



MEDIA AND COMMUNICATIONS TRAINING BOARD

FY 2022-23 Out-Centre Course Scheme Guidelines for Courses and Programmes

1. The Media and Communications Training Board (MCTB) operates an Out-Centre Course (OCC) Scheme for the Media and Communication Industry whereby participants of an approved course would have the benefit of receiving subsidies from the MCTB subject to fulfillment of conditions for subsidies. The MCTB will subsidise the participants/trainees who are (i) Hong Kong residents and (ii) employees of the Media and Communications Industry in Hong Kong, excluding those employees of the course providers concerned and those who take part in the administration and/or delivery of the courses and programmes. The Scheme is also operated subject to fund availability.
2. The subsidy is in the form of partial reimbursement of the course fee to participants/trainees via the course organiser upon completion of the approved course/programme. The maximum subsidy is 50% of the course fee. A ceiling of the subsidy is set at \$2,000 per trainee per course.
3. The MCTB operates the Scheme, as follows:
 - 3.1 Annually, the MCTB will announce its plan for the financial year (commencing on 1 April and ending on 31 March the next year) and invite course providers to submit proposals by email (application form at **Appendix 1**). Relevant information will also be announced through the VTC website: <http://mctb.vtc.edu.hk/>
 - 3.2 Course providers who have appropriate courses and programmes planned/developed after the annual exercise could submit course proposals from time to time, at least three weeks in advance before commencement of the course. The MCTB will consider course proposals on ad hoc basis.

4. Based on a set of selection criteria (**Appendix 2**), the MCTB will endorse appropriate course as approved course of the OCC Scheme.
5. For endorsed courses and programmes, course providers are required to follow a working procedure (**Appendix 3**).
6. Unless otherwise specified, a participant/trainee qualified for a subsidy should have achieved a minimum attendance of 80% of the course/programme and passed relevant examinations/tests if applicable.
7. If a programme is made up of a series of courses, these courses are considered as modules. Subsidy will be arranged on programme instead of module basis.
8. The Government subvention cannot be used for courses under the OCC scheme in places outside Hong Kong.
9. Change to the course fee is not allowed after the programme/course is approved.
10. Class visits may be conducted by the MCTB in case of need.
11. MCTB, being part of the VTC, has a legitimate obligation and determined interest in protecting the proper usage of its name. Course providers should observe the following in any promotion and publicity activities:
 - 11.1 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;
 - 11.2 In advance of using the MCTB's name in whatever media or format, written approval should be obtained from the MCTB or its delegated authority;
 - 11.3 The usage of the MCTB's name is confined to promotion and publicity of the courses/programmes which have been endorsed by the MCTB in that financial year only;
 - 11.4 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 Course Proposal

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

No.	Course Information	Description
1.	Name and background of the course provider ¹	
2.	Title of the proposed course / programme ²	
3.	Experience of the course provider in the proposed Course/ Programme ³	
4.	Course objective ⁴	
5.	Content/outline ⁵	
6.	Promotion/Publicity	
7.	Medium of instruction	

¹ Please specify whether it is profit making or non-profit making

² Please specify whether it is newly developed

³ Please specify the frequency or number of course/programme offered previously

⁴ Please specify the need of the industry and/or the particular problem area(s) the course/programme is designed to address or cope with

⁵ Please attach a separate sheet in case of need

No.	Course Information	Description
8.	Target participants <i>(Please specify e.g. journalists, advertisers, public relations personnel, media production personnel, others, etc.)</i>	
9.	Admission requirement (if any)	
10.	Assessment requirement (if any)	
11.	Duration Number of day : Number of lesson : Number of hour :	
12.	Date and Time	
13.	Venue / Channel	
14.	Proposed class-size⁶ Minimum : Maximum :	
15.	Course Fees⁷ Member : Non-Member : Others : _____ <i>(e.g. Early bird, discount. Please specify)</i>	
16.	Subvention entitled ⁸	
17.	Qualification and experience of the trainer(s) <i>(Please attach curriculum vitae or biography)</i>	

⁶ Please specify the minimum and maximum number of participants/trainees per class

⁷ The subsidy is in the form of partial reimbursement of the course fee to participants/trainees via the course organiser upon completion of the approved course. The maximum subsidy is 50% of the course fee. A ceiling of the subsidy is set at \$2,000 per trainee per course.

⁸ Please specify whether the course provider or the participants is entitled to subvention/subsidies of other schemes or discount and if so, which scheme(s).

18.	Supplementary information (if any)	
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Declaration	
<p>To be completed by Course Provider:</p> <p>I declare that the proposed out-centre course does not receive any other government funding as subsidy.</p> <p style="text-align: right;">Signature : _____</p> <p>Name (in BLOCK letters) : _____</p> <p>Organisation : _____</p> <p>Address : _____</p> <p>Telephone : _____</p> <p>Organisation : _____</p> <p>Fax : _____</p> <p>Email : _____</p> <p>Date of Application : _____</p>	

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

MEDIA AND COMMUNICATIONS TRAINING BOARD

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

1. For a course/programme endorsed in principle by the Training Board, whether subsidy would be granted to qualified participants upon completion of the course/programme is subject to availability of funding. Thus we require your notification of the start/end dates and the estimated number of participants before you start a course/programme. Upon receipt of your notification, we will advise whether fund is still available. **Fund will not be reserved for a course/programme without prior notification.**
2. At the beginning of a course/programme, please distribute the Application Form Claim For Reimbursement Of Course Fees (**Appendix 4**) to participants, collect the completed forms and send them to us within one month of the course end date. Fund may not be reserved for late applications.
3. At the end of a course, the course provider is required to submit the following documents within one month:
 - (a) A summary of claims;
 - (b) A record of attendance;
 - (c) The examination results, if applicable;
 - (d) Findings of evaluations of course conducted using the Evaluation Questionnaire (as shown in **Appendix 5**); and

All records, in the form of a letter or list, should be certified by authorised person(s).

4. After verification of information on the claim forms, the Training Board will arrange reimbursement of the course fees to qualified participants via the course providers. Participants are required to sign a reply slip acknowledging the receipt of the refund through the course providers. All of the original acknowledgement receipts have to be returned to the Training Board.

5. The maximum subsidy is 50% of the course fee. A ceiling is set at \$2,000 per trainee per course. The level and ceiling of subsidy is subject to review. We will notify you should there be any changes.

6. The Training Board has the right to make suggestions and changes on the approved training courses, including admission requirements, contents and promotion information.

7. 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

CLAIM FOR REIMBURSEMENT OF COURSE FEES

(To be subsidized by Media and Communications Training Board)

Date:

For Official use Only

Application Received on

 Accepted Rejected**Course Particulars (Pre-printed by the Organiser)**

Course Title: _____

Organiser: _____

Course Duration: _____

Period of Course: _____

Mode of Attendance: _____

Course Fee: _____

The amount of subsidy approved by the Media and Communications Training Board is up to \$ _____

_____ % of the course fee for each participant.

Applicant's Particulars (To be completed by the applicant)

Name of applicant (English): Miss/ Mr/ Ms/ Mrs*

Name of applicant (Chinese): _____ 小姐/先生/女士/太太*

HKID No.: _____ Hong Kong Resident

Occupation: _____

Name of Company: _____

Company Address: _____

Office Tel. No.: _____

Fax No.: _____

Home Address: _____

Home Tel. No.: _____

Working experience in Media and Communication Industry related field: _____ years

I hereby apply for subsidy in the form of refund of the captioned course. I understand that the refund of the course fee is subject to my successful completion of the course with attendance of at least 80% and the approval from the Training Board.

* Please delete where not applicable

Acknowledgement of Receipt of Refund

Course Title : _____

I _____ (Name of Applicant) acknowledge the receipt of refund of
\$ _____ (_____ % of course fee from _____

Signature of Applicant : _____

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.
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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"/>
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"/>		適中 Just right	<input type="checkbox"/>	太低 Too low
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"/>	是 Yes	<input type="checkbox"/>	否 No	<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.