

Vocational Training Council 職業訓練局

Headquarters (Industry Partnership) 總辦事處 (行業合作)
30F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong
香港九龍長沙灣長裕街 10 號億京廣場 2 期 30 樓
www.vtc.edu.hk

Telephone No 電話 3907 6820

Facsimile No. 傳真 2904 7843

Our Reference 本局檔號

Your Reference 來函檔號

April 2019



Dear Course Providers,

Invitation for Application of Out-Centre Courses (OCC) Scheme of the Vocational Training Council (VTC) for Financial Year 2019 – 20

VTC draws strength from the number of Member Institutions to provide a new world of opportunities to learners of all ages and abilities. There are sectors that training needs can be better met through collaboration with various external training and education institutions as well as employer and employee associations, rather than the establishment of independent training institutions within the VTC.

Some Training Boards of the VTC have been organising Out-Centre Courses (OCC) jointly with education / trade / training institutions to update or upgrade the knowledge and skills of their respective in-service personnel. OCC that is designed with industry input are more sector- and skills- specific, incorporating training elements/components, as compared to courses subsidized by other schemes (e.g. the Continuing Education Fund) that tend to be more generic.

The main objective of OCC is to provide upgrading training for employees at various skill levels. To encourage course take-up rate and thereby enhancing the quality and competence of in-service personnel, a course fee subsidy scheme is in place. To qualify for course fee subsidy under the OCC scheme, such courses must be tailor-made to meet the training needs of specific sectors as identified by their respective training boards. A refund of up to 50% of the course fees is granted to eligible in-service participants (as evidenced by their employers) who had completed the approved courses with a minimum level of attendance (usually 80%). On some occasions, an OCC endorsed by a Training Board could be endorsed by other subsidy scheme(s); the administrators of all schemes must take precautions to avoid double-subvention.

The hospitality industry covers three sub-sectors: the hotel, catering and tourism industries. Training for these sectors is provided by the Hospitality Discipline (HT) which encompasses Hotel and Tourism Institute (HTI), Chinese Culinary Institute (CCI), International Culinary Institute (ICI)

and the Institute of Vocational Education (IVE) Hospitality of the VTC. To meet the training needs of in-service personnel of the tourism industry, the Hotel, Catering and Tourism Training Board (HOTB), which is the advisory board of the relevant discipline of the VTC, organises jointly with education/trade/training institution out-centre part-time upgrading courses for in-service Personnel in Travel and Tourism, Fare Construction, Ticketing, Hotel, Cruise or Job-related English.

Please feel free to contact the undersigned at 3907 6820 or Ms. Yvonne Yung at 3907 6676 for any queries you may have. Thank you.

Hotel, Catering and Tourism Training Board Secretariat

Encl.

VOCATIONAL TRAINING COUNCIL
Hotel, Catering and Tourism Training Board

Invitation for Application: Part-time Upgrading Courses for In-service Personnel in Travel & Tourism, Fare Construction, Ticketing, Cruise or Job-related English

GUIDELINES FOR OUT-CENTRE COURSES (OCC) SCHEME

1. The Hotel, Catering and Tourism Training Board of the Vocational Training Council operates an Out-Centre Course (OCC) Scheme, whereby participants or the course provider of an approved course would have the benefit of receiving subsidies from the Training Board subject to fulfilment of conditions for subsidies. The Training Board will subsidize the trainees and will not take part in the administration and conducting of courses.
2. Only non-profit distributing organisations, trade associations, tertiary educational and professional institutes organising courses for Hong Kong residents and within Hong Kong are eligible to run OCC.
3. Courses of same/similar contents operating under other Government funded schemes will not be supported under the OCC Scheme.
4. An annual allocation of approx. HK\$100,000 is available under the OCC Scheme. The subsidy is in the form of partial reimbursement of the course fee to trainees (50% subsidies for course fees of under \$2,000 and 30% subsidies for course fees of \$2,001 and above) upon completion of an approved course.
5. The Training Board will announce its plan for the OCC Scheme for each financial year (commencing 1 April and ending 31 March the next year). Course providers who have appropriate courses on offer are invited to apply. Appendix 2 outlines the information to be provided in the application. The invitation for other providers would also be announced through the Training Board website accessible through the VTC website.
6. Applications are to be submitted by confidential post addressed to the Secretary of the Hotel, Catering and Tourism Training Board, Vocational Training Council and sent to Headquarters (Industry Partnership), 30/F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong.
7. Based on a set of the criteria in Appendix 3, the Training Board will formulate a Working Group to endorse appropriate courses as approved courses of the OCC Scheme. For such courses, course providers are required to follow working procedures in Appendix 4.
8. Unless otherwise specified, a participant qualified for a subsidy should have achieved minimum attendance of 80% of all lectures and should have passed examinations/tests of a course where appropriate.
9. Upon completion of an approved course, the course providing institution forwards the enrolment forms together with the necessary supporting document, such as the attendance records and course evaluation summary to the Council. After checking, applications will be processed and cheques covering the appropriate refund amounts will be mailed to the qualified participants/company directly.

*TO BE SUBMITTED BY THE
COURSE PROVIDER*

Appendix 2

Information to be provided in an application for a course to be endorsed in the
Out-Centre Courses (OCC) Scheme

(Please follow this format for application submission)

Course Provider (name and background, i.e., profit making or non profit making)

Course Title

Course Objectives

Course Content / Outlines

Target Participants

Admission Requirement

Assessment

Instructors / Lectures / Speakers (enclosed with Curriculum Vitae)

Medium of instruction

Duration (number of days or hours)

Number of sessions

Proposed date(s) and class hours of the course

Proposed minimum and maximum number of participants per class

Training Venue(s)

Course Fee

Quality Assurance System

Past experience and record of organising same or similar courses

Declaration on “No Double Subvention of Government Funding on the course under
application of the Out-Centre Course Scheme” by the Course Provider

Contact Person

Address

Telephone

Fax

E-mail

Selection Criteria for Out-Centre Courses (OCC) Scheme

All applications should include the following information to be submitted by confidential post addressed to the Secretary of the Hotel, Catering and Tourism Training Board, and sent to Headquarters (Industry Partnership), 30/F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong. The Training Board will formulate a Working Group to evaluate the application based on the weighting given to each criteria below. The Working Group will make recommendation for the Training Board to endorse the appropriate courses as approved courses of the OCC Scheme.

	<u>Selection Criteria for Reference</u>	<u>Weighting</u>
1. The Course Provider		20%
1.1 Background	Profit making / Non-profit making	
1.2 Track Record	Evaluation of past courses conducted Completion rate of past courses conducted	
1.3 Quality Control	What kind of quality assurance system is implemented	
2. The Proposed Course		40%
2.1 Background	The course is not / will not be operating under any other Government Subsidized Scheme The course is organised and conducted in Hong Kong	
2.2 Course Objective	Relevancy to the need of the industry / trade	
2.3 Admission Policy	Relevancy	
2.4 Content	Relevancy to the need of the industry / trade Addressing or coping with a particular problem area Innovation	
2.5 Duration	Adequacy to the delivery of the content	
2.6 Frequency and class size	Adequacy to the demand Number of people to be trained per period	
2.7 Financial burden to participants	Fee 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	
2.8 Mode of study	Convenient to the participants	
2.9 Test / examination	Relevancy	
3. Lecture / Instructor / Speaker		30%
3.1 Background	Qualification, experience	
3.2 Track record	Evaluation of past courses conducted	
4. Venue		10%
4.1 School location, facilities and equipment		

Working Procedures for Endorsed Courses of the Out-Centre Courses (OCC) Scheme

1. Course providers are required to notify the Training Board at least three weeks in advance the commencement of every endorsed course they plan to offer, the reimbursement of course fee for which will be subject to funding.
2. At the commencement of a course, the course provider is required to distribute claim forms (Appendix 5) to participants and to collect the completed forms and send them to the Training Board if applicable.
3. Representative from VTC or the Training Board will conduct ad-hoc site visits and class observations on the approved Out-Centre Courses and report on findings (Appendix 6).
4. If a participant is eligible for the subvention/subsidy of more than one scheme, the course provider is required to notify the participant that claims for subvention/subsidy from more than one scheme is strictly forbidden. The course providers should spell out in its application forms that double course subsidies are not allowed.
5. Course providers are required to declare that no other subvention from Government funding has been/will be received for the same/similar courses.
6. At the end of a course, the course provider is required to provide the Training Board a record of attendance and the examination results if applicable. The record, in the form of a letter or list, should be certified by authorized persons. The Training Board will arrange direct reimbursement of the subsidies to qualified participants if appropriate.
7. The course provider will distribute a Course Evaluation Questionnaire (Appendix 7) to be filled out by the course participants upon completion of the course. Completed questionnaires, together with a summary of findings are to be returned to the Training Board for reference.

8. Course providers are required to provide the Training Board summaries and findings of evaluations of courses conducted.

9. After the completion of a course, the course provider is required to produce all documentary evidence to support its claims for reimbursement.

10. Contact Details:

Secretary of Hotel, Catering and Tourism Training Board

Telephone No.: 3907 6820 / 3907 6676

Facsimile No.: 2904 7843

Headquarters (Industry Partnership)

30/F, Billion Plaza II

10 Cheung Yue Street

Cheung Sha Wan

Kowloon, Hong Kong

**Claim Form for the Reimbursement of
Course fee of the Out-Centre Courses (OCC) Scheme**

Claim for reimbursement of _____ % course fee of subsidized training courses sponsored by the Hotel, Catering and Tourism Training Board of the Vocational Training Council (“VTC”)

Course Title: _____
Organised By: _____
Duration: _____ Course Fee: HK\$ _____

A. To be Completed by Participant (Please type or print) :

Name in English: _____ Name in Chinese: _____
HK I.D. No. _____ Office Tel. _____ Home Tel. _____
(Only Hong Kong residents are eligible for applying reimbursement)
Address: _____

- (i) I confirm that I am not receiving any other course subvention/subsidies for the aforementioned course which might be provided under any other subsidy scheme;
- (ii) I confirm that the cheque of HK\$ _____ for the _____ % course fee subsidy should be payable to myself/my employer* subject to my satisfactory completion of the course;
- (iii) **(For ticketing-related course participants only):**
I confirm that by the commencement date of the aforementioned course, I have acquired **LESS than** 3 years’ ticketing-related working experience and am therefore eligible to apply for the subsidies.
- (For travel & tourism agency-related course participants only):**
I confirm that by the commencement date of the aforementioned course, I have acquired **LESS than** 3 years’ travel agency-related working experience and am therefore eligible to apply for the subsidies.
- (For job-related English course participants only):**
I confirm that by the commencement date of the aforementioned course, I have acquired **LESS than** 3 years’ travel industry-related working experience and am therefore eligible to apply for the subsidies.

Participant’s Signature

*Please delete one

Please tick if appropriate

B. To be Completed by Participant's Employer (Please type or print) :

This is to certify that the above participant is currently a full-time employee of our company and his/her duty is travel and tourism related.

Date

Employer's Authorized Signature
And Company Chop

Name of Company: _____

Address: _____

C. To be Completed by the Institution Conducting the Course (Please type or print) :

We hereby certify that :

- (i) the above participant has attended 80% or more of the aforementioned course. Please reimburse _____ % course fee subsidy (i.e. HK\$ _____) to the party as indicated by the participant;
- (ii) compliance with the "Working Procedures for Endorsed Courses of the OCC Scheme as stipulated in 'Invitation for Application of the OCC Scheme' issued by the VTC has been observed;
- (iii) the necessary supporting documents as required by the VTC for verification of our claims reimbursement have been enclosed;
- (iv) no other government subsidy has been/will be received for the same/similar course;
- (v) the necessary steps to ensure that the above participant will not be receiving double course subvention/subsidies have been undertaken.

Date

Official Chop with Authorized Signature

Name of Institution: _____

**** Kindly note that participants will be approached by VTC officers by random sampling for confirmation of information.**

Out-Centre Courses (OCC) Scheme
Report on Class Observation of Out-Centre Courses (OCC)

Observer :	Training Provider :
Course Code :	Course Title :
Date :	Name of Instructor :
Time :	
Venue :	
Course Content :	
Response from Participants :	
Recommended Areas for Improvement :	
Overall Comment :	

E=Excellent, G=Good, F=Fair, P=Poor

Details of Class Observation

	E	G	F	P
1. Clarity of topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Relevancy of content to the topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Preparation of course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructor's grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Appropriate time allocation to the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Appropriate use of language and tone of voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Creating pleasant learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Attitude towards participant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Teaching techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inviting questions at appropriate time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use of examples/cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Logical sequence in teaching plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Use of course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Use of support media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Occupational health awareness (applicable to practical session only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Use of equipment (practical session) (applicable to practical session only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed by Observer : _____

Date : _____

To be completed by the course participant upon completion of the course

**Out-Centre Courses (OCC) Scheme
Course Evaluation Questionnaire**

Course name and Code : _____

Notes for completing this questionnaire

1. The purpose of this questionnaire is for course and training improvement.
2. Please mark ● in the circle provided for your reply to the question.
3. Please answer all questions.
4. If you disagree or strongly disagree with any aspect from 1-15, please elaborate and provide your comments in question 17 for our improvement.

I COURSE

- 1 Course contents were appropriate
- 2 Course aims and objectives were achieved
- 3 Allocation of time for the topics was appropriate
- 4 The teaching handouts facilitated learning

II INSTRUCTOR

- 5 Instructor was well prepared and knowledgeable
- 6 Presentation / demonstration of topics was organised and systematic
- 7 Instructor’s teaching methods promoted learning
- 8 Communication with participants was clear

III ASSIGNMENTS & ASSESSMENTS

- 9 The assignment were useful to my understanding of the content taught
- 10 The assessments marking have been fair and reasonable
- 11 Helpful and constructive feedback was received on my work

IV FACILITY

- 12 The learning environment (size of classroom, lighting and air-conditioning and toilets) was suitable
- 13 The learning resources (audio-visual aids, computer and on-line resources) were suitable to support this course
- 14 Overall, I am satisfied with the teaching quality
- 15 Overall, I am satisfied with the quality of this course

Strongly agree	Agree	Disagree	Strongly disagree
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○
○	○	○	○

16 What do you like best about this class?

17 In what ways could this class be improved?