

**Application for Subsidy
for
Engineering Graduate Training Scheme**



<u>Part A: Particulars of Training Scheme (to be completed by employer)</u>	
1.	Name of company:
2.	Address:
3.	Telephone No.:
4.	Date of approval of registration under the Engineering Graduate Training Scheme and reference number: TTU/
5.	Date of approval of recruitment and reference number:
<u>Part B: Particulars of Trainee (to be completed by the trainee)</u>	
1.	Name:
2.	H.K. Identity Card No.:
3.	Educational qualifications obtained:
4.	Tertiary institutions attended:
5.	Discipline in which training is to be received:
6.	Date of start of training under the HKIE Scheme "A":
7.	Starting monthly salary (HK\$):
8.	Name of Engineering Supervisor:
<p>I declare that the details in this part are true and correct. I also agree that the VTC may use my personal data for processing this application and the purpose mentioned in paragraph 2 of Part D other than for direct marketing purpose.</p> <p>In accordance with the Personal Data (Privacy) Ordinance, I understand that I have the right:</p> <p>(a) to check whether VTC holds my personal data;</p> <p>(b) to request a copy of such data; and</p> <p>(c) to require VTC to correct any of the personal data which is inaccurate.</p> <p>Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.</p> <p>Date: _____ Signature of Trainee: _____</p>	

**Part C: Terms and Conditions Governing the Payment of Subsidy
under the Engineering Graduate Training Scheme (EGTS)**

1. The trainee must be acceptable by the Hong Kong Institution of Engineers (HKIE) for registration under Scheme “A” training.
2. Employer must ensure that the trainee keeps an HKIE Training Log Book up-to-date in accordance with the requirements of the HKIE.
3. Employer must submit the trainee's quarterly progress reports to the Working Party on Engineering Graduate Training Scheme (WPEGTS). These reports include the following taken from the trainee’s HKIE Training Log Book:
 - (a) Detailed Training Record for the Quarter;
 - (b) Monthly Report; and
 - (c) Quarterly Report.
4. Employer must submit a final training report and a copy of the Continuing Professional Development record of the trainee upon the completion of EGTS training to the WPEGTS.
5. Employer must issue a certificate of completion to the trainee upon the satisfactory completion of the trainee's EGTS training.
6. Employer must inform the WPEGTS immediately of any change in the trainee’s employment.
7. Employer must refund the VTC any over-payment of subsidies for the trainee.
8. Subsidy will not be paid for any period when the trainee is assigned to work on Government projects as an Assistant Resident Engineer with his / her salary reimbursed by the Government. Employer must inform the WPEGTS on any such assignments.
9. Subsidy will be paid in arrears upon satisfactory production of a claim form containing the confirmation of receipt of salary by the trainee and the trainee's quarterly progress report covering the subsidy period. Subsidy would be forfeited if the employer fails to submit the trainee’s completed quarterly progress report before the set deadline.
10. Subsidy would be deducted for any unpaid leave period of the trainee.
11. The WPEGTS’s representatives may interview the trainee to check on his / her progress and inspect his / her HKIE Training Log Book.
12. Subsidy may be withheld for any breach of the above terms and conditions.

Part D: Declaration and Supporting Documents
(to be completed by employer)

1. We wish to apply for a training subsidy for providing training to the above-named trainee.
2. We declare that we will not apply for training subsidies from any other funding schemes in respect of the above-named trainee for undertaking the HKIE Scheme “A” training. In this regard, we understand and agree that the VTC may disclose the particulars of the training scheme and the trainee for checking with the organisation(s) concerned and, in the event that there is double application of training subsidy, this application will become invalid and we may be disqualified to participate in the EGTS.
3. We declare that the details in Parts A and B above are true and correct.
4. We confirm that the trainee has completed a basic training course (where applicable) and gained educational qualifications acceptable for the Corporate Membership of the HKIE. Copies of documentary evidence are attached.
5. We accept the terms and conditions governing the payment of subsidy in Part C.

Please confirm whether the trainee requires basic training at the Pro-Act Training and Development Centres of the VTC:

Yes/No

Signature

Company Chop

Name (in Block Letters)

Date

Position

Remarks:

The following documents should be attached with the application for submission:

1. Trainee’s **Hong Kong identity card** copy.
2. Documentary evidence of qualification acquired – **certificate / transcript**.
3. Copy (not the original) of **TD2** form for registration of trainee of the HKIE.
4. Proper justification in writing for non-fresh graduate within the current financial year.