

Application Form
for the
New Technology Training Scheme (NTTS)
新科技培訓計劃申請表



(for Non Pre-approved Overseas Training)
(適用於非認可海外訓練)

The completed application form together with a copy of the trainee's HKID Card must be submitted to the following address **before** the commencement of the training course. **Late and incomplete application will not be considered.**
本表格填妥後，連同受訓者的身份證副本，必須在訓練課程開始前，交回以下地址。遲遞或資料不全的申請表，恕不受理。

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)
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(圖文傳真：2904 7843)

Notes for Applicants

申請人須知

- a. The Applicant should provide all the information required in this form. The information collected will be used for processing the application for NTTS training grant. VTC may disclose the information of the applications for checking with other parties concerned and in the event that there is double application of training subsidies. VTC undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose.
申請人必須填寫本表格內的所有資料。申請人所填報的資料將用於處理新科技培訓計劃的申請。職業訓練局可將申請表內的資料，給予有關機構查核當中是否涉及重覆申請同類型資助。職業訓練局會對申請人的資料絕對保密及申請表內的個人資料將不會用作市場推廣。

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:
根據個人資料(私隱)條例，受訓僱員有權：

- (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.
申請人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. Trainees eligible for NTTS training grant must be:

參加本計劃的受訓僱員必須：

- (i) **sponsored by employers registered and operating in Hong Kong;**
獲得在本港註冊及經營的僱主贊助；
- (ii) **employed by a non-government / non-government-subvented organisation;**
受僱於非政府／非政府資助機構；
- (iii) **a Hong Kong permanent resident; and**
為本港永久居民；及
- (iv) **having the necessary background / experience relevant to the new technology of the training course.**
具有學習新科技所需的教育程度／經驗。

- c. If the application form is sent to the VTC by fax, the original must be posted / delivered to the VTC as soon as possible. The applicant may choose to send in a copy of the trainee's Hong Kong Identity Card together with the application form or to present the Hong Kong Identity Card in person to the Technologist Training Unit of the VTC for checking the trainee's eligibility for NTTS training grant.

若報名表格以傳真送交，請盡快將表格正本郵寄／遞交本局。申請人可將受訓僱員的身份證副本連同申請表格交回本局，或親自向本局技師訓練組職員出示身份證，以便核對申請資格。

- d. The Applicant is expected to receive VTC's acknowledgement letter one week after the submission of the application form; if not, the applicant is advised to contact the Technologist Training Unit at 3907 6682.
如提交申請後一星期未有收到本局覆函，可與技師訓練組聯絡，電話：3907 6682。

Particulars of Applying Company 申請企業資料

1. Registered Name of Company: _____
公司註冊名稱
- Address: _____
地址
- Telephone No.: _____ Fax No.: _____
電話 傳真
- Business Registration No.: _____
商業登記號碼
- Total number of employees: _____ (Hong Kong 香港) _____ (Mainland China 國內)
僱員總數

2. Nature of Business Activities
業務性質

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3. Brief description of technology to be acquired and its application to the company
貴公司所需技術及其應用範圍簡述

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Part A: Training Programme

甲部：訓練方案

4. Description of Organisation / Institution for attachment / training * (Overseas / Local*)
提供在職實習／訓練的機構／院校資料（海外／本港*）

Name of Organisation / Training Institution: 機構／訓練院校名稱
Address: 地址
Tel. No.: 電話
Facilities / Equipment Available (for attachment training only) 備有的訓練設施（只適用於在職實習訓練）

5. Description of Proposed Training Programme:
(Please give details of training contents, duration and training period)
建議訓練計劃資料：
（請提供有關訓練內容、訓練期以及訓練開始與結束日期的詳情）

Course Title: 課程名稱

Part B: Application for Training Grant**乙部：申請訓練津貼**

6. Particulars of Trainee

受訓僱員資料

Name in Full: _____

姓名

HK Identity Card No.: _____

身份證號碼

Permanent Resident of Hong Kong? Yes No

永久居民？

是

否

Educational/Professional Qualifications: Secondary O. Cert. / Higher Cert.* Dip. / Higher Dip.* Bachelor's degree

學歷／專業資格

中學

普通證書／高級證書*

文憑／高級文憑*

學士學位

 Post-graduate Other (please specify): _____

研究生

其他（請註明）

Area of Study: Engineering Business Computer Science Arts General Science

學科範疇

工程

商業

電腦

文科

理科

 Others, please specify: _____

其他，請註明：

Years of Working Experience relevant to the Technology covered by the Training Course: _____

與課程所教授科技有關的工作經驗年數

Working Experience (In Chronological Order including the present position)

工作經驗（按年份先後次序填寫，包括現有職位）

Name of Company 公司名稱	Job Nature 工作性質	Position 職位	Period 任職日期

Signature of Trainee: _____

受訓僱員簽署

7. Breakdown of Training Costs:

訓練計劃各項開支

Item 項目	Amount(HKD) 金額(港幣)
A. Cost of Passage to _____ 來回機票費用 (country) (國家名稱)	
B. Subsistence Allowance (Accommodation / daily allowance) at 膳宿津貼 HKD _____ Per Day for _____ Days (from _____ to _____) 由 DD MM YY 至 DD MM YY 日 月 年 日 月 年	
C. Training Expenses 訓練費用 a. Training Course Fees: 訓練課程費用 Local / Foreign Currency* b. Training Materials: 訓練材料費 港幣／外幣* c. Other Fees: 其他費用 Total: _____ 全部費用 @ _____ at _____ exchange rate 兌換率 DD日 MM月 YY年 (兌換日期)	
TOTAL COST 總開支	

Part C: Employer's Undertaking

丙部：僱主承諾書

1. We wish to apply for a training grant for providing training to the trainee listed in Part B.
本公司有意申請訓練津貼，以便為乙部所列僱員提供訓練。
2. We declare that the details provided in this form are true and correct.
本公司謹此聲明：本表格所填報資料全部屬實。
3. In submitting the application for training grant, we hereby agree to be bound by the following terms and conditions of the scheme:
如訓練津貼申請獲得批准，本公司同意遵守培訓計劃內下列規定：
 - (a) The employer shall use his / her reasonable endeavours to ensure that the trainee completes his / her training in accordance with the approved training programme.
僱主須盡力確保受訓僱員按照核准的訓練計劃完成訓練。
 - (b) The employer shall use his / her reasonable endeavours to ensure that the trainee on overseas training returns to Hong Kong after completion of training.
僱主須盡力確保前赴海外受訓的僱員於完成訓練後返回香港。
 - (c) The employer must submit a training report to the VTC's Working Party on Training Schemes.
僱主須向職業訓練局屬下訓練計劃工作小組提交訓練報告。
 - (d) Training grant will be paid to the employer upon satisfactory completion of training and upon presentation of a claim form, copies of air tickets, and original invoices / receipts, a training report and statements on confirmation of receipt of subsistence allowance and completion of training.
如僱員順利完成訓練，僱主又能提交申領訓練津貼表格，連同機票副本及發票／收據的正本、訓練報告、領取膳宿津貼證明書及完成訓練證明書，僱主可獲發訓練津貼。
 - (e) We declare that our company is not a government subvented organisation and that we will not apply for subsidy from any other funding schemes to cover the above training expense. Otherwise, this application will become invalid and we will refund the VTC the full amount of training grant.
茲聲明本公司並非政府資助機構，亦不會從其他資助計劃去補貼以上之訓練費用。否則，本申請將會無效而本公司將會退還職業訓練局的資助全數。
 - (f) The employer must refund the VTC any overpayment of training grant.
僱主須退還訓練局多付的訓練津貼。

<p>Company Chop 公司印鑑</p>

Signature: _____
簽署 (for and on behalf of the employer) (僱主代表)

Name: Mr/Ms*
姓名 (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