

About Regulated Agent Regime (RAR) Security Training

- This course is designed to provide trainees with the conceptual and practical knowledge and skills required to comply with the RAR requirements.
- Upon completion of the training, trainees will possess an ability to brief his/her respective staff carrying in various tasks involving in RAR and oversee their compliance.

1. Course Type	Classroom Training
2. Target Group	<p>Target participant: Staff of freight forwarder/ Regulated Agent/ Subcontractors of Freight Forwarders. Participants of this course are expected to :</p> <ul style="list-style-type: none"> • Have some cargo experience in particular; <p>Be able to communicate in Cantonese/ English/ Mandarin (depends of the medium of instruction of the course);</p> <ul style="list-style-type: none"> • Be able to read Chinese/ English; • Be staffs from cargo agents/ logistics/ warehouse/ transportation companies.
3. Estimated Participants	25 to 40 participants per class
4. Location	As indicated in the website
5. Duration	09:15-13:45 (including 30 minutes written test)
6. Objectives	<p>After completion of the course, participants will acquire the following knowledge and skills:</p> <ul style="list-style-type: none"> • Possess a clear understanding of the concept of air cargo security in respect of aviation security; • Possess a good understanding of the background and the legal requirements of RAR; • Fully understand the requirements of Regulated Agent Security Program (RASP); • Fully understand the definition, recognition and responsibilities of Known Consignor, Regulated Agent and Airline (Aircraft) Operator; • Fully understand the co-loading, inter-RA AWB & inter-Agent AWB handling procedures in relation to the operations of RAR; • Be capable to prepare the shipping document and keep record in accordance with RAR requirement; • Be capable to master appropriate security controls to cargo consignment; • Raise the security awareness on air cargo operations during cargo acceptance, preparation, storage, and transportation.
7. Syllabus	As required by HKCAD: https://www.cad.gov.hk/english/newrar_training.html
8. Regulatory requirements	As required by HKCAD: https://www.cad.gov.hk/english/newrar_training.html
9. Language	Cantonese (supplemented by English if necessary)
10. Recognition	A Certificate issued by Plus One Global Consulting Limited is awarded to participants obtaining a grade level of 80% or higher on the test. A special distinction is awarded to participants obtaining a grade level of 90% or higher.
11. Retest	One re-test is given but HKD 200 for the administration fee must be paid.
12. Learn the difference	We will demonstrate competency-based learning approach to make sure participants can equip with the knowledge, skills and attitudes in relation to the duties of personnel.

Training Policy - Registration

1. Please adopt ONE of the following methods for course registration:
 - (a) Kindly complete the registration form and send it to our email (training@plus-one.com.hk). Please send a crossed cheque payable to "Plus One Global Consulting Limited" to Unit 2606, 26/F, Prosperity Place, No. 6 Shing Yip Street, Kwun Tong. Please write your name and course code on the back of the cheque.
 - (b) Register via our company website: <https://plus-one.hk/>.
2. Application will be treated on a first-come-first-served basis upon confirmation email before lesson. Seats can be reserved either by sending completed enrolment forms via e-mail (training@plus-one.com.hk) or via online registration in our company website.
3. Payment can be made by company cheque or personal cheque.
4. An email with course details will be sent out 7 days before the training.
5. The certificate will be passed to participant after the course if he/she passes the test.
6. For any request that requires re-issue certificate service, PLUS ONE will impose a service charge of HK\$300.- upon the request. For details and procedure, please contact PLUS ONE directly.

Training Policy - Cancellations/Amendment/Change of Class/Refunds

7. Amendment (except Change of Class and Cancellation) can be made only one time FREE of charge on the application within 3 days after the confirmation email is issued. After that, an administration fee of HK\$300.- will be charged for each amendment/cancellation. No guarantee on amendments could be made within 3 working days before the start of the course.
8. Change of Classes received, PLUS ONE may in its sole discretion and without assigning any reason for its decision approve or reserve a seat for the registration in future course subject to the availability of seat or refuse any such application. An administration fee of HK\$300.- will be charged for each request. No guarantee on change of class could be made within 3 working days before the start of the course.
9. After the commencement of the course, no refund will be given.
10. No Cancellation can be made on the registration once the Confirmation Letter is issued. No refund will be given in this case.

Training Policy - Others

11. The date & time shown in the confirmation email will be taken as the official date & time of registration.
12. Registration is subject to PLUS ONE's approval. PLUS ONE reserves the right to reject any application in any circumstances and for whatever reasons. Submission of the enrollment form and cheque should NOT be construed as acceptance of admission.
13. PLUS ONE reserves the right to cancel any of the classes if there is insufficient enrolment or unforeseen difficulties arising from mounting the class(es).
14. Kindly be advised that if you have to be absent from any session of the course, you must inform the course tutor at tel: 3705 2100. Trainees with attendance rate less than 80% may not be allowed to sit for the exam.
15. PLUS ONE reserves the right to change the program contents, schedule, number of seats or venue at any time and without prior notice when necessary. Those who are affected by course cancellation will be entitled to full refund or seat reservation for future courses.
16. Special Weather Arrangement:
 - a) Arrangement of lesson in the morning¹: If typhoon signal No.8 or above/ Black Storm Warning is still in force after 7:15 a.m., the lesson in the morning will be cancelled. If the warning is cancelled at 7:15 a.m. or earlier, the lesson will remain normal. The course tutor will announce the latest arrangement of the lesson via whatsapp when there are special weather conditions.
 - b) Arrangement of lesson in the afternoon²: If typhoon signal No.8 or above/ Black Storm Warning is still in force after 12:00 p.m., the lesson in the afternoon will be cancelled. If the warning is cancelled at 12:00 p.m. or earlier, the lesson will remain normal. The course tutor will announce the latest arrangement of the lesson via whatsapp when there are special weather conditions.
 - c) Arrangement of whole-day lesson: If typhoon signal No.8 or above/ Black Storm Warning is still in force after 10:15 a.m., the whole-day lesson will be cancelled. If the warning is cancelled at 10:15 a.m. or earlier, the lesson will remain normal. Please return to the training center as scheduled within 2 hours after the warning is cancelled. The course tutor will announce the latest arrangement of the lesson via whatsapp when there are special weather conditions.

¹ Lesson in the morning: lesson that finish before 2:00 p.m.

² Lesson in the afternoon: lesson that start after 2:00 p.m.

關於管制代理人制度保安培訓	
<ul style="list-style-type: none"> 此課程提供概念與實踐方面的知識與技能，確保學員具備管制代理人制度 (RAR) 下要求的知識與技能。 在完成此課程後，學員將能就著 RAR 相關工作向同事給予指示，以及有能力監管他們有否遵守相關工作守則。 	
1. 授課形式	面授課程
2. 目標對象	目標對象為貨運代理人、管制代理人、以及貨運代理人承包商的員工。報讀課程的學員須： <ul style="list-style-type: none"> 有貨運方面的經驗； 能以流利粵語／英語／普通話溝通（視乎授課語言）； 能閱讀書面中、英文； 為貨物代理、物流、貨倉、運輸公司的員工。
3. 預計上課人數	每班 25 至 40 位學員
4. 上課地點	請參考網站所顯示的地點
5. 課程時數	09:15-13:45（包含 30 分鐘的筆試）
6. 課程目標	在完成課程後，學員將獲得以下的知識與技能： <ul style="list-style-type: none"> 對航空貨運安全的概念，以及其與航空安全的關係有更清晰的理解； 對管制代理人制度的背景與法例要求有更好的理解； 對管制代理人制度保安培訓 (RASP) 的要求有全面理解； 對已知托運人、管制代理人、飛機營運者三者的定義、認可與責任有全面理解； 對在管制代理人制度的實施下，集運、管制代理人之間的主空運提單轉讓及其處理程序； 能準備貨運文件與紀錄，以及就管制代理人制度的要求保留這些文件； 能就貨物托運實施合適的安全措施； 提升航空貨運的營運安全意識，包括貨物的接收、準備、存放以及運輸方面。
7. 課程大綱	根據民航處要求: https://www.cad.gov.hk/english/newrar_training.html
8. 法規要求	根據民航處要求: https://www.cad.gov.hk/english/newrar_training.html
9. 授課語言	粵語（英語為輔助語言）
10. 課程認可	課程的合格分數為八成，學員在完成課程並考獲合格成績後，會獲得本公司頒發的民航處認證的證書乙張，而考獲九成分數或以上的學員會獲得優異評級。
11. 補考安排	學員有一次參與補考的機會，補考費為港幣二百元正。
12. 課程特色	課程會採用能力本位教學，以確保學員能掌握相關人員所需的知識、技能與工作態度。

培訓條款- 註冊

1. 請顧客透過下列任何一種方式報名：
 - a) 把填妥的註冊表格發送到以下電郵地址：training@plus-one.com.hk，並將支票寄到觀塘成業街 6 號泓富廣場 26 樓 2606 室。支票抬頭請寫“Plus One Global Consulting Limited”，並請於支票背面寫下申請人姓名以及課程編號。
 - b) 透過我們公司的網站：<https://plus-one.hk/> 進行課程註冊。
2. 課程名額有限，先到先得。顧客可以傳送報名表格到以下電郵地址：training@plus-one.com.hk，或在網站報讀課程，如報名成功，系統會發出確認電郵通知顧客。
3. 款項可以透過公司支票或個人支票支付。
4. 我們會在上課七天前發送包含課程細節的電郵給顧客。
5. 如果學員在考試取得合格成績，我們會在課程完結後把證書發給學員。
6. 申請補發證書的費用為港幣三百元正，如顧客對補發證書的申請細節或步驟有任何查詢，請直接聯絡本公司。

培訓條款- 取消報名／更改報名內容／轉班／退款

7. 在發出確認電郵後的三天內，顧客仍可免費申請一次課程變更（除了轉班及取消註冊的申請），任何在這之後作出的更改要求將會被收取三百元正的手續費。本公司不能確保成功安排在課程開始三個工作天前才提出的更改申請。
8. Plus One Global Consulting Limited 保留對轉班申請的決定權，本公司有權在不提供任何原因的情況下允許或拒絕申請，或者為申請人安排入讀其他課程。任何轉班申請會被收取港幣三百元正作為行政費用。本公司不能確保成功安排任何在課程開始前的三個工作日前才提出的申請。
9. 課程開始後將不接受任何退款要求。
10. 在發出確認電郵後，將不接受任何取消註冊或退款的申請。

培訓條款- 其他

11. 確認電郵上標註的日期及時間會被視為註冊的正式日期及時間。
12. **Plus One Global Consulting Limited** 對課程註冊有最終決定權，並保留無條件拒絕報讀申請的權利，成功提交註冊表格或支票並不代表報讀要求被接納。
13. 假如課程報讀人數不足或開課期間出現問題，**Plus One Global Consulting Limited** 保留取消課程的權利。
14. 如果學員缺席任何課堂，請提早致電 3705 2100 通知課程導師。出席率少於 80%的學員將不能出席考試。
15. **Plus One Global Consulting Limited** 保留隨時更改課程內容、時間表、人數、地點的權利，在必要的情況下，本公司有有權作更改而不另行通知。任何受以上安排影響的學員將獲全額退款，或獲安排入讀其他課程。
16. 特別天氣安排：
 - a) 上午課堂的安排³：若八號或更高颱風信號、黑色暴雨警告信號在 7:15 a.m.以後仍然生效，上午課堂將會被取消；若信號在 7:15 a.m.或以前除下，課堂將按照原定安排進行。導師會在當天個別通知學員上課的安排。
 - b) 下午課堂的安排⁴：若八號或更高颱風信號、黑色暴雨警告信號在 12:00 p.m.以後仍然生效，下午課堂將會被取消。若信號在 12:00 p.m.或以前除下，課堂將按照原定安排進行。導師會在當天個別通知學員上課的安排。
 - c) 全日課堂的安排：若八號或更高颱風信號、黑色暴雨警告信號在上課前兩小時或更早前取消，課堂將按照原定安排進行。

³ 上午課堂：在 2:00 p.m.前完結的課堂

⁴ 下午課堂：在 2:00 p.m.後開始的課堂