Engineering Graduate Training Scheme (EGTS)

Application for Subsidy

Notes for Applicants:

I. Company should provide all the information required in this form. The information collected will be used for processing the application for subsidy.

II. Companies should submit the completed application form together with the supporting documents to the EGTS Secretariat by email.

Please attach the following documents for submission:

(a) Trainee's **Hong Kong Identity Card** copy; and

(b) Documentary evidence of qualification acquired – **certificate / transcript.**

III. The EGTS Secretariat will acknowledge receipt of your application within one month after the submission of the application form; if not, the company is advised to contact the EGTS Secretariat.

Personal Information Collection Statement:

☐ I acknowledge that I have read and understood the Personal Information Collection Statement ("PICS") and VTC's Privacy Policy Statement (https://www.vtc.edu.hk/en/home/privacy.html).

Note: Please indicate "✓ " in the box

For enquiries, please contact:

EGTS Secretariat
Vocational Training Council
Address : 12/F., Billion Plaza II, 10 Cheung Yue Street,
Cheung Sha Wan, Kowloon, Hong Kong
Email : egts@vtc.edu.hk
Hotline : 3907 6878
Fax : 3748 9370

Part A: <u>Particulars of Training Scheme (to be completed by employer)</u>

1. Name of company:

2. Name of contact person:

☐ Mr / ☐ Ms / ☐ Miss / ☐ Ir / ☐ Dr

3. Telephone No.:

4. Email:

5. Pro-Act Training and Development Centres of the VTC will provide the following basic training to trainee on weekdays:

Discipline:	Building Services	Electrical	Electronics	Manufacturing, Industrial & Systems	Mechanical
Duration:	32.5 days	20 days	18.5 days	15 days	28 days

Please indicate whether the trainee requires this basic training: ☐ Yes / ☐ No

6. Proper justification for recruiting trainee who graduated in the preceding financial year (if applicable):

Part B: <u>Particulars of Trainee (to be completed by the trainee)</u>

1. Name of trainee:

2. Discipline in which training is to be received:

3. First date of employment (DD/MM/YYYY):

4. Date of start of training under the HKIE Scheme "A" (DD/MM/YYYY):

5. Current monthly salary (HK$):

6. I declare that the details in this part are true and correct. I acknowledge that I have read and understood the Personal Information Collection Statement ("PICS") and VTC's Privacy Policy Statement (https://www.vtc.edu.hk/en/home/privacy.html). I also agree that the VTC may use my personal data for processing this application and the purpose of collection and use.

Date:_____ Signature of Trainee:_____

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

1. The trainee must be Hong Kong permanent resident and 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 inform the WP EGTS immediately of any change in the trainee's employment.

6. Employer must refund the VTC any over-payment of subsidies for the trainee.

7. 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 of any such assignments.

8. 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.

9. Subsidy would be deducted for any unpaid leave period of the trainee.

10. 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.

5. We accept the terms and conditions governing the payment of subsidy in Part C.

_____
Signature

_____
Company Chop

_____
Name (in Block Letters)

_____
Date

_____
Position

Personal Information Collection Statement

Vocational Training Council ("VTC", "we" or "us") respects your personal data privacy and is committed to complying with the Personal Data (Privacy) Ordinance (Cap. 486) ("PD(P)O") and the Data Protection Principles.

This Personal Information Collection Statement ("PICS") explains how the VTC collects, uses, processes, and transfers your personal data. "Personal data" refers to information relating to a living individual that identifies them (directly or indirectly) and is practicable to access or process. Please read this PICS in conjunction with VTC Privacy Policy Statement (https://www.vtc.edu.hk/en/home/privacy.html).

1. **Purpose of Collection and Use**

   We may collect personal data such as contact person's name, his/ her office phone number, his/ her email address, trainee's name, Hong Kong Identity Card (HKID) number, education level, academic qualifications, employment record, monthly salary amount and other information relevant to the purpose of collection.

   Your personal data is collected for the following purposes and any directly related purposes:

   (a) checking the eligibility of the subsidy application of the trainee and the allocation of training places under the Engineering Graduate Training Scheme (EGTS);
   (b) processing the subsidy claims if the application is approved, and checking duplicate applications under other local public funding schemes (where applicable);
   (c) allowing the EGTS Secretariat to have access to the information contained in, and the progress of, your application (where applicable);
   (d) administrative and record-keeping purposes, including storage of information in the EGTS System;
   (e) conducting quality assurance, surveys and review, statistical analysis, and research; and
   (f) compliance with legal or regulatory requirements.

   Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in VTC not being able to process the application for subsidy, handle your request, or provide the relevant services.

2. **Accuracy and Retention of Personal Data**

   VTC has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. VTC aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

   VTC will retain the personal data for so long as is necessary to enable it to fulfill the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented. Personal data which is no longer required will be destroyed, unless their continued retention is required to satisfy legal, regulatory or accounting requirements or to

protect the VTC's interest.

3. Data Transfer & Disclosure

VTC undertakes to keep your personal data confidential. Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes described in (1).

VTC may disclose or transfer your personal data to the following classes of persons:

- member institutions and/ or institutes of VTC;
- government departments or regulatory bodies for verification and/or audit purposes; and
- any other parties as required or authorised by law.

4. Protection Measures

VTC takes appropriate steps to protect your personal data from unauthorised access, use, loss, alteration or disclosure. Access to your personal data is strictly limited to authorised personnel only.

5. Access and Correction of Personal Data

In accordance with the PD(P)O, you have the right:

(a) to check whether VTC holds your personal data;
(b) to request a copy of such data; and
(c) to require VTC to correct any of the personal data which is inaccurate.

If you would like to make a data access request, please complete the Data Access Request Form (OPS003) and send it by mail or email to:

Data Privacy Officer
Vocational Training Council
13/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong
E-mail: vtcprivacy@vtc.edu.hk

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity. VTC reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

6. Governing Language & Jurisdiction

The English version of this PICS shall prevail in case of discrepancy. Any claims shall be governed by the laws of the Hong Kong Special Administrative Region.