

Reindustrialisation and Technology Training Programme (RTTP)

Guidance Notes for Public Course Providers

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Reindustrialisation and Technology Training Programme (RTTP)

Guidance Notes for Public Course Providers

This Guidance Notes provides course providers an overview on application for registering public courses under the RTTP.

Objective of the RTTP

2. The HKSAR Government launched the RTTP in August 2018 under the Technology Talent Scheme. It aims at subsidising 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 training¹ 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 must be made by eligible companies separately. For tailor-made courses, eligible companies should apply for course approval and training grants in one go, and may refer to the “Guidance Notes for Companies” for details.

¹ Non-local training refers to those involving training conducted outside Hong Kong.

Eligibility

6. Course providers with two or more years of relevant experience in the provision of technology training may submit applications to register their public courses under the RTTP.
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 course provider is eligible to register a public course under the RTTP.

Application Procedures

8. The RTTP is open for registration of public courses throughout the year subject to the availability of fund.
9. Completed applications should be applied via the online system (<https://rttp.vtc.edu.hk>) **at least eight weeks** before course commencement. The application may be completed either in English or Chinese. Late application may **not** be processed.
10. Alternatively, course providers could submit a duly completed and signed Application Form for Public Course Registration (**Form 1**) to the Secretariat (in person, by post, by fax or by email) for registration of a public course under the RTTP. For training courses lasting more than one month, course providers should collect course fees by monthly instalments as far as practicable.
11. Acknowledgement receipt will be sent to the course provider within seven working days. Course providers should provide supplementary information upon request by the Secretariat. Follow-up site visits may be carried out by the Secretariat to the course provider after the application.

Avoidance of Conflict of Interest

12. Any employee or the owner, shareholder, management of the course provider or its relative is not allowed to apply for a training grant under the RTTP for a course offered by the course provider. In addition, course providers may not provide loans to companies for the training. Course

providers are required to report cases of conflict of interest, including actions taken, to the Secretariat in writing.

Vetting Procedures and Criteria

13. Upon receipt of all the necessary 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 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.

14. All 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.

15. 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 submitted by a course provider with an adverse track record.

Notification of Application Result

16. Notification of the application result will be sent to the course provider. If the registration is approved, the course provider will be notified of the recorded maximum amount of course fee and the post-training administrative procedures. The actual amount of training grant to be reimbursed to the companies will be subject to the actual training expenditure. Deduction will be made for early bird discount or other discounts. Course providers should inform relevant companies of the details.

17. Upon registration of a public course, the name of course provider, course title and contact information will be shown on the RTTP website for public information. Course providers can also make own arrangements to publicise the course information. In publicising registered public courses, the following wordings may be used in the description of such courses:

“The course has been included in the list of registered public courses under the Reindustrialisation and Technology Training Programme.”

18. The course provider should clearly indicate the amount of course fee, but should not indicate the amount or percentage of training grant in their promotional materials.

Post-Course Registration Arrangements

Course Amendment

19. Course providers should not effect any changes to the course specifications for so long as the public course remains in effect, for example changes to the course title, training hours, content, trainers, venue, mode of delivery, course fees and so on, without prior written approval of the Secretariat. In the event that approval is granted for the changes but companies decline to accept the amended course specifications, the course provider should refund to the companies in full or on a pro-rata basis, in cash or by cheque, within one month after the company requested for the refund.

Course Postponement

20. Course providers are required to notify the Secretariat of any postponement of the registered public course before the commencement date indicated in the application. The public course must, however, commence within 12 months of the commencement date indicated. Otherwise, the registration will lapse.

Course Re-run

21. Course providers are allowed to re-run registered public courses within 12 months after the indicated commencement date in their application, provided that the course contents are substantially identical. Course providers are required to give prior notification to the Secretariat of the commencement date of re-run courses.

Course Cancellation

22. Course providers should inform the Secretariat in writing in case of cancellation of registered public course, with brief explanation, as soon as possible and before the original commencement date indicated in the application. Any training fees that have been collected must be refunded to the applicant, in cash or by cheque, within one month from the date of notifying the Secretariat. Non-compliance may result in immediate suspension or de-registration of all registered public courses and rejection of all applications for registering public courses in future.

23. In case of course cessation after its commencement, the course provider should refund the companies the course fees, in cash or by cheque, in full or on a pro-rata basis within one month after the cessation of the course.

Insurance

24. Course providers are required to ensure proper insurance policies, for instance, public liability insurance against all claims, demands and liability are in place to protect the course participants. In addition, course providers are required to ensure that the proposed venues 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. Course providers should provide documentary proof upon request by the Secretariat.

Reimbursement of Training Grant

25. Course providers should complete and provide the “Confirmation of Completion of Training and Payment of Course Fee” (**Form 4A**) to the company **within one month after course completion** to facilitate the company’s application for reimbursement of training grant. By “completion of training”, we refer to an attendance of no less than 70% of the training hours for the course (or such higher attendance requirement as prescribed for the course). Non-compliance may result in immediate suspension or de-registration of all registered public courses and rejection of all applications for registering public courses in future.

26. The Secretariat reserves the right to conduct detailed checks on the submitted documents and seek clarifications from the course providers regarding the training course.

Monitoring of Public Courses

27. Course providers are required to maintain proper documentation (including but not limited to complete and accurate records of attendance, assessment and payment of course fees) for seven years for the Secretariat's checking upon request and ensure that public courses are conducted in compliance with the proposals accepted. Staff of the Secretariat may selectively sit in public courses as an observer.

De-registration of Public Courses

28. The Course Vetting Panel of the ITTB reserves the right to de-register public courses in case of non-compliance with the "Guidance Notes for Public Course Providers" and / or to protect public interest. In the event of any dispute regarding the course, the decision of the ITTB should be final.

Appeals

29. 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.

30. Each appeal will be considered by the Course Vetting Panel and its decision will be conveyed to the course provider in writing.

31. Course providers dissatisfied with the decision of the Course Vetting Panel may appeal in writing to the ITTB. The ITTB will consider the appeal and make its decision, which will be final, and will be confirmed in writing to the course provider.

Handling of Information

32. Subject to the provisions below, information provided by the course provider 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 course provider, whenever it considers appropriate, Discloseable Information² 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 public course and assessing the reimbursement claims of relevant training grants. In submitting the application form, each course provider irrevocably and unconditionally authorises the Secretariat to make and consent to the Secretariat making any of the aforesaid disclosure.

Important Notes

33. It is the responsibility of the course provider to complete the application form timely and truthfully, and to provide all necessary documents for the application. Inaccurate and incomplete information will affect the processing of the application. Any omission or misrepresentation of information may lead to rejection of the applications and cancellation of the registrations approved. 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.

34. The course provider 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

² “Discloseable Information” means any information provided by the course provider during the application under the RTTP.

incurred in relation to any claim action or proceeding instituted by / against the Government and / or other third parties (including VTC and the RTTP)).

Prevention of Bribery

35. Course providers shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) and shall procure that their staff who are in any way involved in a public 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 conduct of or in relation to the public course. If the course provider, its staff who are in any way involved in the public course commit an offence under the PBO in relation to the public course, the Course Vetting Panel of the ITTB shall be entitled to de-register the public course and shall hold the course provider liable for any loss or damages the Government and VTC may thereby sustain.

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