City & Guilds (C&G) is a leading vocational education and training organisation. They operate in over 80 countries and have over 130 years of experience in designing qualifications. Over the last 20 years alone, more than 20 million learners received a C&G certificate from over 10,000 approved training organisations around the world.

TRAINER PROFILE

BARISTA AND COFFEE

Reeves Chung
- Sensory Judge in Hong Kong Barista Championship 2011, 2012 and 2013
- Sensory Judge in Hong Kong Siphonist Championship 2012 and 2013
- Authorised SCAE Trainer
- Specialty Coffee Association of America (SCAA) CQ1 Licensed Q-Grader
- City & Guilds International Award in Barista Skills

Cammi Choi
- Technical Judge in Hong Kong Siphonist Championship 2013
- The Coffee Quality Institute - CQI Q Arabic Grader
- SCAA Roaster Guild level 1
- SCAE Barista Level 1
- SCAE Grinding and Brewing Level 1 & 2
- City & Guilds International Award in Barista Skills

OBJECTIVE
You will gain the basic knowledge and skills you need to prepare and serve hot and cold drinks, which include coffee, tea, chocolate and smoothies, within a time frame. The qualification is for a person who works as or wants to work as barista, and would like to be able to make beverages meeting the industry standard.

CONTENTS
- Basic knowledge and classification of coffee beans
- Operation of various equipment (i.e. Semi-automatic coffee machine, grinder, filter coffee machine, blender, etc.)
- Making Espresso, Cappuccino, Caffé Latte, Filter Coffee, Syphon Coffee
- Making featured drinks - tea, smoothies, chocolate milk
- Professional image and customer service of a barista

COURSE FEE
HK$3,800
(Examination fee inclusive)

TEACHING HOURS
15 Hours
### A. City & Guilds 咖啡調配師資格證書
總時數：15 小時
價錢：$3,890 (非會員)/ $3,560 (會員)

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### 夜間課程

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### 三日課程

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### B. SCA 咖啡師中級班
總時數：15 小時 +3 小時練習
價錢：$7,380 (非會員)/ $6,280 (會員)

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A+B=$10,330 (非會員)/ $9,295 (會員)

備註：凡報讀本會第一季課程滿$3,000，即可享有首次入會行政費全免優惠。

2020 年 1 月 1 日前的價錢如下：
City & Guilds 咖啡調配師資格證書 - $3,800 (非會員) / $3,230 (會員)
SCA 咖啡師資格證書 - $9,980 (非會員) / $8,980 (會員)

查詢：2268 7733
通用報名表格

GENERAL ENROLMENT FORM

請先仔細閱讀背頁「報名指引」才填寫報名表格，並用英文大楷填寫此表格以便輸入資料。Please read "ENROLMENT GUIDELINES" at the back carefully before filling in this enrolment form, and write in BLOCK letters to facilitate the data input process.

聯絡途徑 Communication Channel

室 Flat/Room ___________________________ /樓 Floor ___________________________ 座 Block/Tower ___________________________

屋苑/大廈 Estate/Building ___________________________ 街/道 Street/Road ___________________________

區 District ___________________________ 郵遞 Email ___________________________

家居電話 Home Tel. ___________________________ 手提電話 "Mobile" ___________________________

請提供手提電話號碼，因本會有可能以短訊方式通知課程/活動之特別安排。Please provide mobile number as the special arrangements of courses/activities may be announced by text messages.

參加者資料 Participant Particulars (與其香港身份證上資料相同 Same as those appear on Hong Kong ID Card)

姓 Surname ___________________________ 名 Name ___________________________

會員證號碼 Membership No. (若適用 if applicable) ___________________________ 性別 ______ 男 Male ______ 女 Female ___________________________

出生日期 (日/月/年) Date of Birth (dd/mm/yy) ___________________________ 年齡 Age ___________________________

課程/活動名稱 Course/Activity Title ___________________________

編號 Code ___________________________ 費用 Fee ___________________________

(For Office Use Only)

App. No. ___________________________ W/L ___________________________

付款方法 Payment Method

□現金 "Cash" | □優惠券 "Coupon" | □信用卡 "Credit Card" | □Visa | □Master

□支票號碼 "Cheque Number" | □銀行 "Bank" | 1. ___________________________ 2. ___________________________

遞交前核對表 Submission Checklist

□已填妥及簽署報名表格 Completed and signed enrolment form

□已附上有效之報名資料 (只限有 * 腳注的課程)

Attached a valid report slip (only for courses with the * symbol)

□已附上貼有足夠郵資的回郵信封 (除即場報名外)

Attached a self-addressed envelope with sufficient postage (except on-spot enrolment)

□已附上繪有支票或/及信用卡付款照，表格 (現金付款除外)

Attached a crossed cheque or completed credit card payment authorization form (except cash payment)

緊急聯絡 Emergency Contact

姓名 Name ___________________________ 手提電話 "Mobile" ___________________________ 與參加者關係 Relation with Participant ___________________________

課程/活動費用退款方法 Course/Activity Fee Refund (現金/信用卡/支票退款 Cash refund by cheque/credit card/check)

□支票退款 "Cheque Refund" - 受益人姓名（須與戶口姓名相同）Payee Name (must be same as account holder name) ___________________________

□信用卡退款 "Credit Card Refund" - 經信用卡公司 Via credit card account ___________________________

免費聲明 Disclaimer

下列條由18歲以上人士簽署，18歲以下人士須由家長或護理人代簽署。

Below has to be signed by adult above the age of 18, or by parents or adult guardian on behalf of child/young under the age of 18.

本人要求申請後接納及遵守香港基督教青年會("港青")所有條例與規則和章程行為以善及自身的安全。本人和親屬了解及同意本人自願承擔因參加活動、使用場地、器材或設備的任何風險。本人明白港青及其代理人、經辦人員及僱員的責任，本人已詳細閱讀並同意港青章程及所有條例及規定並理解並同意遵守香港基督教青年會的有關規定。

I request that this application be accepted and agreed to abide by all rules and regulations of the YMCA of Hong Kong ("YMCA") and otherwise undertake to behave in such a manner as to contribute to the safety and well-being of myself and others. I understand that the YMCA assumes no responsibility for injuries or illnesses which I may sustain as a result of my physical condition or from my participation in any of its activities, use of its venues, equipment and facilities, and expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses which may result from participation in these activities, use of its venues, equipment and facilities, and hereby release and discharge the YMCA, its agents, servants and employees from any and all claims for injury, illness, death, loss or damage which I may suffer as a result of participation in these activities, use of its venues, equipment and facilities.

收集個人資料聲明 Personal Information Collection Statements

□茲已知悉，明白及同意本申請表格的「報名指引」及刊於背面的「收集個人資料聲明」條款

I acknowledge that I have read and agree to the 'Enrolment Guidelines' and the 'Personal Information Collection Statements' on the back

日期 Date ___________________________ 簽署 Signature ___________________________

General Enrolment Form & Guidelines 201901
ENROLLMENT GUIDELINES

1. No registration or enrollment by phone/sms is accepted.

2. Member should be aware of the limits of days to avoid conflicting time schedule when enrolling. Please choose the most appropriate course/activity time and dates carefully.

3. Members who wish to register for courses outside of their normal activity schedule, may do so, but must register as soon as possible to avoid possible confusion. New registrations will not be accepted until all classes begin.

4. All applications must be submitted in writing and will be subject to final approval by the YMCA of Hong Kong. The right to change course placements is reserved.

5. YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

6. There will be no make-ups or refunds for any absences. Members must not exchange or transfer courses with another member for work, illness, or other valid reasons. In the event of a change in circumstances, the participant must notify the YMCA of Hong Kong.

7. The YMCA of Hong Kong will arrange replacement session for any cancellation which is due to administrative reasons (eg, instructor call sick), not for other reasons.

8. For any early withdrawal, please refer to the organisational arrangements, All cancellation requests must be made in writing.

9. All cheque payments shall be made payable to “YMCA of Hong Kong”.

10. Refund requests are accepted in writing only. Please bring along the receipt to the office of the course director and keep it for the course completion.

11. Members must complete the enrolment procedures before attending a class.

12. YMCA of Hong Kong has the right to change the details of courses, courses and programmes, without prior notice. Members should notify the staff of any change of contact information.

13. Members are required to attend all classes of the course they are registered for. Prices may be subject to change without prior notice.

14. The YMCA of Hong Kong reserves the right to refuse entry to any participant who is unable to meet the requirements of the course or who is under 18 years of age.

15. YMCA of Hong Kong has the right to refuse entry to any participant who is unable to meet the requirements of the course or who is under 18 years of age.

16. All enrolments will be subject to the conditions set out in this document.

17. The YMCA of Hong Kong reserves the right to refuse entry to any participant who is unable to meet the requirements of the course or who is under 18 years of age.

18. All enrolments will be subject to the conditions set out in this document.

19. The YMCA of Hong Kong reserves the right to refuse entry to any participant who is unable to meet the requirements of the course or who is under 18 years of age.

20. All enrolments will be subject to the conditions set out in this document.

21. All enrolments will be subject to the conditions set out in this document.

POSTAL / DROP BOX / ON-SPOT ENROLMENT GUIDELINES

1. Applications collected by postal box will be processed on the day following the application. Journaled applications will be processed on the next working day from the date of receipt. Please check the most appropriate course/activity time and dates carefully.

2. Members who wish to register for courses outside of their normal activity schedule, may do so, but must register as soon as possible to avoid possible confusion. New registrations will not be accepted until all classes begin.

3. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

4. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

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10. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

11. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

12. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

13. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

14. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

15. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

16. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

17. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

18. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

19. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

20. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

21. The YMCA of Hong Kong reserves the right to cancel courses due to insufficient enrollment. All efforts will be made to place participants in similar courses. If this is not possible, fees paid will be refunded by cheque and post, or credit will be given to the specified account. A 100% cancellation fee will be charged for all withdrawals after 30 days from the date of registration.

General Enrolment Form & Guidelines 201901