

Reindustrialisation and Technology Training Programme (RTTP)

再工業化及科技培訓計劃(計劃)

Application Form for Training Grant (Tailor-made Courses)

培訓資助申請表格(專門設計的課程)

(to be completed by Companies)

(供公司填寫)



Companies should submit the completed application form together with a copy of each trainee's HKID Card and a copy of the company's valid Business Registration Certificate to the RTTP Secretariat at least 8 weeks before the commencement of the training course. **Late application will not be considered.**

公司必須填妥本申請表格並連同每名受訓學員的身份證副本及有效的公司商業登記證副本，在培訓課程開課至少八星期前，向再工業化及科技培訓計劃(計劃)秘書處提交申請。逾期申請概不受理。

Address: Technologist Training Unit, Headquarters (Industry Partnership), Vocational Training Council, 30/F., Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong (Fax: 2904 7843; Email: rttp@vtc.edu.hk)

地址：香港九龍長沙灣長裕街10號億京廣場2期30樓職業訓練局總辦事處(行業合作)技師訓練組(傳真：2904 7843；電郵：rttp@vtc.edu.hk)

Notes for Applicants**申請須知**

- a. Company should provide all the information required in this form. The information collected will be used for processing the application for RTTP training grant. RTTP Secretariat may disclose the information of the application to the Government, statutory bodies or third parties for the purposes stated in the RTTP Guidance Notes for Companies. RTTP Secretariat undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose.

公司必須填寫本表格內的所有資料，所填報的資料將用於處理計劃的培訓資助申請。計劃秘書處可根據計劃公司指南所列明的用途，將申請表內的資料向政府、法定機構或第三方披露。計劃秘書處會對申請人的個人資料絕對保密及不會使用申請表內的個人資料作市場推廣用途。

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:

根據個人資料(私隱)條例，受訓學員有權：

- (i) to check whether VTC holds his / her personal data;
查閱職業訓練局是否持有他的個人資料；
- (ii) to request a copy of such data; and
要求獲得上述資料的副本；及
- (iii) to require VTC to correct any of the personal data which is inaccurate.
要求職業訓練局更正他的個人資料。

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.
公司必須提供足夠資料予職業訓練局以識別身份，否則本局有權拒絕上述要求。

- b. Company applying for training grant should fulfill the following requirements:

申請培訓資助的公司必須符合以下條件：

- (i) **registered in Hong Kong under the Business Registration Ordinance (Cap. 310);**
根據《商業登記條例》(第310章)在香港登記；
- (ii) **non-government and non-subsided organisation; and**
非政府及非受資助機構；及
- (iii) **the employee nominated is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology.**
被推薦的僱員為香港永久性居民，並具有該高端科技所需的背景 / 相關經驗。

- c. Companies may choose to send a copy of each trainee's Hong Kong Identity Card together with the application form or to present the Hong Kong Identity Card in person to the staff of the RTTP Secretariat for checking the trainee's eligibility for RTTP training grant.

公司可將受訓學員的身份證副本連同申請表格交回計劃秘書處，或親自向計劃秘書處職員出示身份證，以便核對學員資格。

- d. The RTTP Secretariat will acknowledge receipt of your application within seven working days after the submission of the application form; if not, the company is advised to contact the RTTP Secretariat.

計劃秘書處會於收到申請後七日內發出確認通知，如公司未有收到，請與秘書處聯絡。

Part A: Particulars of Applicant Company

甲部：申請公司資料

1. Registered Name of Company: _____
公司註冊名稱
- Address: _____
地址
- Telephone No.: _____ Fax No.: _____
電話 傳真
- Email: _____ Website: _____
電郵 網頁
- Business Registration No.: _____
商業登記號碼
- Total number of employees: _____
僱員總數

2. Nature of Business (please tick in the appropriate box(es)) 業務性質 (請在適當方格內加✓)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Accountancy
會計業 | <input type="checkbox"/> Automobile
汽車業 | <input type="checkbox"/> Banking and Finance
銀行及金融業 | <input type="checkbox"/> Beauty Care and Hairdressing
美容及美髮業 |
| <input type="checkbox"/> Building, Civil Engineering and Built Environment
建築、土木工程及建設環境 | <input type="checkbox"/> Electrical and Mechanical Services
機電工程業 | <input type="checkbox"/> Electronics and Telecommunications
電子及電訊業 | <input type="checkbox"/> Fashion and Textile
時裝及紡織業 |
| <input type="checkbox"/> Hotel, Catering and Tourism
酒店、飲食及旅遊業 | <input type="checkbox"/> Import/Export/ Wholesale Trades
出入口及批發業 | <input type="checkbox"/> Innovation and Technology
創新及科技 | <input type="checkbox"/> Insurance
保險業 |
| <input type="checkbox"/> Jewellery, Watch and Clock
珠寶及鐘錶業 | <input type="checkbox"/> Management and Supervisory
管理及督導 | <input type="checkbox"/> Manufacturing Technology
製造科技業 | <input type="checkbox"/> Maritime Service
海事服務業 |
| <input type="checkbox"/> Media and Communications
媒體及傳訊業 | <input type="checkbox"/> Print Media and Publishing
印刷媒體及出版業 | <input type="checkbox"/> Real Estate Services
房地產服務業 | <input type="checkbox"/> Retail Trade
零售業 |
| <input type="checkbox"/> Security Services
保安服務業 | <input type="checkbox"/> Transport and Logistics
運輸及物流業 | <input type="checkbox"/> Others, please specify:
其他，請註明： _____ | |

Part B: Tailor-made Course (Please use additional sheets if necessary)

乙部：專門設計的課程(請按需要另夾附頁)

3. Information of Course Provider
培訓機構資料
- Name of Course Provider: _____
培訓機構名稱
- Address: _____
地址
- Telephone No.: _____ Fax No.: _____
電話 傳真
- Email: _____ Website: _____
電郵 網頁

4. Course Information
課程資料

Course Title: _____
課程名稱

Training Period: _____
培訓時期

Location of Training: _____
培訓地點

5. Details of the Course (please enclose supporting documents e.g. course pamphlet; and use additional sheets to submit detailed course proposal if necessary):
課程詳情 (請附上證明文件, 如課程簡介; 如有需要可夾附頁提交詳細課程計劃書)

Module/Subject(s) 單元/學科	Description of the Module/Subject 單元/學科描述 (A descriptive summary of the module/subject) (單元/學科摘要描述)	Duration of the Module(s) 單元時數 (hours / minutes) (小時/分鐘)	Date of Training 培訓日期
a.			
b.			
<i>[Please add as appropriate]</i> <i>[請按需要加添單元/學科詳情]</i>			
Total training hours: 總培訓時數			

6. Rationale of Organising the Proposed Tailor-made course
安排專門設計的課程的理據

- a. Please set out the objective of the proposed Tailor-made course and its relevance to your company's needs.
請列出專門設計的課程的目標及與公司需要的關係。

- b. Please set out your company's plan of utilising the knowledge and skills acquired by the trainees in this Tailor-made course in the daily operation of your company, and the detailed implementation schedule (if available).
請列出公司計劃如何讓受訓學員在公司的日常營運中應用專門設計的課程中所獲得的知識及技術, 及詳細實行時間表(如有)。

- c. Please state your company's plan for dissemination of the technology by the trainees to other staff of your company, and the detailed implementation schedule (if available).
請說明公司計劃如何讓受訓學員把學習的技術傳承給其他員工, 及詳細實行時間表(如有)。

d. Reasons for re-run of the Tailor-made course, if applicable.
專門設計的課程重辦的理由，如適用。

e. Please provide any other information which you think will support your application.
請提供任何其他資料以支持本申請。

7. Particulars of Trainer(s)
導師資料

Name of Trainer: 導師名稱			
Educational/Professional Qualifications: (Please specify area of specialty) 學歷/專業資格 (請說明專業領域)			
Name of Present Employer 現任僱主名稱	Position 職位	Job Description 工作描述	Period 年期
Previous working experience relevant to the proposed Tailor-made course 與本專門設計的課程相關的過往工作經驗			
Name of Previous Employer 過往僱主名稱	Position 職位	Job Description 工作描述	Period 年期

8. Breakdown of Training Costs
培訓課程的費用細項

Item 項目	Amount (HKD) 金額 (港幣)
<p><u>Applicable to all Tailor-made courses (local and non-local courses)</u> <u>適用於所有專門設計的課程 (本地及非本地課程)</u></p> <p>a. Professional Fees charged by the course provider or trainer (including course fees, training materials and other administration fees etc.) 由培訓機構或導師收取的專業費用 (包括課程費用、培訓材料及其他行政費用等)</p> <p>Total Training Expenses: 培訓課程費用合共</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">HK\$/ Foreign Currency* 港幣\$ / 外幣*</p> <p>@ _____ at _____ exchange rate (date of exchange rate) 兌換率 (兌換日期)</p> <p style="text-align: center;">DD MM YY 日 月 年</p>	
<p><u>Applicable to non-local courses only</u> <u>只適用於非本地課程</u></p> <p>b. Per-trainee Return Passage 每名學員的來回旅費</p> <p style="text-align: center;">_____ and _____ Departure and Destination 出發地 及 目的地</p> <p>Number of trainees 學員人數</p> <p style="text-align: center;">_____</p>	
<p>c. Per-trainee Subsistence Allowance (including accommodation, meals and local transportation) 每名學員的膳宿津貼 (包括住宿、膳食及當地交通費用)</p> <p>Subsistence Allowance Amount per day, if any: (HK\$)^ 每日膳宿津貼的金額，如有 (港幣\$)^</p> <p>for _____ Days _____ 為期 (no. of training days) 日 培訓日數)</p> <p>(from _____ to _____) 由 DD MM YY 至 DD MM YY 日 月 年 日 月 年</p>	
<p>Total Cost 總費用</p>	

Course Fee Payment#: one-off/monthly instalment/others: _____
課程費用支付方式#: 一次性/月繳/其他

*Delete where inapplicable

*請刪去不適用者

^ The applicant company will only be reimbursed with the approved subsistence allowance, i.e. the rate provided by the company or the standard rate of VTC, whichever the lower.

^ 申請公司會獲發放的已批核膳宿津貼，為公司提供的費用或職業訓練局的標準金額，以較低者為原則。

For courses lasting more than one month, companies are advised to pay the course provider by monthly instalments as far as practicable to safeguard your interests.

如課程為期超過一個月，建議公司盡可能以月繳形式分期支付培訓機構，以保障公司的利益。

Part C: Application for Training Grant

丙部：申請培訓津貼

9. Particulars of Trainee

參與培訓學員資料

Trainee Name 學員姓名	Position 職位	Educational/ Professional Qualifications 學歷 / 專業資格	Area of Study 學科範疇	Years of Working Experience relevant to the Technology covered by the Training Course 與培訓課程所教授科技 有關的工作經驗年數

Part D: Application for Partial Advance Payment of Training Grant

丁部：申請預先發放部分培訓資助

10. A company may apply for partial advance payment of 50% of the approved training grant subject to the company's submission and RTTP Secretariat's vetting of a copy of the receipt of the subject training course showing the amount of course fee paid by the company to the course provider. Companies should submit the copy of the receipt to the RTTP Secretariat within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course. **Application for partial advance payment of training grant with any late submission of the copy of the receipt will not be considered.**

公司可以申請預先發放部分培訓資助，金額為核准培訓資助的50%。公司必須提交培訓課程收據的副本(需顯示其已支付給培訓機構的課程費用)並經計劃秘書處審核該收據副本後才可獲得預先發放部分培訓資助。公司必須在秘書處發出培訓資助申請的批核信件後兩星期內及培訓課程結束前，向計劃秘書處提交培訓機構提供的收據的副本。任何逾期提交收據副本的預先發放部分培訓資助的申請將不獲受理。

Please ✓ the appropriate box below:

請在以下適當的方格內填上“✓”號：

- My company would like to apply for partial advance payment of training grant and hereby submit a copy of the receipt issued by the course provider.
本公司申請預先發放部分培訓資助並隨本申請表格附上培訓機構提供的收據的副本。
- My company would like to apply for partial advance payment of training grant and will submit a copy of the receipt issued by the course provider within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat **and** before the end of the training course.
本公司申請預先發放部分培訓資助並會在秘書處發出培訓資助申請的批核信件後兩週內及培訓課程結束前提交培訓機構提供的收據的副本。
- My company does **not** apply for partial advance payment of training grant.
本公司不申請預先發放部分培訓資助。

Part E: Company's Undertaking

戊部：公司承諾書

I, the undersigned, also the authorised signatory of the applicant company, hereby declare that:

本人，下方簽署人，為下方公司的授權簽署代表，在此聲明：

1. the applicant company wishes to apply for a training grant for providing tailor-made training to the nominated employee(s) listed in Part C;
本公司有意為丙部所列的僱員提供專門設計的課程，申請培訓資助；
2. the details provided in this form are true and correct. In the event that any information is found untrue, incomplete or inaccurate, the RTTP Secretariat reserves the right to reject the application, withdraw the training grants approved, recoup grants awarded and subject the case to legal proceedings;
本表格所提供的資料均是真確無誤。如被發現所提供的資料有任何不實、不完整或不準確，秘書處有權拒絕本申請、撤銷所有已批核的培訓資助、要求本公司退回所有資助，及將個案提交法律訴訟；
3. the applicant company understands that the RTTP Secretariat has the right to determine whether the applicant company and the course provider are eligible, and whether the proposed training falls under the ambit of RTTP;
本公司明白秘書處有權確定申請公司及培訓機構是否符合資格申請，以及建議的培訓是否合乎計劃的範圍；
4. the applicant company has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the RTTP Secretariat and the Government of their information/personal data;
本公司已獲得有關人士/機構的同意向秘書處及政府披露、使用及進一步披露其資料/個人資料；
5. the trainee(s) nominated in Part C is/are the employee(s) of the company;
在丙部所推薦的受訓學員是本公司的僱員；
6. the course provider in Part B has no relationship with the applicant enterprise in terms of management and ownership. The applicant company and any person/staff authorised by the applicant company to handle or in any way involved in the selection of the course provider have no actual or potential conflict of interest and will not participate in the selection process if otherwise;
本公司與乙部的培訓機構沒有管理及擁有權的關係，申請公司，或獲申請公司授權處理或以任何方式參與選擇培訓機構的任何人士/員工沒有任何實際或潛在利益衝突，否則不會參與選擇過程；
7. if the training grant is approved, the applicant company shall arrange the training for the nominated trainees in Part C strictly in accordance with the approved application. The applicant company shall be responsible for monitoring the training provided by the course provider;
如培訓資助獲批核，申請公司會安排在丙部被推薦的學員根據獲批核申請的內容接受培訓。公司會負責監察培訓機構所提供的課程；
8. the applicant company is a non-government and non-subsided organisation and that the company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense. Otherwise, this application will become invalid and the applicant company will be liable to refund the full amount of training grant to the RTTP Secretariat and subject to legal proceedings;
本公司為非政府及非受資助的機構，亦沒有/不會收取其他本地資助計劃的津貼以繳付有關的培訓費用。否則，本申請將視為無效，而本公司將須向計劃秘書處退還全數資助及可被提交法律訴訟；
9. In submitting the application for training grant, the applicant company hereby agrees to be bound by the following terms and conditions of the RTTP:
本公司提交此培訓資助申請時已同意遵守計劃內下列條件及規定：
 - a. the applicant company shall use reasonable endeavours to ensure that the employee completes his / her training in accordance with the approved training programme;
本公司必須盡力確保受訓僱員按照核准的培訓計劃完成課程；
 - b. the applicant company shall use reasonable endeavours to ensure that the trainee on non-local training returns to Hong Kong after completion of training;
本公司必須盡力確保參加非本地受訓的學員於完成課程後返回香港；

- c. the company must submit a training report to the RTTP Secretariat for each trainee after completion of non-local courses;
本公司必須於非本地課程完成後向計劃秘書處提交每名受訓學員的培訓報告；
 - d. training grant will only be paid to the applicant company upon satisfactory completion of training by the trainee(s) and completion of the required claim procedures;
受訓學員必須符合要求地完成培訓課程，並通過申領程序，公司方可獲發放培訓資助；
 - e. the applicant company should refund the RTTP Secretariat for any overpayment of the training grant(including any overpayment of partial advance payment);
本公司須向計劃秘書處退還多付的培訓資助(包括任何多付的預先發放培訓資助)；
 - f. the applicant company has the obligation to complete the survey of employers after course completion; and
本公司有義務在培訓課程後完成僱主意見調查的問卷；及
10. I have read, understood and agreed with all the obligations and responsibilities set out in the RTTP Guidance Notes for Companies.
本人已閱讀、明白及同意計劃在公司指南中列明的所有義務及責任。

I hereby authorise the RTTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the RTTP Guidance Notes for Companies.

本人在此授權計劃秘書處及政府根據計劃的公司指南，處理本申請上的個人資料/所提供的資料，包括向第三方披露本申請的資料。

Company Chop
公司印鑑

Authorised Signature: _____
授權簽署 (for and on behalf of the company) (公司代表)

Name: *Mr/Ms _____
姓名*先生/女士 (in Block Letter) (請以正楷填寫)

Position: _____
職位

Date: _____
日期

* Delete where inapplicable 請刪去不適用者