for the automobile industry
- training/courses/seminars for enhancing personal knowledge in areas such as legislation, language, customer service, supervisory skill, occupational safety and health, etc.
- technical visits relevant to the automobile industry

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\* As from 1 April 2011, SUS will be taken over by the Employees Retraining Board (ERB) under the new name of SUS Plus. Please visit the ERB web site ([www.erb.org](http://www.erb.org)) for details