

Youth Employment and Training Programme Labour Department

SAMPLE

Application No.:
TE -

Application Form for Off-the-job Vocational Training Courses/Examinations

Fax No.: 2383 6414

Part 1

(Applicants should submit this form by fax, by mail or in person 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 information will NOT be processed.)

To: YETP (KLN Office), Labour Department**(A) To be completed by Applicant (Trainee)**

Name of Trainee (Registration No.): _____ (_____) Office Tel.: _____

HKID No.: _____ Mobile/Contact No.: _____

Name of Company/Organisation: _____ Job Title: _____

On-the-job Training Period: From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

Name of Course/Exam*: _____

Name of Course/Exam* Organisation: _____

Course/Exam Organisation is on the list of the Education Bureau/Continuing Education Fund

Tel. of Course/Exam* Organisation: _____ Place of Course/Exam*: _____

Date of Course/Exam*: 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.*)

Qualifications to be acquired: _____ (e.g. Diploma, Certificate of Pass, etc.)

Means of Knowing the Course/Exam*: _____ (e.g. Internet, referral by friends, etc.)

Course/Exam* Fee: HK\$ _____

The course/examination should commence within the on-the-job training period, but could end after the on-the-job training period

(Charge for late submission of application, certificate fees, fees of textbooks or cost of enrolment gift are not included)

I have read and fully understood the “Notes on Off-the-job Vocational Training Courses/Examinations” and agree to comply with all the conditions therein. I understand that I will not be reimbursed of the course/examination fee if the vocational training course/examination commenced after the termination of the on-the-job training period. I declare that the information provided in this application form is true and correct. I understand that the reimbursement will not be granted and I will be criminally liable if I make false statements or provide fraudulent documents knowingly and willfully.

Signature of Trainee: _____ Date: _____

(B) To be completed by Career Advisor

(If the Course/Examination Organisation is **NOT** a training institute on the list of the Education Bureau or the Continuing Education Fund, this part must be completed by career advisor.)

I acknowledge that the trainee intends to enrol in or apply for the above course/examination, and consider that the above open course/examination provided by a legal and appropriate organisation is suitable for him/her to enrol in or apply for.

Signature of Career Advisor : _____

Name of Career Advisor : _____

Name of Service Provider : _____

Date : _____ Stamp of Service Provider : _____

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 fee as specified below if you have attained a course attendance rate of 90% or above, and/or acquired respective qualifications or certificates of the course/examination.

Course/Exam* Fee: HK\$ _____

(The upper limit for reimbursement of course/examination fees for each trainee is \$4,000 per each on-the-job training under YETP.)

- ☐ Your application is not successful due to the following reason(s):
- ☐ Course/Examination is not relevant to the on-the-job training post
 - ☐ The application is not a vocational training course/examination
 - ☐ Course/Examination is not provided by legitimate and appropriate organisation and open to public
 - ☐ Application is not submitted at least two weeks before the commencement of the course/examination
 - ☐ Course/Examination does not commence within the on-the-job training period
 - ☐ Your job is not an on-the-job training under YETP
 - ☐ Part 1(B) of the application form is not completed
 - ☐ Others: _____

Signature of Approving Officer : _____

Name of Approving Officer : _____

Title of Approving Officer : _____

Date : _____

Official Stamp : _____

The Programme Office will mail **the original** Part 1 and Part 2 of the form to notify trainee of the result. Please keep **the original** Part 1 and Part 2 of the form properly.

Part 3 [To be completed by Applicant (Trainee)]**To: YETP (KLN Office), Labour Department**

I have completed the course/examination mentioned in Part 1.

With regard to the approval in Part 2, I hereby claim for reimbursement of Course/Examination* fee.

Attached please find the following documents: (Please tick the appropriate ☐)

- (1) ☐ **Original copy** of the whole Application Form for Off-the-job Vocational Training Courses/Examinations
(Part 1-Part 3 of this form)
- (2) ☐ A copy of the certificate of respective qualifications/pass of examination; or
☐ Proof of attendance issued by the course organisation/the **original copy** of Part 4 of this form completed by the course organisation specifying my course attendance rate*
- (3) ☐ **Original** official receipt of the 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 reimbursement will not be granted and I will be criminally liable if I make false statements or provide fraudulent documents knowingly and willfully.

Please mail the cheque to the following address (Please fill in Chinese or English in **BLOCK LETTERS**):

Signature of Trainee : _____

HKID No. : _____

Name of Trainee : _____

Date : _____

(Please use block letters. Reimbursement of course/examination fees will be made by cheque or bank transfer.)

The original official receipt of the course/
examination should contain stamp of course/
examination organisation and receipt number.

Part 4 [To be completed by the Course Organisation]

For applicants unable to acquire the respective qualifications or pass the examination, please ask the course organisation to complete the following part to certify that your course 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)
provided by our organisation, while the course was from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)
and the attendance rate is _____%.

Signature of Officer-in-charge : _____

Name : _____

Position : _____

Contact No. : _____

Name of Course Organisation : _____

Date : _____

Official Stamp : _____

Youth Employment and Training Programme, Labour Department
Notes on Off-the-job Vocational Training Courses/Examinations

A. 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. **Please note that the course/examination should commence within the on-the-job training period.**
3. 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.** Submission by email is not accepted.
4. The off-the-job vocational training courses/examinations you intend to enrol in or apply for must be relevant to the on-the-job training, and the course/examination concerned must be provided by a legal and appropriate organisation. Please refer to the webpage of the Education Bureau (www.edb.gov.hk) or the Continuing Education Fund (www.wfsfaa.gov.hk/cef/en/preparation/providers.htm) for information on course/examination organisations.
5. In general, if the course/examination organisation is not a training institute on the list of the Education Bureau or the Continuing Education Fund, you must first consult the career advisor, and the career advisor should complete Part 1(B) of the application form before submitting it to the Programme Office. The Programme Office may consult your employer about your application when necessary.
6. 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.
7. If the application is rejected, the trainee may need to discuss with his/her career advisor and choose other suitable course(s)/examination(s).
8. 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/examination fees. **The reimbursement will not be approved if the trainee is not engaged in the on-the-job training at the time when the course/examination commences.**
9. The upper limit for reimbursement of the course/examination fees is **\$4,000** per trainee per on-the-job training engaged under YETP of the Labour Department.
10. Trainees shall fill in **Part 3** of the application form, while the course organisation shall 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 (attendance rate of 90% or above) or acquiring the respective qualification or certificate. **Late applications or applications with incomplete information or insufficient documents will not be processed.**
11. Upon approval, the payment of the reimbursement will be made by a crossed cheque to the trainee via the Treasury and will be sent to you by post. 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 ATM card to YETP(KLN Office), Labour Department for arranging payment by bank transfer.

B. 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 on-the-job training post;
2. the course/examination includes assessment elements (e.g. certificate of pass issued by the course/examination organisation) for evaluating students' performance; or whether the training course comprises designated training hours, and the course organisation would record the attendance of the participants and issue attendance proof/certificate; and
3. the course/examination is provided by legitimate and appropriate organisation and open to public.

Youth Employment and Training Programme, Labour Department
Notes on Off-the-job Vocational Training Courses/Examinations (Cont'd)

C. Trainee is eligible to claim for reimbursement of off-the-job vocational training course/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. attained a course attendance rate of 90% or above, and/or acquired respective qualifications or certificates of the course/examination.

D. Documents required for claiming reimbursement:

1. Original of the whole Application Form for Off-the-job Vocational Training Courses/Examinations (with Part 1 to Part 3);
2. A copy of the certificate of respective qualifications/pass of examination, or proof of attendance issued by the course organisation, or the original copy of Part 4 of the application form completed by the course organisation to specify the course attendance rate (the certificate or proof must bear the name of the trainee, name of the course/examination and the organisation, and the period/date of the course/examination); and
3. Original official receipt for course/examination fees (must bear the name of the trainee, name of the course/examination and the organisation, the cost of the course/examination, and the official stamp of the course/examination organisation).

E. Other points to note:

1. Any trainee, who is interested in any off-the-job vocational training courses/examinations, 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 content, date, time, fees, etc.) before the commencement of the course/examination, or else no reimbursement would be made. Application should be re-submitted if the course/examination or organisation has changed or the course/examination fee increased.**
3. Application form can be downloaded from the YETP website (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 in respect of 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. Reimbursement will not be approved 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/examination fees rests with the Programme Office.

F. Personal Information Collection Statement

1. The purpose of collecting personal data on "Application Form for Off-the-job Vocational Training Courses/Examinations" by the YETP (KLN Office), Labour Department is to process trainee's application for off-the-job vocational training courses/examinations under YETP. The data may be transferred to the employers, career advisors 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.