



MEDIA AND COMMUNICATIONS TRAINING BOARD

FY 2022-23 Out-Centre Course Scheme Guidelines for Seminars

1. The Media and Communications Training Board (MCTB) operates an Out-Centre Course (OCC) Scheme for the Media and Communication Industry whereby the organiser of an approved seminar is entitled to a subsidy from the MCTB subject to fulfillment of the conditions for subsidy. The MCTB will subsidise non-profit making organisers and will not take part in the administration and delivery of the seminars. The Scheme is operated subject to fund availability.
2. The subsidy is in the form of partial reimbursement of the organising expenses to the organiser upon completion of an approved seminar. Vocational Training Council (VTC) will allocate up to 50% of the total cost as the subsidy to the organiser, providing that the nature of the proposed seminar is non-profit making and that all expenses are genuinely and reasonably charged. For the luncheon seminar to be held in a hotel, there will not be any subsidy on food & beverage of the training sessions under the OCC Scheme. The MCTB will adopt the arbitrary percentage at 40% of the hotel package as venue rental if the hotel cannot provide a breakdown of venue cost from the package. The MCTB will consider the OCC proposals on their merits on a case-by-case basis (with the income level to be considered as one of the selection criteria for the OCC Scheme).
3. The MCTB will announce its plan for the Scheme for each financial year (commencing on 1 April and ending on 31 March the next year). Organisers will be invited to submit applications (**Appendix 1**). Relevant information will also be announced through the VTC website:
<http://mctb.vtc.edu.hk/>
4. Course providers who have appropriate seminar proposals planned/developed after the annual exercise could submit applications from time to time, at least three weeks in advance of the seminar. The MCTB will consider course proposals on ad hoc basis.
5. Based on a set of selection criteria (**Appendix 2**), the MCTB will

approve appropriate seminars under the OCC Scheme.

6. For approved seminars, the organisers are required to follow a working procedure (**Appendix 3**).

7. Change to the seminar fee is not allowed after the seminar is approved.

8. The principles of the subsidy are outlined below:

8.1 The ceiling of subsidy per seminar is 50% of the estimated expenditure or \$30,000, whichever is the less;

8.2 If the actual net expenditure (i.e. actual expenditure deducts actual income) is equal to or greater than the ceiling, the subsidy to the organiser will be the ceiling of subsidy;

8.3 If the actual net expenditure is less than the ceiling, the subsidy to the organiser will be the amount of the actual net expenditure.

9. The Government subvention cannot be used for courses or seminars under the OCC Scheme for non-Hong Kong resident or in places outside Hong Kong.

10. MCTB being part of the VTC has a legitimate obligation and determined interest in protecting the proper usage of its name. Seminar organisers should observe the following in any promotion and publicity activities:

10.1 The usage of the MCTB's name implies an association of the MCTB with the organiser and the association should not adversely affect the VTC's and the MCTB's reputation and their interests;

10.2 In advance of using the MCTB's name in whatever media or format, express approval should be obtained from the Training Board or its delegated authority;

10.3 The usage of the MCTB's name is confined to promotion and publicity of the seminars which have been endorsed by the MCTB in that financial year only;

10.4 The authority to approve the usage of the MCTB's name ultimately rests with the MCTB or its delegated authority.



Media and Communications Training Board

FY 2022-23 Out-Centre Course Scheme Application Form for Endorsement of Seminar Proposal

Please read the Guidelines for the Out-Centre Course Scheme (Seminars) before completing this form. Organisers are required to submit the application form to the Media and Communications Training Board by email.

Part A Details of Organiser	
(a) Name of Organisation:	
English :	_____
Chinese :	_____
(b) Address :	_____ _____
(c) Tel. No. :	_____ Fax No. : _____
Email :	_____
(d) Contact Person :	_____ Position : _____
(e) Nature of Business (Profit making /Non-profit making)* :	_____
(f) Track Record of the Out-Centre Courses Conducted:	
	Seminar Title Delivery Date
(i)	_____
(ii)	_____
(iii)	_____

* Delete as inappropriate.

Part B Seminar Summary

- (a) Seminar Title : _____
- (b) Seminar Objective : _____

- (c) Seminar Contents/Outlines :

- (d) Promotion/Publicity:

- (e) Speaker(s): *(Please attach curriculum vitae or biography)*
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
- (f) Target Participants : _____
(Please specify e.g. journalists, advertisers, public relations personnel, media production personnel, others, etc.)
- (g) Admission Requirement *(if any)* : _____
- (h) Assessment *(if any)* : _____
- (i) Medium of Instruction : _____
- (j) Venue / Channel : _____
- (k) Date(s) : _____
- (l) Time : From _____ To _____
- (m) Duration (Number of days/hours) : _____
- (n) Estimated No. of Participants: _____

Part C Breakdown of Income & Expenditure

Seminar Title : _____

- (a) Estimated Income (Participation fee, sale of tickets ...etc) \$ _____

- (b) Breakdown on Estimated Expenditure
 - (i) Venue \$ _____
 - (ii) Equipment \$ _____
 - (iii) Souvenir to speakers \$ _____
 - (iv) Recording and transcription \$ _____
 - (v) Photocopying and postage \$ _____
 - (vi) Speakers' fee \$ _____
 - (vii) Administration and co-ordination cost \$ _____

(Please provide justifications/explanations)

Others *(Please specify. E.g. Online meeting plan expense)*

- (viii) _____ \$ _____
- (ix) _____ \$ _____

- (c) Total Estimated Expenditure \$ _____
- (d) Ceiling of Subsidy# (d) = (c) * 50% \$ _____

Part D Declaration

To be completed by Organiser:

I declare that the proposed seminar does not receive any other government funding as subsidy.

Signature : _____

Name (in BLOCK letters) : _____

Position : _____

Date : _____

The ceiling of subsidy per seminar is 50% of the estimated expenditure or \$30,000, whichever is the less; If the actual net expenditure (i.e. actual expenditure deducts actual income) is equal to or greater than the ceiling, the subsidy to the organiser will be the ceiling of subsidy; If the actual net expenditure is less than the ceiling, the subsidy to the organiser will be the amount of the actual net expenditure.

Selection Criteria for the Out-Centre Course Scheme

1. The Course Provider		
	1.1 Background	<ul style="list-style-type: none"> • Profit making/Non-profit making
	1.2 Track record	<ul style="list-style-type: none"> • Evaluation of past courses conducted • Completion rate of past courses conducted
	1.3 Quality control	<ul style="list-style-type: none"> • What kind of quality assurance system implemented
	1.4 Venue / channel, facility and equipment	<ul style="list-style-type: none"> • Convenience and adequacy
2. The Proposed Course		
	2.1 Course objective	<ul style="list-style-type: none"> • Relevancy to the need of the industry/trade
	2.2 Admission policy	<ul style="list-style-type: none"> • Relevancy
	2.3 Content	<ul style="list-style-type: none"> • Relevancy to the need of the industry/trade • Addressing or coping with a particular problem area • Innovation
	2.4 Duration	<ul style="list-style-type: none"> • Adequacy to the delivery of the content
	2.5 Frequency and class size	<ul style="list-style-type: none"> • Adequacy to the demand • Number of people to be trained per period
	2.6 Financial burden to participants	<ul style="list-style-type: none"> • Fees charged per trainee per hour • Whether the course provider or the participants are entitled to subvention/ subsidies of other schemes; or would receive/ had received other government funding for the same course
	2.7 Course budget and income	<ul style="list-style-type: none"> • Adequacy of the expenses and the income to be generated, if any.
	2.8 Mode	<ul style="list-style-type: none"> • Convenience to participants
	2.9 Test/examination	<ul style="list-style-type: none"> • Relevancy
3. Lecturer/Instructor/Speaker		
	3.1 Background	<ul style="list-style-type: none"> • Qualification, experience
	3.2 Track record	<ul style="list-style-type: none"> • Evaluation of past courses conducted

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FY 2022-23 Out-Centre Course Scheme Working Procedures for Course Providers

1. Organisers are required to notify the Media and Communications Training Board (MCTB) (at least three weeks in advance) for every proposed seminar they plan to offer.
2. The organiser is required to submit the Application for Reimbursement of Seminar Expenses (as shown in **Appendix 4**) in which the actual income and expenditure should be reported, together with the documentary evidence to the MCTB within one month upon completion of the approved seminar. Late application may not be accepted. The documentary evidence include:
 - (a) A record of attendance;
 - (b) Findings of evaluations of seminar conducted using the Evaluation Questionnaire (as shown in **Appendix 5**); and
 - (c) Original copies of all documentary evidence of income and expenditure (including administration expenses) to support the claim for reimbursement.

All records, in the form of a letter or list, should be certified with signature of an authorised person and an official chop.

3. The MCTB will arrange direct reimbursement of the subsidy to the organiser.
4. All guidelines and forms are available at the MCTB website:
<http://mctb.vtc.edu.hk>
5. Scheme Administration:

Officer-in-Charge:

Ms Ada Wong

Telephone No.: 3907 6783

E-mail: adaw@vtc.edu.hk

Document Coordinator:

Ms Louise Lau

Telephone No.: 3907 6643

E-mail: louise2@vtc.edu.hk

Address: VTC, 30F, Billion Plaza II, 10 Cheung Yue Street,
Cheung Sha Wan, Kowloon

Facsimile No.: 2904 7843

MEDIA AND COMMUNICATIONS TRAINING BOARD

FY 2022-23 Out-Centre Course Scheme Application for Reimbursement of Seminar Expenses

Part A Details of Organiser	
(a)	Name of Organisation: _____ English: _____ Chinese: _____
(b)	Address: _____ _____
(c)	Tel. No.: _____ Fax No.: _____ Email: _____
(d)	Contact Person: _____ Position: _____
Part B Breakdown of the Actual Amount of Income & Expenditure	
Seminar Title	: _____
Date	: _____
Seminar Duration (Number of days/hours):	_____
Actual No. of Participants:	_____
(a)	Actual Income (Participation fee, sale of tickets ...etc) \$ _____
(b)	Breakdown of Actual Expenditure
(i)	Venue \$ _____
(ii)	Equipment \$ _____
(iii)	Souvenir \$ _____
(iv)	Recording and transcription \$ _____
(v)	Photocopying and postage \$ _____
(vi)	Speakers' fee \$ _____
(vii)	Administration and co-ordination cost \$ _____
(viii)	Others (Please specify. E.g. Online meeting plan expense) \$ _____
(ix)	_____ \$ _____
(c)	Total Expenditure \$ _____
(d)	Actual Net Expenditure (d) = (a) – (c) \$ _____
Part C Declaration	
I declare that the data I filled in this application form are accurate and I agree that the data provided can be used in accordance with the Council's policy on personal data.	
Signature: _____	Name (in BLOCK letters): _____
Position: _____	Date: _____

意見調查表 Evaluation Questionnaire

致各與會人士：
To all participants:

是次調查旨在：

The purposes of this survey are to:

- a. 蒐集參加者的意見，評估研討會/會議/課程的成效。
collect participants' feedback to help evaluate the effectiveness and usefulness of the seminar/conference/course;
- b. 徵詢建議，供日後舉辦同類活動參考。
seek participants' views on the ways to improve the quality of similar functions to be organised in future.

A. 一般資料 (可選擇填寫與否) General Information (optional)

姓名：
Name: _____

機構：
Organisation: _____

B. 講者 The Speaker(s)

1. 總括講者的講解表現如何?
What do you think of the presentation of the speaker(s)?

	極佳 Excellent	很好 Very Good	滿意 Satisfactory	普通 Fair	不足 Poor
a) Name of the speaker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Name of the speaker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Name of the speaker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. 舉行月份 The Timing

- | | 是
Yes | 否
No |
|--|----------------------|----------------------|
| 1. 研討會/會議/課程在這個時候舉行是否適宜?
Do you think it is the right time for holding the seminar/conference/course? | <input type="text"/> | <input type="text"/> |

2. 如選擇「否」，請建議宜舉行的月份。
If no, please recommend the month in which the seminar/conference to be held.
-

D. 舉行時間 The Duration

	太長 Too long	適中 Just right	太短 Too short
研討會/會議/課程舉行時間 What do you think of the duration of the seminar/conference/course?	<input type="text"/>	<input type="text"/>	<input type="text"/>

E. 地點 / 授課途徑**The Venue / Channel**

	極佳 Excellent	很好 Very Good	滿意 Satisfactory	普通 Fair	不足 Poor
1. 位置／形式 Your view on the location / mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 服務 Your view on the services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 設施／線上會議或講座平台 Your rating of the facilities of the venue / online meeting or webinar platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. 整體評價**Overall Evaluation**

	極佳 Excellent	很好 Very Good	滿意 Satisfactory	普通 Fair	不足 Poor
1. 研討會/會議/課程整體評價 What do you think of the seminar/conference/ course as a whole?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 研討會/會議/課程對你工作的用處及相關程度 What do you think of the usefulness and relevancy of the seminar/conference/course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 研討會/會議/課程的安排及支援服務 What do you think of the arrangement and logistics of the seminar/conference/course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	太高 Too high		適中 Just right		太低 Too low
4. 研討會/會議/課程費用 What do you think of the fee of the seminar/conference/course?	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	是 Yes		否 No		
5. 會否推介朋友參加日後的研討會/會議/課程? Would you recommend the seminar/conference/ course to your friends in future?	<input type="checkbox"/>		<input type="checkbox"/>		

如不，原因何在？

If no, why not?

G. 其他建議**Additional Suggestions**

請將填妥的調查表交予登記處，多謝合作。

Please hand in the completed Questionnaire at the registration counter. Thank you.