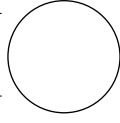


# Course Application Form

| FOR OFFICE USE ONLY  |   |
|--|---|
| Application Number 1: _____  |  |
| Vetting Result: Rejected / Pending TB's Approval / Pending ERB's Approval / Admitted |   |
| Application Number 2: _____  |   |
| Vetting Result: Rejected / Pending TB's Approval / Pending ERB's Approval / Admitted |   |

(Please use a **BLACK** ball pen to complete this form.)

Please put a tick in the appropriate boxes.

**(I) Course(s) Applied (Please select ONE course type only) <sup>note 1</sup>:**

Placement-tied course(s)       Non-placement-tied course(s)

| Course<br>note 2     | Course Title | ( Course Code )        | Training Centre (1st Choice) | Training Centre (2nd Choice) |
|----------------------|--------------|------------------------|------------------------------|------------------------------|
| 1                    |              | (                    ) |                              |                              |
| 2<br>(if applicable) |              | (                    ) |                              |                              |

Note 1 Applicants are required to fill in separate application forms if they intend to concurrently apply for placement-tied course(s) and evening Foundation Skills course(s).

Note 2 Applicants may apply for two placement-tied courses or two non-placement-tied courses with the same training body. If applicant is enrolled in one of the chosen courses, the other course application will be cancelled accordingly.

**(II) Personal Particulars:**

|   |  |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
|---|--|---|--|--|--|--|--|--|--|--|-----|-------|------|--|--|--|--|--|--|--|---|--|--|--|--------------------|
| HKID Card/Passport No.: _____   | Sex: <input type="checkbox"/> M <input type="checkbox"/> F |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
| Name: _____   |  |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
| Date of Birth: <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> </tr> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> <td colspan="7"></td> </tr> </table>                             |  |   |  |  |  |  |  |  |  |  | Day | Month | Year |  |  |  |  |  |  |  | Age: <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> <td style="width: 20px; border: 1px solid black;"> </td> </tr> </table> |  |  |  | Nationality: _____ |
|   |  |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
| Day   | Month  | Year  |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
|   |  |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
| Education: <input type="checkbox"/> No formal education <input type="checkbox"/> Primary (Year _____) <input type="checkbox"/> Secondary (Year _____) <input type="checkbox"/> Diploma to sub-degree<br><input type="checkbox"/> Degree or above ( <input type="checkbox"/> Hong Kong / <input type="checkbox"/> Mainland / <input type="checkbox"/> Other countries: _____ )<br><input type="checkbox"/> Unable to provide highest academic credential or school leaving certificate, reason: _____  |  |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
| Date of graduation / leaving school: _____ / _____  |  | Has attained secondary education level <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
|   |  | (only applicable to Youth Training Courses)   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |
| Applicant: <input type="checkbox"/> is currently enrolled in non-ERB full-time course<br><input type="checkbox"/> is a single parent (with children under 18 years old)<br><input type="checkbox"/> is residing in Hong Kong for less than 7 years<br><input type="checkbox"/> is a Comprehensive Social Security Assistance (CSSA) recipient<br><input type="checkbox"/> is disabled (please specify disability):<br><input type="radio"/> Hearing impaired <input type="radio"/> Ex-mentally ill <input type="radio"/> Visually impaired<br><input type="radio"/> Physically handicapped <input type="radio"/> Autism <input type="radio"/> Mentally handicapped<br><input type="checkbox"/> is requesting for priority handling as single parent/CSSA recipient/disabled/having work injury with supporting documents provided <input type="checkbox"/> Others (please specify): _____ |  |   |  |  |  |  |  |  |  |  |     |       |      |  |  |  |  |  |  |  |   |  |  |  |                    |

To be completed by TB officer (Code)

**Education:**

**Disability:**

**Industry**  
Latest job:

Work experience related to course 1:

Work experience related to course 2:

**Job**  
Latest job:

Work experience related to course 1:

Work experience related to course 2:

**District:**

**(III) Current employment status:**

Unemployed / Non-engaged     Full-time employed     Part-time employed     Self-employed

Accumulated work experience: \_\_\_\_\_ years    Accumulated work experience related to course applied:  
 Course 1: \_\_\_\_\_ years    Course 2: \_\_\_\_\_ years

**Employment record**

| Employment (including full-time, part-time and self-employed) | From (month/year) | To (month/year) | Industry | Position | Average monthly income (HK\$) |
|---|-------------------|-----------------|----------|----------|-------------------------------|
| Latest job  |                   |                 |          |          |                               |
| Latest work experience related to course 1                    |                   |                 |          |          |                               |
| Latest work experience related to course 2 (if applicable)    |                   |                 |          |          |                               |

**(IV) Contact Information:**

Telephone number (day): \_\_\_\_\_ (night) \_\_\_\_\_ Email address: \_\_\_\_\_

Residential address: \_\_\_\_\_

District: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Course Application Form

**(V) Declaration (Please read the application guidelines carefully)**

1. I declare that all information given in this Form is correct and complete.

2. I have read through the application guidelines, and accept all the procedures and rules laid down by the Employees Retraining Board and the Training Bodies, including the selection of trainees and release of retraining allowance.

3. I also understand that all placement-tied training courses are only targeted for active job-seekers who are unemployed or non-engaged. I understand that the Employees Retraining Board reserves the right to spot check the education attainment, employment status and/or income level of applicants or trainees. Any person who to his/her knowledge supplies false information may be disqualified from admission and/or obtaining the fee waiver/subsidies and/or receiving retraining allowance, and he/she has to pay the fees back to the Employees Retraining Board and/or return the retraining allowance to the Employees Retraining Board. The Employees Retraining Board reserves the right to report the cases to the government law enforcement department(s) for investigation and to take further legal actions. In accordance with Section 25 of the Employees Retraining Ordinance, any person who is found to have committed the offence is liable to a fine of HK\$20,000. I also understand that, under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person who obtains pecuniary advantage by deception, in benefit to himself/herself or other person, is liable to conviction of imprisonment for a maximum of 10 years.

4. I understand that the Training Body will follow-up on my employment status during the placement follow-up period after completion of placement-tied courses, I agree to provide information on my employment status during the follow-up period to the Training Body, including but not limited to name of employer, post title, salary and working hours, to facilitate the Training Body to provide me relevant supporting services.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**(VI) Consent Form for Collection of Income Proof**

Applicants of all ERB Courses have to sign the below “Consent Form for Collection of Income Proof” (except for applicants with monthly income \$15,001 or above applying for ERB part-time courses).

If applicant refuses to sign the Consent Form, the ERB reserves the right to decline the applications for course / course fee waiver/subsidies.

**“ Consent Form for Collection of Income Proof ”**

I \_\_\_\_\_ (HKID no.: \_\_\_\_\_) have read and understood the application guidelines contained in the application form. I hereby declare that:

(1) The information provided by me in this course application form is correct and complete;

(2) I agree to apply for the “Income Details” from the Inland Revenue Department and provide the document for verification if required by the ERB; and

(3) I understand that the Employees Retraining Board reserves the right to spot check my employment status / income level. I also give my consent to the Board to verify with the organizations concerned for the employment and income details provided in this application form.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**(VII) Statistical Information**

Have you enrolled on other government subsidized schemes?

- Youth Work Experience and Training Scheme  Youth Pre-employment Training Programme
- Skills Upgrading Scheme  Others (please specify) \_\_\_\_\_

Industry area of the subsidized course(s) taken:  Please indicate: \_\_\_\_\_  
(may indicate more than one)

How did you learn about this course?  Newspaper / Magazine  TV  Radio  Bus  MTR / Light Rail  Outdoor Billboard / Display  Website / Internet  
(may choose more than one)  eDM / eNewsletter  SMS  Exhibition / Booth  Poster / Leaflet  Course Prospectus  Training Body  Friend  
 Employer  Government Department / Social Organisation  Others, please specify: \_\_\_\_\_

I would like to receive information on ERB training courses or other services by email or SMS.  Yes  No  
(Applicants may opt to cease receiving such information thereafter.)

**To be completed by TB officer**

I have received or verified the following document(s) of the applicant:

- HKID card (name of applicant checked)  Proof of eligible Hong Kong employee  Proof of highest education attainment
- School leaving certification  Income proof  Proof of work experience
- Proof of professional qualification/certification  Duly signed Consent Form for Collection of Income Proof

Priority Handling (type of supporting document submitted): \_\_\_\_\_

Remarks:

Processed by

Name of staff: \_\_\_\_\_ Date: \_\_\_\_\_ Chop of Training Body: \_\_\_\_\_

# Application acknowledgement

To be completed by TB officer

I hereby acknowledge receipt of your application for the following course(s). You will be advised of the application result shortly.

Name: \_\_\_\_\_

Application date: \_\_\_\_\_

Placement-tied course

Non-placement-tied course

| Course | Course Code |
|--------|-------------|
| 1      |             |
| 2      |             |

| Course | Course Code | Course Fee#             |
|--------|-------------|-------------------------|
| 1      |             | (Normal Subsidised Fee) |
|        |             | (Highly Subsidised Fee) |
| 2      |             | (Normal Subsidised Fee) |
|        |             | (Highly Subsidised Fee) |

Training Body Officer (Name): \_\_\_\_\_

Chop of Training Body : \_\_\_\_\_

Date: \_\_\_\_\_

# Applicable to half-day/evening courses only. Course fee payable by the applicant is based on the amount stipulated at the time of application. Please refer to Paragraph 26 to 28 of Application Guidelines about course fee applicable to half-day/evening courses.

## Application Guidelines

### Eligibility

1. General Admission Criteria:
  - a) eligible employees of HKSAR (i.e., those with no restrictions of stay including permanent residents of HKSAR and new arrivals); and
  - b) aged 15 or above; and
  - c) education attainment of sub-degree or below; and
  - d) any other admission requirements specified for individual courses, including job specific requirements stipulated by law or for licensing purposes.
2. Non-engaged youths aged 15 to 17 with education attainment below secondary education level should apply for the “Youth Training Courses”. Applicants who are 18 to 20 years old with education attainment below secondary education level can apply for either the “Youth Training Courses” or other training courses provided by the ERB according to their own interests and training needs.
3. Placement-tied training courses are provided for the unemployed and non-engaged only. Applicants shall demonstrate strong inclination for employment and interest in subject area. Training Bodies shall ascertain the job motivation of the applicants during admission interview.
4. Applicants of part-time non-placement-tied courses shall also demonstrate strong inclination for employment. If necessary, Training Bodies may conduct an admission interview to ascertain applicants’ job motivation.
5. Applicants will be assessed according to the general admission criteria and course entry requirements, including interviews and tests (if applicable), before they are put on the waiting list for class enrolment. Students who are engaged in full-time education programmes are not eligible for ERB courses.
6. Enrolled trainees of placement-tied course should report to the respective Training Bodies of any changes in the employment status (e.g., from being unemployed to employed, whether the jobs are of full-time or part-time nature, or if trainees become self-employed) prior to class commencement or while attending the course. The ERB will re-consider the eligibility of the trainees for attending the course and/or receiving retraining allowance. Failure to do so may lead to infringement of Section 25 of the Employees Retraining Ordinance. Person found to have committed the offence is liable to a fine of \$20,000. Besides, under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person obtaining pecuniary advantage by deception in benefit to himself/herself or another person is liable to conviction of imprisonment for a maximum of 10 years.

## Application Procedures and Supporting Documents

7. Applicants applying for courses shall apply, in person or by post, with a duly completed application form and provide the following supporting documents for application. Applications submitted by post should be supplemented by copies of supporting documents. Training Bodies will verify applicants' information and supporting documents submitted prior to class commencement. Applications may not be accepted if applicants fail to provide the documents required.

| Placement-tied courses  | Non-placement-tied courses   |
|---|--|
| (i) Proof of identity of eligible employee of HKSAR* <ul style="list-style-type: none"> <li>● Hong Kong Permanent Identity Card or Hong Kong Special Administrative Region (HKSAR) Passport, or</li> <li>● Hong Kong Identity Card, with Document of Identity for Visa Purpose and/or other travel documents</li> </ul> | (i) Proof of identity of eligible employee of HKSAR* <ul style="list-style-type: none"> <li>● Hong Kong Permanent Identity Card or Hong Kong Special Administrative Region (HKSAR) Passport, or</li> <li>● Hong Kong Identity Card, with Document of Identity for Visa Purpose and/or other travel documents</li> </ul>  |
| (ii) Proof of academic qualification <ul style="list-style-type: none"> <li>● Applicants should submit documents to prove the highest academic qualification, e.g., letter or certificate issued by the school / institution concerned #</li> </ul>   | (ii) Proof of academic qualification <ul style="list-style-type: none"> <li>● Applicants should submit documents to prove the highest academic qualification, e.g., letter or certificate issued by the school / institution concerned #</li> </ul>  |
| (iii) School leaving certification (if applicable) <ul style="list-style-type: none"> <li>● Applicants who have left school within the last 6 months should supply a Letter of Withdrawal / Leaving Certificate or other documentary proof issued by the school concerned</li> </ul>                                    | (iii) School leaving certification (if applicable) <ul style="list-style-type: none"> <li>● Applicants who have left school within the last 6 months should supply a Letter of Withdrawal / Leaving Certificate or other documentary proof issued by the school concerned</li> </ul>   |
| (iv) Declaration of unemployment status (if applicable) (not engaged in any full-time/part-time job or not self-employed) <ul style="list-style-type: none"> <li>● Duly signed "Consent Form for Collection of Income Proof"</li> </ul>   | (iv) Proof of work experience or professional qualification / certification <ul style="list-style-type: none"> <li>● Duly signed "Consent Form for Collection of Income Proof" (except for applicants with monthly income of \$15,001 or above)</li> <li>● Applicants should refer to individual course outlines for specific work/professional qualification requirement(s) and provide proof as appropriate. Examples of proof of work experience include: letter from employer, employment contract, work/service agreement, staff identification card, valid industry-specific registration, permit, salary statements, MPF statements, Smart Helper Card, etc.</li> </ul> |

\* The ERB requires trainees to provide proof of eligible employee of HKSAR as specified above (i.e. Hong Kong Permanent Identity Card or Hong Kong Special Administrative Region (HKSAR) Passport, or Hong Kong Identity Card, with Document of Identity for Visa Purpose and/or other travel documents) during class in order to verify their identity.

# Highest academic qualification refers to the highest level of full curriculum study that the applicant has attended at a school.

8. Priority will be given to the disabled and people recovered from work injuries and occupational diseases, single parents and Comprehensive Social Security Assistance (CSSA) recipients, provided that sufficient and valid supporting documents can be supplied.
9. Should applicants fail to provide proof of highest education attainment at time of first application, they may declare such by stating and signing on the course application form, confirming that all information reported is correct and complete. Should applicants wish to amend the highest education attainment previously reported, such applications must be supported by documentary proof with valid reasons substantiating such change. Failing to do so, ERB will not process and approve such applications, especially with those applying for downward adjustment of highest education attainment, as applicants have declared in writing on previous application form that the information given is correct and complete. Further declaration to override any past declaration would be deemed invalid.

## Restrictions on Application

10. Eligible applicants are not allowed to attend more than 2 full-time placement-tied courses within a year (from the application date of the current course to the commencement date of the first full-time placement-tied course taken within the past 12 months, inclusive of any enrolled but no show or low attendance cases).
11. Eligible applicants are not allowed to attend more than 150 hours of half-day/evening non-placement-tied courses within a year (from the application date of the current course to the commencement date of the first half-day/evening non placement-tied course taken within the past 12 months, inclusive of any enrolled but no show or low attendance cases).
12. Trainees of a placement-tied course (including those who fail to complete the course) are not allowed to apply for another placement-tied course until the specified placement follow-up period has lapsed. Please make enquiries to Training Bodies for placement period of individual courses.
13. In general, applicants are not allowed to retake courses or to take courses in the same disciplines at similar or lower level of competency as the courses they have enrolled in previously (e.g., those completed the "Module Certificate in Advanced Word Processing" cannot take the "Module Certificate in Word Processing"), which also applies to courses taken under the "Skills Upgrading Scheme". Eligible trainees are only allowed to enrol in 1 course under the "Youth Training Programme". Please make enquiries to Training Bodies for details of restrictions on individual courses.
14. To cater for the applicants' training needs, the following arrangements are offered to applicants:
- i. to apply for 2 placement-tied courses concurrently with **the same Training Body; or,**
  - ii. to apply for 2 half-day/evening non-placement-tied courses concurrently with **the same Training Body.**
- Applicants can only choose one of the above arrangements. If the applicant is enrolled in one of the chosen courses, the other choice of course will be cancelled accordingly. Applicants are, however, not allowed to enrol in 2 training courses concurrently, with the exception of enrolling in 1 full-time placement-tied training course while concurrently enrolling in 1 evening Foundation Skills training (i.e., Workplace Languages, Business Numeracy and IT Applications) course, and vice-versa.

## Cancellation of Application

15. Applicants are advised to consider their options carefully before applying. Cancellation of application should be made in person or in writing to the Training Bodies concerned. Applicants should cancel the course originally applied for before submitting another course application.
16. If applicant's employment status has changed to be employed, he/she will lose the eligibility in applying for placement-tied course which is provided for the unemployed and non-engaged only. He/she will need to submit a new course application if he/she intends to apply for the course again in the future.
17. Course application will be considered invalid upon applicant's rejection of a total of 3 offers for enrolment in course(s) applied for concurrently. Applicant will need to submit a new course application if he/she intends to apply for the course(s) again in the future.
18. Once enrolled, trainees should apply for cancellation in person or in writing to the Training Bodies concerned no less than 3 working days prior to course commencement if circumstances arise such that they cannot attend the course. Failure to do so will result in trainees being treated as "No Show" and the concerned trainees will not be allowed to enrol in the same or similar courses. No late application for cancellation will be accepted.

19. Trainees who have been enrolled in a half-day/evening course shall apply for cancellation of the application in person or in writing to the Training Bodies concerned no less than 3 working days prior to course commencement if circumstances arise such that they cannot attend the course, and the paid course fee will be refunded. Failure to do so will result in the trainees being treated as “No Show” and they will not be allowed to enroll in the same or similar courses. The paid course fee will not be refunded. No late application for cancellation will be accepted.

### **Award of Certificate**

20. Trainees should attain an attendance rate of 80% before final assessment (including written examination and practical skills assessment). Trainees will be awarded certificates after having fulfilled the course requirements (including attaining an attendance of 80% or above, after adjustment for sessions of late arrivals, early departures, or approved sick leave; and with an overall pass in the course assessments). Certificates normally will not be re-issued.

### **Retraining Allowance**

21. Trainees attending full-time placement-tied courses with duration of 7 days or more are eligible to apply for retraining allowances. The current arrangement is stipulated below:

| <b>Courses</b>                     | <b>Trainees</b>   | <b>Retraining Allowance Per Day*</b> |
|------------------------------------|---|--------------------------------------|
| Youth Training Programme           | All eligible trainees   | HK\$30                               |
| Placement-tied Diploma Courses     | All eligible trainees   | HK\$70                               |
| Placement-tied Certificate Courses | All trainees aged 30 or above and with education attainment of F.3 or below | HK\$153.8                            |
|                                    | Other eligible trainees   | HK\$70                               |

- \* Full-time placement-tied courses are conducted in mixed-mode (i.e. training sessions include full-day sessions (8 hours/day) and half-day sessions (4 hours/day)). The maximum retraining allowance trainees are eligible to receive for the course is computed based on the number of full-day training sessions only.

22. The disabled and people recovered from work injuries and occupational diseases taking placement-tied courses are also eligible for retraining allowance. Detailed information can be obtained from the Training Bodies concerned.

### **Eligibility for Retraining Allowance**

23. To be eligible for retraining allowance, trainees have to attain an attendance rate of at least 80%. The calculation of attendance is based on:  
 (i) the actual number of training sessions attended (after adjustment for sessions of late arrivals and early departures); and  
 (ii) approved sick leave (not exceeding 20% of the total number of training sessions) substantiated by certificates issued by Hong Kong registered medical practitioners (including Chinese medicine practitioners and registered dentists).  
 The exact amount of retraining allowance to be disbursed is calculated on the basis of the actual number of training sessions attended and is subject to the maximum amount stipulated per training course.
24. Details on the eligibility for and disbursement of retraining allowance for “Youth Training Programme” and placement-tied training courses designed for the disabled and people recovered from work injuries and occupational diseases can be obtained from the Training Bodies concerned.
25. Trainees can apply for retraining allowance for a maximum of 2 times per year or 4 times within 3 years (from the commencement date of the first course taken).

### **Course Fee (applicable to half-day/evening courses only)**

#### **Payment Procedures**

26. Training Bodies are responsible for processing course applications and informing applicants of their results. Training Bodies concerned shall inform successful applicants of the course commencement date, course fee and payment method. Course fee payable by the applicant is based on the amount stipulated at the time of application. Under normal circumstances, fees paid are not refundable.

#### **Application for Course Fee Waiver / Payment of “Highly Subsidised Fee”**

27. At the time of course enrolment, Training Bodies shall provide applicants with details on applying for course fee waiver / payment of “Highly Subsidised Fee”. Training Bodies shall complete processing all trainees’ applications before course commencement. Trainees may apply for course fee waiver / payment of “Highly Subsidised Fee” under the following conditions:

|   |  |
|---|--|
| <b>Eligibility for course fee waiver</b>                  | Nil / low income (monthly income* of \$7,000 or below) |
| <b>Eligibility for payment of “Highly Subsidised Fee”</b> | Monthly income* between \$7,001 and \$15,000           |

- \* Income denotes wages and salary through employment (including being employed and self employed), net business income and pension. Income from employment and self-employment includes basic pay, overtime pay, bonus, commissions and allowance(s), etc, with the deduction of 5% contributions to MPF/ORSO. Bonus, double pay, gratuity, etc. should be taken into account in average over the relevant period of the employment.

28. Trainees intending to apply for fee waiver / payment of “Highly Subsidised Fee” have to provide the following supporting documents to the Training Bodies after receiving notification of admission and before class commencement. At the time of such application, trainees with income shall provide any one of documents (i) to (iv) below, trainees with nil income shall provide either document (v) or (vi) :
- (i) payroll slip of any of the 3 months before course commencement (counted from the month of course commencement)#; or
  - (ii) certification letter of salary from current employer; the salary shall be any of the 3 months before course commencement (counted from the month of course commencement) #; or
  - (iii) bank passbook/statement showing latest payroll records of any of the 3 months before course commencement (counted from the month of course commencement) #; or
  - (iv) statutory declaration statement administered by Home Affairs Department declaring trainee’s latest month income level at the time of declaration made. The stipulated month of income shall be any of the 3 months before course commencement (counted from the month of course commencement) ; or
  - (v) documents issued by the Social Welfare Department proving that trainee’s receipt of Comprehensive Social Security Assistance (CSSA) is still valid on the date of course commencement; or
  - (vi) for trainees with nil income, a completed “Declaration Form for Waiver of Course Fee” (obtainable from Training Bodies) indicating that trainee has nil income as at the time of declaration.

- # For example, if the course commences in October 2012, income proof from the month of August, September or October 2012 shall be acceptable.

No replacement of supporting documents by trainees will be allowed once the application for course fee waiver / payment of “Highly Subsidised Fee” is approved. Trainees have to sign the “Consent Form for Collection of Income Proof” included in the course application form, in which the applicants agree to retrieve the “Income Details” from the Inland Revenue Department and provide the document for verification if required by the ERB. If trainees refuse to sign the “Consent Form for Collection of Income Proof”, the ERB reserves the right to decline such applications. Trainees with monthly income of \$15,001 or above are required to pay the “Normal Subsidised Fee”, thereby exempted from signing the “Consent Form for Collection of Income Proof”.

## Trainees with Low Attendance Rate

### *Trainees with Attendance Rate below 80%*

29. Trainees of half-day/evening non-placement-tied courses who have been granted course fee waiver / paid the “Highly Subsidised Fee” or trainees of full-time placement-tied courses must attain a minimum attendance rate of 80% for courses enrolled. Should trainees fail to attain the required attendance:

**For trainees of non-placement-tied courses who have been granted course fee waiver / paid the “Highly Subsidised Fee”:**

- they will have to pay an amount (in addition to the originally settled course fee, if any) equivalent to the “Highly Subsidised Fee” stipulated at the time of course application. Should trainees concerned fail to settle the fee,

- (i) for trainees who have committed the act for the first time (for course applications dated on or after 1 April 2010):
  - trainees will be prohibited from taking ERB courses for 1 year (from commencement of the concerned course);
- (ii) for trainees who have committed the act for the second or more time (for course applications dated on or after 1 April 2010):
  - trainees will be prohibited from taking ERB courses for 3 years (from commencement of the concerned course).

Should trainees concerned manage to settle the fee afterwards, they will be allowed to enrol in ERB courses again. The ERB reserves the rights to take further action against those who fail to settle the fee within the prescribed / specified deadline.

**For trainees of placement-tied courses:**

- (i) for trainees who have committed the act for the first time (for course applications dated on or after 1 April 2011):
  - trainees will be prohibited from taking ERB courses for 1 year (from commencement of the concerned course);
- (ii) for trainees who have committed the act for the second or more time (for course applications dated on or after 1 April 2011):
  - trainees will be prohibited from taking ERB courses for 3 years (from commencement of the concerned course).

### *Special circumstances*

30. In the event that applicants fail to attain an 80% attendance due to illness / accident / hospitalisation, the ERB may consider waiving the demand for recovery of course fee or prohibition from course enrolment. Trainees concerned have to report the case to the Training Bodies and provide medical certificate issued by Hong Kong registered medical practitioners as soon as possible. The ERB has the discretion to approve, or otherwise, applications for waiver of outstanding course fee or prohibition from course enrolment.

## Fraud Prevention Measures

31. The ERB will sample check the education attainment, employment status, and/or income level of applicants or trainees to verify the information they submitted. Any person who to his/her knowledge supplies false information or cannot meet the relevant requirements may be disqualified from attending the training course(s) and/or obtaining the course fee waiver / paying the “Highly Subsidised Fee” and/or receiving the retraining allowance, and he/she has to pay back the concerned course fees / the cost of course and/or return the retraining allowance to the ERB. The ERB also reserves the right to report the cases to the law enforcement government department(s) for investigation and to take further legal actions. In accordance with Section 25 of the Employees Retraining Ordinance, any person who is found to have committed the offence is liable to a fine of \$20,000. Under the Theft Ordinance, Cap.210 of the Laws of Hong Kong, any person who obtains pecuniary advantage by deception, in benefit to himself/herself or another person, is liable to conviction of imprisonment for a maximum of 10 years.

32. For trainee who is found to have supplied false information at application in order to enrol in ERB courses or to receive a higher level of retraining allowance, in the absence of a legitimate defense,

**For trainee who is found to have supplied false information at application in order to enrol in ERB courses**

- (i) he/she is required to pay back the concerned course fees / the cost of course and/or return the retraining allowance to the ERB.
- (ii) for trainee who has committed the act for the first time, if he/she returns the concerned fee and/or allowance, he/she will be prohibited from taking ERB courses for 3 months. If he/she fails to return the concerned fee and/or allowance, he/she will be prohibited from taking ERB courses for 1 year. Prohibition period shall be effective from the date the notice is issued to the concerned trainee.
- (iii) for trainee who has committed the act for the second time, if he/she returns the concerned fee and/or allowance, he/she will be prohibited from taking ERB courses for 1 year. If he/she fails to return the concerned fee and/or allowance, he/she will be prohibited from taking ERB courses for 2 years. Prohibition period shall be effective from the date the notice is issued to the concerned trainee.
- (iv) for trainee who has committed the act over 2 times, such case will be reported to the Hong Kong Police Force.

**For trainee who is found to have supplied false information at application in order to receive a higher level of retraining allowance**

- (i) he/she is required to pay back the difference of the concerned retraining allowance to the ERB.
- (ii) if he/she returns the difference of the concerned retraining allowance, he/she will be prohibited from taking ERB courses for 3 months. If he/she fails to return the concerned retraining allowance, he/she will be prohibited from taking ERB courses for 1 year. Prohibition period shall be effective from the date the notice is issued to the concerned trainee.

33. The ERB will carry out income surveillance each year and require trainees to provide “Income Details” issued by the Inland Revenue Department for verification. In case a trainee is found to have obtained course fee waiver / pay the “Highly Subsidised Fee” by supplying false income information, the ERB will take the following actions:

- (i) request the trainee to pay back the course fee concerned; and
- (ii) if the trainee cannot provide reasonable explanations for the offence, he/she will be prohibited from taking ERB half-day / evening non-placement-tied courses for 3 months; and
- (iii) if the trainee has committed the offence for the second time without reasonable explanations, he/she will be prohibited from taking ERB half-day/evening non-placement-tied courses for 1 year; and
- (iv) if the trainee has committed the offence for more than twice without reasonable explanations, the case will be submitted to the Hong Kong Police Force; and
- (v) if the trainee refuses to pay back the course fee concerned, he/she will be prohibited from taking ERB half-day/evening non-placement-tied courses for 1 year if it is the first time he/she commits the offence, he/she will be prohibited from taking ERB half-day/evening non-placement-tied courses for 2 years if it is the second time he/she commits the offence.

34. In addition, trainees who have not provided the required “Income Details” will be put on the watch list.

## Personal Information of Applicants/Trainees

35. The personal data of applicants/trainees are collected and kept for purposes of:

- (i) course application vetting, course admission, disbursement of retraining allowance, processing of applications for course fee waiver / payment of “Highly Subsidised Fee”, job matching service, placement and retention follow-up, accreditation of courses, arrangement of practical skills assessment, conduct of income surveillance, verification of placement record and opinion survey, etc.
- (ii) the personal data so collected may be transferred to Training Bodies under the “Manpower Development Scheme”, relevant government departments and/or their commissioned research consultants and agencies for the purposes as stated in (i).

36. Supply of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.

37. Applicants/trainees or their authorised representatives are allowed to access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be incorrect. The ERB may collect a fee from applicants for a copy of their personal data.

38. Applicants/trainees have rights of access to and correction of their personal data. Applicants/trainees may send their requests to the Manager (Customer Services). For enquiries, please call ERB hotline at 182 182.

## Enquiry and Online Application

39. The commencement date and class schedule of training courses are subject to the arrangement of Training Bodies. For details, please contact the Training Bodies concerned.

40. Applicants can make online applications for selected training courses on the “Course Online Enquiry & Enrolment” webpage. For details, please refer to ERB website at <http://course.erb.org> (available in Chinese only).

41. For other comments or complaints, please call ERB hotline at 182 182.

The ERB reserves the right to amend the above guidelines from time to time without notifying individual applicants. Please refer to ERB website for most updated information.