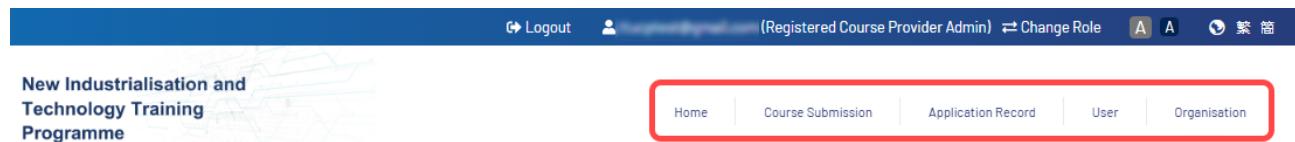


# **New Industrialisation and Technology Training Programme (NITTP)**

## **Online System User Guide for Course Providers**

## 1. General Navigation



The screenshot shows the top navigation bar of the website. It includes a 'Logout' link, a user profile icon, and the text '(Registered Course Provider Admin) Change Role'. There are also font size adjustment and language selection (繁 簡) buttons. Below this, a secondary menu bar is displayed with the following items: Home, Course Submission, Application Record, User, and Organisation. The 'Application Record' item is highlighted with a red box.

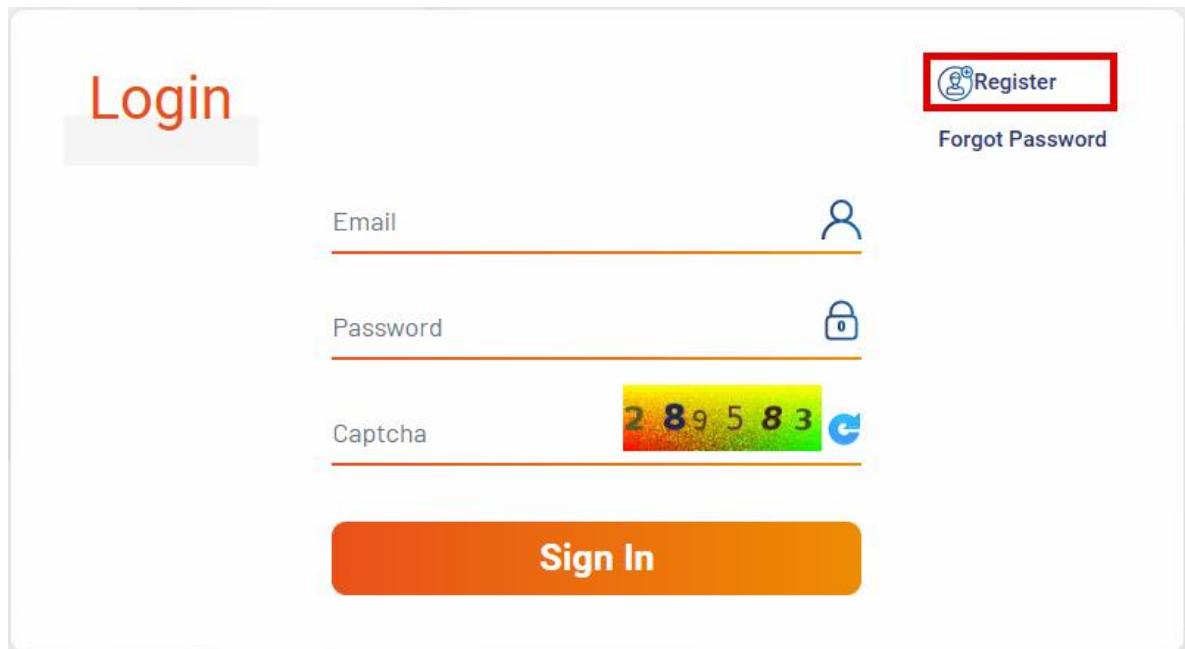
Below is an overview of all available functions in the menu bar:

Menu Bar	Functions
<Your login account>	Update your account profile
AA	Adjust font size
繁 簡 Eng	Switch to other languages
Home	Provide quick links to access various functions and reminder messages
Course Submission	Submit applications for public course registration
Application Record	View application status or continue to submit drafted applications, upload attendance records
User	Manage all user accounts within the organisation
Organisation	Update particulars of organisation and list of trainers

The available functions in the menu bar are subject to the role of the user account

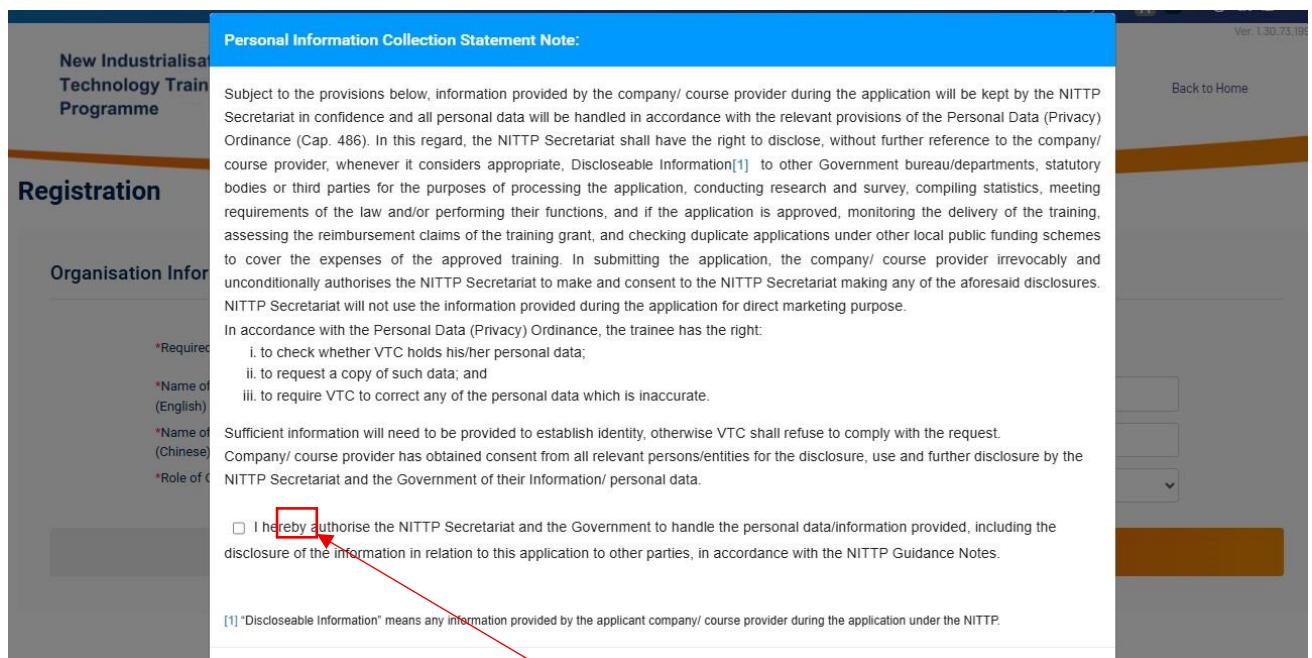
## 2. Organisation and User Account Registration

- Click **Register** in the [login](#) screen



The image shows a 'Login' screen. At the top right is a 'Register' button with a user icon and a red border, which is highlighted. Below it is a 'Forgot Password' link. The main area contains fields for 'Email' (with a person icon) and 'Password' (with a lock icon). A 'Captcha' field shows the code '2 89583' with a refresh icon. At the bottom is a large orange 'Sign In' button.

- Read and agree to the Personal Information Collection Statement Note by checking the box to proceed



The image shows a 'Registration' screen for the 'New Industrialisation Technology Train Programme'. The 'Organisation Info' section is visible. A blue header bar contains the text 'Personal Information Collection Statement Note:'. The main content area contains the statement note, which details the handling of personal data by the NITTP Secretariat. It mentions the right of the trainee to check, request copies, and correct personal data. It also states that sufficient information is required for identity verification and that the company/course provider has consented to disclosure. At the bottom is a checkbox for accepting the statement note, with a red arrow pointing to it from the left. A small note at the bottom explains the term 'Discloseable Information'.

⊕ Fill in the Name of the Organisation, select “Registered Course Provider (RCP)” as the Role of Organisation, and then click **Next**

## Registration

### Organisation Information

\*Required Field

\*Name of Organisation  
(English)

\*Name of Organisation  
(Chinese)

\*Role of Organisation

[Reset](#)

**Next >**

⊕ Fill in contact information of “Administrator”

\*Required Field

### Contact Information of Administrator

\*Email

\*Salutation

\*Last Name (English)  
(as shown on the HKID Card)

\*First Name (English)  
(as shown on the HKID Card)

\*Last Name (Chinese)  
(as shown on the HKID Card)

\*First Name (Chinese)  
(as shown on the HKID Card)

\*HKID No.  
(only Prefix and the first 4 digits)

\*Nationality

Department (English)

\*Position (English)

Department (Chinese)

\*Position (Chinese)

\*Direct Line

852

⊕ Points to note:

- The first user account registered in the online system will be automatically assigned the role of “Administrator”. Users with the role of “Administrator” can manage or create other user accounts of the organisation, submit and view the public course application and update particulars of the organisation. There are no limitations on the number of “Administrator” user accounts under an organisation. “Administrator” can create another user accounts with the same role as “Administrator” under the same organisation
- Please provide a valid email address as it will be used as the login name and a confirmation email will be sent to the email address

## Fill in Particulars of Course Provider

<b>Name of Course Provider</b>			
English Name	<input type="text" value="test"/>		
Chinese Name	<input type="text" value="test"/>		
*Type of Certificate	<input type="text"/>		
*Business Registration (BR) No./License No.	<input type="text"/>		
*Certificate of Registration of a School No.	<input type="text"/>		
*Nature of Business	<input type="text"/>		
*Primary Nature of Business	<input type="text"/>		
*Year of Establishment	<input type="text"/>		
*Tel No.	852	<input type="text"/>	<input type="text"/>
*Email	<input type="text"/>		
*Address	<input type="text"/>		
Province	<input type="text"/>		
Country	<input type="text"/>		
Expiry of Certificate of Provisional registration <input type="text" value="YYYY/MM/DD"/>			
Expiry Date of Provision of Course Venue <input type="text" value="YYYY/MM/DD"/>			
Expiry Date of Insurance <input type="text" value="YYYY/MM/DD"/>			
*No. of Employees (Full-time) <input type="text"/>			
Fax No. <input type="text"/>			
*Website <input type="text"/>			
<input type="text" value="*Correspondence Address"/> <input type="button" value="Copy"/>			
District	<input type="text"/>		
Province	<input type="text"/>		
Country	<input type="text"/>		

## Points to note:

- Please provide FULL Business Registration (BR) Number (i.e. 16 digits, XXXXXXXX-XX-XX-XX-X) or License Number for registration
- The **Address** should normally be the address registered under Business Registration Certificate, while a different **Correspondence Address** can be used for mailing purposes

- Fill in training courses conducted in the past years and the strengths and areas of expertise

Training Courses Conducted						
#	Course Title	Commencement Date	Completion Date	Location	Class Size	Trainer(s)
1	<input type="text"/>	<input type="button" value="Delete"/>				

[Add Experience](#)

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

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

⊕ Fill in Training Venue: Input each approved classroom, address and maximum seating capacity as listed on Certificate of Accommodation

Venue

#	Venue	Approved Seating Capacity
1	<input type="text"/>	<input type="text" value="0"/> <span>Delete</span>

Add Venue

⊕ Upload the following required documents:

1. Valid Business Registration Certificate / License Certificate
2. Valid Company provision of a course venue
3. Valid Certificate of Registration of an education institution
4. Valid Certificate of approved seating capacity of the classroom
5. Documents of relevant experience in the provision of technology training
6. Valid Public Liability Insurance Policy
7. Other supplementary documents

**Upload Document** X

\*Required Field

Requirement for Upload Document:  
Maximum File Size: 10MB  
Format: .doc/.docx, .jpg/.jpeg/.png, .pdf, .ppt/.pptx, .xls/.xlsx, .zip

\*Type

Business Registration Certificate / License  
Company provision of a course venue  
Certificate of Registration of an education institution  
Certificate of approved seating capacity of the classroom(s)  
Documents of relevant experience in the provision of technology training  
Public Liability Insurance Policy  
Others

⊕ Click Register to complete the registration process

**Business Registration Certificate / Other Supplementary Documents**

Document Type	Document Name
<span>Upload</span>	

Register

⊕ Receive an account activation email and activate your account

When your application is approved, an account activation email will be sent to the email address previously provided. Please activate your account before the link expires.

Dear Sir / Madam,

Thank you for your interest in applying the New Industrialisation and Technology Training Programme (NITTP).

Your account, under the name of XXXXXX, has been created / reset password. Please go to the link below to activate your account by 23:59 on 01 January 2025:

[Link](#)

Please note that you will not be able to log back into your account until you have activated the account or reset the password. You can then gain access to the NITTP Online System with your account name and password to submit your application.

Should you need any assistance, please email to us at [nittp@vtc.edu.hk](mailto:nittp@vtc.edu.hk).

NITTP Secretariat  
Vocational Training Council

\*\*\*\*\*  
(This email is a system generated message. Please do not reply to this message.)  
\*\*\*\*\*

### Activate/Reset Password

Email	<input type="text" value="████████████████"/>
Password #	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Reset"/>	

# A strong password should contain at least 8 characters and fulfill the following 3 conditions: (8 characters, at least 1 uppercase alphabet, 1 lowercase alphabet & 1 number)

⊕ After activating your account, you may log in to the NITTP [system](#)

# Login

[Register](#)

[Forgot Password](#)

Email

Password

Captcha

Sign In

⊕ Read and agree to the Personal Information Collection Statement Note by checking the box to proceed

New Industrialisation  
Technology Train  
Programme

Home

Quick Links

Application for Training

Ver. 1.30.73.1801
Organisation

VTC

Personal Information Collection Statement Note:

Subject to the provisions below, information provided by the company/ course provider during the application will be kept by the NITPP 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 NITPP Secretariat shall have the right to disclose, without further reference to the company/ course provider, whenever it considers appropriate, Discloseable Information<sup>[1]</sup> to other Government bureaux/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, assessing the reimbursement claims of 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, the company/ course provider irrevocably and unconditionally authorises the NITPP Secretariat to make and consent to the NITPP Secretariat making any of the aforesaid disclosures. NITPP Secretariat will not use the information provided during the application for direct marketing purpose.

In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:

- i. to check whether VTC holds his/her personal data;
- ii. to request a copy of such data; and
- iii. to require VTC to correct any of the personal data which is inaccurate.

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request. Company/ course provider has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the NITPP Secretariat and the Government of their information/ personal data.

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

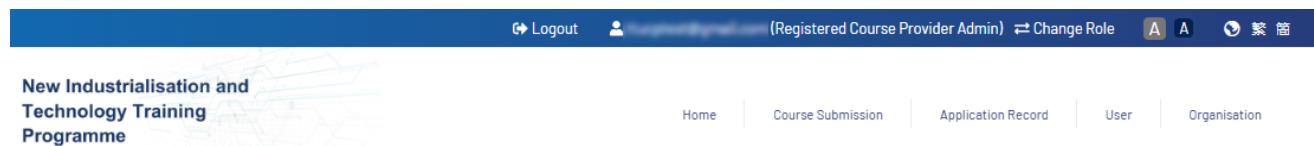
<sup>[1]</sup> "Discloseable Information" means any information provided by the applicant company/ course provider during the application under the NITPP.

OK
U.I., 10 Cheung Yue Street, Kowloon, Hong Kong

U.I. All rights reserved.

## 2.1 Update Particulars of Organisation

- Login to the system and click **Organisation**



The screenshot shows the NITTP system's user interface. At the top, there is a blue header bar with the text '(Registered Course Provider Admin) Change Role' and icons for user settings and language (Chinese and English). Below the header, the page title 'New Industrialisation and Technology Training Programme' is displayed, along with a logo of a stylized building. The main menu bar includes links for 'Home', 'Course Submission', 'Application Record', 'User', and 'Organisation'. The 'Organisation' link is highlighted with a yellow box.

- Only user with the role of “Administrator” or “Authorised Person” can update the particulars of organisation
- Review and update the course provider information to ensure all details are up-to-date and accurate
- When the Business Registration Certificate/ Certificate of Provisional Registration of a School/ Company’s Provision of Course Venue/ Public Liability Insurance Policy are renewed, please promptly reupload in the system and inform the NITTP Secretariat accordingly

## 2.2 Update List of Trainers

- Login to the system and click **Organisation** and complete **List of Trainers** for the Organisation

**List of Trainers**

#	Name	Educational / Professional Qualifications	Years of Relevant Working Experience	Years of Relevant Teaching Experience	Area of Speciality	Name of Present Employer	Position
---	------	---	--------------------------------------	---------------------------------------	--------------------	--------------------------	----------

**Add Trainer**

**Trainer(s) Information**

\*Required Field

Trainer

\*Status: Active

\*Salutation:

\*Last Name:

\*Educational / Professional Qualifications:

\*First Name:

\*Area of Speciality:

Other Qualification, if any:

\*Years of Relevant Working Experience:

\*Name of Present Employer:

\*Position:

\*Upload Proof of academic qualification and relevant experience:

1. Please save all documents as PDF files. All attachments should be compressed into a single archive file (in RAR or ZIP format) before uploading. The file name should be based on the trainer's name, for example: ChanTaiMan.zip.  
2. The size of the compressed file must not exceed 30 MB; otherwise, it cannot be uploaded.

Any Other Information:

**Cancel** **Create**

- Create trainer's record to be selected for the subsequent course application submission

## 2.3 Setting up additional user accounts and functions of different roles of user accounts

- “Administrator” login to the system
- Functions of different roles of user accounts:

### Contact Person

- Draft Course Application only
- Upload Attendance Records
- View Application Status
- Update List of Trainers in Organisation

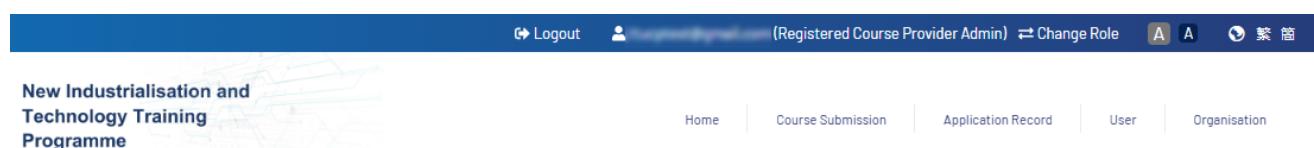
### Authorised Person

- Draft and Submit Course Application
- Upload Attendance Records
- View Application Status
- Update Particulars of Organisation and List of Trainers

### Administrator

- Draft and Submit Course Application
- Upload Attendance Records
- View Application Status
- Update Particulars of Organisation and List of Trainers
- Manage or Create User Accounts and Reset Passwords for Other Users

- Select **User** from the menu bar



The screenshot shows the top navigation bar of the website. On the left is the logo for 'New Industrialisation and Technology Training Programme'. To the right are links for 'Logout', a user icon, '(Registered Course Provider Admin) Change Role', and icons for language and font size. Below this is a horizontal menu bar with links for 'Home', 'Course Submission', 'Application Record', 'User', and 'Organisation'.

- Click **Create** to add a new user account

### User



Email	Name	Role	Status	Last Updated Date	Last Updated By		
...	...	Registered Course Provider Contact Person	Active	2025/04/16 11:53:22	VTC Staff	<b>View</b>	<b>Edit</b>
...	...	Registered Course Provider Authorised Person	Active	2025/04/16 11:53:22	VTC Staff	<b>View</b>	<b>Edit</b>
...	...	Registered Course Provider Admin	Active	2025/04/16 11:53:22	VTC Staff	<b>View</b>	<b>Edit</b>

⊕ Input all the required information and click **Save**

### User Information

\*Required Field

*Email	<input type="text"/>	*Role	<input type="text"/>
*Salutation	<input type="text"/>	*First Name (English) (as shown on the HKID Card)	<input type="text"/>
*Last Name (English) (as shown on the HKID Card)	<input type="text"/>	*First Name (Chinese) (as shown on the HKID Card)	<input type="text"/>
*Last Name (Chinese) (as shown on the HKID Card)	<input type="text"/>	*Position (English)	<input type="text"/>
Department (English)	<input type="text"/>	*Position (Chinese)	<input type="text"/>
Department (Chinese)	<input type="text"/>	Direct Line	<input type="text"/>
*Status	<input type="text"/>	852	<input type="text"/>

[◀ Back](#) Save

⊕ Points to note:

- Please provide a valid email address as it will be used as the login name and a confirmation email will be sent to the email address
- Email address cannot be changed once created

⊕ Receive an account activation email

An account activation email will be sent to the email address previously provided, please activate your account before the link expires

Dear Sir / Madam,

Thank you for your interest in applying the New Industrialisation and Technology Training Programme (NITTP).

Your account, under the name of XXXXXX, has been created / reset password. Please go to the link below to activate your account by 23:59 on 01 January 2025:

[Link](#)

Please note that you will not be able to log back into your account until you have activated the account or reset the password. You can then gain access to the NITTP Online System with your account name and password to submit your application.

Should you need any assistance, please email to us at [nittp@vtc.edu.hk](mailto:nittp@vtc.edu.hk).

NITTP Secretariat  
Vocational Training Council

\*\*\*\*\*  
(This email is a system generated message. Please do not reply to this message.)  
\*\*\*\*\*

## Activate/Reset Password

Email

Password #

Confirm Password

**Reset**

# A strong password should contain at least 8 characters and fulfill the following 3 conditions: (8 characters, at least 1 uppercase alphabet, 1 lowercase alphabet & 1 number)

### 3. Submit Public Course Application

⊕ Complete List of Trainers under the menu bar of **Organisation**

**List of Trainers**

#	Name	Educational / Professional Qualifications	Years of Relevant Working Experience	Years of Relevant Teaching Experience	Area of Speciality	Name of Present Employer	Position
<b>Add Trainer</b>							

⊕ Click **Course Submission** from the menu bar

**Logout** (Registered Course Provider Admin) **Change Role** **A A** **繁 简**

**New Industrialisation and Technology Training Programme**

Home Course Submission Application Record User Organisation

⊕ Read the Note for Course Providers carefully and click **Next** to proceed

#### Note For Course Providers

The training organisation should be a Designated Local Course Provider<sup>1</sup>, or fulfill the following requirements

1. registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
2. registered as an educational institution in accordance with the Education Ordinance;
3. has documentary proof of the company's provision of a course venue;
4. has two or more years of relevant experience in the provision of technology training; and
5. has proper insurance policies documents (including public liability insurance against all claims).

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.

<sup>1</sup>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.

**Next >**

## Step 1: Fill in Course Information

1 Course Information 2 Course Fee 3 Particulars of Trainer(s) 4 Details of the Course 5 Supporting Documents 6 Application Summary

\*Required Field

Course Title (English)

Course Title (Chinese)

\*Course Type  Teaching Assistant Name

\*Medium of Instruction

\*Technology Nature  \*Anticipated Maximum Class Size

\*Primary Technology Nature  Select

\*Course Start Date  YYYY/MM/DD \*Course End Date  YYYY/MM/DD

\*Course Content (No less than 400 words in English)

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.

- Click **Save & Next** to proceed to the next step until submission

## Step 2: Fill in Course Fee

1 Course Information 2 Course Fee 3 Particulars of Trainer(s) 4 Details of the Course 5 Supporting Documents 6 Application Summary

\*Required Field

\*For training courses lasting more than one month that charges over HK\$20,000 per person, course providers should collect course fees by monthly instalments as far as practicable.

\*Course Fee Payment

#	Course Fee Group	Fee Description	Amount (HK\$)
1	*Course Fee Group Type <input type="text"/>		
	# Types of Fees <input type="text"/>	Remarks <input type="text"/>	Amount (HK\$) <input type="text"/>
	1 Training Fee: Manpower Requirement <input type="text"/>	<input type="text"/>	0.00 <input type="text"/>
2 Training Fee: Other Direct Costs <input type="text"/>	<input type="text"/>	0.00 <input type="text"/>	
3 Training Fee: Administration Fee <input type="text"/>	<input type="text"/>	0.00 <input type="text"/>	
	Total Course Fee: <input type="text"/>	0.00 <input type="text"/>	

**Add Fee Type** **Add Fee Group**

< Save & Back **Save & Next**

Points to note:

- Administration Fee cannot be more than 15% of the sum of Manpower Requirement and Other Direct Costs
- Return passage and subsistence allowance per trainee are required to fill in for non-local training
- Click **Add Fee Type** to include return passage, subsistence allowance or other fees
- Click **Add Fee Group** to create another group of training fee (e.g. Discount/ Early Bird Promotions)

Step 3: Particulars of Trainer(s)

- **Select Trainer(s)** from the completed List of Trainers in **Organisation** page and assign the teaching hours in course

1 Course Information > 2 Course Fee > 3 Particulars of Trainer(s) > 4 Details of the Course > 5 Supporting Documents > 6 Application Summary

Select Trainer(s)

#	Name	Educational / Professional Qualifications	Years of Relevant Working Experience	Years of Relevant Teaching Experience	Area of Speciality	Name of Present Employer	Position	Teaching Hours in course	
6	Mr CHAN Tai Man	Postgraduate	10.00	8.00	Master of Science in Computer Science	TEST	Lecturer		

< Save & Back Save & Next >

List of Trainers

(Please add the trainer to the List of Trainers in the organization information)

Search

#	Name	Educational / Professional Qualifications	Years of Relevant Working Experience	Years of Relevant Teaching Experience	Area of Speciality	Name of Present Employer	Position	
6	Mr CHAN Tai Man	Postgraduate	10.00	8.00	Master of Science in Computer Science	TEST	Lecturer	Select

## Trainer(s) Information



\*Required Field

### Trainer

\*Salutation

Mr

\*Last Name

CHAN

\*First Name

Tai Man

\*Educational / Professional Qualifications

Postgraduate

\*Area of Speciality

Master of Science in Computer Science

\*Teaching Hours in course

6

Other Qualification, if any

(Text area for other qualifications)

\*Years of Relevant Working Experience

10.00

\*Years of Relevant Teaching Experience

8.00

\*Name of Present Employer

TEST

No. of Years

8

\*Position

Lecturer

Any Other Information

(Text area for any other information)

Cancel

Create

- Click **Save & Next** to proceed

1 Course Information > 2 Course Fee > 3 Particulars of Trainer(s) > 4 Details of the Course > 5 Supporting Documents > 6 Application Summary

Select Trainer(s)

#	Name	Educational / Professional Qualifications	Years of Relevant Working Experience	Years of Relevant Teaching Experience	Area of Speciality	Name of Present Employer	Position	Teaching Hours in course	
1	Mr CHAN Tai Man	Postgraduate	10.00	8.00	Master of Science in Computer Science	TEST	Lecturer	6.00	<span>Delete</span> <span>Edit</span>

< Save & Back

Save & Next >

- Step 4: Furnish course details and assign the respective trainer(s) for each module

#	Module/Subject(s)	Description of the Module/Subject	Duration of the Module(s) (Hours)	Duration of exhibitions / expos / visits / other similar activities (Hours), if any	Start Date	End Date	Trainers
1	Module 1	Description of the Module 1	3.00	0.00	2025/09/01 09:00	2025/09/01 12:00	CHAN Tai Man -
2	Module 2	Description of the Module 2	3.00	0.00	2025/09/02 09:00	2025/09/02 12:00	CHAN Tai Man -
		Total Training Hours	6.00	0.00			

[Add Module/Subject\(s\)](#)

[Save & Back](#) [Save & Next](#)

- Click Add Module(s)/Subject(s) to include a row and click Delete to erase that row
- Step 5: Upload the supporting documents as required

Document Type	Document Name	
Course Pamphlet	Course Pamphlet.pdf	<a href="#">View</a> <a href="#">Delete</a>
Others - Supplementary Information	Teaching material.pdf	<a href="#">View</a> <a href="#">Delete</a>

[Upload](#)

[Save & Back](#) [Save & Next](#)

Document Type	Document Name	
Course Pamphlet	Course Pamphlet.pdf	<a href="#">View</a> <a href="#">Delete</a>
Others - Supplementary Information	Teaching material.pdf	<a href="#">View</a> <a href="#">Delete</a>

[Upload](#)

[Save & Back](#) [Save & Next](#)

- Points to note:

- All the details outlined in the Course Pamphlet should be identical as the course details as input on the system

- Course providers should not publicise their training courses as NITTP courses unless they have been successfully registered

## ✚ Step 6: Review application summary and submit the course application

- Please ensure that all details of the course application are accurate before submission as no further changes could be made online once submitted

1 Course Information > 2 Course Fee > 3 Particulars of Trainer(s) > 4 Details of the Course > 5 Supporting Documents > 6 Application Summary

**Course Information**

- Read the declaration and check each box to agree
- Click **Submit** to complete the course application process

**Declaration**

I, the undersigned, also the authorised signatory of the course provider/ the company, hereby declare that (please tick in appropriate box(es)):

(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 is 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;

(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;

(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;

(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 fulfill the statutory requirements for fire and structural safety for the purpose of running public courses under the NITTP;

(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;

(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;

(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;

(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;

(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) to (ii) above is about to occur.

(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 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;

(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;

(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;

(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

(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.

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.

I am the authorised person of the course provider, hereby declare the statement above.

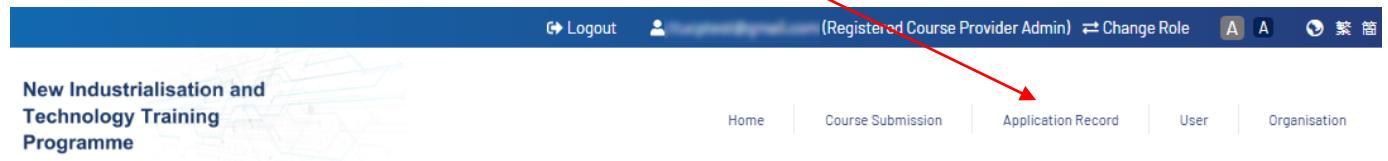
[Back](#) [Submit](#)

## ✚ Points to note:

- Only user with the role of “Administrator” or “Authorised Person” can submit the application
- “Administrator” can grant access rights to other user accounts by assigning the respective role of the user

## 4. View application status

- All application statuses can be viewed in **Application Record**



The screenshot shows the NITTP application status interface. The top navigation bar includes links for Logout, User Profile, (Registered Course Provider Admin), Change Role, and language options (A A, 繁 简). Below the navigation is the NITTP logo: 'New Industrialisation and Technology Training Programme'. The main menu has links for Home, Course Submission, Application Record (which is highlighted with a red arrow), User, and Organisation. The 'Application Record' section is expanded, showing three sub-sections: 'Status - Draft' (orange background), 'Status - Submitted' (green background), and 'Status - Published/ Not Approved/ Withdrawn' (blue background). Each sub-section contains a list of actions.

### Status - Draft

- Click **Edit** to continue to fill in the course application and Submit
- Click **Delete** to suspend the course application

### Status - Submitted

- Click **View** to review the submitted application
- No further changes could be made online for submitted application

### Status - Published/ Not Approved/ Withdrawn

- For Published course application, the course title and contact information as well as pamphlet provided will be shown on the NITTP website for public information

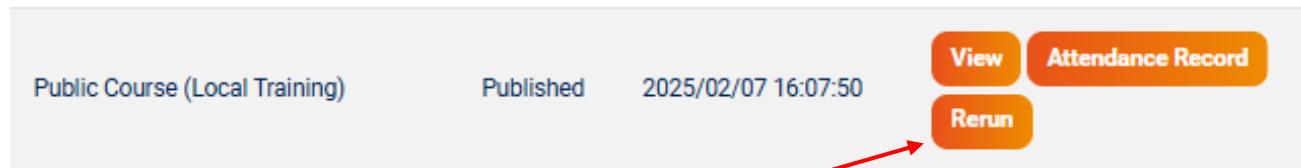
### Course No.

- Course Number for NITTP record

## Application Record

Course No.	Course Title	Training Period	Course Type	Status	Last Updated Date	Actions
...	...	2025/04/28 - 2025/04/30	Public Course (Local Training)	Withdrawn	2025/05/16 14:14:47	<a href="#">View</a>
...	...	2025/07/28 - 2025/07/28	Public Course (Local Training)	Not Approved	2025/05/16 14:14:11	<a href="#">View</a>
...	...	2025/04/16 - 2025/04/17	Public Course (Local Training)	Published	2025/05/12 09:59:55	<a href="#">View</a> <a href="#">Attendance Record</a> <a href="#">Run</a>
...	...	2025/08/18 - 2025/08/18	Public Course (Local Training)	Draft	2025/05/08 17:41:49	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
...	...	2025/06/16 - 2025/06/20	Public Course (Local Training)	Submitted	2025/03/28 15:07:17	<a href="#">View</a>

## 4.1 Rerun course application



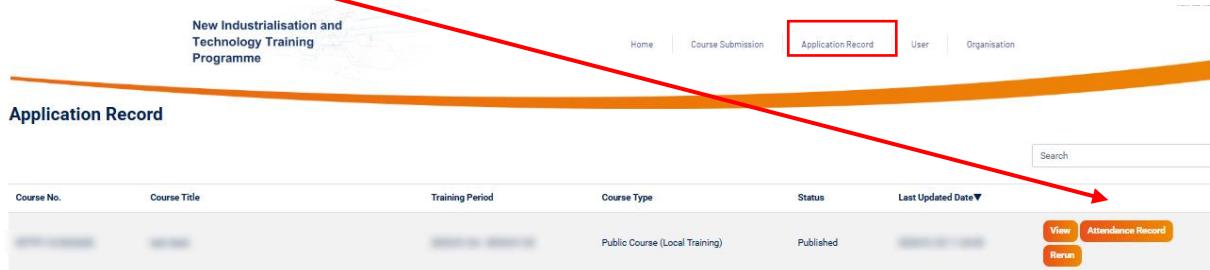
Points to note:

- Click **Rerun** to display the previously approved course information and allow the course provider to submit rerun public course application(s) within **six months** after the indicated commencement date. Only the training period can be revised, and other information will remain unchanged

## 4.2 Submit Certified Attendance List

- Step 1: Provide an attendance record after completion of the training course

- Click **Attendance Record** in Application Record



New Industrialisation and Technology Training Programme

Home Course Submission Application Record User Organisation

Application Record

Course No. Course Title Training Period Course Type Status Last Updated Date ▾

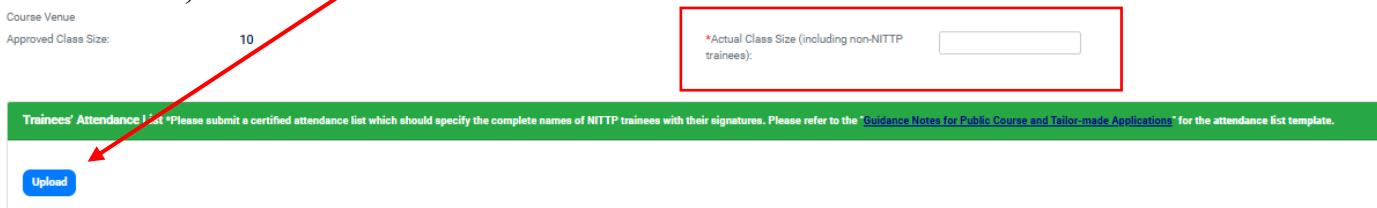
Public Course (Local Training) Published

**View** **Attendance Record** **Print**

- Course providers are required to submit a Certified Attendance List for each completed training course (which should specify the names of NITTP trainees with their signatures) to the NITTP Secretariat within two weeks after the completion of each training course

- Step 2: Enter the actual class size and **Upload** the Certified Attendance List

- “Completion of training” refers 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)



Course Venue

Approved Class Size: 10

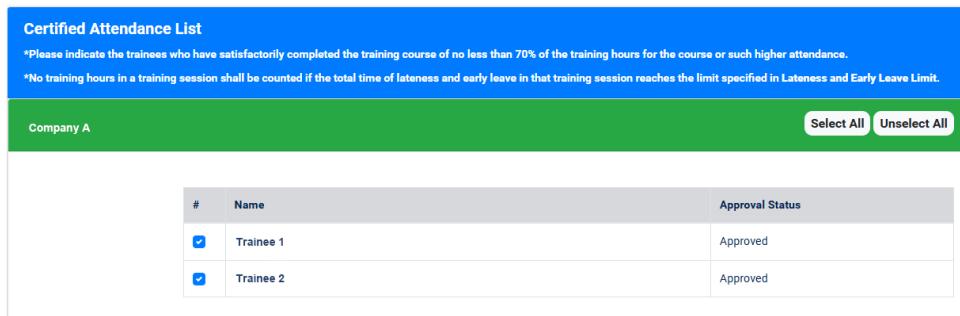
\*Actual Class Size (including non-NITTP trainees):

Trainees' Attendance List \*Please submit a certified attendance list which should specify the complete names of NITTP trainees with their signatures. Please refer to the "Guidance Notes for Public Course and Tailor-made Applications" for the attendance list template.

**Upload**

- Step 3: Select the trainees who have completed the training course

- Check the box to select the trainees who have completed the training course



Certified Attendance List

\*Please indicate the trainees who have satisfactorily completed the training course of no less than 70% of the training hours for the course or such higher attendance.

\*No training hours in a training session shall be counted if the total time of lateness and early leave in that training session reaches the limit specified in Lateness and Early Leave Limit.

Company A		Select All	Unselect All
#	Name	Approval Status	
<input checked="" type="checkbox"/>	Trainee 1	Approved	
<input checked="" type="checkbox"/>	Trainee 2	Approved	

⊕ Step 4: Complete

- Read the declaration and check the box to agree and **Save**

Declaration

I, declare that the information provided on this "Certified Attendance List" as well as the supporting documents enclosed are true and correct.

Cancel

Save >

- ⊕ For any further assistance, please refer to Form Library on NITTP Website or you may contact the NITTP Secretariat at 3907 6661 or via email at nittp@vtc.edu.hk