

# **Reindustrialisation and Technology Training Programme (RTTP)**

## **Guidance Notes for Companies**

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# **Reindustrialisation and Technology Training Programme (RTTP)**

## **Guidance Notes for Companies**

This Guidance Notes provides companies an overview on application for training grant under the RTTP.

### **Objective of the RTTP**

2. The HKSAR Government launched the RTTP in August 2018 under the Innovation and Technology Fund. It aims at subsidizing local companies on a 2:1 matching basis to train their staff in advanced technologies, especially those related to “Industry 4.0”.

### **Funding Scope**

3. The RTTP supports local and non-local training <sup>1</sup> in advanced technologies, in particular those related to “Industry 4.0”. These technologies should be advanced in nature and not yet widely adopted in Hong Kong. The adoption of such technologies should also benefit the economy of Hong Kong.

4. There are two types of training courses supported under the RTTP:

- (a) Public course (local or non-local training) – a training course that is open to the public for enrolment; and
- (b) Tailor-made course (local or non-local training) – a training course that is designed for a particular company (or companies).

5. Applications for registering public courses are made by course providers, while applications for training grants are made by eligible companies separately. For registering public courses, course providers may refer to the “Guidance Notes for Public Course Providers” for details. For tailor-made courses, eligible companies should apply for course approval and training grants in one go.

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<sup>1</sup>Non-local training refers to those involving training conducted outside Hong Kong.

## **Eligibility**

6. Companies applying for training grant under the RTTP should fulfill the following requirements–

- (a) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
- (b) must be a non-government and non-subsidised organisation; and
- (c) the employee nominated is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology.

7. The RTTP is overseen by the Innovation and Technology Training Board (ITTB) of the Vocational Training Council (VTC) and it reserves at all times the right to determine whether a company is eligible to apply for a training grant under the RTTP.

## **Funding Ceiling**

8. Each company is subject to a funding ceiling of HK\$500,000 in each financial year at the course commencement date. Companies should contribute no less than one-third of the actual training cost. A maximum amount of training grant for each course will be set out in the application approval but the actual training grant to be reimbursed will be subject to the actual expenditure. Deduction will be made for early bird discount or other discounts. The ITTB also reserves the right to approve a lower than the requested amount of training grant having regard to relevant factors (e.g. if the cost of passage to the non-local training venue deviates significantly from market price).

9. There is no limit on the number of eligible trainees from each company for each training course.

## **Selection of Training Courses**

10. There are many training courses relating to technology in the market, which are offered by a wide range of course providers. Different course providers and their courses seek to meet the needs of different companies and quality may vary. Companies should therefore select training courses **carefully** for their employees and consider their companies' own needs. Before signing

up for a training course, companies should collect information about the course provider and training course from various channels, such as browsing the course provider's website and arranging a site observation, so that courses of similar content can be compared. For public courses, companies may also make use of the course information on our website to verify those provided by course providers. For courses lasting more than one month, companies are advised to pay the course provider by monthly instalments as far as practicable.

## **Application Procedures**

11. The RTTP is open for application throughout the year subject to the availability of fund.

12. For public courses, companies should send their applications for training grant to the Secretariat **at least two weeks** before course commencement. For tailor-made courses, companies should send their applications for training grant to the Secretariat **at least eight weeks** before course commencement.

13. For applying a training grant, the company should apply via the online system (<https://rttp.vtc.edu.hk>) and provide the following documents to the Secretariat:

- (a) a copy of the company's valid Business Registration Certificate; and
- (b) a copy of the Hong Kong Identify Card for each employee nominated for the training.

14. Alternatively, application form (Public Course (**Form 2A**) or Tailor-made Course (**Form 2B**)) could be submitted to the Secretariat (in person, by post, by fax or by email) together with the documents in 13(a) and 13(b). Copies of the latest version of the application forms can be obtained from the Secretariat or downloaded from the website of the RTTP. The application form may be completed either in English or Chinese. Late application may **not** be processed and may be returned to the applicant.

15. Acknowledgement receipt will be sent to the company within seven working days. Companies should provide supplementary information upon request by the Secretariat. Follow-up site visits may be carried out by the Secretariat to the company after the application.

## **Avoidance of Conflict of Interest**

16. Companies should have a direct employment relationship with the employee(s) nominated for training and is required to make such declaration at the time of application. In addition, companies are required to make declaration on their relationship with course providers. To avoid conflict of interests, in selecting course provider, companies must not engage a course provider, the owners, shareholders, management of which are the owners, shareholders, management of the companies or their relatives. Companies or any person/ staff authorised by the companies to handle or in any way involved in the course selection should declare that they have no actual or potential conflict of interest; and should not participate in the selection/engagement process if otherwise. Training at parent company or subsidiaries of the company is regarded as internal staff development and no training grant will normally be provided unless exceptionally justified. In addition, course providers may not provide loans to companies for the training. Companies are required to report cases of conflict of interest, including actions taken, to the Secretariat in writing.

17. Upon application for training grant, companies are required to declare that their applications did not and will not obtain subsidies from other local public funding schemes. Otherwise, the application will become invalid. In the event that the information is found untrue, incomplete or inaccurate, ITTB reserves the right to withdraw the approval of any application, request for refund of any reimbursement to the Government, and subject the case to legal proceedings.

## **Vetting Procedures and Criteria**

### *Public Course Training Grant Applications*

18. Upon receipt of all the necessary documents, applications will be vetted by the Secretariat.

### *Tailor-made Course Training Grant Applications*

19. Upon receipt of all the documents, applications will be assessed according to the following procedures:

- (a) the Secretariat will conduct an initial assessment of all applications. It may seek clarification or supplementary information from the

- course providers in the vetting process as necessary;
- (b) the Secretariat will consult technical experts as appropriate; and
- (c) the Secretariat will then submit its recommendation to a Course Vetting Panel under the ITTB for consideration.

20. All tailor-made courses will be vetted by the Course Vetting Panel based on their individual merits. Three main guiding principles are:

- (a) the technologies involved are advanced in nature;
- (b) the adoption of the technologies involved will benefit the economy of Hong Kong; and
- (c) the technologies involved are not yet widely adopted in Hong Kong.

21. The background and experience of course providers will also be taken into consideration. The Course Vetting Panel reserves the right to reject applications including but not limited to those relating to course providers with an adverse track record.

### **Notification of Application Result**

22. Notification of the application result will be sent to the company. If the application is approved, the company will be notified of the approved maximum amount of training grant and the post-training administrative procedures. The actual amount of training grant will be subject to the actual training expenditure. Deduction will be made for early bird discount or other discounts.

23. Upon notification of the application result, the company should arrange the nominated employee to start training on the commencement date as indicated in the application.

### **Post-Approval Arrangements**

#### *Postponement of training*

24. Companies are required to notify the Secretariat of any postponement of the approved training before the commencement date indicated in the application. The training must, however, commence within 12 months of the commencement date indicated. Otherwise, the approval for the training grant will automatically be withdrawn.

### *Cancellation of training*

25. Companies should inform the Secretariat in writing in case of cancellation of approved training, with brief explanation, as soon as possible before the commencement date indicated in the application.

### **Insurance**

26. Companies are required to ensure proper insurance policies, for instance, public liability insurance, against all claims, demands and liability are in place for each of their employees to attend the training courses.

### **Reimbursement of Training Grant**

27. The following information is required to be submitted by the company to the Secretariat **within two months after training completion** for processing of the application for reimbursement:

- (a) Training Grant Claim Form -
  - (i) Local course (**Form 3A**); or
  - (ii) Non-local course (**Form 3B**);
- (b) Confirmation of Training Completion and Payment-
  - (i) Public course (**Form 4A**); or
  - (ii) Tailor-made course (**Form 4B**).

28. For non-local courses, the company should also submit the following–

- (a) Training Report for each trainee (**Form 5**);
- (b) Confirmation of Receipt of Subsistence Allowance <sup>2</sup> (**Form 6**), where applicable; and
- (c) Original of the return passage boarding pass(es)/ticket(s) <sup>3</sup> and certified true copy of receipt(s), where applicable.

For details of the requirements, please refer to the table at **Annex**.

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<sup>2</sup>The company will only be reimbursed the approved subsistence allowance, i.e. the rate provided by the company or the standard rate of VTC, whichever the lower.

<sup>3</sup>In general, the return passage should be by the most economical means between Hong Kong and the location of training.

## **Partial Advance Payment of Approved Training Grant**

29. Starting from 30 March 2020, a company may apply for partial advance payment of 50% of the total approved training grant by indicating its preference in the training grant application form (i.e. Form 2A for public courses and Form 2B for tailor-made courses). A company which applies for partial advance payment is required to submit to the Secretariat a copy of the receipt of the training course concerned. The receipt should show the total amount of course fees paid by the company to the course provider in respect of its employee(s). It is the responsibility of the company to submit the copy of the receipt to the Secretariat within 2 weeks after the date of issuance of the training grant approval letter from the Secretariat and before the subject training course ends. Application for partial advance payment of training grant with any late submission of the copy of the receipt will not be considered.

30. The Secretariat will vet the copy of the receipt submitted by the company. Subject to the approval of the Secretariat, 50% of the total approved training grant for the training course concerned will be disbursed to the company.

31. Upon the end of the training course, the course provider will submit a certified attendance list of trainees to the Secretariat. The Secretariat will vet the certified attendance list and determine the actual amount of training grant to which the company is entitled based on the actual attendance of trainees –

- (a) If all trainees have completed the training course, the Secretariat will inform the company to submit a reimbursement claim. The company should then submit the reimbursement claim form and provide the supporting documents as stated in paragraphs 27 and 28 above. Subject to the vetting of the reimbursement claim by the Secretariat, the remaining 50% of the total approved training grant will be disbursed to the company;
- (b) If some of the trainees did not complete the training course and the total amount of training grant that can be received by the company is higher than the 50% advance payment already disbursed, the Secretariat will issue a letter to the company to confirm the remaining amount that can be

disbursed and inform the company to submit a reimbursement claim. The company should then submit the reimbursement claim form and provide the supporting documents as stated in paragraphs 27 and 28 above. Subject to the vetting by the Secretariat, the remaining amount of training grant will be disbursed to the company; and

- (c) If some of the trainees did not complete the training course and the total amount of training grant that can be received by the company is lower than the 50% advance payment already disbursed, the Secretariat will issue a letter to the company to request repayment of the difference between the amount of partial advance payment already disbursed and the actual training grant which the company can receive. The company is required to return the excess amount by issuing a cheque to the Secretariat within one month of the receipt of the letter.

32. The Secretariat reserves at all times the right to determine whether an application for partial advance payment is approved at its sole discretion.

33. For a company which does not apply for partial advance payment, the training grant of not more than two-thirds of the approved cost of the training or the actual cost, whichever is lower, will be provided to the company on a reimbursement basis upon the end of the training course and subject to the same requirement as stated in paragraphs 27 and 28 above.

34. By “completion of training course”, we refer to an attendance of no less than 70% of the training hours (or such higher attendance requirement as prescribed for the course).

35. The Secretariat reserves the right to conduct detailed checks on the submitted documents and seek clarifications from the company regarding the training.

36. Late submission of the documents required for the reimbursement application may lead to withholding, reduction or cessation of the provision of training grant. In case of difficulties, companies may contact the Secretariat for assistance in submitting the required documents.

## **Monitoring of Training Courses**

37. Companies are required to maintain proper documentation for seven years for the Secretariat's checking upon request and ensure that tailor-made courses are conducted in compliance with the proposals approved. Staff of the Secretariat may selectively sit in the training courses as an observer.

38. Follow-up visits may be carried out by the staff of the Secretariat to the company after course completion.

## **Withdrawal of Approval**

39. The Course Vetting Panel of ITTB reserves the right to withdraw training grant approval in case of non-compliance with the "Guidance Notes for Companies" and/or to protect public interest. In the event of any dispute regarding the application, the decision of the ITTB should be final.

## **Appeals**

40. An appeal should be sent in writing to the Convenor of the Course Vetting Panel of the ITTB within 14 working days of receipt of notice of the decision.

41. Each appeal will be considered by the Course Vetting Panel and its decision will be conveyed to the company in writing.

42. Companies dissatisfied with the decision of the Course Vetting Panel may appeal in writing to the ITTB. ITTB will consider the appeal and make its decision, which will be final, and will be confirmed in writing to the company.

## **Handling of Information**

43. Subject to the provisions below, information provided by the company during the application will be kept by the Secretariat in confidence and all personal data will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). In this regard, the Secretariat shall have the right to disclose, without further reference to the

company, whenever it considers appropriate, Discloseable Information<sup>4</sup> to other Government bureau /departments, statutory bodies or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions, and if the application is approved, monitoring the delivery of the training, reimbursing the training grant, and checking duplicate applications under other local public funding schemes to cover the expenses of the approved training. In submitting the application form, the company irrevocably and unconditionally authorises the Secretariat to make and consent to the Secretariat making any of the aforesaid disclosure.

### **Important Notes**

44. It is the responsibility of the company to complete the application form timely and truthfully, and to provide all necessary documents for the application and for the reimbursement of training grant approved. Inaccurate and incomplete information will affect the processing of application or reimbursement of training grant. Any omission or misrepresentation of information may lead to rejection of applications, withdrawal of training grants approved, and part or full recoupment of grants awarded. The company should refund the Secretariat any overpayment of training grant (including any overpayment of partial advance payment). It is an offence in law to obtain property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage under the RTTP. Any person who does so may be liable to legal proceedings.

45. Companies shall indemnify and keep indemnified the Government and/or other third parties (including VTC and the RTTP) from and against:

- (a) any and all claims, actions, investigations, demands, proceedings, brought or instituted against the Government and/or other third parties (including VTC and the RTTP); and
- (b) any and all liabilities (including liability to pay compensation and damages), damage, losses, costs, charges and expenses which the Government and/or other third parties (including VTC and the RTTP) may sustain or incur (including all legal and other expenses, on a full indemnity basis, which may be incurred in relation to any claim action or proceeding instituted

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<sup>4</sup>“Discloseable Information” means any information provided by the applicant company during the application under the RTTP.

by/against the Government and/or other third parties(including VTC and the RTTP)).

46. Applicant companies and trainees shall conform in all respects with all legislation (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of the Hong Kong Special Administrative Region.

### **Prevention of Bribery**

47. Companies shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) and shall procure that their staff who are in any way involved in a training course shall not offer to or solicit or accept from any person any advantages, including money, gifts, loan, etc. (as defined in the PBO) in the selection of or in relation to the training course. If the company, its staff who are in any way involved in the training course commit an offence under the PBO in relation to the training course, the VTC shall be entitled to, withdraw the training grant approved, recoup the grant awarded, and shall hold the company liable for any loss or damages the Government and VTC may thereby sustain.

### **Post Training Evaluation**

48. Companies are required to complete a survey after their employees’ completion of the training course to assess the effectiveness of the training in achieving the objectives of the RTTP.

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**RTTP Training Grant Claim Requirements**

Note: all claims for training grants should be submitted to the Secretariat by the applicant company.

	Local			Non-local		
		Form Ref.	To be filled in by		Form Ref.	To be filled in by
Public	• Training Grant Claim Form (Local Course)	Form 3A	Company	• Training Grant Claim Form (Non-local Course)	Form 3B	Company
	• Confirmation of Training Completion and Payment(Public Course)	Form 4A	Course Provider	• Confirmation of Training Completion and Payment(Public Course)	Form 4A	Course provider
				• Training Report	Form 5	Each Trainee
				• Confirmation of Receipt of Subsistence Allowance *	Form 6	Each Trainee
				• Original of the return passage boarding pass(es)/ticket(s) andcertified true copy of the receipt(s)*	N/A	N/A

	Local			Non-local		
		Form Ref.	To be filled in by		Form Ref.	To be filled in by
Tailor-made	<ul style="list-style-type: none"> <li>Training Grant Claim Form (Local Course)</li> </ul>	Form 3A	Company	<ul style="list-style-type: none"> <li>Training Grant Claim Form (Non-local Course)</li> </ul>	Form 3B	Company
	<ul style="list-style-type: none"> <li>Confirmation of Training Completion and Payment(Tailor-made Course)</li> </ul>	Form 4B	Course provider/ Trainer and Company	<ul style="list-style-type: none"> <li>Confirmation of Training Completion and Payment (Tailor-made Course)</li> </ul>	Form 4B	Course provider/ Trainer and Company
				<ul style="list-style-type: none"> <li>Training Report</li> </ul>	Form 5	Each Trainee
				<ul style="list-style-type: none"> <li>Confirmation of Receipt of Subsistence Allowance</li> </ul>	Form 6	Each Trainee
				<ul style="list-style-type: none"> <li>Original of the return passageboarding pass(es)/ticket(s) and certified true copy of the receipt(s)</li> </ul>	N/A	N/A

\* Only if the travelling fees and subsistence allowances are not included in the training fees collected by the course provider.