

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

(for Pre-approved Local/Overseas Courses only)
(適用於認可本地/海外課程)

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 "Declaration" of this application form;
獲得僱主*贊助及簽署本申請表“聲明”之項目；
- (ii) from a non-government/non-government-subsided 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 (please tick in appropriate box)** 業務性質 (請在適當方格內加✓)
- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Banking & Finance
銀行及財務 | <input type="checkbox"/> Chemical
化學 | <input type="checkbox"/> Construction
建造 | <input type="checkbox"/> Electrical & Mechanical
機電 |
| <input type="checkbox"/> Electronics
電子 | <input type="checkbox"/> Food
飲食 | <input type="checkbox"/> Information Technology
資訊科技 | <input type="checkbox"/> Metals & Light Engineering
金屬及輕工程 |
| <input type="checkbox"/> Plastics
塑膠 | <input type="checkbox"/> Printing
印刷 | <input type="checkbox"/> Textile & Clothing
紡織及製衣 | <input type="checkbox"/> Trading
貿易 |
| <input type="checkbox"/> Transport
運輸 | <input type="checkbox"/> Utilities
公用事業 | <input type="checkbox"/> Others, Please specify:
其他, 請註明: _____ | |

Training Course 訓練課程

3. Name of Training Organization: _____
訓練機構名稱
4. Training Course Title: _____
訓練課程名稱
- Training Period: _____ Course Fee: _____
訓練期 費用

Technology Nature of Course (please tick in appropriate box) 課程性質 (請在適當方格內加✓)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Automation Control
自動控制 | <input type="checkbox"/> Banking
銀行 | <input type="checkbox"/> Biotechnology
生化 | <input type="checkbox"/> E-Commerce
電子商業 |
| <input type="checkbox"/> Electronics Manufacturing
電子制造 | <input type="checkbox"/> Environmental
環保 | <input type="checkbox"/> Food
飲食 | <input type="checkbox"/> Hospitality
旅遊服務 |
| <input type="checkbox"/> Information Technology
資訊科技 | <input type="checkbox"/> Insurance
保險 | <input type="checkbox"/> Printing and Publishing
印刷及出版 | <input type="checkbox"/> Process and Materials
of Manufacture
物料加工及製造 |
| <input type="checkbox"/> Quality Management
品質管理 | <input type="checkbox"/> Telecommunication
電訊 | <input type="checkbox"/> Textile & Clothing
紡織及製衣 | <input type="checkbox"/> Wholesale/Retail & Import/
Export Trades
零售批發及進出口業 |
| <input type="checkbox"/> Others
其他 | | | |
5. Please explain how the acquired technology would be applied.
請說明所學到的新科技怎樣被應用。
- _____

Application for Training Grant 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.: _____ Permanent Resident of Hong Kong? Yes No
身份證號碼 永久居民? 是 否
- Educational/Professional Qualifications Secondary O. Cert./Higher Cert.* Dip./Higher Dip.*
學歷/專業資格 中學 普通證書/高級證書* 文憑/高級文憑*
- Bachelor degree Post-graduate
學士學位 研究生
- Others(please specify): _____
其他 (請註明)
- * Delete if applicable 請刪去不適用者

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

Trainee's Signature: _____
受訓僱員簽署：

Declaration 聲明

- (a) We declare that the details entered in this form are true and correct.
茲聲明本表格所填報資料全部屬實。
- (b) We understand that the training grant will be paid to the employer by the VTC upon the satisfactory completion of training of the trainee.
本公司明白，受訓僱員須順利完成訓練，僱主方可獲發訓練津貼。
- (c) **We declare that 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.**
茲聲明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。
- (d) We agree to refund the VTC any over-payment of training grant.
本公司同意退還職業訓練局多付的訓練津貼。

Company Chop 公司印鑑

Signed: _____

簽署

(for and on behalf of the employer) (僱主代表)

Name: _____

姓名

(in Block Letter) (請以正楷填寫)

Position: _____

職位

Date: _____

日期