

VOCATIONAL TRAINING COUNCIL

Media and Communications Training Board

Invitation for Application: Courses for Personnel of the Media and Communications Industry

GUIDELINES FOR THE OUT-CENTRE COURSE SCHEME

1. The Media and Communications Training Board operates an Out-Centre Course (OCC) Scheme whereby the course provider of an approved course would have the benefit of receiving subsidies from the Training Board subject to fulfillment of conditions for subsidies. The Training Board will subsidise the non-profit making course providers and will not take part in the administration and the conducting of courses.

2. The subsidy is in the form of partial reimbursement of the organising expenses to the course provider upon completion of an approved course. VTC will allocate up to 50% of the total cost as subsidy to the course provider without deducting income, providing that the nature of the proposed OCC 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 Training Board 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. For seminar inviting overseas speakers, the maximum subsidy for overseas speakers' fee will be \$15,000. The Training Board 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 Training Board will announce its plan for the Scheme for each financial year (commencing on 1 April and ending on 31 March the next year). Course providers who have appropriate courses on offer are invited to apply. The invitation for other providers will also be announced through the Training Board website <http://mctb.vtc.edu.hk>. A copy of Application Form is shown in Appendix 1 and the downloadable Form is also available at Training Board website.

4. Applications are to be submitted (at least three weeks in advance) by confidential post addressed to the Secretary of the Media and Communications Training Board, Vocational Training Council and sent to 30/F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong.

5. Based on a set of selection criteria in Appendix 2, the Training Board will endorse appropriate courses as approved courses of the OCC Scheme. For such courses, course providers are required to follow working procedures in Appendix 3.



Media and Communications Training Board

Out-Centre Course Scheme

Application Form

Please read the Guidelines for the Out-Centre Course Scheme before completing this form. Course providers are required to submit the application forms to the Media and Communications Training Board (Postal address: Media and Communications Training Board Secretariat, 30/F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong).

Part A Details of Course Provider		
(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:		
	Course Title	Delivery Date
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____

* Delete as inappropriate.

Part B Course Summary

(a) Course Title : _____

(b) Course Objective : _____

(c) Course Contents/Outlines : _____

(d) Speaker(s) :

	Name	Background
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____
(iv)	_____	_____

(e) Target Participants : _____
(Please specify target participants e.g. journalists, advertisers, public relations personnel, others, etc.)

(f) Admission Requirement (if any) : _____

(g) Assessment (if any) : _____

(h) Medium of Instruction : _____

(i) Venue : _____

(j) Date(s) : _____

(k) Time : From _____ To _____

(l) Course Duration (Number of days/hours) : _____

(m) No. of Participants : _____

(n) Subsidies Requested : \$ _____

Part C Breakdown of Subsidies Requested

Course Title : _____

Name of Organisation : _____

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

(b) Breakdown of Budgeted Items

(i) Venue \$ _____

(ii) Equipment \$ _____

(iii) Souvenir \$ _____

(iv) Recording and transcription \$ _____

(v) Photocopying and postage \$ _____

(vi) Speakers' fee \$ _____

(vii) Administration and co-ordination cost \$ _____

(Please provide justifications/explanations)

Others *(Please specify)*

(viii) _____ \$ _____

(ix) _____ \$ _____

(c) Total Expenditure \$ _____

(d) Subsidies Requested#

(c) x 50% \$ _____

The subsidy is in form of partial reimbursement to the course provider and the maximum amount is 50% of the cost of organising the course without deducting income.

Part D Declaration

To be completed by Course Provider:

I declare that the proposed out-centre course has not received any other government funding as subsidy.

Signature : _____

Name (in BLOCK letters) : _____

Position : _____

Date : _____

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, 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

Working Procedures for Submission/Upon Completion of the Out-Centre Course

1. Course providers are required to notify the Training Board (at least three weeks in advance) for every proposed course they plan to offer subject to funding.

2. The course provider is required to submit the Application for Reimbursement of Out-Centre Course (as shown in Appendix 4) in which the actual income and expenditure should be reported, together with the documentary evidence to the Training Board within one month upon completion of the approved course. These documentary evidence include:
 - (a) A record of attendance;
 - (b) The examination results, if applicable;
 - (c) Findings of evaluations of course conducted using the Evaluation Questionnaire (as shown in Appendix 5); and
 - (d) Original copies of all documentary evidence of expenditure (including administration expense) to support the claims for reimbursements.

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

3. The Training Board will arrange direct reimbursement of the subsidies to the course providers.

4. All guidelines and forms are available at the Training Board website <http://mctb.vtc.edu.hk>.



Media and Communications Training Board
Application for Reimbursement of Out-Centre Course

Part A Details of Course Provider

(a) Name of Organisation:
English :
Chinese :
(b) Address :
(c) Tel. No. : Fax No. :
Email :
(d) Contact Person : Position :

Part B Breakdown of Actual Amount of Subsidies Requested

Course Title :
Date :
Course Duration (Number of days/hours) :
Actual No. of Participants :
(a) Actual Income (Participation fee, sale of tickets ...etc) \$
(b) Breakdown of Budgeted Items
(i) Venue \$
(ii) Equipment \$
(iii) Souvenir \$
(iv) Recording and transcription \$
(v) Photocopying and postage \$
(vi) Speakers' fee \$
(vii) Administration and co-ordination cost \$
(Please provide justifications/explanations)
Others (Please specify)
(viii) \$
(ix) \$
(c) Total Expenditure \$
(d) Subsidies Requested#
(c) x 50% \$

Part C Declaration

I declare that the data I filled in this application form are accurate and I consent that the data can be used in accordance with the Council's policy on personal data.

Signature : Name (in BLOCK letters) :
Position : Date :

The subsidy is in form of partial reimbursement to the course provider and the maximum amount is 50% of the cost of organising the course without deducting income.



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

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?

是
Yes
否
No

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 style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

E. 地點

The Venue

	極佳 Excellent	很好 Very Good	滿意 Satisfactory	普通 Fair	不足 Poor
1. 位置 Your view on the location	<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 Your rating of the facilities of the venue	<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.