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**33<sup>rd</sup> Basic Operations Course**  
*(Medium of instruction: Cantonese)*

The captioned courses will be held by Training Branch in March 2012 at Hong Kong Scout Centre. The course content includes “Constitutions of Scout Association of Hong Kong”, “Role and Responsibility of District / Regional Staff”, “Corporate Governance”, “Financial Management”, “Event Management”, “Scout Etiquette”, “Administrative Support”, “Supporting Leaders in their Role”, “Establishing Good Relationship” and case studies. With reference to Operations Circular No. 06/2008, all combined staff of Regions and Districts are required to complete the course before his/her appointment is made with effect from 1 April 2009. Details are stated below:

<b>Date</b>	<b>Day</b>	<b>Duration</b>	<b>Course Leader</b>	<b>Deadline</b>
3 March 2012	Saturday	1500 – 1930	Ms LEUNG Yuen-ping Patricia Assistant Leader Trainer	3 February 2012 (Friday)
4 March 2012	Sunday	0930 – 1800		
11 March 2012				

2. Venue: Hong Kong Scout Centre
3. Eligibility:
  - (a) District or Regional Staff or Commissioner holding valid Warrant (Commissioner will be given priority); or
  - (b) Scout Leaders who will be appointed as District or Regional Staff or Commissioner and nominated by District or Regional Commissioner (nomination letter should be attached with the application form).
4. Course Fee: HK\$ 150 per person, which covers course materials, food and camp fees. Fees should be made payable by crossed cheque to the “Scout Association of Hong Kong”.
5. Application: Please fill out the Application Form PT/02e, which can be downloaded at <http://www.scout.org.hk/en/download/training/> and send it by mail or by hand to the Training Branch, Room 908, 9/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon together with the course fees and copies of the above-mentioned warrant and certificate on or before deadline. Incomplete form or copies of the prescribed certificates may affect the application result.
6. No. of Places: 32
7. Others:
  - (c) Applicants will be informed in writing of the application result.
  - (d) Participants should attend all sessions of the course on time. Certificates will only be issued to candidates who complete all requirements of the course.
  - (e) During the course, accepted participants should be dressed in Scout uniform.
  - (f) For enquiries, please contact Miss Jesse LEE, Training Officer at 2957 6473 during office hours.

*Kwok Ling Lam*

(KWOK Ling-lam)  
for Training Commissioner