

Reindustrialisation and Technology Training Programme (RTTP)**再工業化及科技培訓計劃(計劃)****Application for Public Course Registration****公開課程登記申請****(to be completed by Course Providers)****(供培訓機構填寫)****Note for Course Providers:**

培訓機構須知

The completed form, together with the supporting documents, must be submitted to the RTTP Secretariat in person, by post, by fax or by email at least *eight weeks before* course commencement. Late application will not be considered. Please attach additional sheets for supplementary information if necessary. The RTTP Secretariat will acknowledge receipt of your application. If necessary, site visits may be carried out by the RTTP Secretariat to the course provider.

培訓機構須填妥本申請表格，連同有關證明文件，於課程開課至少八星期前向計劃秘書處親身、郵寄、傳真或電郵提交申請。逾期申請概不受理。培訓機構可按需要夾附頁提交補充資料。計劃秘書處會於收到申請後向培訓機構發出確認通知。如有需要，計劃秘書處會向培訓機構進行實地探訪。

Reindustrialisation and Technology
Training Programme Secretariat
Headquarters (Industry Partnership),
Vocational Training Council,
30/F., Billion Plaza II,
10 Cheung Yue Street,
Cheung Sha Wan, Kowloon, Hong Kong
Tel: 3907 6681
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再工業化及科技培訓計劃秘書處
職業訓練局
總部(行業合作)
香港九龍長沙灣長裕街10號
億京廣場2期30樓
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Part A - Information of Course Provider**甲部 – 培訓機構資料**

1. Name of course provider:

培訓機構名稱

(English 英文)

(Chinese 中文)

Year of Establishment:

成立年份

Business Registration

No./License No.:

商業登記證號碼/牌照號碼

No. of Employees:

僱員人數

Address

地址:

Tel No.:

電話

Fax No.:

傳真

Email

電郵:

Website

網頁:

2. Please provide information of the relevant training courses your organisation conducted in the past three years.

請提供機構過去三年曾舉辦的相關課程資料。

Course Title 課程名稱	Date 日期	Location 地點	Class Size 上課人數	Speakers 講者

3. Please provide a description of the strengths and areas of expertise of your organisation with respect to provision of training to the public.

請簡述機構向公眾提供培訓方面的優勢和專業領域。

4. Please provide any other information with supporting documents that are relevant to support the application such as license, certificates etc.

請提供其他資料連同相關證明文件以支持本申請，例如牌照、證書等。

Part B – Public Course Information**乙部 – 公開課程資料**

1. Course Title:

課程名稱

2. Course Period:

授課期

3. Course Venue:

授課地點

(Please provide full address of the course venue. 請提供授課地點的詳細地址。)

4. Anticipated Class Size:

每班預期上課人數

5. Course Fee Per Trainee:

每名學員課程費用

Types of Fees 費用種類	Amount (HK\$) 金額(港幣\$)
a. Training Fee (including training materials, administration fees etc.) 培訓費用 (包括課程材料、行政費等)	
For non-local courses, please complete (b) and (c) below if the course fees includes the following items:- 就非本地課程，如課程費用包括以下項目，請填寫(b)及(c)：	
b. Subsistence Allowance (including accommodation, meals and local transportation) 膳宿津貼(包括住宿、膳食及當地交通費用):	
No. of Nights (night before and after should be training days): 住宿天數 (住宿前後必須為授課日)：	_____ night(s) _____ 住宿天數
c. Return passage to the non-local venue by the most economical means (including taxes and surcharges) 以最經濟的交通方式往返非本地授課地點的費用(包括稅項及附加費)	
d. Others, please specify: 其他，請註明	
Total Course Fee: 總培訓費用	

6. Course Fee Collection: one-off/monthly instalment/other:

收取課程費用方式：一次性/月繳/其他

7. The objective of the course is to:

該課程的目標是

8. Emerging technologies involved in the course:

該課程涉及的新興技術

9. Details of the Course* (please enclose supporting documents e.g. course pamphlet; and use additional sheets to submit detailed course proposal if necessary) :

課程詳情* (請附上證明文件, 如課程簡介; 如有需要可夾附頁提交詳細課程計劃書)

<u>Module/Subject(s)</u> 單元/學科	<u>Description of the Module/Subject</u> 單元/學科描述 (A descriptive summary of the module/subject) (單元/學科摘要描述)	<u>Duration of the Module(s)</u> 單元時數 (hours / minutes) (小時/分鐘)	<u>Date of Training</u> 培訓日期
a.			
b.			
<i>[Please add as appropriate]</i> <i>[請按需要加添單元/學科詳情]</i>			
Total training hours: 總培訓時數			

*Required Field 必須填寫

10. Background of Speaker(s)/Trainer(s) (including name, position, qualification and area of speciality):

講者/導師背景(包括姓名、職位、學歷及專業領域)

11. Technology Nature of the Course (please tick in appropriate box(es)):

課程的科技性質 (請選取適當的方格)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Automation Control
自動控制 | <input type="checkbox"/> Banking
銀行 | <input type="checkbox"/> Biomedical & Healthcare
生物醫學及醫護 | <input type="checkbox"/> Data Communication
數據通訊 |
| <input type="checkbox"/> Digital Media
數碼媒體 | <input type="checkbox"/> Electronic Engineering
電子工程 | <input type="checkbox"/> Environmental
環保 | <input type="checkbox"/> Hospitality & Catering Industry Related
旅遊及飲食業 |
| <input type="checkbox"/> Information Technology
資訊科技 | <input type="checkbox"/> Insurance Industry Related
保險業相關科技 | <input type="checkbox"/> Logistics Industry Related
物流業相關科技 | <input type="checkbox"/> Manufacturing
製造 |
| <input type="checkbox"/> Printing & Publishing
印刷及出版 | <input type="checkbox"/> Quality Improvement
品質改善 | <input type="checkbox"/> Textile & Clothing
紡織及製衣 | <input type="checkbox"/> Wholesales/Retail & Import/Export Trades Related
批發/零售及出入口貿易 |
| <input type="checkbox"/> Others, please specify:
其他, 請註明: | | | |
-

Contact Person (If application is approved, the contact information provided below will be shown on the RTTP website for public information.)			
聯絡人(如申請獲批准，以下提供的聯絡資料將會上載至計劃的網頁，以供公眾查詢。)			
Name: 姓名	*Mr/Ms *先生/女士	Position: 職位	
Direct Line: 直線電話		Email: 電郵	
Authorised Person			
獲授權人士			
Name: 姓名	*Mr/Ms *先生/女士	Position: 職位	
Nationality: 國籍		HKID (only Prefix and the first 4 digits) / Passport Number: 身份證(字母及首4個數字) / 護照號碼	
Other Authorised Person(s) to sign the Confirmation of Training Completion and Payment (if different from the above)			
其他獲授權人士簽署完成培訓及付費確認通知書 (如與以上不同)			
Name: 姓名	*Mr/Ms *先生/女士	Position: 職位	
Nationality: 國籍		HKID (only Prefix and the first 4 digits) / Passport Number: 身份證(字母及首4個數字) / 護照號碼	

Declaration (To be filled in by the Authorised Person)

聲明(供獲授權人士填寫)

I, the undersigned, also the authorised signatory of the course provider, hereby declare that:
本人，為下方培訓機構的授權簽署代表，在此聲明：

- (a) the information provided on this application form as well as the supporting documents enclosed are true and correct. I understand that any inaccurate or misleading information may lead to de-registration from the list of registered public courses under the RTTP.
本申請表格上所提供的資料以及所夾附的證明文件均是真確無誤的。本人明白任何不實或誤導的資料都可能導致在計劃下任何已獲登記的課程被取消登記。
- (b) the course provider agrees that the information regarding the registered public course of my organization will be publicised on the RTTP website for public reference.
本培訓機構同意把本培訓機構獲登記的課程資料上載至計劃的網頁，以供公眾人士參考。
- (c) proper insurance policies, for instance, public liability insurance against all claims, demands and liability are in place to protect the course participants. Also, the venue proposed by the course provider comply with all relevant ordinances/rules, and fulfill the statutory requirements for fire and structural safety for the purpose of running public courses under the RTTP.
本培訓機構具備適切的保險，如公共責任保險，涵蓋一切的申索、要求和責任，讓課程學員得到相關的保障。此外，為開辦計劃下的公開課程，本培訓機構建議的授課場地符合所有相關條例/規則，並符合法定要求的防火及結構安全。

- (d) Upon successful registration of the public course of the course provider, I will provide documentary evidence of the subscription of a public liability insurance policy to the RTTP Secretariat within two weeks and before course commencement.
本培訓機構的培訓課程一經成功登記，本人會於兩星期內及課程開課前向計劃秘書處提供一份公共責任保險的保單證明，以供存檔。
- (e) the course provider agrees that the RTTP Secretariat and the Government may conduct inspections to the course venues either by appointment or without prior notice.
本培訓機構同意計劃秘書處及政府可預約或在沒有通知下向本培訓機構的授課場地進行視察。
- (f) the course provider will inform the RTTP Secretariat of any course postponement before the original commencement date. The course provider understands that a new application is required if the postponement is more than 12 months from the original commencement date of the course.
本培訓機構會於原定開課日期前通知計劃秘書處有關課程延期事宜。本培訓機構明白如課程比原定開課日期延遲超過十二個月開課，本培訓機構必須重新提交課程登記的申請。
- (g) In the event that the course is cancelled, the course provider will notify the RTTP Secretariat immediately (and in no circumstances after the original commencement date of the public course), and refund all collected fees to the relevant companies within one month from the date of notifying the Secretariat.
如課程取消開辦，本培訓機構會立即(並必須在原定開課日期前)通知計劃秘書處，並在通知計劃秘書處後的一個月內，向有關公司全數退還任何已收取的費用。
- (h) the course provider undertakes to complete and provide the “Confirmation of Training Completion of Training and Payment (Public Course)” to the companies of the trainees for their applications for funding support under the RTTP within one month after course completion.
本培訓機構會於課程完成後一個月內，向學員的公司提供「完成培訓及付費確認通知書(公開課程)」，以便公司為學員申請發放計劃下的資助。
- (i) I have read, understood and agreed with all the obligations and responsibilities set out in the RTTP Guidance Notes for Public Course Providers.
本人已閱讀、明白及同意計劃的公開課程培訓機構指南中列明的所有義務及責任。

I hereby authorise the RTTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the RTTP Guidance Notes for Public Course Providers.

本人在此授權計劃秘書處及政府根據計劃的公開課程培訓機構指南，處理本申請中的個人資料/所提供的資料，包括向第三方披露本申請的資料。

<p>Organisation Chop 機構蓋印</p>

Signature:

簽署

Name (in Block Letters):

姓名(請以正楷填寫)

*Mr/Ms

*先生/女士

Position:

職位

Date:

日期

* Delete where inapplicable
請刪去不適用者