

# **RESTRICTED**

## **TRANSPORT AND LOGISTICS TRAINING BOARD**

### **FY 2020-21 Out-Centre Course Scheme Notice to Applicants**

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.