

## **Frequently Asked Questions**

### **1. What is RTTP?**

RTTP subsidises local companies on a 2:1 matching basis to train their staff in advanced technologies, especially those related to 'Industry 4.0'. Supported by the Innovation and Technology Fund, the Vocational Training Council (VTC) administers the RTTP and serves as its Secretariat.

### **2. What type of organisation is eligible to apply for the training grant?**

A company is eligible to apply for training grant for its employee(s) if:

1. it is registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
2. it is a non-government and non-subsidised organisation; and
3. the employee nominated is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology of the training course.

### **3. What is the funding ceiling?**

Each company is subject to a funding ceiling of HK\$500,000 in each financial year at the time of approving the application.

### **4. What type of course provider is eligible to register a Public Course?**

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.

### **5. What types of training courses can be subsidised by RTTP?**

There are two types of training courses supported by the RTTP:

- **Public Courses**  
These refer to the courses that are open to the public for enrolment. Applications for course registration should be submitted by course providers.
- **Tailor-made Courses**  
These refer to the courses that are designed for a particular company (or companies). Application for course approval should be

submitted by the concerned company together with the training grant application.

## **6. How to apply for course registration/approval?**

Course providers and companies interested in registering their public courses or organising tailor-made courses for their staff should apply via the online system (<https://rttp.vtc.edu.hk>) at least **eight weeks** before the scheduled commencement dates of the courses.

Alternatively, course providers could submit a duly completed and signed Application Form for Public Course Registration (Form 1) and companies could submit the application form (Tailor-made Course (Form 2B)) to the Secretariat (in person, by post, by fax or by email) together with a copy of the company's valid Business Registration Certificate and a copy of the Hong Kong Identify Card for each employee nominated for the training.

## **7. How to apply for training grant?**

Companies interested in applying for training grant for their employee(s) to attend registered public courses should apply via the online system (<https://rttp.vtc.edu.hk>) at least two weeks before the commencement of the courses. A list of registered public courses is available for reference. For tailor-made courses, companies should apply for course approval and training grants in one go.

Alternatively, application form (Public Course (Form 2A)) could be submitted to the Secretariat (in person, by post, by fax or by email) together with a copy of the company's valid Business Registration Certificate and a copy of the Hong Kong Identify Card for each employee nominated for the training.

## **8. How will the applications be processed?**

The course proposals submitted by course providers (for public courses) or by companies (for tailor-made courses) will be vetted and approved by a Course Vetting Panel under the Innovation and Technology Training Board of the VTC. Technical experts will be consulted as appropriate.

The training grant applications submitted by companies for registering public courses under the RTTP will be vetted and approved by the Secretariat.

#### **9. How to apply for reimbursement of the training grant?**

The training grant is payable upon satisfactory completion of the training and payment of course fees as confirmed by the course provider. Companies are required to submit the claim form together with supporting documents to the Secretariat for reimbursement within **two months** after course completion. For details, please refer to the List of Required Documents for Reimbursement of Training Grant.

#### **10. How to obtain more information about RTTP?**

You can obtain more information about RTTP at

Address: 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.

Tel: 3907 6661

Fax: 2904 7843

Email: [rttp@vtc.edu.hk](mailto:rttp@vtc.edu.hk)

Website: <https://rttp.vtc.edu.hk>