

New Industrialisation and Technology Training Programme (NITTP)**新型工业化及科技培训计划(计划)****Application for Public Course and Tailor-made Course****公开课程及专门设计的课程申请****(to be completed by Course Provider or Company)****(供培训机构或公司填写)****Types of Courses (please tick in appropriate box):****课程类别 (请选取适当的方格)**

- | | |
|--|--|
| <input type="checkbox"/> Public Course 公开课程
(Please fill in Parts A, B & D 请填写甲部、乙部及丁部) | <input type="checkbox"/> Tailor-made Course 专门设计的课程
(Please fill in Parts A, B, C & D 请填写甲部、乙部、丙部及丁部) |
|--|--|

Note 须知:

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

培训机构必须为指定本地培训机构¹; 或符合以下条件:

- (i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
根据《商业登记条例》(第310章)在香港登记;
- (ii) registered as an education institution in accordance with the Education Ordinance;
根据教育条例登记为学校;
- (iii) has documentary proof of the company's provision of a course venue;
具备文件证明机构提供培训场地;
- (iv) has two or more years of relevant experience in the provision of technology training; and
具备最少两年在科技培训的相关教学经验; 及
- (v) has proper insurance policies documents (including public liability insurance against all claims).
具备适切的保险, 如公共责任保险涵盖一切的申索。

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.

培训机构/公司须填妥本申请表格, 连同有关证明文件, 于课程开课至少**四个月前**向计划秘书处以亲身、邮寄、传真或电邮提交申请。**逾期申请概不受理**。培训机构/公司可按需要夹附页提交

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. 指定本地培训机构指法定政府资助机构, 例如本地大学(包括所有大学教育资助委员会资助的院校)、根据《专上学院条例》(第320章)注册的自资本地学位颁授院校、香港建造业议会、香港生产力促进局、职业训练局、制衣业训练局及香港生物科技研究院。

补充数据。计划秘书处会于收到申请后发出确认通知。如有需要，计划秘书处会向培训机构进行实地探访。

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

新型工业化及科技培训计划秘书处
职业训练局总办事处(行业合作)
香港九龙长沙湾长裕街10号
亿京广场2期30楼
电话: 3907 6661
传真: 2904 7843
电邮: nittp@vtc.edu.hk

Part A - Information of Course Provider

甲部 – 培训机构资料

1. Name of course provider:

培训机构名称

(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

指定本地培训机构 (请参
照注¹)

Business Registration No./
License No.:

商业登记证号码/牌照号

码 (if applicable 如适用)

Certificate of Registration
of a School No.:

学校注册证明书编号

(if applicable 如适用)

No. of Employees:

雇员人数

Address:

地址

Tel No.:
电话 _____

Fax No.:
传真 _____

Email:
电邮 _____

Website:
网页 _____

2. Please provide information of the relevant training courses your organisation has conducted 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).

请列出机构过去曾举办的相关课程资料，以证明机构有两年或以上的相关培训经验，并提交证明文件（例如课程简介、宣传单张、收据、出席记录等）。

Course Title 课程名称	Date 日期	Location 地点	Duration 时长	Class Size 上课人数	Trainer(s) 导师

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

请简述机构向公众提供培训方面的优势和专业领域。

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

请提供其他数据连同相关证明文件以支持本申请，例如相关保险、牌照、证书等。

Part B – Course Information

乙部 – 课程数据

1. Course Title:

课程名称

2. Course Period & Time:

授课日期及时间

3. Course Venue:

授课地点

(Please provide full address of the course venue and furnish documentary proof. 请提供授课地点的详细地址，并提交证明文件。)

4. Anticipated Class Size

(not more than 45)²:

每班预期上课人数 (不

多于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) :

课程详情 (请附上证明文件，如课程简介；请夹附页提交详细课程计划书)

<u>Module/Subject(s)</u> 单元/学科	<u>Description of the Module/Subject</u> 单元/学科描述 (A descriptive summary of the module/subject) (单元/学科摘要描述)	<u>Duration of the Module(s)</u> 单元时数 (hour(s)) (小时)	<u>Date of Training</u> 培训日期	<u>Name of Trainer(s) Assigned³</u> 任教导师姓名 ³
a.				
b.				
c.				
d.				
e.				
Total training hours: 总培训时数				

Please add as appropriate 请根据需要加添详情

² Where the anticipated class size equals to or more than 25, there should be at least 1 instructor and 1 teaching assistant. 如每班预期上课人数达25人或以上，每班须至少有一名导师及一名教学助理。

³ At most three trainers may be assigned to teach a module. 每个单元最多三位导师任教。

6. Course Fee Per Trainee:

每名学员课程费用

Types of Fees 费用种类	Amount (HK\$) 金额(港币\$)	Remarks ⁴ 备注 ⁴
a. <u>Breakdown of Training Fee</u> 培训费用详细		
<p>Manpower Requirement 职员薪金 [Only includes costs for trainers and teaching assistants, excluding costs for administration staff. 只包括导师及教学助理的薪金，不包括行政人员的薪金。]</p>		
<p>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 – 包括购买消耗品（例如以教学用途购买的原材料）及技术特许授权，不包括以下：</p> <ul style="list-style-type: none"> • building facilities renovation, and operation, repair and maintenance expenses; 大厦设施装修，以及运作、维修及保养开支； • utilities - charges for electricity, gas, water, telephone and fax; 公用设施 – 例如电力、煤气、水、电话及传真服务等收费； • transport - shuttle bus services and home to workplace travelling expenses; 交通 – 穿梭巴士服务及由居所前往办公地点的交通开支； • general administration and office expenses (e.g. accounting, personnel, procurement, library, security, cleansing, legal, and central and departmental administrative support); 一般行政及办公室开支（例如会计服务、人事服务、采购服务、图书馆服务、保安服务、清洁服务、法律服务、银行服务及中央和部门行政服务等）； • staff-related costs - provident fund handling charges, staff training and development costs and staff facilities; 与员工有关的费用 – 例如公积金手续费、员工培训及发展费用，以及员工设施； • entertainment expenses, and any prizes, either in the form of cash or other types of souvenirs; and 酬酢开支，以及以现金或其他纪念品方式赠送的任何奖品；及 		

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. 请完整列出所有收费项目，以便核实各分项的建议金额，并就每个收费项目提供理据。

<ul style="list-style-type: none"> capital financing expenses (e.g. mortgage and interest on loans/overdrafts). 筹集资本的开支，如按揭及贷款 / 透支利息。] 		
Administration Fee 行政费 [Should not exceed 15% of sum of “Manpower” and “Other Costs”. 不应高于「职员薪金」及「其他直接成本」之总和的15%。]		
Subtotal 小计		
For non-local courses, please complete (b) and (c) below if the course fees includes the following items - 就非本地课程，如课程费用包括以下项目，请填写(b)及(c)：		
b. Subsistence Allowance (including accommodation, meals and local transportation) 膳宿津贴(包括住宿、膳食及当地交通费用)		
No. of Nights (night before and after should be training days) 住宿晚数 (住宿前后必须为授课日)		
c. Return passage to the non-local venue by the most economical means (including taxes and surcharges) 以最经济的交通方式往返非本地授课地点的费用(包括税项及附加费)		
d. Others, please specify 其他，请注明		
Total Course Fee 总培训费用 (Clearly state all course fee options (if any), including options for non-NITTP Trainees) (必需清楚列明课程的所有收费方案 (如适用)，包括对本计划资助学员的收费方案)		

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

收取课程费用方式⁵ (一次性/月缴/其他)：

8. Justification for Organising the Course 举办课程的原因：

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

课程内容(不少于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.

⁵ 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.

如培训课程为超过一个月并每名学员课程费用超过港币20,000元，培训机构应尽量安排以月缴方式收费。

为切合计划提供高端科技培训的原则，尤其是与「新型工业化」有关的培训，课程须涉及高端科技，且有关科技未在香港广泛采用。

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

技术转移的有效性(不少于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.

为切合计划培训本地企业员工接受高端科技培训的原则，课程须协助学员获得有效、深入的技术知识。

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

为香港带来的经济效益(不少于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.

为切合计划培训本地企业员工接受高端科技培训的原则，课程须为香港带来经济效益。

9. Background of Trainer(s) 导师背景资料：

Name:

姓名

Area of specialty:

专业领域

Education and Training 教育及训练：

Date 日期 (month/year) (月份/年份)	College, University or Training Organisation Attended 曾就读的学院、大学或训练机构	Qualification Obtained 获颁学历	Date of Award 颁授日期

Professional Qualifications 专业资格 :

Date Obtained (month/year) 颁授日期 (月份/年份)	Name of Professional Institution 专业学会名称	Class of Membership 资格类别

Working Experience 工作经验 :

Date 日期 (month/year) (月份/年份)	Name of Organisation 机构名构	Position Held 职位

Teaching Experience 教学经验 :

Date 日期 (month/year) (月份/年份)	Name of Organisation 机构名构	Position Held 职位

Please add as appropriate 请根据需要加添详情

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

课程的科技性质 (请选取适当的方格 , 最多可选取三个)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Automation Control
自动控制 | <input type="checkbox"/> Banking
银行 | <input type="checkbox"/> Biomedical & Healthcare
生物学及医护 | <input type="checkbox"/> Data Communication
数据通讯 |
| <input type="checkbox"/> Digital Media
数码媒体 | <input type="checkbox"/> Electronic Engineering
电子工程 | <input type="checkbox"/> Environmental
环保 | <input type="checkbox"/> Hospitality & Catering Industry Related
旅游及饮食业 |
| <input type="checkbox"/> Information Technology
信息科技 | <input type="checkbox"/> Insurance Industry Related
保险业相关科技 | <input type="checkbox"/> Logistics Industry Related
物流业相关科技 | <input type="checkbox"/> Manufacturing
制造 |
| <input type="checkbox"/> Printing & Publishing
印刷及出版 | <input type="checkbox"/> Quality Improvement
质量改善 | <input type="checkbox"/> Textile & Clothing
纺织及制衣 | <input type="checkbox"/> Wholesales/Retail & Import/Export Trades Related
批发/零售及进出口贸易 |
| <input type="checkbox"/> Food and Health Sciences
食品与健康科学 | <input type="checkbox"/> Occupational Health & Safety
职业健康及安全 | | |

Others, please specify 其他 · 请注明 : _____

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

丙部 – 公司数据 (适用于申请专门设计课程)

1. Registered Name of Company:

公司注册名称

(English 英文)

(Chinese 中文)

Address:

地址

Tel No.:

电话

Fax No.:

传真

Email:

电邮

Website:

网页

Business Registration No.:

商业登记证号码

No. of Employees:

雇员人数

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

业务性质 (请选取适当的方格)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Accountancy
会计业 | <input type="checkbox"/> Automobile
汽车业 | <input type="checkbox"/> Banking and Finance
银行及金融业 | <input type="checkbox"/> Beauty Care and
Hairdressing
美容及美发业 |
| <input type="checkbox"/> Building, Civil
Engineering and
Built
Environment
建筑、土木工程及建设环境 | <input type="checkbox"/> Electrical and
Mechanical
Services
机电工程业 | <input type="checkbox"/> Electronics and
Telecommunications
电子及电讯业 | <input type="checkbox"/> Fashion and Textile
时装及纺织业 |
| <input type="checkbox"/> Hotel, Catering
and Tourism
酒店、饮食及
旅游业 | <input type="checkbox"/> Import/Export/
Wholesale Trades
进出口及批发业 | <input type="checkbox"/> Innovation and
Technology
创新及科技 | <input type="checkbox"/> Insurance
保险业 |

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Jewellery, Watch and Clock
珠宝及钟表业 | <input type="checkbox"/> Management and Consultancy
管理及顾问 | <input type="checkbox"/> Manufacturing Technology
制造科技业 | <input type="checkbox"/> Maritime Service
海事服务业 |
| <input type="checkbox"/> Media and Communications
媒体及传讯业 | <input type="checkbox"/> Print Media and Publishing
印刷媒体及出版业 | <input type="checkbox"/> Real Estate Services
房地产服务业 | <input type="checkbox"/> Retail Trade
零售业 |
| <input type="checkbox"/> Security Services
保安服务业 | <input type="checkbox"/> Transport and Logistics
运输及物流业 | <input type="checkbox"/> Biomedical & Healthcare
生物医学及医护 | <input type="checkbox"/> Food and Health Sciences
食品与健康科学 |
| <input type="checkbox"/> Occupational Health & Safety
职业健康及安全 | <input type="checkbox"/> Environment and Cleaning
环境及清洁 | <input type="checkbox"/> Others, please specify
其他，请注明： | _____ |

3. Rationale of Organising the Proposed Tailor-made course 安排专门设计的课程的理据：

- a) Please set out the objective of the proposed Tailor-made course and its relevance to your company's needs.

请列出专门设计的课程的目标及与公司需要的关系。

- 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).

请列出公司计划如何让受训学员在公司的日常营运中应用专门设计的课程中所获得的知识及技术，及详细实行时间表(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).

请说明公司计划如何让受训学员把学习的技术传承给其他员工，及详细实行时间表(如有)。

- d) Reasons for re-run of the Tailor-made course, if applicable.

专门设计的课程重办的理由，如适用。

- e) Please provide any other information which you think will support your application such as relevant insurance policies, license, certificates etc.
 请提供任何其他数据以支持本申请，例如相关保险、牌照、证书等。

Part D – Other Information			
丁部 – 其他数据			
Contact Person (If application is approved, the contact information provided below will be shown on the NITTP website for public information.)			
联络人(如申请获批准，以下提供的联络数据将会上载至计划的网页，以供公众查询。)			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 职位	
Direct Line: 直线电话		Email: 电邮	
Authorised Person			
获授权人士			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 职位	
Nationality: 国籍		HKID (only Prefix and the first 4 digits) / Passport Number: 身份证(字母及首4个 数字) / 护照号码	
Other Authorised Person(s) to sign the Confirmation of Training Completion and Payment (if different from the above)			
其他获授权人士签署完成培训及付费确认通知书 (如与以上不同)			
Name: 姓名	*Mr/Ms/Miss *先生/女士/小姐	Position: 职位	
Nationality: 国籍		HKID (only Prefix and the first 4 digits) / Passport Number: 身份证(字母及首4个 数字) / 护照号码	

Declaration (To be filled in by the Authorised Person)

声明(供获授权人士填写)

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

本人，下方签署人，为下方培训机构/公司的授权签署代表，在此声明（请选取适当的方格）：

- (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 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;
本申请表格上所提供的数据以及所夹附的证明文件均是真确无误的。本人明白任何不实或误导的数据都可能导致在计划下任何已获登记的课程被取消登记。如有怀疑培训机构/公司在申请中涉及不法行为，计划秘书处保留暂停处理申请的权利；
- (b) 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;
本培训机构同意把相关获登记的课程资料上载至计划的网页，以供公众人士参考；
- (c) 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;
本培训机构/公司具备适切的保险，如公共责任保险，涵盖一切的申索、要求和责任，让课程学员得到相关的保障。此外，为开办计划下的公开课程，本培训机构建议的授课场地符合所有相关条例/规则，并符合法定要求的防火及结构安全；
- (d) 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;
本培训机构同意计划秘书处及政府可预约或在没有通知下向本培训机构的授课场地进行视察；
- (e) 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;
本培训机构/公司会于原定开课日期前通知计划秘书处有关课程延期事宜。本培训机构/公司明白如课程比原定开课日期延迟超过六个月开课，本培训机构必须重新提交课程登记的申请；
- (f) 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;
如课程取消开办，本培训机构/公司会立即(并必须在原定开课日期前)通知计划秘书处，并在通知计划秘书处后的一个月內，本培训机构向有关公司全数退还任何已收取的费用；
- (g) 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;

本培训机构没有亦不会向课程申请者及申请公司提供现金或现金等值（例如礼券、优惠券等）的报酬；

- (h) 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 h(i) to (ii) above is about to occur.

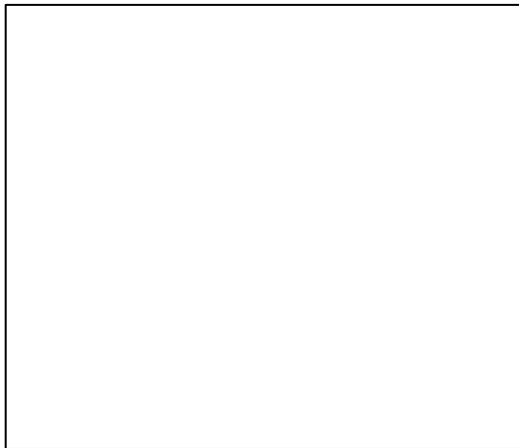
本培训机构明白及同意，如出现以下任何情况，计划秘书处可随时撤销已核准的登记课程并实时生效，及要求培训机构实时向相关公司退还已收取的全额课程费用或任何已收取的课程费用：

- (i) 培训机构/公司曾经或正在作出可能构成或导致发生危害国家安全罪行或不利于国家安全的行为或活动；
 - (ii) 继续课程或培训机构/公司继续进行相关培训课程不利于国家安全；或
 - (iii) 政府合理地认为以上第(h)(i)至(ii)段所述的任何一种情况即将出现。
- (j) the course provider undertakes to complete and provide the “Confirmation of Training Completion of Training and Payment” to the companies of the trainees for their applications for funding support under the NITTP within one month after course completion;
- 本培训机构会于课程完成后一个月内，向学员的公司提供「完成培训及付费确认通知书」，以便公司为学员申请发放计划下的资助；
- (k) 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;
- 本人已阅读、明白及同意计划的公开及专门设计的课程申请指南中列明的所有义务及责任；
- (l) 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
- 本人明白培训机构须在相关培训课程每次课堂开始前核对计划资助学员的全名，并记录其香港身份证的首四位数字。载列上述相关信息的记录表须于课程结束后两周内提交至计划秘书处；及
- (m) 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 for at least one-third of the total course duration for NITTP Secretariat’s inspection upon request.
- 本人明白培训机构/公司须协助计划秘书处进行视察/检查，容许秘书处进入课程场地，提供秘书处要求的数据并配合秘书处的跟进。非本地课程的培训机构应为课程至少三

分之一的时长录像，以供秘书处按要求检查。

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.

本人在此授权计划秘书处及政府根据计划的公开课程及专门设计的课程申请指南，处理本申请中的个人资料/所提供的资料，包括向第三方披露本申请的数据。



Course Provider/ Company Chop
培训机构/公司盖印

Authorised Signature:

授权签署

(for and on behalf of the course
provider/company)

(培训机构/公司代表)

Name: *Mr/Ms/Miss

姓名 *先生/女士/小姐

(in Block Letters) (请以正楷填写)

Position:

职位

Date:

日期

* Delete where inapplicable 请删去不适用者

(Version date: December 2023)