

# 兼職員工課程操作示範 Part-time Staff Course User Guide

(合規主題 Compliance Topic 1、4、5、6)



請點擊此處前往合規主題6示範。

Please click here to view the guide for Compliance Topic 6.



## 合規主題 Compliance Topic 1、4、5

\*本教學所用的截圖或來自不同合規主題的課程，惟各課程的操作步驟均相同。

Screenshots may come from various compliance courses, but the steps are identical for all.

1. 你將收到電郵提示，點擊電郵內連結 (Course Link) 即可到達該合規主題的課程。

You will receive an email notification. Simply click the link (Course Link) provided in the email to access the course for that compliance topic.

FYI: A new learning item: "CT-Part Time 05 (Risk Management Framework of the University)" has been assigned to you



no-reply-hcm@cloudsaas.hkbu.edu.hk



To: [redacted]

Thu 7/3/2025 5:35 PM

Dear [redacted]

A learning item has been assigned to you.

Please follow the steps under 'Action Requested' to access the learning item.



**Course Name:** CT-Part Time 05 (Risk Management Framework of the University)



**Course Duration:** null hours



**Due Date:** 31-08-2025



**Action Requested:** Please click the **Course Link**. This will lead you to Course details. Click "Find Offering" followed by the "Enroll" button for the relevant offering to proceed with the course.

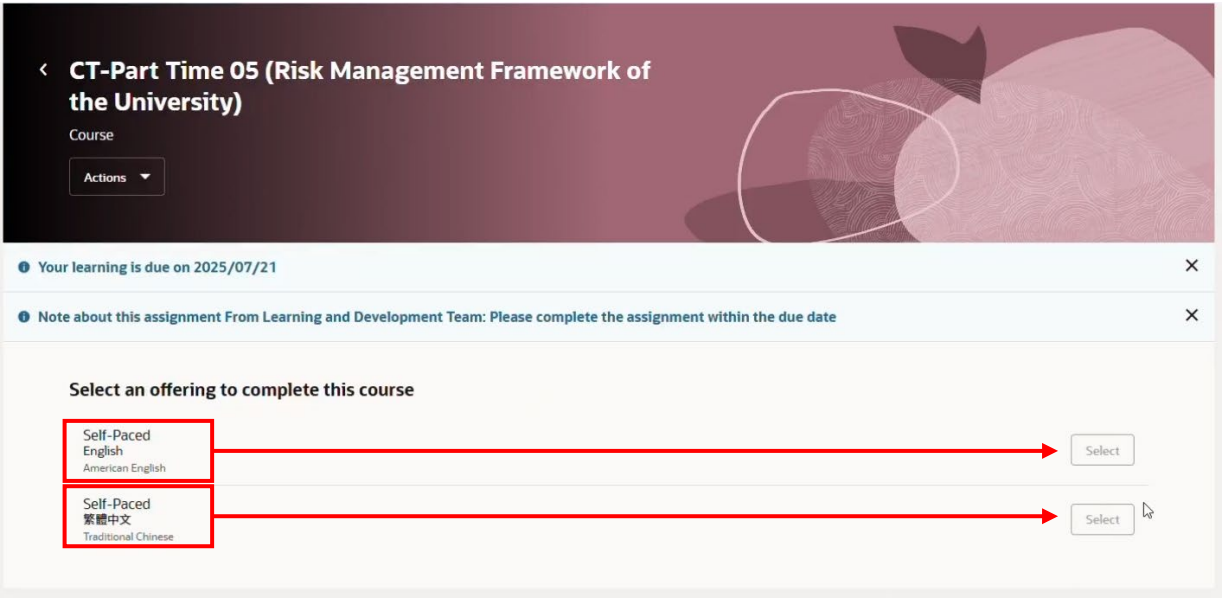
Do reach out to your L&D/HR Team should you require any support.

**Thank You & Happy Learning!**

With Warm Regards,  
Learning and Development Team

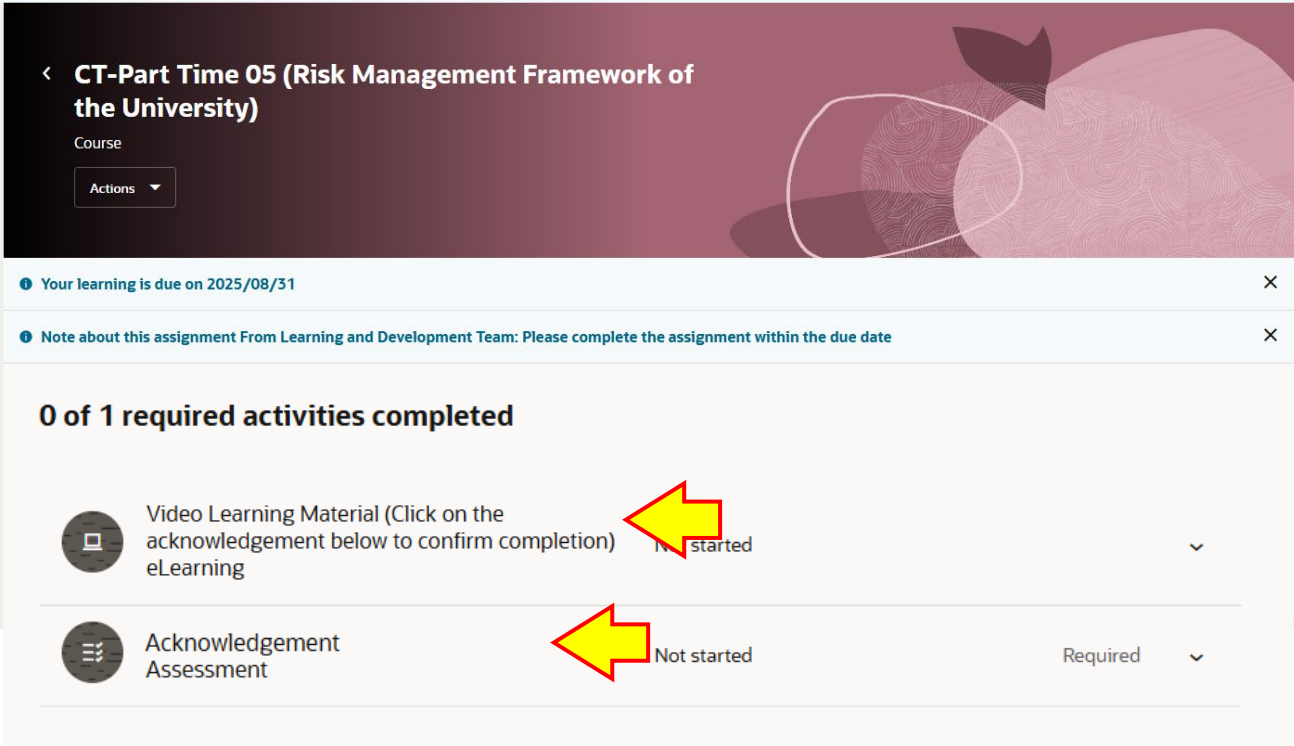
2. 選擇課程語言。  
Select the course language.

請注意，課程語言選擇後則無法更改。  
Kindly note that the course language cannot be changed after selection.



3. 課程包含短片學習材料及確認聲明。同事可先閱讀學習材料（建議），再完成確認聲明。  
The course includes video learning material and acknowledgement. Colleagues may review the learning materials first (advised) before confirming the acknowledgement.

英文版本 *English Version*



中文版本 *Chinese Version*



4. 點選“Launch”，可觀看短片學習材料。

Please click “Launch” for Video Learning Material.

< CT-Part Time 05 (Risk Management Framework of the University)


Course

Actions ▾

📘 Your learning is due on 2025/08/31

📌 Note about this assignment From Learning and Development Team: Please complete the assignment within the due date

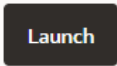
0 of 1 required activities completed



Video Learning Material (Click on the acknowledgement below to confirm completion) eLearning


Not started

⤴



Passing Score  
100

Total Attempts Allowed  
1



Acknowledgement Assessment

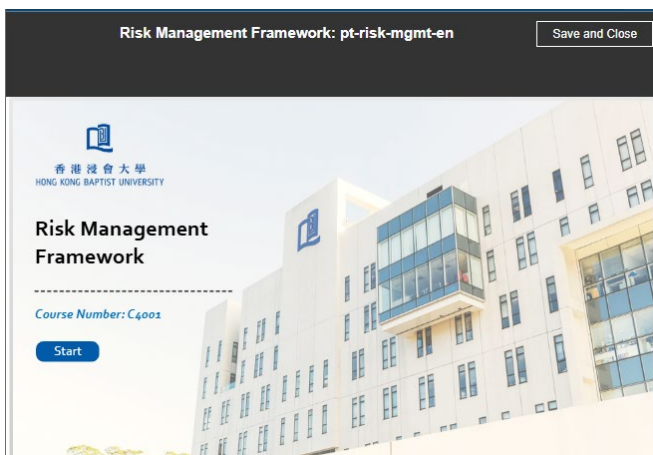
Not started

Required ▾

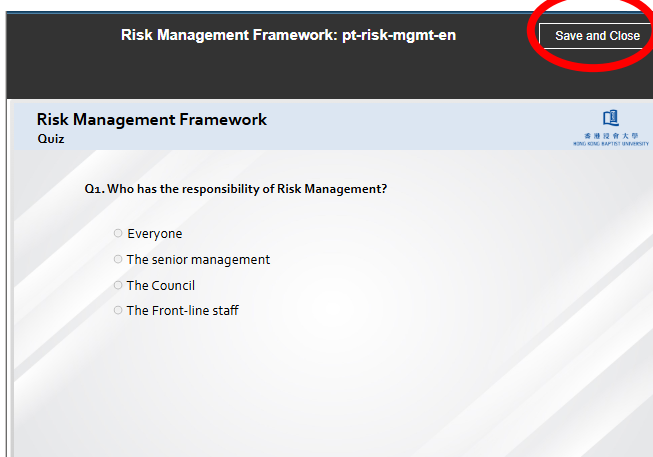
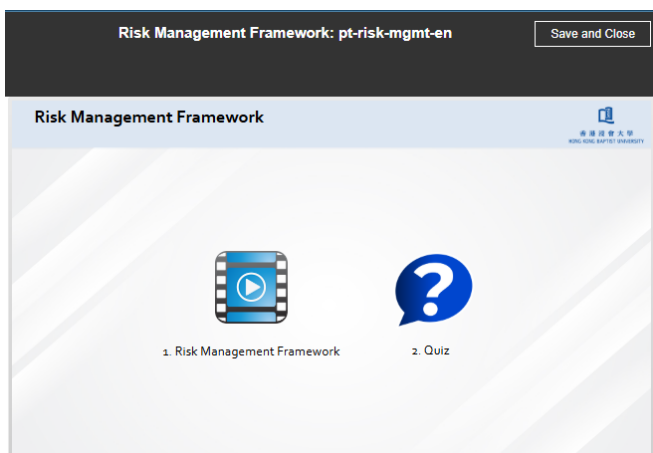
5. 於短片學習材料中，亦附設測驗，供同事自行學習（**非強制性**）。  
觀看短片後，請點選“Save and Close”返回課程頁面以完成確認聲明。

A quiz is also provided with the video learning material for colleagues to have self-assessment (**optional**). After watching, please click “Save and Close” to return to the course page and complete the acknowledgment.

### 英文版本 *English Version*



### 中文版本 *Chinese Version*






6. 最後，同事須完成確認聲明，以完成課程。

Finally, colleagues are required to confirm the acknowledgement in order to complete the course.

### 英文版本 English Version

0 of 1 required activities completed

 Video Learning Material (Click on the acknowledgement below to confirm completion) eLearning	Not started	
 Acknowledgement Assessment	Not started	Required



1. 


Passing Score  
100

Total Attempts Allowed  
Unlimited

### 中文版本 Chinese Version

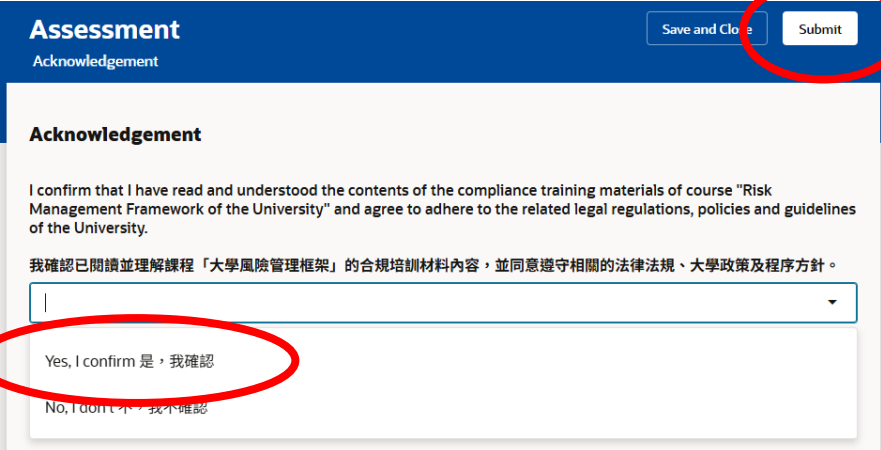
0 of 1 required activities completed


 短片學習材料 (點擊下方確認聲明可完成課程) eLearning	Not started	
 確認聲明 Assessment	Not started	

1. 

Passing Score  
100

Total Attempts Allowed  
Unlimited

2. 

3. 

**Assessment**  
Acknowledgement

I confirm that I have read and understood the contents of the compliance training materials of course "Risk Management Framework of the University" and agree to adhere to the related legal regulations, policies and guidelines of the University.

我確認已閱讀並理解課程「大學風險管理框架」的合規培訓材料內容，並同意遵守相關的法律法規、大學政策及程序方針。

Yes, I confirm 是，我確認

No, I don't 不，我不確認

4. 


**Assessment**  
Acknowledgement

I confirm that I have read and understood the contents of the compliance training materials of course "Risk Management Framework of the University" and agree to adhere to the related legal regulations, policies and guidelines of the University.

我確認已閱讀並理解課程「大學風險管理框架」的合規培訓材料內容，並同意遵守相關的法律法規、大學政策及程序方針。

**Passed Assessment**

Congratulations! You completed the assessment with a passing score.



7. 儲存成功後，該主題頁面會更新紀錄為“Passed”。

After saving successfully, the record for the topic will be updated to “Passed” on the course page.

You completed this learning on 2025/07/07 18:10

1 of 1 required activities completed

Video Learning Material (Click on the acknowledgement below to confirm completion) eLearning

Not started

Acknowledgement Assessment

Completed on 2025/07/07

Required

View Content

Past attempts

Passed

Attempted On  
2025/07/07 18:10

Actual Effort  
28s

Actual Score  
100

Actual Effort  
0.01 hours

Passing Score  
100

Total Attempts Allowed  
Unlimited

8. 你的“Learning Transcript”亦會隨即更新

Your “Learning Transcript” will also be updated immediately.

Learning Transcript

Print

Updated just now

CT-Part Time 05 (Risk Management Framework of the University)  
Course

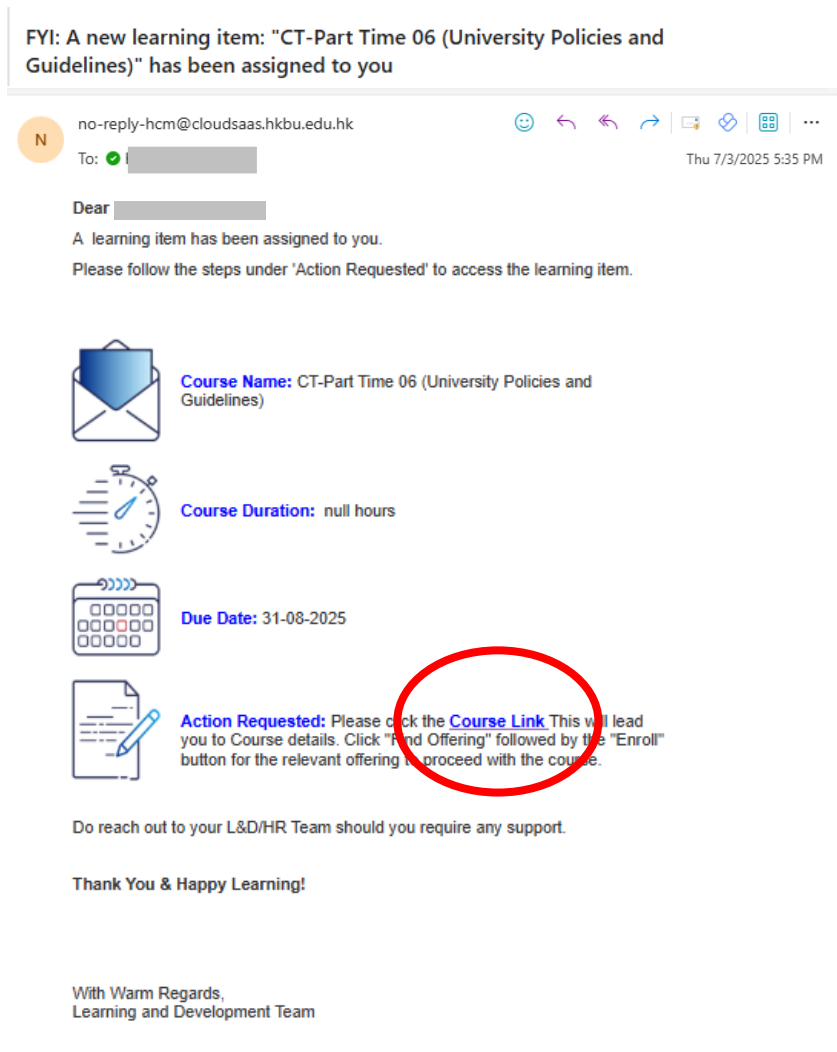
Completed on 2025/07/07

Effort 0h 1m

# 合規主題 Compliance Topic 6

1. 你將收到電郵提示，點擊電郵內連結 ([Course Link](#)) 即可到合規主題6的課程。

You will receive an email notification. Simply click the link ([Course Link](#)) provided in the email to access the course for compliance topic 6.





## 2. 選擇課程語言。

Select the course language.

The screenshot shows the course selection page for 'CT-Part Time 06 (University Policies and Guidelines)'. The header includes the course title and a 'Course' label. Below the header, there are two notification banners: 'Your learning is due on 2025/07/22' and 'Note about this assignment From Learning and Development Team: Please complete the assignment within the due date'. The main section is titled 'Select an offering to complete this course' and contains two rows of offerings. The first row is 'Self-Paced English American English' with a 'Select' button. The second row is 'Self-Paced 繁體中文 Traditional Chinese' with a 'Select' button. Red boxes highlight the offering names, and red arrows point from each box to its respective 'Select' button. At the bottom, there is an 'Additional info' section with three columns: 'Enrollment Number OLC866748', 'Enrolled On 2025/07/08', and 'Enrolled By Learning and Development Team'.

< CT-Part Time 06 (University Policies and Guidelines)

Course

Actions

① Your learning is due on 2025/07/22

① Note about this assignment From Learning and Development Team: Please complete the assignment within the due date

Select an offering to complete this course

Self-Paced English American English Select

Self-Paced 繁體中文 Traditional Chinese Select

Additional info

Enrollment Number OLC866748

Enrolled On 2025/07/08

Enrolled By Learning and Development Team

## 3. 點選“Launch”將會開啟新頁面。

Clicking "Launch" will open a new page.

The screenshot shows the course page after clicking the 'Launch' button. The header is the same as the previous screenshot. Below the header, there are two notification banners: 'Your learning is due on 2025/07/22' and 'Note about this assignment From Learning and Development Team: Please complete the assignment within the due date'. The main section is titled 'Learner work' and contains a link to the course content: 'https://hro.hkbu.edu.hk/content/dam/hro-assets/our-hr/policies-and-procedures/15-compliance-training/university-policies-and-guidelines-en.pdf'. The 'Launch' button is circled in red in the previous screenshot.

< CT-Part Time 06 (University Policies and Guidelines)

Course

Launch Actions

① Your learning is due on 2025/07/22

① Note about this assignment From Learning and Development Team: Please complete the assignment within the due date


Learner work

<https://hro.hkbu.edu.hk/content/dam/hro-assets/our-hr/policies-and-procedures/15-compliance-training/university-policies-and-guidelines-en.pdf>



4. 頁面包含各項「大學政策與指引」，請仔細閱讀，閱讀完畢後可關閉頁面。

The page contains various "University Policies and Guidelines." Please read them carefully. You may close the page after reading.



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

人力資源處  
HUMAN RESOURCES OFFICE

### University Policies and Guidelines

Below is a list of university policies and guidelines for you to get ready/familiarized with our limits, procedures and practices.

- [Acceptance of Advantages](#)
- [Policy on Intellectual Property Management](#)
- [Privacy Policy Statement and Personal Information Collection Statement \(PPS and PICS\)](#)
- [Declaration of Interest by Staff Members](#)
- [Guidelines on Acceptance of Donations](#)
- [Open Access Policy](#)
- [Regulations Governing Outside Practice](#)
- [Policy Statement on Health, Safety and Environment](#)
- [Staff Handbook of Information Security](#)
- University Equal Opportunities Statement
  - [List of Equal Opportunities Advisers](#)
  - [Policy Statement on Equal Opportunities](#)
  - [Procedures on Handling of Complaints on Discrimination Harassment](#)

Please read and declare completion of reading via HCM.

5. 關閉該頁面後，返回主題頁面會顯示「已完成」字樣，表示本主題課程已結束。

After closing the page, you will see "Completed" on the topic page, indicating that this course has been finished.

< CT-Part Time 06 (University Policies and Guidelines)

Course

Take Again

Actions

You completed this learning on 2025/07/08 17:41

X

View Content

Learner work

<https://hro.hkbu.edu.hk/content/dam/hro-assets/our-hr/policies-and-procedures/15-compliance-training/university-policies-and-guidelines-en.pdf>