



TRANSPORT AND LOGISTICS TRAINING BOARD

FY 2019-20 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 2016 Manpower Survey of the Transport and Logistics Industry are in **Annex 2**. Participants/trainees of a course or programme endorsed by the Training Board would have the benefit of receiving subsidies from the Scheme, subject to fulfilment of conditions for subsidies. The Training Board will subsidise the participants/trainees who are employees of Hong Kong and not the course providers and will not take part in the administration and the conducting of courses and programmes. The Scheme is 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 rate of reimbursement is currently fixed at \$33 per contact hour of the course/programme until further notice. The ceiling of subsidy is equal to 50% of the course/programme fee. For specified courses, company-sponsored applications are not eligible for the partial reimbursement of the course fee.

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 send their proposals and plans. Information to be provided for each course/programme proposal is to be completed in an information sheet provided. Course/programme proposals are to be submitted by confidential post or by electronic mail to the Administrator. Based on a set of selection criteria, the Training Board will evaluate and endorse (or otherwise) the proposals.

3.2 Course providers who have appropriate courses and programmes planned/developed after the annual exercise could submit their proposals from time to time. The Training Board will evaluate and endorse (or otherwise) the proposals on ad hoc basis.

4. For those courses and programmes endorsed, course providers are required to follow a working procedure (**Annex 3**).
5. A Notice to Applicants should be served to participants (**Annex 4**). Unless otherwise specified, a participant/trainee qualified for a subsidy should have achieved minimum attendance of 80% of the course/programme and should have passed examinations/tests if applicable.
6. If a programme is made up of a series of courses, subsidy will be arranged for the programme but not individual courses.
7. Course providers should inform the Training Board any form of sponsorship and donation from the private sector received, if any.
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 if there is a 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 the 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 2019-20 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,
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 (newly added)**

TRANSPORT AND LOGISTICS TRAINING BOARD

Findings of the Training Needs from the 2016 Manpower Survey of the Transport and Logistics Industry

A number of functional areas were identified in the Specification of Competency Standards (SCS) of the industry. The following two tables summarise the employers' views on staff training in the five sectors.

Number of Employees Required Training

| Functional Area | Sector | | Overall |
|--|----------------------------|--------------|---------------|
| | Air Freight and Express | Shipping | |
| Operation Management | 314 | 137 | 451 |
| Planning and Design of Logistics Solutions | 328 | 270 | 598 |
| Sales, Marketing and Customer Services | 447 | 400 | 847 |
| Cargo Transport and Handling | 3,697 | 801 | 4,498 |
| Cargo Safety and Security | 4,981 | 935 | 5,916 |
| E-Logistics | 520 | 584 | 1,104 |
| Quality Management | 480 | 120 | 600 |
| Import / Export Documentation and Procedures | 1,295 | 554 | 1,849 |
| Insurance and Legal Matters | 651 | 203 | 854 |
| Occupational Safety & Health | 3,399 | 615 | 4,014 |
| Total | 16,112 | 4,619 | 20,731 |

Number of Employees Required Training

| Functional Area | Sector | | | Overall |
|--|---------------------------------|---|-----------------------------------|---------------|
| | Land Transport and Distribution | Terminals, Warehouse and Logistics Centre | Supporting and Ancillary Services | |
| Operation Management | 60 | 161 | 2 | 223 |
| Planning and Design of Logistics Solutions | 104 | 126 | 2 | 232 |
| Sales, Marketing and Customer Services | 520 | 80 | 2 | 602 |
| Cargo Transport and Handling | 3,361 | 1,148 | 32 | 4,541 |
| Cargo Safety and Security | 3,236 | 3,209 | 105 | 6,550 |
| E-Logistics | 237 | 119 | 2 | 358 |
| Quality Management | 1,386 | 268 | 4 | 1,658 |
| Import / Export Documentation | 249 | 5 | 2 | 256 |
| Insurance, Legal Matters & Compliance | 124 | 5 | 5 | 134 |
| Environmental Protection | 969 | 130 | 2 | 1,101 |
| Total | 10,246 | 5,251 | 158 | 15,655 |

TRANSPORT AND LOGISTICS TRAINING BOARD

FY 2019-20 Out-Centre Course Scheme Working Procedures for Course Providers/Organisers

1. A course or a module of a programme is endorsed in principle by the Training Board but whether fund is granted when it is actually offered/organised is subject to the prevailing pool of fund. To ensure an orderly utilisation of the fund, we require your notification of the start/end dates and the estimated number of participants before you start a course/programme. You will be advised whether fund is available or exhausted. **Fund will not be reserved for a course/programme if we have not been notified.**
2. At the beginning of a course/programme, please distribute the Application for Partial Reimbursement of Course Fee Form (VTC/TL1) to students, and collect the completed forms and send them to us within one month. Fund might 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 letter or list, should be certified by authorised persons and bearing an official chop. Please alert us if you cannot provide us the record within this period.
4. The rate of reimbursement is currently fixed at \$33 per contact hour of the course/programme until further notice. The reimbursement will be processed by course or by module of a programme.
5. Please provide us the findings of evaluations of courses conducted.
6. Scheme Administration:

Officer-in-Charge:

Ms Caro Law

Telephone No.: 3907 6871

E-mail: carolaw@vtc.edu.hk

Document Coordinator:

Ms Eva Chan

Telephone No.: 3907 6653

E-mail: evachanks@vtc.edu.hk

Address: VTC, 30F, Billion Plaza II, 10 Cheung Yue Street,
Cheung Sha Wan, Kowloon

Facsimile No.: 3748 9400

TRANSPORT AND LOGISTICS TRAINING BOARD

FY 2019-20 Out-Centre Course Scheme Notice to Applicant

1. You are eligible to reimbursement of course/programmes endorsed by the Training Board if you are an employee working for the Transport Logistics Industry. All applications will be screened to find out the eligibility of the applicants. Applications not satisfying the condition will be rejected.
2. You should complete an application form (VTC/TL1) for each course or each module of a programme or each seminar and submit it to the course provider/organiser. Course provider/organiser will collect the application form from you not later than the second session of a course and send all forms to us. Late submission is not 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 bears your and your employer's signature and chop.
5. You should achieve an attendance of at least 80% and pass the assessment of the course/programme if applicable. The course provider/organiser will inform us about this.
6. The reimbursement of partial course fees will be arranged when all documents are ready and completed.
7. The reimbursement at present is \$33 per contact hour of the course/programme/seminar until further notice. The ceiling of subsidy is equal to 50% of the course/programme fee. A series of courses that make up a programme is considered modules of the programme.
8. The reimbursement will be in the form of cheque and sent to you or your employer who pays the course fee.

9. Funding for the Scheme is allocated every financial year (1 April to 31 March the next year) for courses completing the same financial year. The Vocational Training Council will not guarantee funding for the consecutive financial year(s). If for unforeseen reasons, there is a premature termination of the Scheme, the Vocational Training Council will notify course providers/organisers as early as possible but will not notify individuals.

10. Enquiries if any should be channeled through course providers/organisers.

意見調查表

Evaluation Questionnaire

致各參與人士：
To all participants:

是次調查旨在：

The purposes of this survey are to:

- 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;
- 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) 講者 Name of the speaker | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| b) 講者 Name of the speaker | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| c) 講者 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.

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
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="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. 服務 Your view on the services provided | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. 設施 Your rating of the facilities of the venue | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 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="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | 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="text"/> | | <input type="text"/> | | <input type="text"/> |
| | 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? 如不，原因何在? If no, why not? | <input type="text"/> | | <input type="text"/> | | |

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.