

Higher Diploma for

# Legal Executives

法律行政人員高級文憑



2022-23

# Higher Diploma for LEGAL

# EXECUTIVES

Application Code 報名編號

• HDLE Years 1 & 2  
一年級及二年級

## 法律行政人員高級文憑

Legal Executives in law firms enjoy professional status and may be given certain limited rights of audience in accordance with the Court's Practice Direction to represent lay client. To use the professional title "Legal Executive (LE)", graduates of this programme must fulfill the Benchmark standard of The Law Society of Hong Kong (HKLS).

律師事務所的法律行政人員不單擁有專業地位，還可根據法院的實務指示，獲授若干有限度的出庭發言權，代表客戶出庭應訊。本課程的畢業生若符合「香港律師會」所訂的基準，可使用「法律行政人員」的專業名銜。

## PROGRAMME AIMS AND FEATURES

### 課程目標及特點

- This programme aims to equip students with the fundamental legal knowledge and administrative skills to support legal professionals in law offices or related public services, or to carry out administrative duties in the general administration units of business and industrial organisations. The legal knowledge and practical skills learnt from the course can pave their future career pathway in the legal sector and support their pursuit of further studies;
- Specialism courses are taught by experienced practitioners and legal academics;
- In accordance with the HKLS's Benchmark, students will attend interactive sessions in medium class-sized groups;
- Workshops focused on law-related work and skill-based tasks.
- 培訓學生掌握基本的法律知識和管理技能，令學生可在律師事務所或相關專業機構、執法單位從事支援法律專業人士的工作，亦可於工商機構內協助管理部門處理日常行政的職務。學生獲得法律知識及實務技能，有助未來從事法律事務相關職業發展及可循不同途徑進修學位課程；
- 專修科目均由具經驗的律師及法律學者任教；
- 課程設計按照「香港律師會」所訂的基準，採用小班形式互動教學；
- 透過不同形式的工作坊認識香港實體法律，從而掌握法律界所需的實用技巧。



## CAREER PROSPECTS

### 就業前景

Job opportunities can be found in both public and private business sectors, such as solicitor's firms, barristers' chambers, law enforcement bodies and the government.

畢業生可投身各律師行、大律師事務所等專業機構、執法機構及政府部門。

# PROFESSIONAL RECOGNITION

## 專業資格

### Professional Accreditation

#### • U.K. Institute of Paralegals

The Higher Diploma for Legal Executives programme (HDLE) is recognised by the Institute of Paralegals (IOP), the U.K. professional body for paralegals which sets national competency standards for paralegals and others (see <https://theiop.org>).

Successful completion of this programme will allow students to be elected to "Associate Paralegal" (A.Inst.Pa.)<sup>#</sup> status.

#### • The Law Society of Hong Kong

Under The Law Society of Hong Kong's Benchmark, HDLE graduates will be eligible to use the title "Legal Executive".

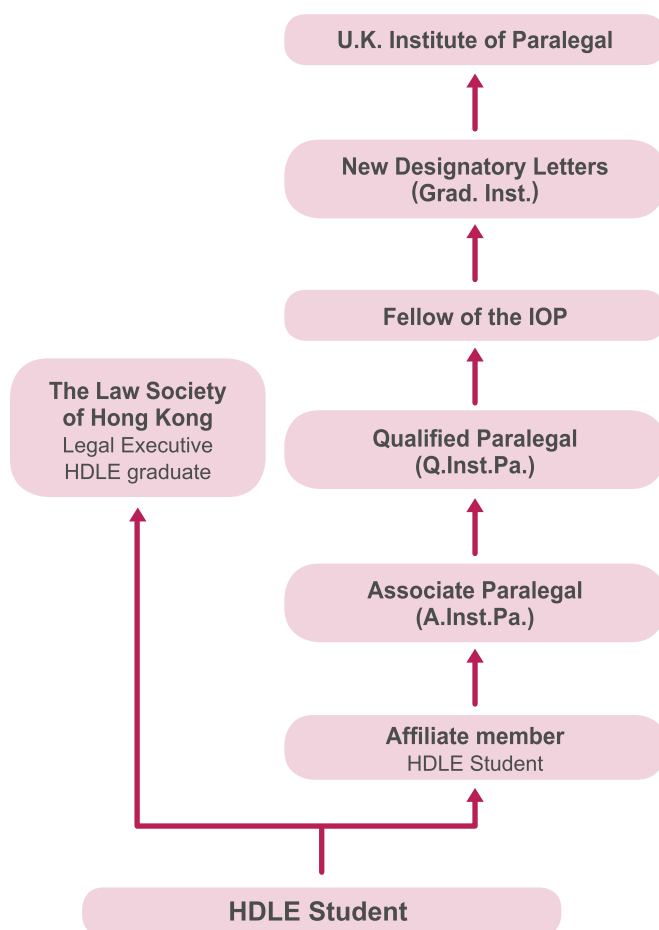
#### • Association of Chartered Certified Accountants (ACCA)

HDLE graduates can apply for Paper F4 exemption from the Association of Chartered Certified Accountants (ACCA).

<sup>#</sup>HPSHCC and HKU SPACE are not affiliated with the Institute of Paralegals, and all membership inquiries should be directed to the Institute (see <https://theiop.org>).



### Professional Pathways



# SUPPORT BY LEGAL PRACTITIONERS

## 法律業界的支持



**Pádraig Walsh**

Partner,  
Tanner De Witt Solicitors

"Legal executives are the oil that fires the engine of much of the work of a law firm. Not only will legal executives perform a vital role in a wide range of legal work undertaken by law firms and private businesses, but also the role of legal executive can provide a platform for further development of a professional career in law. It is a significant advantage in a very challenging recruitment market for aspiring legal executives to demonstrate their training and ability by having a dedicated qualification that focuses on the needs and requirements of a successful legal executive in Hong Kong. The Higher Diploma for Legal Executives programme fulfils this need admirably and is welcome addition to the available options for people wishing to pursue this career path."



**James O'Connell**

Founder, Institute of Paralegals  
Solicitor, England & Wales Solicitor, Hong Kong

"HDLE recognised as an international qualification."  
"The Institute of Paralegals warmly welcomes this excellent, practice-orientated HDLE."  
"Although law and procedure tends to be jurisdiction-specific, this HDLE programme provides students with many skills which are recognised and needed in all jurisdictions."



# PROGRESSION PATHS

## 升學之路

Overall Progression Rate in 2021: **71%#**  
2021年總升學率：

Among those who chose further studies,  
**60%#** admitted to local degree programmes  
當中升讀本地學士學位課程比率

### Local Universities 本地大學

Graduates are eligible to apply for admission to the following bachelor's degree programmes offered by 8 UGC-funded local universities (including HKU). The list below shows the degree offers that our graduates/ students received in the past\*:

畢業生可升讀以下由八大教資會資助院校(包括香港大學)開辦的學士學位課程。以下為本課程畢業生/學生曾獲取錄的學位課程\*：

#### • The University of Hong Kong

BA  
BSc Information Management

#### • City University of Hong Kong

Bachelor of Laws  
BA Chinese and History  
BA English Studies  
BA Linguistics and Language Applications  
BBA Business Analysis  
BBA Global Business Systems Management  
BSocSc Asian and International Studies  
BSocSc Criminology  
BSocSc Criminology and Sociology  
BSocSc Environmental Policy  
BSocSc Public Policy and Politics  
BSocSc Public Policy, Management, and Politics

#### • The Chinese University of Hong Kong

BA English  
Bachelor of Chinese Medicine  
BSSc Gender Studies  
BSSc Global Studies

#### • The Hong Kong Polytechnic University

BA (Hons) Language and Speech Sciences

#### • The Education University of Hong Kong

BEd (Hons) (Primary) - General Studies  
BEd (Hons) Physical Education

#### • Lingnan University

BSocSc (Hons) China and Asia Pacific Studies Stream

Hong Kong Shue Yan University offers articulation routes to HDLE graduates. Graduates with a GPA of 3.0 or above are eligible to apply for senior year admission to the following bachelor's degree programmes\*:

香港樹仁大學為本課程畢業生提供直接升學途徑。畢業生成績達 GPA 3.0或以上可報讀以下學士學位課程，並直接入讀第三學年\*：

#### • Hong Kong Shue Yan University

##### Programmes that accept Year 2^ and Year 3^ entries:

BBA (Hons)  
BBA (Hons) Digital Marketing  
BBA (Hons) Corporate Governance and Risk Management  
BBA (Hons) Human Resources Management - Applied Psychology  
BA (Hons) Economics and Finance  
Bachelor of Commerce (Hons) Financial Technology  
Bachelor of Commerce (Hons) Law and Business

##### Programmes that accept Year 2 entry^ only:

Bachelor of Commerce (Hons) Accounting

^ Year 2 entry: A graduate of a relevant recognised Associate Degree or Higher Diploma programme in Hong Kong;

§ Year 3 entry: A graduate of a relevant recognised Associate Degree or Higher Diploma programme in Hong Kong with a GPA of at least 3.0.

\* The above list is not exhaustive and only shows some of the examples. 以上列表只提供部分升學例子以作參考。

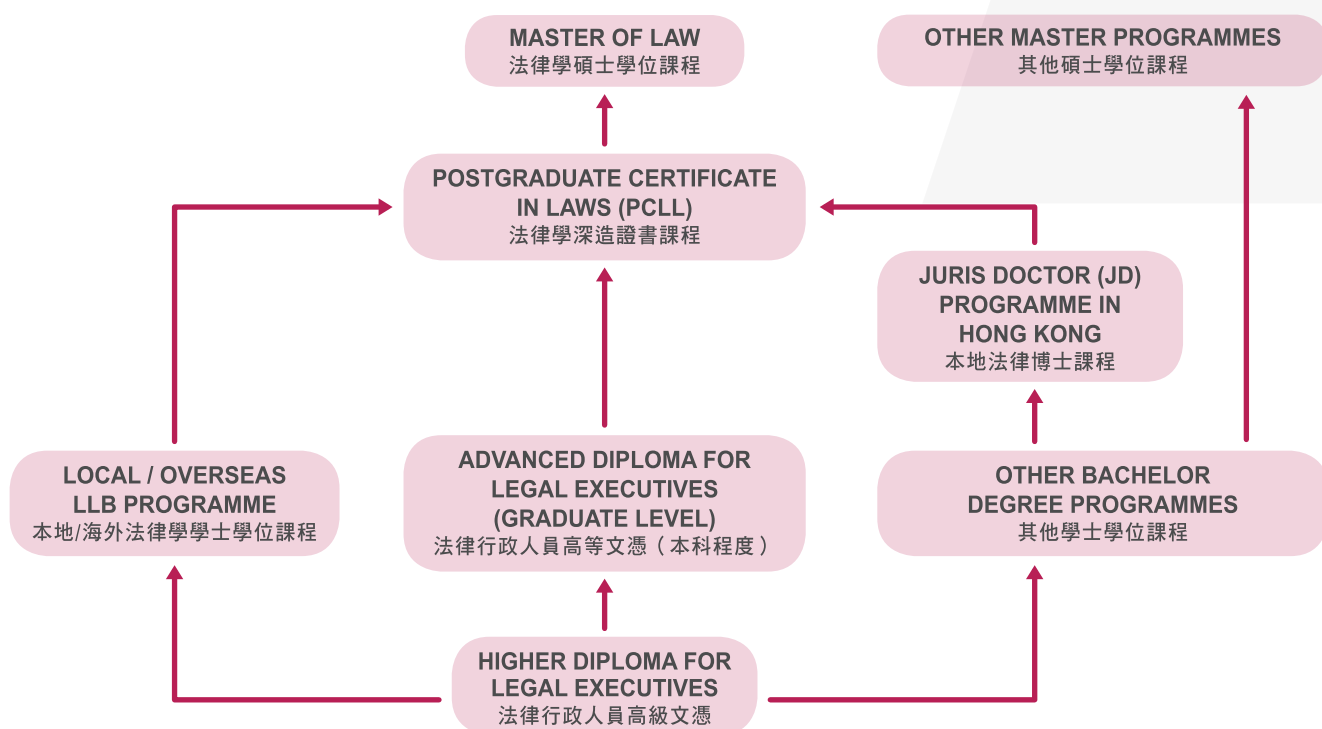
# Source: 2021 Graduate Survey (data as of December 2021) 資料來源：2021畢業生升學調查(截至2021年12月的數字)

### Overseas Universities

#### 海外大學

• Graduates satisfy the general entrance requirements of the University of London External System.

• 畢業生亦符合英國倫敦大學校外學士學位課程的入學資格。



## PROGRAMME STRUCTURE 課程結構

### Higher Diploma Year 1

#### 高級文憑一年級

- Introduction to Academic English  
學術英語入門
- English for Academic Purposes I  
學術英語(一)
- Practical Chinese<sup>§</sup>  
實用中文<sup>§</sup>
- Information Technology Fundamentals  
資訊科技概論
- Introduction to Law and Hong Kong Legal System  
法律導論與香港法律制度
- Law and Contractual Transactions  
合同交易與法律
- Land Law and Conveyancing  
土地與物業轉易法律
- Legal Writing and Drafting  
法律文書與文件起草技巧
- Business Associations  
商業組織法律
- Criminal Law and Criminal Procedure  
刑事法律及程序
- Torts Law and Personal Injury Practice  
侵權法與人身傷害實務指引

### Higher Diploma Year 2

#### 高級文憑二年級

- English for Academic Purposes II  
學術英語(二)
- English for Business  
商用英語
- Advanced Chinese Language<sup>§</sup>  
高級中國語文<sup>§</sup>
- Intra- and Interpersonal Competencies  
內省及人際才能
- Professional Responsibility and Advocacy  
專業責任與控辯技巧
- Family Law and Matrimonial Practice  
家庭法及婚姻實務
- Civil Procedure I and II  
民事程序(一)及(二)
- Law of Succession and Probate Practice  
遺囑繼承法及遺產實務
- Hong Kong Basic Law  
香港基本法
- Using Legal and Company Forms for Business  
公司及法律文書的商業運用
- Introduction to the Mainland Legal System  
中國法律制度導論

<sup>§</sup> Non-Chinese speaking students or students who have not received sufficient training in the Chinese language may apply for exemption from the Chinese course(s), and alternative courses may be assigned.

如學生母語並非華語，或未達校方認可的中文水平，可申請免修中文科目，校方會指派其他科目代替。

# PROGRESSION OF GRADUATES

## 畢業生出路



**Carmen Kwok 郭佩恩**

**Admitted to Bachelor of Laws,  
City University of Hong Kong**  
升讀香港城市大學法律學士

Other degree offers received :

- Bachelor of Arts in English Studies,  
City University of Hong Kong (Senior year entry)
- Bachelor of Social Sciences in Criminology,  
City University of Hong Kong (Senior year entry)

- Bachelor of Arts in English, The Chinese University  
of Hong Kong (Senior year entry)
- Bachelor of Social Sciences in Global Studies,  
The Chinese University of Hong Kong (2-year programme)
- Bachelor of Arts (Honours) in Language and Speech Sciences,  
The Hong Kong Polytechnic University (2-year programme)
- Bachelor of Arts, The University of Hong Kong

其他獲取錄的學位課程：

- 香港城市大學文學士(英語語言)(高年級入學)
- 香港城市大學社會科學學士(犯罪學)(高年級入學)
- 香港中文大學英文學士(高年級入學)
- 香港中文大學全球研究社會科學學士(兩年制課程)
- 香港理工大學語言科學(榮譽)文學士(兩年制課程)
- 香港大學文學士



**Helen Chau 鄒海霖**

**Admitted to Bachelor of Arts (Honours)  
in Languages and Speech Sciences, The Hong Kong  
Polytechnic University (2-year programme)**  
升讀香港理工大學語言科學(榮譽)文學士(兩年制課程)

Other degree offers received :

- Bachelor of Social Sciences in Public Policy and Politics,  
City University of Hong Kong (Senior year entry)
- Bachelor of Arts in Linguistics and  
Language Applications, City University  
of Hong Kong (Senior year entry)

其他獲取錄的學位課程：

- 香港城市大學社會科學學士(公共政策與政治)(高年級入學)
- 香港城市大學文學士(語言學及語言應用)(高年級入學)

"My two years of study at HPSHCC were splendid which shaped me into a more competent individual not only academically, but personally. With tremendous support and care from lecturers and college counsellors, students were motivated to work hard. I stepped out of my comfort zone and had my time spent in the college memorably and enjoyably."



**Ho Chor Yi 何楚怡**

**Admitted to Bachelor of Science in Information  
Management, The University of Hong Kong**  
(2-year programme)  
升讀香港大學理學士(資訊管理)(兩年制課程)

Other degree offer received :

- Bachelor of Social Sciences in Criminology and Sociology,  
City University of Hong Kong (Senior year entry)
- Bachelor of Social Sciences in Public Policy and Politics,  
City University of Hong Kong (Senior year entry)
- Bachelor of Social Sciences in Asian and International  
Studies, City University of Hong Kong (Senior year entry)
- Bachelor of Social Sciences in Asian and International  
Studies, City University of Hong Kong (Senior year entry)

其他獲取錄的學位課程：

- 香港城市大學社會科學學士(犯罪學及社會學)(高年級入學)
- 香港城市大學社會科學學士(公共政策與政治)(高年級入學)
- 香港城市大學社會科學學士(亞洲及國際研究)(高年級入學)
- 嶺南大學社會科學(榮譽)學士(主修中國與亞太研究)(高年級入學)



**Isaac Tai 戴頌諱**

**Admitted to Bachelor of Science  
in Information Management,  
The University of Hong Kong (2-year programme)**  
升讀香港大學理學士(資訊管理)(兩年制課程)

Other degree offers received :

- Bachelor of Social Sciences - Criminology,  
City University of Hong Kong (Senior year entry)
- Bachelor of Social Sciences in Public Policy and Politics,  
City University of Hong Kong

其他獲取錄的學位課程：

- 香港城市大學社會科學學士(犯罪學)(高年級入學)
- 香港城市大學社會科學學士(公共政策與政治)

"Legal Executives in law firms enjoy professional status. My two years of training paved me the way to my future career. Moreover, HPSHCC nurtured me as a mature member in the society because the programme does not only focus on our professional knowledge, but also promotes whole person development."



**Alan Lam 林栢麟**

**Admitted to Bachelor of Science,  
Hong Kong Baptist University**  
升讀香港浸會大學理學士

Other degree offer received :

- Bachelor of Social Sciences in Public Policy and Politics,  
City University of Hong Kong (Senior year entry)

其他獲取錄的學位課程：

- 香港城市大學社會科學學士(公共政策與政治)(高年級入學)



**Ines Fu 符悅淇**

**Admitted to Bachelor of Arts in Linguistics and  
Language Applications,  
City University of Hong Kong (Senior year entry)**  
升讀香港城市大學文學士(語言學及語言應用)(高年級入學)

Other degree offers received :

- Bachelor of Social Sciences in Asian and International Studies,  
City University of Hong Kong (Senior year entry)
- Bachelor of Arts (Honours) in Language and Speech Sciences,  
The Hong Kong Polytechnic University (2-year programme)

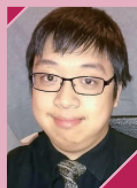
其他獲取錄的學位課程：

- 香港城市大學社會科學學士(亞洲及國際研究)(高年級入學)
- 香港理工大學語言科學(榮譽)文學士學位(兩年制課程)



**Chui Yuen Kwan 徐沅均**

**Admitted to Bachelor of Social Sciences in Asian  
and International Studies,  
City University of Hong Kong (Senior year entry)**  
升讀香港城市大學社會科學學士  
(亞洲及國際研究)(高年級入學)



**Jacky Wan 尹尚賢**

**Admitted to Bachelor of Social Science  
in Gender Studies, The Chinese University  
of Hong Kong (2-year programme)**  
升讀香港中文大學性別研究社會科學學士(兩年制課程)



# MINIMUM ENTRY REQUIREMENTS

## 最低入學資格

### 2-year Higher Diploma Programme

#### 兩年制高級文憑課程

- Obtain Level 2 or above in 5 subjects\* including English Language<sup>^</sup> and Chinese Language<sup>#</sup> in the HKDSE Examination; OR 香港中學文憑考試其中五科\*(包括英國語文<sup>^</sup>及中國語文<sup>#</sup>)考獲第二級或以上成績；或
- Hold a recognised Diploma in Foundation Studies Programme; OR 完成基礎專上教育文憑課程；或
- Hold a Diploma Yi Jin; OR 完成毅進文憑課程；或
- Equivalent qualifications will be considered by the College. 書院亦會考慮同等學歷之申請。

[Remarks: Graduates, who have fulfilled the Benchmarks<sup>^</sup> of The Law Society of Hong Kong (HKLS) are eligible to use the professional title of "Legal Executive".]

[備註：畢業生若符合「香港律師會」的基準<sup>^</sup>，可使用「法律行政人員」的專業名銜。]

\* Applicants are allowed to use not more than 2 Applied Learning (ApL) subjects in the application. The recognition of the ApL subjects is as follows: "Attained with Distinction (II)" is deemed equivalent to Level 4 or above; "Attained with Distinction (I)" is deemed equivalent to Level 3; and "Attained" is deemed equivalent to Level 2 in the HKDSE Examination. 可包括不多於兩科應用學習科目：  
「達標並表現優異(II)」相等於香港中學文憑考試第四級或以上的成績；  
「達標並表現優異(I)」相等於香港中學文憑考試第三級；及  
「達標」相等於香港中學文憑考試第二級。

<sup>#</sup> ApL Chinese (for non-Chinese speaking students) would be accepted as an alternative Chinese Language qualification. 非華語學生申請入學時，如只有「應用學習中文」成績，亦獲書院接納。

### Mature Students <sup>^</sup>

#### 成人學生<sup>^</sup>

- Applicants who do not possess the required academic qualifications, but are aged 21 or above and with relevant work experience will be considered on individual merit. 申請人如未能符合最低入學資格，但年滿二十一歲並具相關工作經驗，書院亦會考慮其申請。

<sup>^</sup> The Law Society of Hong Kong's Benchmark

Only those graduates of the Higher Diploma for Legal Executives programme, who have satisfied the following requirements of The Law Society of Hong Kong's Benchmark, are eligible to use the professional title "Legal Executive" in law firms:

1. who have obtained a pass in 5 subjects in HKCEE or a combination of results in 5 HKDSE subjects of Level 2 in NSS subjects, "Attained" in ApL subjects (Subject to a maximum of 2 ApL subjects) and Grade E in Other Language subjects or who have been in law-related employment in Hong Kong for 3 years; and

2. who have obtained a minimum of

- Level 3 or above in English Language in HKDSE since 2012; or
- Level 3 or above in English Language in HKCEE from 2007; or
- Grade D or above in English Language (Syllabus B) in the pre 2007 HKCEE, or
- overall score of 6 in IELTS (International English Language Testing System).

<sup>^</sup> 「香港律師會」的基準

「法律行政人員」高級文憑課程的畢業生若符合下列「香港律師會」的基準，可使用「法律行政人員」的專業名銜：

1.

- 在香港中學會考中取得五科合格；或
- 任何五個中學文憑科目成績(包括：新高中科目第二級成績，應用學習科目(最多計算兩科)「達標」成績，及其他語言科目E級成績)，會被視為符合現時「香港中學會考(會考)五科及格」的要求；或
- 在香港從事法律相關工作三年的人士

及

2.

- 自2012年起的香港中學文憑考試英國語文考獲第三級或以上成績；或
- 香港中學會考英國語文考獲第三級或以上成績，或
- 於2007年以前的香港中學會考英國語文(課程乙)考獲D級或以上成績，或具同等學歷；或
- IELTS (International English Language Testing System) 總分達到六級或以上成績。



The tuition fees for newly admitted students in the academic year 2022-2023 are as follows:  
2022-2023 年度入學新生的學費如下：

## TUITION FEE 學費

Higher Diploma Year 1  
高級文憑一年級  
港幣HK\$59,000

Higher Diploma Year 2  
高級文憑二年級  
港幣HK\$59,000

All fees will be paid in 2 equal installments and subject to annual revision.  
學費每年將分兩期繳交，書院每年會因應情況調整學費。

## OTHER SCHOLARSHIPS, BURSARIES AND SPONSORSHIPS 其他獎學金、助學金及計劃贊助

With the generosity of the Directors of Po Leung Kuk et al, numerous scholarships, bursaries and sponsorships are established as an encouragement to students who have excelled in their studies or made significant contributions in serving fellow students or the community.

為鼓勵同學爭取更佳成績，並積極貢獻社區、服務同學，書院設立多項獎學金、助學金及計劃贊助，蒙各界人士或公司慷慨捐贈，包括：保良局董事會成員、社會賢達，以及其他團體。

## SCHOLARSHIPS FOR NEWLY-ADMITTED STUDENTS 新生入學獎學金

The College has established scholarships for applicants with outstanding results in the current HKDSE. The applicant could be awarded the scholarship upon successful admission to the College. Awardees may receive a maximum of a full first-year scholarship.

書院設立新生入學獎學金，給予在應屆香港中學文憑考試中考獲優良成績的申請者。同學若成功入讀由書院開辦之課程，有機會獲頒獎學金。成功被甄選的同學最高可豁免首年學費。

## FINANCIAL ASSISTANCE 學費資助

Government Grants and Loans:

- Financial Assistance Scheme for Post-secondary Students (FASP)
- Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)
- Continuing Education Fund (CEF)<sup>#</sup>

<sup>#</sup> Applicant must not have obtained any other publicly-funded financial assistance (such as FASP) for the same course.

政府資助：

- 專上學生資助計劃
- 專上學生免入息審查貸款計劃
- 持續進修基金<sup>#</sup>

<sup>#</sup> 申請人必須從未就同一科目在其他公帑資助計劃下獲得任何資助，例如「專上學生資助計劃」。

### HKU SPACE Po Leung Kuk Stanley Ho Community College 港大保良何鴻燊社區書院

66 Leighton Road, Causeway Bay, Hong Kong

香港銅鑼灣禮頓道 66 號

☎ 3923 7000

☎ 3923 7111

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🌐 <http://hkuspace-plk.hku.hk>



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