

New Industrialisation and Technology Training Programme (NITTP)**新型工業化及科技培訓計劃 (計劃)****Application for Public Course and Tailor-made Course****公開課程及專門設計的課程申請****(to be completed by Course Provider or Company)****(供培訓機構或公司填寫)**

☐ I acknowledge that I have read and understood the Personal Information Collection Statement (“PICS”) and VTC's Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).
本人確認已閱讀並明白《收集個人資料聲明》(「聲明」)及VTC的《私隱政策聲明》(<https://www.vtc.edu.hk/home/tc/privacy.html>)。

Types of Courses (please tick in appropriate box):**課程類別 (請選取適當的方格)**☐ Public Course

公開課程

(Please fill in Parts A, B & D

請填寫甲部、乙部及丁部)

☐ Tailor-made Course

專門設計的課程

(Please fill in Parts A, B, C & D

請填寫甲部、乙部、丙部及丁部)

Note 須知:

The training organisation should be a Designated Local Course Provider¹; or fulfil the following requirements:

培訓機構必須為指定本地培訓機構¹；或符合以下條件：

- (i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
根據《商業登記條例》(第310章)在香港登記；
- (ii) registered as an educational institution in accordance with the Education Ordinance;
根據教育條例登記為學校；
- (iii) has documentary proof of the company's provision of a course venue;
具備文件證明機構提供培訓場地；
- (iv) has two or more years of relevant experience in the provision of technology training; and
具備最少兩年在科技培訓的相關教學經驗；及
- (v) has proper insurance policies documents (including public liability insurance against all claims).
具備適切的保險，如公共責任保險涵蓋一切的申索。

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

培訓機構/公司須填妥本申請表格，連同有關證明文件，於課程開課**至少四個月前**向計劃秘書處以親身、郵寄、傳真或電郵提交申請。**逾期申請可能不獲受理**。培訓機構/公司可按需要另夾附

¹ Designated local course providers refer to statutory Government subvented bodies, examples include local universities (including all University Grants Committee-funded institutions), self-financing degree-awarding institutions registered under the Post-Secondary Colleges Ordinance (Cap. 320), Construction Industry Council, Hong Kong Productivity Council, Vocational Training Council, Clothing Industry Training Authority and Hong Kong Institute of Biotechnology. 指定本地培訓機構指法定政府資助機構，例如本地大學（包括所有大學教育資助委員會資助的院校）、根據《專上學院條例》（第320章）註冊的自資本地學位頒授院校、香港建造業議會、香港生產力促進局、職業訓練局、製衣業訓練局及香港生物科技研究院。

頁提交補充資料。計劃秘書處會於收到申請後發出確認通知。如有需要，計劃秘書處會向培訓機構進行實地探訪。

New Industrialisation 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 6661
Fax: 2904 7843
Email: nittp@vtc.edu.hk

新型工業化及科技培訓計劃秘書處
職業訓練局
總辦事處(行業合作)
香港九龍長沙灣長裕街10號
億京廣場2期30樓
電話：3907 6661
傳真：2904 7843
電郵：nittp@vtc.edu.hk

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

Designated Local Course Provider (Please refer to note¹): ☐ Yes是 ☐ No否

指定本地培訓機構 (請參照註¹)

Business Registration No./ License No.:

商業登記證號碼/牌照號碼 (if applicable 如適用)

Certificate of Registration of a School No.:

學校註冊證明書編號 (if applicable 如適用)

No. of Employees:

僱員人數

Address:

地址

Tel No.:

電話

Email:

電郵

Website:

網頁

Fax No.:

傳真

2. Please provide information of the relevant training courses your organisation has conducted, demonstrating two or more years of relevant experience in the provision of technology training. Please also furnish documentary proof (such as course outline, pamphlets, receipts, attendance records, etc).

請列出機構過去曾舉辦的相關課程資料，以證明機構有兩年或以上的相關培訓經驗，並提交證明文件（例如課程簡介、宣傳單張、收據、出席記錄等）。

Course Title 課程名稱	Date 日期	Location 地點	Duration 時長	Class Size 上課人數	Trainer(s) 導師

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 relevant insurance policies, license, certificates etc.

請提供其他資料連同相關證明文件以支持本申請，例如相關保險、牌照、證書等。

Part B – Course Information

乙部 – 課程資料

1. Course Title:

課程名稱

2. Course Period & Time:

授課日期及時間

3. Course Venue:

授課地點

(Please provide full address of the course venue and furnish documentary proof. 請提供授課地點的詳細地址，並提交證明文件。)

4. Anticipated Class Size

(not more than 45)²:

每班預期上課人數 (不多於45人)²

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

課程詳情 (請附上證明文件，如課程簡介；請另夾附頁提交詳細課程計劃書)

Module/Subject(s) 單元/學科	Description of the Module/Subject 單元/學科描述 (A descriptive summary of the module/subject) (單元/學科摘要描述)	Duration of the Module(s) 單元時數 (hour(s)) (小時)	Date of Training 培訓日期	Name of Trainer(s) Assigned³ 任教導師姓名³
a.				
b.				
c.				
d.				
e.				
Total training hours: 總培訓時數				

Please add as appropriate 請按需要加添詳情

² Where the anticipated class size equals to or more than 25, there should be at least 1 instructor and 1 teaching assistant. 如每班預期上課人數達25人或以上，每班須至少有一名導師及一名教學助理。

³ At most three trainers may be assigned to teach a module. 每個單元最多三位導師任教。

6. 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\$)	Remarks ⁴ 備註 ⁴
a. <u>Breakdown of Training Fee 培訓費用明細</u>		
Manpower Requirement 職員薪金 [Only includes costs for trainers and teaching assistants, excluding costs for administration staff. 只包括導師及教學助理的薪金，不包括行政人員的薪金。]		
Other Direct Costs 其他直接成本 [Includes purchase of consumables (e.g. costs for buying raw materials for teaching purpose) and technology licences and excludes the following – 包括購買消耗品（例如以教學用途購買的原材料）及技術特許授權，不包括以下： • building facilities renovation, and operation, repair and maintenance expenses; 大廈設施裝修，以及運作、維修及保養開支； • utilities – charges for electricity, gas, water, telephone and fax; 公用設施 – 例如電力、煤氣、水、電話及傳真服務等的收費； • transport – shuttle bus services and home to workplace travelling expenses; 交通 – 穿梭巴士服務及由居所前往辦公地點的交通開支； • general administration and office expenses (e.g. accounting, personnel, procurement, library, security, cleansing, legal, and central and departmental administrative support); 一般行政及辦公室開支（例如會計服務、人事服務、採購服務、圖書館服務、保安服務、清潔服務、法律服務、銀行服務及中央和部門行政服務等）； • staff-related costs – provident fund handling charges, staff training and development costs and staff facilities; 與員工有關的費用 – 例如公積金手續費、員工培訓及發展費用，以及員工設施； • entertainment expenses, and any prizes, either in the form of cash or other types of souvenirs; and 酬酢開支，以及以現金或其他紀念品方式贈送的任何獎品；及 • capital financing expenses (e.g. mortgage and interest on loans/overdrafts). 籌集資本的開支，如按揭及貸款/透支利息。]		

⁴ Please list out every charge item in full such that the amount under each category may be verified and provide justifications for each charge item. 請完整列出所有收費項目，以便核實各分項的建議金額，並就每個收費項目提供理據。

Administration Fee 行政費 [Should not exceed 15% of sum of “Manpower” and “Other Costs”. 不應高於「職員薪金」及「其他直接成本」之總和的15%。]		
Subtotal 小計		
For non-local course, 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) 住宿晚數（住宿前後必須為授課日）		
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 (Clearly state all course fee options (if any), including options for non-NITTP Trainees) (必需清楚列明課程的所有收費方案（如適用），包括對非本計劃資助學員的收費方案)		

7. Course Fee Collection⁵ (one-off/monthly instalment/other):

收取課程費用方式⁵ (一次性/月繳/其他)：

8. Justification for Organising the Course 舉辦課程的原因：

a) Course Content (No less than 400 words in English)

課程內容(不少於300中文字)

In line with the principle of NITTP to train local company staff in advanced technology, especially those that are related to “New Industrialisation”, NITTP courses should be relevant to technologies that are advanced in nature and focus on subjects that are not widely available or adopted in Hong Kong.

為切合計劃提供高端科技培訓的原則，尤其是與「新型工業化」有關的培訓，課程須涉及高端科技，且有關科技未在香港廣泛採用。

⁵ For training courses which last more than one month and charge over HK\$20,000 per person, course providers should collect course fees by monthly instalments as far as practicable.

如培訓課程為期超過一個月並每名學員課程費用超過港幣20,000元，培訓機構應盡量安排以月繳方式收費。

b) Effectiveness of Technology Transfer (No less than 400 words in English)

技術轉移的有效性(不少於300中文字)

In line with the principle of NITTP to train local company staff in advanced technology, NITTP courses should be able to facilitate effective transfer of in-depth technology knowledge to the trainee.

為切合計劃培訓本地企業員工接受高端科技培訓的原則，課程須協助學員獲得有效、深入的技術知識。

c) Benefit to Hong Kong's Economy (No less than 400 words in English)

為香港帶來的經濟效益(不少於300中文字)

In line with the principle of NITTP to train local company staff in advanced technology, the adoption of the technologies taught in NITTP courses should benefit Hong Kong's economy.

為切合計劃培訓本地企業員工接受高端科技培訓的原則，課程須為香港帶來經濟效益。

9. Background of Trainer(s) 導師背景資料：

Name:

姓名

Area of specialty:

專業領域

Education and Training 教育及訓練：

Date 日期 (month/year) (月份/年份)	College, University or Training Organisation Attended 曾就讀的學院、大學或訓練機構	Qualification Obtained 獲頒學歷	Date of Award 頒授日期

Professional Qualifications 專業資格：

Date Obtained (month/year) 頒授日期 (月份/年份)	Name of Professional Institution 專業學會名稱	Class of Membership 資格類別

Working Experience 工作經驗：

Date 日期 (month/year) (月份/年份)	Name of Organisation 機構名稱	Position Held 職位

Teaching Experience 教學經驗：

Date 日期 (month/year) (月份/年份)	Name of Organisation 機構名稱	Position Held 職位

Please add as appropriate 請按需要加添詳情

10. Technology Nature of the Course (please tick in appropriate box(es), with a maximum of three choices):

課程的科技性質（請選取適當的方格，最多可選取三個）

- | | | | |
|--|--|--|--|
| ☐ Automation Control
自動控制 | ☐ Banking
銀行 | ☐ Biomedical & Healthcare
生物醫學及醫護 | ☐ Data Communication
數據通訊 |
| ☐ Digital Media
數碼媒體 | ☐ Electronic Engineering
電子工程 | ☐ Environmental
環保 | ☐ Hospitality & Catering Industry Related
旅遊及飲食業 |
| ☐ Information Technology
資訊科技 | ☐ Insurance Industry Related
保險業相關科技 | ☐ Logistics Industry Related
物流業相關科技 | ☐ Manufacturing
製造 |
| ☐ Printing & Publishing
印刷及出版 | ☐ Quality Improvement
品質改善 | ☐ Textile & Clothing
紡織及製衣 | ☐ Wholesales/Retail & Import/Export Trades Related
批發/零售及出入口貿易 |
| ☐ Food and Health Sciences
食品與健康科學 | ☐ Occupational Health & Safety
職業健康及安全 | | |
- ☐ Others, please specify 其他，請註明： _____

Part C - Information of Company (Applicable for Tailor-made Course Application)

1. Registered Name of Company:

公司註冊名稱
(English 英文)

(Chinese 中文)

Address:

地址

Tel No.:

電話

Fax No.:

傳真

Email:

電郵

Website:

網頁

Business

Registration No.:

商業登記證號碼

No. of Employees:

僱員人數

2. Nature of Business (please tick in appropriate box):

業務性質（請選取適當的方格）

- | | | | |
|---|--|--|--|
| ☐ Accountancy
會計業 | ☐ Automobile
汽車業 | ☐ Banking and Finance
銀行及金融業 | ☐ Beauty Care and
Hairdressing
美容及美髮業 |
| ☐ Building, Civil
Engineering and
Built
Environment
建築、土木工程及建設環境 | ☐ Electrical and
Mechanical
Services
機電工程業 | ☐ Electronics and
Telecommunications
電子及電訊業 | ☐ Fashion and Textile
時裝及紡織業 |
| ☐ Hotel, Catering
and Tourism
酒店、飲食及旅遊業 | ☐ Import/Export/
Wholesale Trades
出入口及批發業 | ☐ Innovation and
Technology
創新及科技 | ☐ Insurance
保險業 |
| ☐ Jewellery, Watch
and Clock
珠寶及鐘錶業 | ☐ Management and
Consultancy
管理及顧問 | ☐ Manufacturing
Technology
製造科技業 | ☐ Maritime Service
海事服務業 |
| ☐ Media and
Communications
媒體及傳訊業 | ☐ Print Media and
Publishing
印刷媒體及出版業 | ☐ Real Estate Services
房地產服務業 | ☐ Retail Trade
零售業 |
| ☐ Security Services
保安服務業 | ☐ Transport and
Logistics
運輸及物流業 | ☐ Biomedical &
Healthcare
生物醫學及醫護 | ☐ Food and Health Sciences
食品與健康科學 |
| ☐ Occupational
Health & Safety
職業健康及安全 | ☐ Environment and
Cleaning
環境及清潔 | ☐ Others, please
specify
其他，請註明： | |

3. Rationale of Organising the Proposed Tailor-made Course 安排專門設計的課程的理據：

- a) Please set out the objective of the proposed Tailor-made Course and its relevance to your company's needs.
請列出專門設計的課程的目標及與公司需要的關係。

- b) Please set out your company's plan of utilising the knowledge and skills acquired by the trainees in this Tailor-made Course in the daily operation of your company, and the detailed implementation schedule (if available).
請列出公司計劃如何讓受訓學員在公司的日常營運中應用專門設計的課程中所獲得的知識及技術，及詳細實行時間表(如有)。

- c) Please state your company's plan for dissemination of the technology by the trainees to other staff of your company, and the detailed implementation schedule (if available).
請說明公司計劃如何讓受訓學員把學習的技術傳承給其他員工，及詳細實行時間表(如有)。

- d) Reasons for re-run of the Tailor-made Course, if applicable.
專門設計的課程重辦的理由，如適用。

- e) Please provide any other information which you think will support your application such as relevant insurance policies, license, certificates etc.
請提供任何其他資料以支持本申請，例如相關保險、牌照、證書等。

Part D – Other Information			
丁部 – 其他資料			
Contact Person (If application is approved, the contact information provided below will be shown on the NITTP 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/Miss *先生/女士/小姐	Position: 職位	
Direct Line: 直線電話		Email: 電郵	
<u>Authorised Person</u>			
<u>獲授權人士</u>			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 職位	
Direct Line: 直線電話		Email: 電郵	

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/Miss *先生/女士/小姐	Position: 職位	
Direct Line: 直線電話		Email: 電郵	

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/the company, hereby declare that (please tick in appropriate box(es)):

本人，下方簽署人，為下方培訓機構/公司的授權簽署代表，在此聲明（請選取適當的方格）：

- ☐ (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 NITTP. In the event that there are any suspected illegal activities with respect to the application in the part of the course provider or applicant company, the NITTP Secretariat reserves the right to suspend the processing of application;
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。如有懷疑培訓機構/公司在申請中涉及不法行為，計劃秘書處保留暫停處理申請的權利；
- ☐ (b) any employee or the owner, shareholder, management of the course provider or his/her relatives is not allowed to apply for a training grant under the NITTP for a course offered by the course provider. In addition, course providers shall not provide loans to companies for the training. Course providers are required to report cases of conflict of interest, including actions taken, to the NITTP Secretariat in writing, if any;
本培訓機構的任何僱員或擁有人、股東、管理層或其親屬，均不得就本培訓機構舉辦之課程申請培訓資助。另外，培訓機構不能為課程向申請公司提供借貸。培訓機構必須以書面向秘書處報告利益衝突的個案（如有），包括所採取的行動；
- ☐ (c) the course provider agrees that the information regarding the registered public course of my organisation will be publicised on the NITTP website for public reference;
本培訓機構同意把相關獲登記的課程資料上載至計劃的網頁，以供公眾人士參考；
- ☐ (d) 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 fulfil the statutory requirements for fire and structural safety for the purpose of running public courses under the NITTP;
本培訓機構/公司具備適切的保險，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；
- ☐ (e) the course provider agrees that the NITTP 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/company will inform the NITTP Secretariat of any course postponement

before the original commencement date. The course provider/company understands that a new application is required if the postponement is more than 6 months from the original commencement date of the course;

本培訓機構/公司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/公司明白如課程比原定開課日期延遲超過六個月開課，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/company will notify the NITTP Secretariat immediately (and in no circumstances after the original commencement date of the public course), and the course provider will refund all collected fees to the relevant companies within one month from the date of notifying the NITTP Secretariat;

如課程取消開辦，本培訓機構/公司會立即(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，本培訓機構向有關公司全數退還任何已收取的費用；

- ☐ (h) the course provider has not and shall not offer remuneration in the form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) to course applicants and the applicant company;

本培訓機構沒有亦不會向課程申請者及申請公司提供現金或現金等值（例如禮券、優惠券等）的報酬；

- ☐ (i) The course provider understands and agrees that the NITTP Secretariat may at any time revoke registration with immediate effect and require the course provider to immediately refund all or any collected fees to the relevant companies on the occurrence of any of the following events:

(i) the course provider/company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;

(ii) the continuance of the course or the continued running of the course concerned by the course provider/company is contrary to the interest of national security; or

(iii) the Government reasonably believes that any of the events mentioned in paragraph I(i) to (ii) above is about to occur.

本培訓機構明白及同意，如出現以下任何情況，計劃秘書處可隨時撤銷已核准的登記課程並即時生效，及要求培訓機構即時向相關公司退還已收取的全額課程費用或任何已收取的課程費用：

(i) 培訓機構/公司曾經或正在作出可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；

(ii) 繼續課程或培訓機構/公司繼續進行相關培訓課程不利於國家安全；或

(iii) 政府合理地認為以上第(I)(i)至(ii)段所述的任何一種情況即將出現。

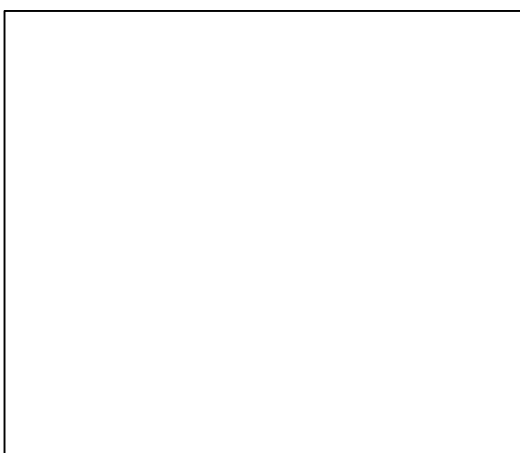
- ☐ (j) the course provider shall set up a complaint mechanism for staff and course participants to report to the course provider through the complaint handling mechanism any act or activity by any personnel relating to the NITTP course(s) it offers that is suspected to have contravened any the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region or to be contrary to the interest of national security and follow said mechanism in accordance with the NITTP Guidance Notes for Public Course and Tailor-made Course Applications;

培訓機構須設立投訴處理機制，使機構僱員和課程參與者能透過該機制，向培訓機構舉報任何與其提供的計劃課程相關的人員任何涉嫌違反《中華人民共和國香港特別行政區維護國家安全法》或不利於國家安全的行為或活動，並遵循上述機制以附合計劃《公開課程及專門設計課程申請指南》的要求；

- ☐ (k) the course provider undertakes to complete and provide the “Confirmation of Training Completion and Payment” to the companies of the trainees for their applications for funding support under the NITTP 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」，以便公司為學員申請發放計劃下的資助；
- ☐ (l) I have read, understood and agreed with all the obligations and responsibilities set out in the NITTP Guidance Notes for Public Course and Tailor-made Course Applications;
本人已閱讀、明白及同意計劃的公開及專門設計的課程申請指南中列明的所有義務及責任；
- ☐ (m) I understand that the course provider is required to check the full name and record the first four digits of the HKID card of NITTP trainees before each class of the relevant course. The record sheet containing the above information shall be submitted to NITTP Secretariat within 2 weeks after the completion of the course; and
本人明白培訓機構須在相關培訓課程每次課堂開始前核對計劃資助學員的全名，並記錄其香港身份證的首四位數字。載列上述相關資訊的記錄表須於課程結束後兩週內提交至計劃秘書處；及
- ☐ (n) I understand that the course provider/company should facilitate NITTP Secretariat’s visit/inspection by allowing their entry to the class venue, providing information requested by the NITTP Secretariat and co-operating with NITTP Secretariat’s follow-up action. Course providers of non-local courses should make video recordings covering at least one-third of the total course duration for NITTP Secretariat’s inspection upon request.
本人明白培訓機構/公司須協助計劃秘書處進行視察/檢查，容許秘書處進入課程場地，提供秘書處要求的資料並配合秘書處的跟進。非本地課程的培訓機構應為課程至少三分之一時長的內容錄像，以供秘書處按要求的檢查。

I hereby authorise the NITTP 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 NITTP Guidance Notes for Public Course and Tailor-made Course Applications.

本人在此授權計劃秘書處及政府根據計劃的公開課程及專門設計的課程申請指南，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。



Course Provider/ Company Chop
培訓機構/公司蓋印

Authorised Signature:
授權簽署

(for and on behalf of the course
provider/company)
(培訓機構/公司代表)

Name: *Mr/Ms/Miss
姓名*先生/女士/小姐

(in Block Letter) (請以正楷填寫)

Position:
職位

Date:
日期

* Delete where inapplicable 請刪去不適用者

Personal Information Collection Statement

收集個人資料聲明

Vocational Training Council (“VTC”, “we” or “us”) respects your personal data privacy and is committed to complying with the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”) and the Data Protection Principles.

職業訓練局(「VTC」)尊重閣下的個人資料私隱，並承諾遵守《個人資料(私隱)條例》(第486章)(「《私隱條例》」)及保障資料原則。

This Personal Information Collection Statement (“PICS”) explains how the VTC collects, uses, processes, and transfers your personal data. “Personal data” refers to information relating to a living individual that identifies them (directly or indirectly) and is practicable to access or process. Please read this PICS in conjunction with VTC Privacy Policy Statement (<https://www.vtc.edu.hk/en/home/privacy.html>).

本《收集個人資料聲明》(「聲明」)說明VTC如何收集、使用、處理及轉移閣下的個人資料。

「個人資料」是指與在世人士有關及可確定個人身份的資料，亦必須以可供查閱及處理的方式記錄下來。請將本聲明與VTC的《私隱政策聲明》(<https://www.vtc.edu.hk/home/tc/privacy.html>)一併閱讀。

1. Purpose of Collection and Use

收集及使用目的

We may collect personal data such as name, email address, phone number and job particulars of the authorised person and/or contact person of the course provider/company; correspondence address and phone number of the course provider/company; name, job particulars, education level, academic qualifications and certificates, teaching experience, curriculum vitae, employment certificate letter, reference letter of the trainer(s), and other information relevant to the purpose of collection.

VTC可能會收集閣下的個人資料，例如培訓機構/公司獲授權人及/或聯絡人姓名、電郵地址、電話號碼、職位詳情；培訓機構/公司的通訊地址及電話號碼；導師姓名、職位詳情、教育程度、學歷及證書、教學經驗、履歷表、在職證明信、推薦信，以及與收集目的相關的任何資訊。

Your personal data is collected for the following purposes and any directly related purposes:
收集閣下的個人資料乃作以下用途及任何直接相關的用途：

- (a) processing, vetting and assessing course provider/company registrations and course applications under the NITTP; and related purposes;
辦理一切有關計劃下的培訓機構/公司註冊手續、處理、審核及評估課程申請；及相關用途；
- (b) conducting research and survey, and compiling statistical analysis relating to the NITTP;
進行與此計劃相關的研究調查及編製統計分析；
- (c) monitoring the delivery of the training, and assessing reimbursement claims of relevant training grant;
用於監察培訓及審核資助發放用途；
- (d) administrative and record-keeping purposes, including storage of information in the NITTP Online System; and
行政及備存記錄用途，包括於此計劃的網上系統中的資料儲存；及
- (e) compliance with the obligations set out in the “NITTP Guidance Notes for Public Course and Tailor-made Course Applications”, legal and regulatory requirements and/or performing their functions.
符合計劃《公開課程及專門設計課程申請指南》中規定的義務、法例規定及監管要求，及/或履行其職責。

Unless otherwise indicated, provision of the requested personal data is obligatory. Failure to provide the requested personal data may result in VTC not being able to process your course provider registrations, course applications, handle your requests or provide the relevant services.

除非另有說明，閣下必須向 VTC 提供所需的個人資料。若閣下未能提供全部所需的個人資料，可能導致 VTC 無法辦理培訓機構的註冊手續、處理相關課程申請、處理閣下的要求，或提供相關服務。

2. Accuracy and Retention of Personal Data

個人資料的準確性及保留

VTC has certain procedures in place to maintain personal data at a reasonable level of accuracy, completeness and relevancy for the purpose for which the personal data is to be used. VTC aims to keep your data accurate and up-to-date. However, we rely on you to disclose all material information to us and to inform us of any errors or changes in such information.

VTC 採取適當措施，將所持有個人資料的準確性、完整性及關連性保持在合理水平，以符合個人資料收集用途。VTC 致力將閣下的資料保持準確及最新，惟仍有賴閣下向我們披露所有重要資料和通知我們有關該些資料的任何錯誤或變更。

VTC will retain your personal data for so long as is necessary to enable it to fulfil the original purpose (or a directly related purpose) of collection, or any other purpose to which you have consented. Personal data which is no longer required will be destroyed, unless their continued retention is required to satisfy legal, regulatory or accounting requirements or to protect the VTC's interest.

VTC 會在貫徹資料被收集的目的（或直接相關目的）或任何其他已獲得你同意的目的所需的時間內保留閣下的個人資料。不再需要的個人資料將被銷毀，除非其持續保留是為了滿足法律、監管或會計要求，或為了保護 VTC 的權益。

3. Data Transfer & Disclosure

資料轉移及披露

VTC undertakes to keep your personal data confidential. Any third party to whom your personal data is disclosed and/or transferred is under an obligation to keep it confidential and to only use it for the purposes described in (1).

VTC 會保密閣下的個人資料。任何獲 VTC 披露及/或轉移閣下的個人資料的第三方均有責任將閣下的個人資料保密，並只作以上第一節所述目的允許的用途。

VTC may disclose or transfer your personal data, without further reference to the course provider/company, whenever it considers appropriate, to service providers and contractors performing activities on VTC's behalf, other government bureaux/departments or regulatory bodies or third parties; and any other parties as required or authorised by law for the purposes of collection and use. In submitting the application form, the course provider/company irrevocably and unconditionally authorises to make and consent to making any of the aforesaid disclosures.

VTC 可能會在其認為適當時，以及在無須進一步知會培訓機構/公司的情況下，將閣下的個人資料披露或轉移予代表 VTC 提供服務的供應商及承辦商；其他政府決策局/部門、監管機構或第三方；及法律要求或授權的任何其他人士以作收集及使用目的的用途。培訓機構/公司提交申請表，即被視為其不可撤銷及無條件地授權並同意作出上述任何披露。

4. Protection Measures

保障措施

VTC takes appropriate steps to protect your personal data from unauthorised access, use, loss, alteration or disclosure. Access to your personal data is strictly limited to authorised personnel

only.

VTC 採取適當步驟保障所持的閣下個人資料，以免遭受未經授權的查閱、使用、遺失、更改或披露。只有獲授權的人士方可查閱及處理閣下的個人資料。

5. Access and Correction of Your Personal Data

查閱及改正資料

In accordance with the PD(P)O, you have the right:

根據個人資料（私隱）條例，閣下有權：

- (a) to check whether VTC holds his/her personal data;
查核 VTC 是否持有他的個人資料；
- (b) to request a copy of such data; and
要求索取該等資料的副本；及
- (c) to require VTC to correct any of the personal data which is inaccurate.
要求 VTC 改正任何不準確的個人資料。

If you would like to make a data access request, please complete the Data Access Request Form (OPS003) and send it by mail or email to:

如閣下欲提出查閱資料要求，請填妥「查閱資料要求表格」（OPS003），並郵寄或電郵至：

Data Privacy Officer
Vocational Training Council
13/F., VTC Tower, 27 Wood Road,
Wan Chai
Hong Kong
E-mail: vtcprivacy@vtc.edu.hk

資料私隱主任
職業訓練局
香港灣仔活道 27 號
職業訓練局大樓 13 樓
電郵：vtcprivacy@vtc.edu.hk

We will take reasonable steps to verify your identity before granting access or making corrections to your personal data to protect your privacy and identity. VTC reserves the right to charge a fee for the processing of data access request in accordance with the PD(P)O.

為保障閣下的私隱及身分，VTC 會以合理的步驟核實身分，以便處理查閱或改正個人資料的要求。VTC 根據《私隱條例》保留權利就處理查閱資料要求收取費用。

6. Governing Language & Jurisdiction

管轄語言及司法管轄區

The English version of this PICS shall prevail in case of discrepancy. Any claims shall be governed by the laws of the Hong Kong Special Administrative Region.

本聲明的英文版本與中文版本如有歧義，須以英文版本為準。任何申索均受香港特別行政區法律管轄。