

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，連同受訓者的身份証副本，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, Vocational Training Council, 16/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong
地址：香港灣仔活道二十七號職業訓練局大樓十六樓職業訓練局技師訓練組 (Fax. 圖文傳真：2893 5879)

Notes for Applicants

申請人須知

- a. The Applicant must provide all the information as required in the application form, otherwise the Vocational Training Council(VTC) may reject the application.
本表格內每一項資料，必須填寫，否則本局不接受有關申請。
- b. Trainees eligible for NTTS training grant must be :
參加本計劃的受訓僱員必須：
- (i) sponsored by their employers* who should sign in section of "Employer's Undertaking" of this application form;
獲得僱主*贊助及簽署本申請表“僱主承諾書”之項目；
 - (ii) from a non-government/non-government-subsidised 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。
- * registered and operating in Hong Kong
在本港註冊及經營
- c. If the application form is sent to the VTC by fax, the original must be posted to the VTC as soon as possible for processing. For the VTC to check the trainee's eligibility for NTTS training grant, the applicant may choose to send in a copy of the trainee's Hong Kong Identity Card together with the application form. Alternatively, the trainee may present his/her Hong Kong Identity Card in person to the Technologist Training Unit of the VTC.
在訓練課程開始前，請將報名表格連同受訓僱員香港身份証副本交回本局。若傳真至本局，其後請盡快將報名表格正本郵寄給本局，以便處理。或請受訓僱員在報名時向本局技師訓練組職員出示其身份証，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 2836 1212.**
如提交申請一星期後未有收到本局覆函，可與技師訓練組聯絡，電話: 2836 1212。

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
- Total number of employees: _____ (Hong Kong 香港)
僱員總數 _____ (Mainland China 國內)

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)

(*Delete where appropriate 刪去不適用者)

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

學歷／專業資格

 Secondary

中學

 O. Cert./Higher Cert.*

普通證書／高級證書*

 Dip./Higher Dip.*

文憑／高級文憑*

 Bachelor degree

學士學位

 Post-graduate

研究生

 Others (please specify): _____

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 _____

其他

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

7. Breakdown of Training Costs:

訓練計劃各項開支

Trainee's Signature: _____

受訓僱員簽署：

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 每日港幣 元，合共 日 (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/MM/YY 日／月／年 (兌換日期)	
TOTAL COST 總開支	

#for overseas training only 只適用於海外訓練

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 entered 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 reasonable endeavours to ensure that the trainee completes his 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 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 to the VTC's Sub-committee on Training in New Technologies a training report.
僱主須向職業訓練局屬下新科技培訓小組委員會提交訓練報告。
 - (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) The training expense will not be subsidized by any other public funding schemes (e.g. SME training fund). Otherwise, we agreed to refund the VTC the full amount of training grant.
本公司並不會從其他公共資助計劃去補貼以上之訓練費用(例如：中小企業培訓基金)。否則，本公司將退還職業訓練局的資助全數。
 - (f) The employer must refund the VTC any over-payment 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>	<p>Signed : _____ 簽署 (for and on behalf of the employer) (僱主代表)</p> <p>Name : _____ 姓名 (in Block Letter) (請以正楷填寫)</p> <p>Position : _____ 職位</p> <p>Date : _____ 日期</p>
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