|  |  |  |
| --- | --- | --- |
| **YETP_EN_642x164**  | **Youth Employment and Training Programme**Application No.:TE - **Labour Department** |  |
|  | **Application Form for Enrolment of****Off-the-job Vocational Training Courses** | **Fax No.: 2383 6414** |
| **Part 1 [To be completed by Applicant (Trainee)]** |
| (Applicants should submit this form by fax or by mail to the YETP (KLN Office), Labour Department (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon) **at least two weeks** before the commencement of the course/ examination. Late applications or applications with incomplete data or information will NOT be processed. ) |
| ***To: YETP (KLN Office), Labour Department*** |  |
| Name of trainee (Trainee No.)﹕ ( ) | 　Office Tel.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| HKID No.:  | 　Mobile/ Contact No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Company/ Organization:  | Training Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Period of On-the-job Training: From (dd/mm/yyyy) to (dd/mm/yyyy) |
| Name of Course/ Examination\*:  |
| Name of Training Body / Institution:  |
| Tel. No. of Training Body/ Institution:  |
| Qualifications to be acquired: (e.g. Diploma, Certificate of Pass, Qualification, etc) |
| Date of Course/ Examination\*: From (dd/mm/yyyy) to (dd/mm/yyyy) |
| Time of Course/ Exam\*: days a week, Every ; (Remarks: )From (a.m./ p.m.) to (a.m./ p.m.) Place of Course/ Exam\*:  |
| Fees: | Course/ Examination\* : HK$  |
| **(Charge for late submission of application, certificate fees, fees on textbooks or cost of enrolment gift are not included)** |
| I have read and fully understood the “Notes on Enrolment of Off-the-job Vocational Training Courses and Claim for Reimbursement of Course/Examination Fee” and agree to comply with all the conditions set out. I understand that I will not be entitled to the course/ examination fee if the on-the-job training period is terminated before the commencement of the above vocational training course/ examination. I declare that the information provided in this application form is true and correct. I understand that the allowance will not be released and I will be criminally liable if I make false statements or provide fraudulent documents knowingly and willfully.  |
| Signature of Trainee:  | Date:  |
| **Part 2 [To be completed by YETP (KLN Office), Labour Department]** |
| ***To: Trainee***  |  |
| 🗖 Your application for the training course/examination as mentioned in Part 1 has been accepted. You may apply for reimbursement of course/ examination fees as specified below upon completion of course/ examination **and** attainment of relevant qualification with certificate or attendance of 90% or above for the vocational course.  |
| Course/Examination\* : HK$  |
| (The upper limit for claims of course and examination fees under YETP for every trainee during an on-the-job training period is $4,000.)  |
| 🗖 Your application is not successful due to the following reason(s): |
| 🗖 Course/ Examination is **not relevant** to the training post  | 🗖 Submission of application **after** the commencement of course/ examination |
| 🗖 The application is **not** a vocational training course | 🗖 Course/ Examination does **not** commence within the on-the-job training period |
| 🗖 Course/ examination is **not** provided by legitimate and appropriate training body and opened for public enrolment  | 🗖 Applicant is **not** employed under an on-the-job training post |
|  | 🗖 Others:  |
| Signature of Approving Officer: Name and Title of Approving Officer:  |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Official Chop:  |
| **Part 3 [To be completed by Applicant (Trainee)]** |
| (Applicant should submit this form by fax or email to YETP(KLN office), Labour Department (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong) within **six months** after the completion of the course/examination. Late applications or applications with incomplete information / insufficient documents will NOT be processed.) |
| ***To: YETP (KLN Office), Labour Department*** |  |
| I have completed the course or examination mentioned in Part 1. With regard to the assessment result in Part 2, I hereby claim for reimbursement of Course/Examination\* fees. |
| Attached please find the following documents: (Please tick the appropriate 🗖) |
| 1. Original copy of the whole Application Form for Enrolment of Off-the-job Vocational Training Courses (with approval in Part 2)
2. 🗖 The copy of the certificate which specifies the qualifications acquired or passing of examination; or

🗖 Part 4 or written certification (filled in by the training body) which specifies the attendance rate for the course1. Original receipt of Course/Examination\* Fees
 |
| I declare that all information provided and documents submitted in this application are true and correct. I also declare that no allowance has been received under other publicly-funded schemes (e.g. Workplace English Campaign, Continuing Education Fund, etc.) with regard to this application. I understand that allowance will not be released and I will be criminally liable if I make false statements or provide fraudulent documents knowingly and willfully. |
| Signature of Trainee:  | HK I.D. No.:  |
| Name of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Please use block letters. Reimbursement of course/examination fees will be made by cheque or bank transfer.) |
|  |  |  |
| **Part 4 [To be completed by the Institution/ Training Body which provides the course]** |
| For applicants unable to acquire the relevant qualifications or pass the examination, please ask the institution/training body which provides the course to complete the following part to certify that your attendance rate has reached 90% or above. |
| ***To: YETP (KLN Office), Labour Department*** |  |
| This is to certify that (Name of trainee) of HKID No.: has attended (Name of course) which is provided by us. |
| Course duration : From / / (dd/mm/yyyy) to / / (dd/mm/yyyy) Attendance rate: % |
| Signature of Officer-in-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name and Position of Officer-in-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact No.:  |
| Name of Institution/Training Body:  |
| Date:  | Official Chop:  |
|  |

**Youth Employment and Training Programme, Labour Department**

**Notes on Enrolment of Off-the-job Vocational Training Courses**

**and Claim for Reimbursement of Course/Examination Fee**

1. **Submission of application, processing procedures and arrangement on reimbursement:**
	1. Applicants must be trainees who are being employed and receiving on-the-job training under YETP of the Labour Department.
	2. Trainees should complete **Part 1** of the application form and submit it to the YETP (KLN Office), Labour Department (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon) by fax (Fax No.: 2383 6414), by mail or in person **at least two weeks prior to the commencement of the course/ examination.** Email application is not accepted. **Please note that the course/ examination should start within the on-the-job training period.**
	3. All applications will be scrutinized by the YETP (KLN Office), Labour Department. Each trainee will be notified of the result under **Part 2** of the application form by mail and by phone.
	4. If the application is rejected, the trainee may need to discuss with his/ her case manager and choose other suitable course(s)/ examination(s).
	5. If the application is approved in principle, the trainee can proceed with the enrolment of the relevant course/ examination. The trainee should keep the **original payment receipt** for claiming reimbursement of the relevant course or examination fees. **The reimbursement will not be approved if the trainee is subsequently not engaged in the on-the-job training when the course/ examination starts.**
	6. The upper limit for reimbursement of the course and examination fees is $4,000 per trainee per on-the-job training engaged under YETP of the Labour Department.
	7. Trainees shall fill in **Part 3** of the application form, whilethe institution/training body which provides the course to complete **Part 4** of the application form, if necessary. Trainees shall return the completed form (as well as the original Part 1 and Part 2 of the form), together with the documents required to the YETP (KLN Office), Labour Department (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon) **within 6 months** after completing the course or acquiring the relevant qualification or certificate. **Late applications or applications with incomplete information or insufficient documents will not be processed.**
	8. Upon approval, reimbursement will be made by cheque to the trainee via the Treasury by mail. If the age of the trainee is under 18 and thus could not receive the payment by cheque, the trainee is required to complete the form “Authority for Payment to a Bank” (Form GF179A) and submit it together with a copy of the front page of bankbook or a copy of the debit card to YETP(KLN Office), Labour Department for arranging payment by bank transfer.
2. **The YETP (KLN Office) Office, Labour Department approves the applications of course/ examination enrolment if :-**
	1. the vocational skills acquired in the course/ examination are relevant to the training post;
	2. the course/ examination includes assessment elements (e.g. certificate of pass, etc.) or the training course comprises designated in-class hour, and the training organization would record the attendance of the participants and issue attendance proof/ certificate; and
	3. the course/ examination is provided by a legitimate and appropriate training body and open to the public for enrolment.
3. **Trainee is eligible to claim for reimbursement of off-the-job vocational training course and examination fees (maximum $4,000 per each on-the-job training engaged under YETP) if he/ she has:-**
	1. obtained approval in principle on the enrolment of the course/ examination concerned from the YETP (KLN Office), Labour Department before the commencement of the course/ examination; and
	2. acquired relevant qualification/ certificate; or achieved an attendance of 90% or above for the vocational training course.
4. **Documents required for claiming reimbursement:**
5. The original of the whole Application Form for Enrolment of Off-the-job Vocational Training Courses (with Part1, Part 2 and the duly completed Part 3);
6. Copy of the certificate obtained or written certification/ Original Part 4 of the Application Form for Enrolment of Off-the-job Vocational Training Courses completed by the institution/ training body to specify the attendance rate of the trainee concerned in the vocational training course; and
7. Original receipt for course/ examination fees (must bear the name of the trainee, name of the course/ examination and provider, and the cost of the course/ examination).
8. **Other points to note:**
	1. Any trainee, who is interested in any off-the-job vocational training courses, should discuss with his/her employer before enrolment to better arrange the working hours and reshuffle of job duties when necessary.
	2. **Prior approval must be obtained from the Programme Office in writing regarding any changes of the obtained approval in principle (including the training institute/ course/ course content/ date/ time/ fee etc.) before the commencement of the course/ exam, or else no reimbursement would be made. Application should be re-submitted if the training institute has changed or the course/ examination fee increased.**
	3. Application form can be downloaded from the YETP website ([www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)).
	4. Trainees should submit separate application forms for vocational training course and relevant examination.
	5. Trainees are not allowed to submit duplicate applications on the same vocational training course if the course has been previously approved by the YETP (KLN Office), Labour Department.
	6. All information provided must be true and correct. Allowance will not be released and trainee will be criminally liable if he/ she makes false statements or provides fraudulent documents knowingly and willfully.
	7. The final right to approve the reimbursement of course and examination fees rests with the Programme Office.
9. **Personal Information Collection Statement**
	1. The purpose of collecting personal data by the YETP (KLN Office), Labour Department is to process trainee’s application for enrolment of off-the-job vocational training courses and reimbursement of course/ examination fees under YETP. The data may be transferred to the employers, case managers or other government departments for the purpose aforementioned.
	2. If the trainee wishes to access and correct his/ her personal data, he/ she should approach the YETP (KLN Office), Labour Department at 2112 9932.