



## TRANSPORT AND LOGISTICS TRAINING BOARD

### FY 2019-20 Out-Centre Course Scheme Guidelines for Seminars

1. The Transport and Logistics Training Board (TLTB) operates an Out-Centre Course (OCC) Scheme for the Transport and Logistics Industry whereby the organiser of an approved seminar 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 organisers and will not take part in the administration and the conducting of the seminars. The Scheme is operated subject to fund availability.
2. The subsidy is in the form of partial reimbursement of the organising expenses to the organiser upon completion of an approved seminar. Vocational Training Council (VTC) will allocate up to 50% of the total cost as subsidy to the organiser, providing that the nature of the proposed seminar 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. 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). The OCC Scheme does not support the expenses of visits arranged by seminars, if any
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). Organisers who have appropriate seminars on offer are invited to apply (**Annex 1**). The invitation will also be announced through the VTC website, <http://www.vtc.edu.hk/>

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4. Applications are to be submitted at least three weeks in advance by electronic means addressed to the Secretary of the Transport Logistics Training Board, Vocational Training Council.
5. For those seminars endorsed, seminar providers are required to follow a working procedure (**Annex 2**).
6. Based on a set of selection criteria, the Training Board will endorse appropriate seminars as approved seminars of the OCC Scheme.
7. Seminars can be submitted from time to time if not planned in advance.
8. Change to the seminar fee is not allowed after the seminar is approved.
9. The principles of the subsidy are outlined below:
  - 9.1 A ceiling of subsidy will be set. It is equal to 50% of the estimated expenditure;
  - 9.2 If the actual expenditure deducts the actual income is equal to or greater than the ceiling, the ceiling (50% of the estimated expenditure) will be the subsidy;
  - 9.3 If the actual expenditure deducts the actual income is less than the ceiling, the subsidy is the difference between the actual expenditure and the actual income.
  - 9.4 Maximum subsidy per seminar is \$30,000.
10. Seminar providers should inform the Training Board any form of sponsorship and donation from the private sector received, if any.
11. TLTB being part of the 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:
  - 11.1 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;

11.2 In advance of using the Training Board's name in whatever media or format, express approval should be obtained from the Training Board or its delegated authority;

11.3 The usage of the Training Board's name is confined to the promotion and publicity of the seminars which have been endorsed by the Training Board in that financial year only;

11.4 The authority to approve the usage of the Training Board's name ultimately rests with the Training Board or its delegated authority.

12. 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 Application Form for Seminars

Please read the Guidelines for Seminars before completing this form. Organisers are required to submit the application form to the Transport and Logistics Training Board by electronic means.

<b>Part A Details of Organiser</b>		
(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 Seminars Conducted:		
	Seminar Title	Delivery Date
(i)		
(ii)		
(iii)		

\* Delete as inappropriate.

**Part B Seminar Summary**

(a) Seminar Title : \_\_\_\_\_

(b) Seminar Objective : \_\_\_\_\_  
\_\_\_\_\_

(c) Seminar Contents/Outlines :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Promotion/Publicity : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) Speaker(s) :

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

(f) Target Participants : \_\_\_\_\_

(g) Admission Requirement (if any) : \_\_\_\_\_

(h) Assessment (if any) : \_\_\_\_\_

(i) Medium of Instruction : \_\_\_\_\_

(j) Venue : \_\_\_\_\_

(k) Date(s) : \_\_\_\_\_

(l) Time : From \_\_\_\_\_ To \_\_\_\_\_

(m) Course Duration (Number of days/hours) : \_\_\_\_\_

(n) No. of Participants : \_\_\_\_\_

## Part C Breakdown of Income & Expenditure

Seminar Title : \_\_\_\_\_

Name of Organisation : \_\_\_\_\_

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

(b) Breakdown of Budgeted Items

(i) Venue \$ \_\_\_\_\_

(ii) Equipment \$ \_\_\_\_\_

(iii) Souvenir to speakers \$ \_\_\_\_\_

(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 \$ \_\_\_\_\_

# *The subsidy is in form of partial reimbursement to the organiser and the maximum amount is 50% of the cost of organising the course.*

**Part D Declaration**

To be completed by the organiser:

I declare that the proposed seminar has not received any other government funding as subsidy.

Signature : \_\_\_\_\_

Name (in BLOCK letters) : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

## TRANSPORT AND LOGISTICS TRAINING BOARD

### FY 2019-20 Out-Centre Course Scheme

#### Working Procedures for Submission/Upon Completion of the Seminar

1. Organisers are required to notify the Training Board (at least three weeks in advance) for every proposed seminar they plan to offer subject to funding.
2. The organiser is required to submit the Application for Reimbursement of Seminar (as shown in **Annex 3**) 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. The documentary evidence include:
  - (a) A record of attendance;
  - (b) The examination results, if applicable;
  - (c) Findings of evaluations of seminar conducted using the Evaluation Questionnaire (as shown in **Annex 4**); 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 organiser.

4. All guidelines and forms are available at the Training Board website:

<http://www.vtc.edu.hk>

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5. 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 Application for Reimbursement of Seminar

<b>Part A Details of Organiser</b>	
(a) Name of Organisation:	
English :	
Chinese :	
(b) Address :	
(c) Tel. No. :	
Fax No. :	
Email :	
(d) Contact Person :	
Position :	
<b>Part B Breakdown of Actual Amount of Expenditure</b>	
Seminar Title :	
Date :	
Seminar Duration (Number of days/hours) :	
Actual No. of Participants :	
(a) Actual Income (Participation fee, sale of tickets ...etc)	\$ <span style="border-bottom: 1px solid black;"></span>
(b) Breakdown of Budgeted Items	
(i) Venue	\$ <span style="border-bottom: 1px solid black;"></span>
(ii) Equipment	\$ <span style="border-bottom: 1px solid black;"></span>
(iii) Souvenir	\$ <span style="border-bottom: 1px solid black;"></span>
(iv) Recording and transcription	\$ <span style="border-bottom: 1px solid black;"></span>
(v) Photocopying and postage	\$ <span style="border-bottom: 1px solid black;"></span>
(vi) Speakers' fee	\$ <span style="border-bottom: 1px solid black;"></span>
(vii) Administration and co-ordination cost	\$ <span style="border-bottom: 1px solid black;"></span>
Others ( <i>Please specify</i> )	
(viii) <span style="border-bottom: 1px solid black;"></span>	\$ <span style="border-bottom: 1px solid black;"></span>
(ix) <span style="border-bottom: 1px solid black;"></span>	\$ <span style="border-bottom: 1px solid black;"></span>
(c) Total Expenditure	\$ <span style="border-bottom: 1px solid black;"></span>
	<span style="border-bottom: 1px solid black;"></span>
<b>Part C Declaration</b>	
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 :	

## 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:*

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) 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**


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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.