



## **TRANSPORT AND LOGISTICS TRAINING BOARD**

### **FY 2020-21 Out-Centre Course Scheme Guidelines for Courses and Programmes**

1. The Transport and Logistics Training Board (TLTB) operates an Out-Centre Course (OCC) Scheme for the Transport and Logistics Industry as defined by the Training Board (**Annex 1**). The findings of training needs from the 2018 Manpower Survey of the Transport and Logistics Industry are given in **Annex 2**. Participants/trainees of a course or programme endorsed by the Training Board are entitled to subsidies under the Scheme, subject to the fulfilment of certain conditions. The Training Board will subsidise the participants/trainees who are (i) Hong Kong residents and (ii) employees of the Transport and Logistics 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 upon completion of the approved course/programme. The subsidy is 50% of the course fee, with a ceiling set at \$2,000 per trainee per course.
  
3. The Training Board operates the Scheme, as follows:
  - 3.1 Annually, the Training Board 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 **Annex 3**). Based on a set of selection criteria, the Training Board will evaluate and decide whether to endorse the proposals.
  
  - 3.2 Course providers who have appropriate courses and programmes planned/developed after the annual exercise could submit course proposals from time to time. The Training Board will consider course proposals on ad hoc basis.

4. For endorsed courses and programmes, course providers are required to follow a working procedure (**Annex 4**).
5. A Notice to Applicants should be served to participants (**Annex 5**). 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.
6. 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.
7. Course providers should inform the Training Board should there be any form of sponsorship and donation received from the government/private sector.
8. Change to the course fee is not allowed after the programme/course is approved.
9. Class visits may be conducted by the Training Board in case of need.
10. TLTB being part of the Vocational Training Council (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:
  - 10.1 The usage of the Training Board's name implies an association of the Training Board with the organiser and the association should not adversely affect the VTC's and the Training Board's reputation and their interests;
  - 10.2 In advance of using the Training Board's name in whatever media or format, written approval should be obtained from the Training Board or its delegated authority;
  - 10.3 The usage of the Training Board's name is confined to promotion and publicity of the courses/programmes which have been endorsed by the Training Board in that financial year only;
  - 10.4 The authority to approve the usage of the Training Board's name ultimately rests with the Training Board or its delegated authority.
11. The Training Board reserves the right to announce new measures at any time if necessary.

**TRANSPORT AND LOGISTICS TRAINING BOARD**

**FY 2020-21 Out-Centre Course Scheme  
Branch/Sector of the Transport and Logistics Industry  
Entitled to the Scheme**

Warehousing & Cold Storage

1. General Cargo Warehouses & Other Storage Services
2. Cold Storage
3. Packing and Crating Services & Cargo Inspection , Sampling and Other Storage Services
4. Cargo Handling Terminals

Trucking & Container Haulage

5. Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c.
6. Haulage of Containers & Container Leasing
7. Large Vehicle Fleet Owner Companies

Air Freight Transport

8. Airline Companies and Supporting Services to Air Transport

Forwarding Agent

9. Air Cargo Forwarding Services
10. Sea Cargo Forwarding Services
11. Stevedore and Supporting Services to Water Transport, n.e.c.
12. Couriers (International)
13. Other Transport Logistics Service Providers

Sea Freight Transport

14. Ship Agents & Managers
15. Operators of Sea – Going Vessels

Ship Management & Chartering

16. Ship Owners of Sea – Going Vessel
17. Shipbrokers
18. Inland Water Freight Transport
19. Passenger Transport

## TRANSPORT AND LOGISTICS TRAINING BOARD

### Findings of the Training Needs from the 2018 Manpower Survey of the Transport and Logistics Industry

The following tables summarise the employers' views on staff training in different sectors.

#### Freight Transport – Training Required for Employees

Functional Area	Sector		Overall
	Air Freight and Express	Shipping	
Operation Management	278	307	585
Planning and Design of Logistics Solutions	202	202	404
Sales, Marketing and Customer Services	222	247	469
Cargo Transport and Handling	603	188	791
Cargo Safety and Security	850	173	1 023
E-Logistics	114	74	188
Quality Management	111	148	259
Import / Export Documentation and Procedures	211	201	412
Insurance and Legal Matters	62	73	135
Occupational Safety & Health	124	203	327
<b>Total</b>	<b>2 777</b>	<b>1 816</b>	<b>4 593</b>

*Note: Figures represent the numbers of establishments indicating that their employees require training in respective areas*

Freight Transport – Training Required for Employees

Functional Area	Sector			Overall
	Land Transport and Distribution	Terminals, Warehouse and Logistics Centre	Supporting and Ancillary Services	
Operation Management	302	421	18	741
Planning and Design of Logistics Solutions	201	211	11	423
Sales, Marketing and Customer Services	154	328	17	499
Cargo Transport and Handling	516	236	22	774
Cargo Safety and Security	756	432	21	1 209
E-Logistics	561	286	10	857
Quality Management	513	192	20	725
Import / Export Documentation	181	251	20	452
Insurance, Legal Matters & Compliance	351	368	15	734
Environmental Protection	491	150	13	654
<b>Total</b>	<b>4 026</b>	<b>2 875</b>	<b>167</b>	<b>7 068</b>

*Note: Figures represent the numbers of establishments indicating that their employees require training in respective areas*

Passenger Transport – Training Required for Employees

<b>Functional Area</b>	<b>Overall</b>
<b>Trade Specific Skills</b>	
Managerial / Supervisory / Coaching Skills / Strategic Management	166
Customer Relationship / Complaints Handling	297
Sales and Marketing	182
Merchandising and Purchasing	28
Financing and Accounting	61
Operating Special Vehicles / Equipment	89
Law & Regulation of Transport	131
<b>Generic &amp; Other Skills</b>	
Crowd Control	131
First Aid	101
Handling of Emergency Incidents	215
Repair and Maintenance	92
<b>Total</b>	<b>1 493</b>

*Note: Figures represent the numbers of establishments indicating that their employees require training in respective areas*

<i>For office use</i>	
Ref. Prefix 20 :	_____
Version :	_____

**VOCATIONAL TRAINING COUNCIL  
TRANSPORT AND LOGISTICS TRAINING BOARD**

**FY 2020-21 Out-Centre Course Scheme**

**Application Form for Endorsement of Course Proposal**

No.	Course Information	Description
1.	Name and background of the course provider <sup>1</sup>	
2.	Title of the proposed course / programme <sup>2</sup>	
3.	Experience of the course provider in the proposed Course/ Programme <sup>3</sup>	
4.	Course objective <sup>4</sup>	
5.	Content/outline <sup>5</sup>	
6.	Promotion/Publicity	
7.	Medium of instruction	
8.	Target participants/trainees	
9.	Admission requirement	
10.	Assessment requirement	
11.	Duration Number of day : Number of lesson : Number of hour :	

<sup>1</sup> Please specify whether it is profit making or non-profit making

<sup>2</sup> Please specify whether it is newly developed

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

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

<sup>5</sup> Please attach a separate sheet in case of need

No.	Course Information	Description
12.	Fees <sup>6</sup> Member : Non-Member : Others : _____ (e.g. Early bird, discount. Please specify)	
13.	Subvention entitled <sup>7</sup>	
14.	Qualification and experience of the trainer(s)	
15.	Practical element <sup>8</sup>	
16.	Venue, facility and equipment	
17.	Proposed number of classes <sup>9</sup> Minimum : Maximum :	
18.	Proposed class-size <sup>10</sup> Minimum : Maximum :	
19.	Supplementary information (if any)	

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<sup>6</sup> Please specify a fee range (the min. & max. fee should be within 10% difference) or an exact fee.

<sup>7</sup> 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).

<sup>8</sup> Please specify whether the course/programme involves visit(s) to working/practical site(s) and/or experience-sharing seminar(s)

<sup>9</sup> Please specify the minimum and maximum number of classes

<sup>10</sup> Please specify the minimum and maximum number of participants/trainees per class



No.	Course Information	Description
<i>For course to be conducted in the form of study visit, please provide the following information.</i>		
20.	Detailed itinerary (with time distribution for each session)	
21.	Elaboration on the role of speakers/trainers (e.g. whether they are employees of the visiting organisations; whether they will lead any pre-/post-visit discussion)	

Contact person : \_\_\_\_\_

Organisation : \_\_\_\_\_

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

Telephone : \_\_\_\_\_

Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Date of Application : \_\_\_\_\_

## TRANSPORT AND LOGISTICS TRAINING BOARD

### FY 2020-21 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 for Partial Reimbursement of Course Fee Form (VTC/TL1) to participants, and 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. When a course completes, please provide us within one month the record of attendance and the examination results if applicable. The record, in the form of a letter/list, should be certified with the signature of an authorised person and an official chop. Please alert us if you cannot provide us the record within the said period.
4. Currently, the subsidy is 50% of the course fee, with a ceiling 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.
5. Please provide us the findings of evaluations in relation to the courses conducted.
6. Scheme Administration:

Officer-in-Charge:	Document Coordinator:
Ms Caro Law	Ms Eva Chan
Telephone No.: 3907 6871	Telephone No.: 3907 6653
E-mail: carolaw@vtc.edu.hk	E-mail: evachanks@vtc.edu.hk

Address: VTC, 30F, Billion Plaza II, 10 Cheung Yue Street,  
Cheung Sha Wan, Kowloon  
Facsimile No.: 3748 9400

# RESTRICTED

Annex 5

## TRANSPORT AND LOGISTICS TRAINING BOARD

### FY 2020-21 Out-Centre Course Scheme Notice to Applicant

1. You are eligible to reimbursement of course/programmes endorsed by the Training Board if you are a (i) Hong Kong resident and (ii) employee working for the Transport and Logistics Industry in Hong Kong. All applications will be screened for checking of the applicants' eligibility. Applications not satisfying the conditions will be rejected.
2. You should complete an application form (VTC/TL1) for each course and submit it to the course provider. Course provider will collect the application form from you and send it to us within one month of the course end date. Late submission will not be accepted.
3. The application form for partial reimbursement can be downloaded from the VTC website:  
  
<http://www.vtc.edu.hk>  
  
Home → About VTC → Governance Structure → The Council → Training Boards → Transport and Logistics Training Board → Others
4. The application form should be original and duly signed by you and your employer (with company chop).
5. You should achieve an attendance of at least 80% and pass the assessment of the course/programme if applicable. The course provider will provide relevant supporting document(s) to us.
6. The reimbursement of partial course fee will be arranged when all the required documents are received and verified.
7. Currently, the subsidy is 50% of the course fee, with a ceiling set at \$2,000 per trainee per course. The level and ceiling of subsidy is subject to review. A series of courses that make up a programme is considered modules of the programme. Subsidy will be arranged on programme instead of module basis.
8. The reimbursement will be in the form of cheque and sent to you or your employer, depending on who pays the course fee.

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9. Funding for the Scheme is allocated every financial year (1 April to 31 March the next year) for courses to be completed in the same financial year. The Vocational Training Council will not guarantee funding for the following financial year(s). If for unforeseen reasons, there is a premature termination of the Scheme, the Vocational Training Council will notify course providers as early as possible. It is the course providers' liability to notify individual participants.
  
10. Enquiries, if any, should be channeled through the course providers.