

Training Programme for FDRC Mediator / Arbitrator Recruitment

Terms and Conditions

1. All fees paid are non-refundable and non-transferrable (except cancellation of programme). Participants CANNOT transfer to another training course/event or transfer the enrolment to another person.
2. In case of over-subscription, priority for enrolment will be given on a 'first-come-first-served' basis. The organisers reserve the right to reject an enrolment at any time.
3. Participants who have been successfully enrolled will receive an "eConfirmation of Enrolment and Payment" when the enrolment and payment are successfully processed. The receipt is available via the HKSI Institute Online Portal under "Receipt".
4. Participants will receive an eReminder at least THREE (3) working days before the training course/event with detailed instruction about the training course/event.
5. Participants will receive a Certificate of Completion (e-version only) subject to:
 - (a) full attendance of the whole programme, namely Days 1, 2 and 3 of the programme; and
 - (b) passing the assessment test on Part II. (The overall passing mark is 80%.)
6. Participants will fail to meet the full attendance for a Day of the programme if they are late or absent (excluding scheduled breaks) on the Day concerned for more than 30 minutes. Participant who has satisfied the attendance requirement is eligible to collect the attendance record (e-version only) 3 days after the Day via the HKSI Institute Online Portal.
7. Participants must fulfil the attendance requirement for ALL three programme DAYS to be eligible for attending the online test on the assessment day.
8. Participants are required to attend a 60-minute multiple choice online test (English only) scheduled in the morning of the assessment day (AM session). Participants should complete the 60-minute online test within the three hour duration and only one attempt is allowed. Participants will receive the test result (pass or fail) upon completion of the AM session online test. For those who are absent from the AM session or fail in the AM session online test can attend the online test in the PM session on the same day with the same conditions set in the AM session.
9. The training programme will be conducted online via Cisco WebEx, while assessment test will be on HKSI Institute's Learning Management System. Participants are responsible for providing their own compatible devices. The organisers, jointly or individually, assume no responsibility for any losses or omissions due to delays or disruptions in the transmission of the signals/messages/test paper.
10. No video or audio recording of any part of the programme is allowed without the prior and written approval of the organisers.
11. All materials distributed before or during the programme, in whole or in part, should not be reproduced or transmitted in any format or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without the prior written permission from the organisers.

12. The organisers reserve the right to cancel, modify and/or postpone the programme, in which case participants will receive notification email on such arrangement.
13. If Typhoon Signal No. 8 or above or Black Rainstorm Signal is still in force at 0700 hour on Day 3 (i.e. the course delivered by speakers from the regulators), the programme on that day will be postponed, in which case participants will receive notification email on such arrangement.
14. The information given and personal data collected will be used for administrative and communication purposes by the organisers.