# New Industrialisation and Technology Training Programme (NITTP)

Online System
User Guide for Course Providers

Version date: December 2025

# 1. General Navigation



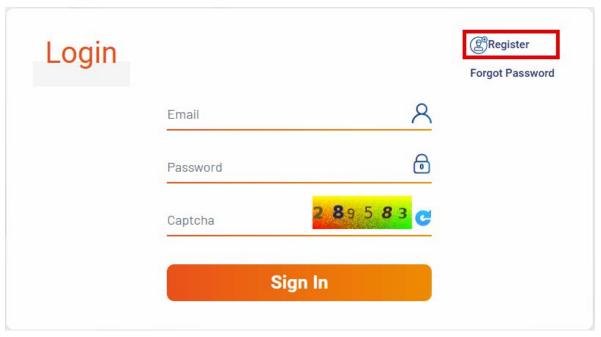
♣ Below is an overview of all available functions in the menu bar:

Menu Bar	Functions		
<your account="" login=""></your>	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		

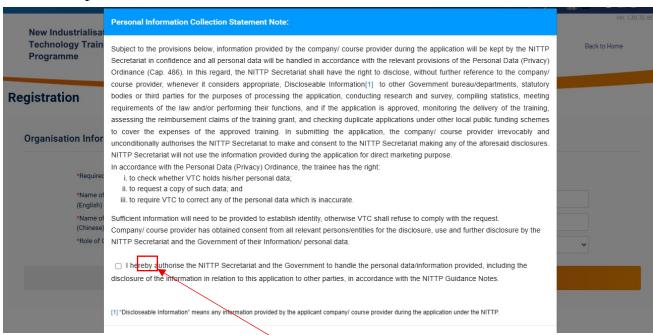
♣ The available functions in the menu bar are subject to the role of the user account

# 2. Organisation and User Account Registration

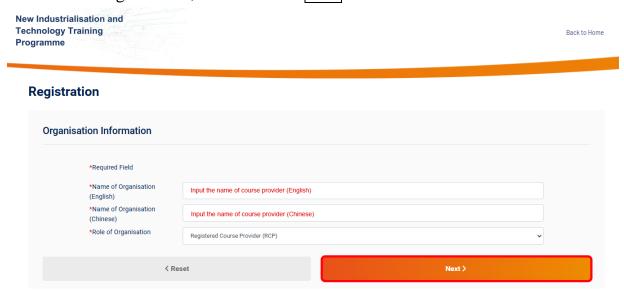
♣ Click Register in the login screen



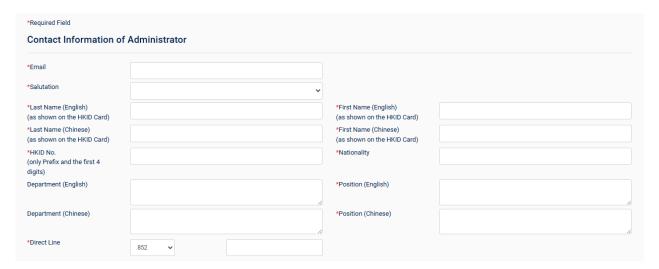
Read and agree to the Personal Information Collection Statement Note by checking the box to proceed



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



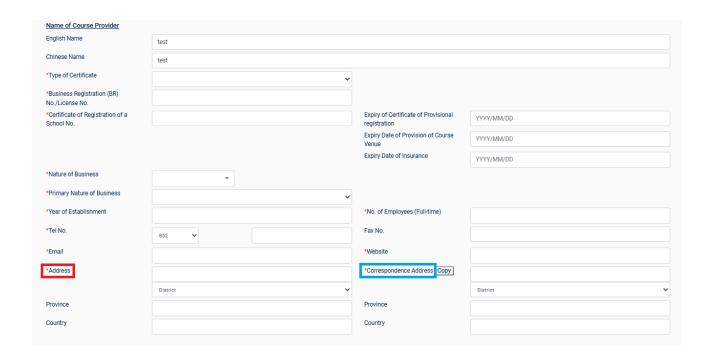
♣ Fill in contact information of "Administrator"



### Points to note:

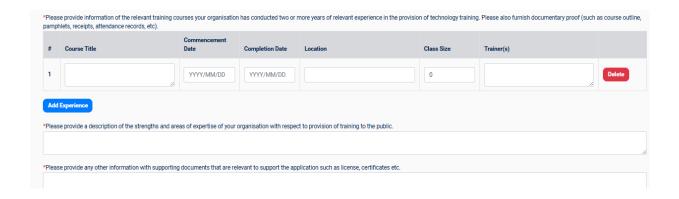
- The first user account registered in the online system will be automatically assigned the role of "Administrator". Users with the role of "Administrator" can manage or create other user accounts of the organisation, submit and view the public course application and update particulars of the organisation. 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



### ♣ Points to note:

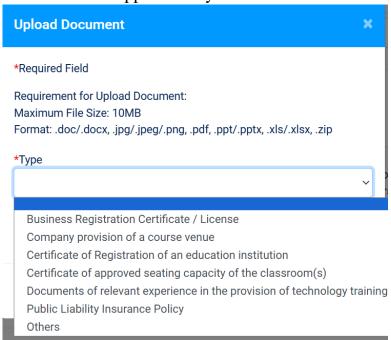
- ➤ Please provide FULL Business Registration (BR) Number (i.e. 16 digits, XXXXXXXXX-XXX-XXX-XX) or License Number for registration
- The Address should normally be the address registered under Business Registration Certificate, while a different Correspondence Address can be used for mailing purposes
- ♣ Fill in training courses conducted in the past years and the strengths and areas of expertise



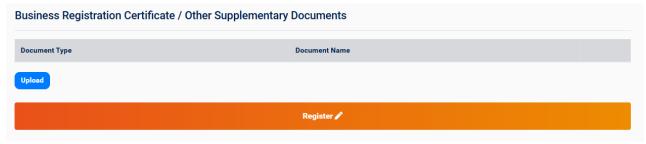
Fill in Training Venue: Input each approved classroom, address and maximum seating capacity as listed on Certificate of Accommodation



- 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



Click Register to complete the registration process



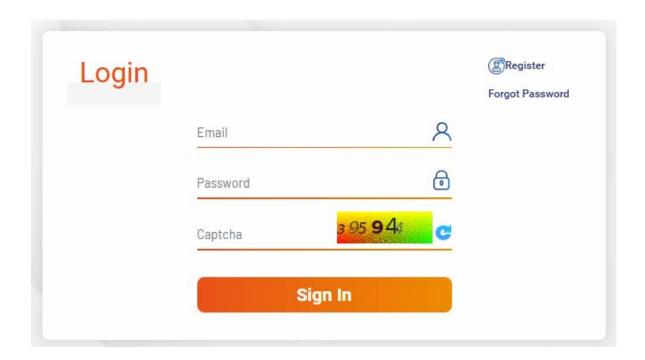
Receive an account activation email and activate your account

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.

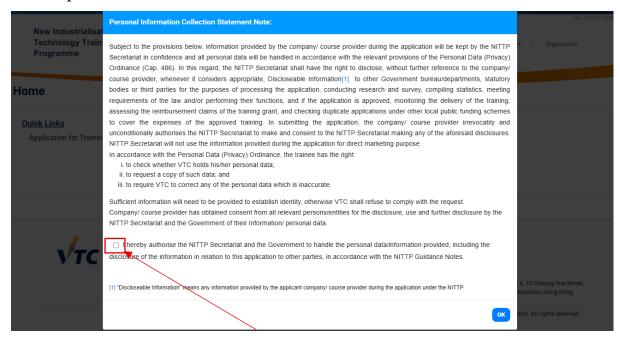
Dear Sir / Madam,					
Thank you for your interest in applying the New Industrialisation and Technology Training Programme (NITTP).					
Your account, under the name of XXXXXX, has been created / reset password. Please go to the link below to activate your account by 23:59 on 01 January 2025:					
<u>Link</u>					
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 <a href="mailto:nittp@vtc.edu.hk">nittp@vtc.edu.hk</a> .					
NITTP Secretariat Vocational Training Council					
(This email is a system generated message. Please do not reply to this message.)					
Activate/Reset Password					
	Email Password #	Magazin (gradi con			
	Confirm Password				
		Reset			

♣ After activating your account, you may log in to the NITTP system

# 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)



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



# 2.1 Update Particulars of Organisation

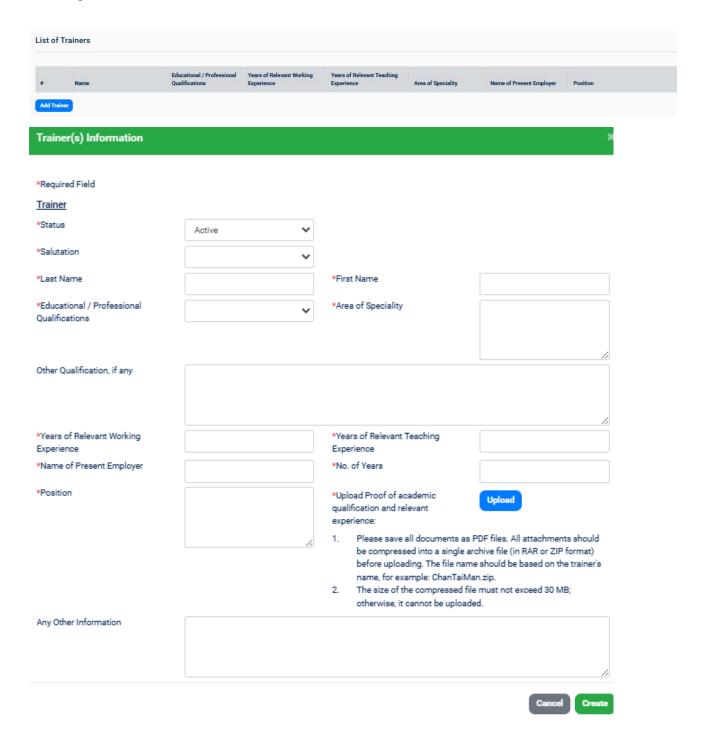
Login to the system and click Organisation



- ➤ 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-todate 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 <u>system</u> and click <u>Organisation</u> and complete **List of Trainers** for the Organisation



 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**

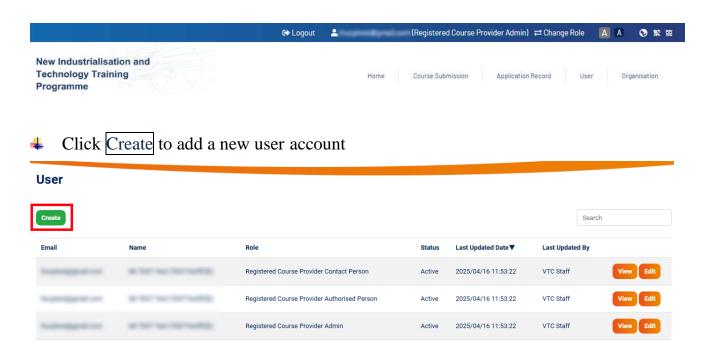
- Draft Course Application only
- Upload Attendance Records
- View Application Status
- Update List of Trainers in Organisation

# **Authorised Person**

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

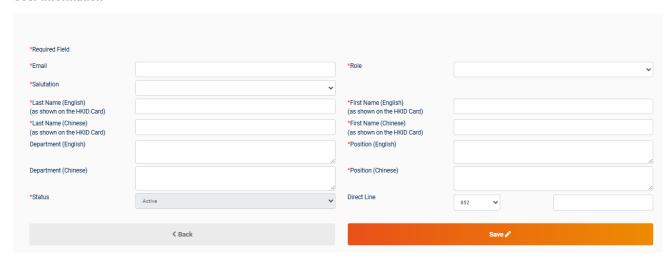
### Administrator

- 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



# ♣ Input all the required information and click Save

#### **User Information**



# Points to note:

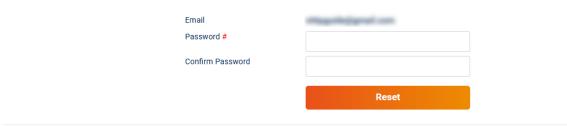
- ➤ Please provide a valid email address as it will be used as the login name and a confirmation email will be sent to the email address
- > Email address cannot be changed once created

# 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:		
<u>Link</u>		
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 <a href="mailto:nittp@vtc.edu.hk">nittp@vtc.edu.hk</a> .		
NITTP Secretariat		
Vocational Training Council		
(This email is a system generated message. Please do not reply to this message.)		

# **Activate/Reset Password**



# 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



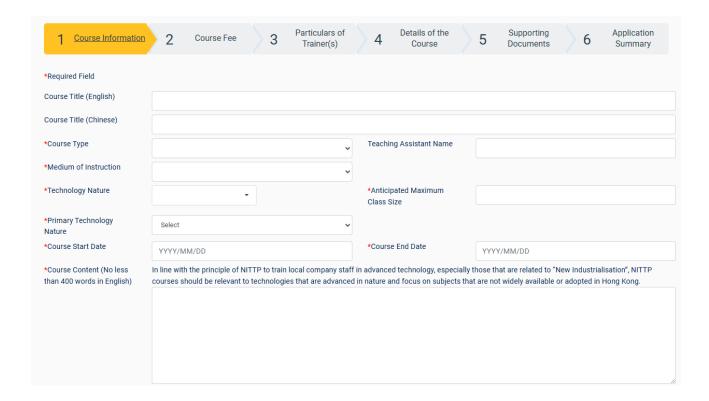
♣ Click Course Submission from the menu bar



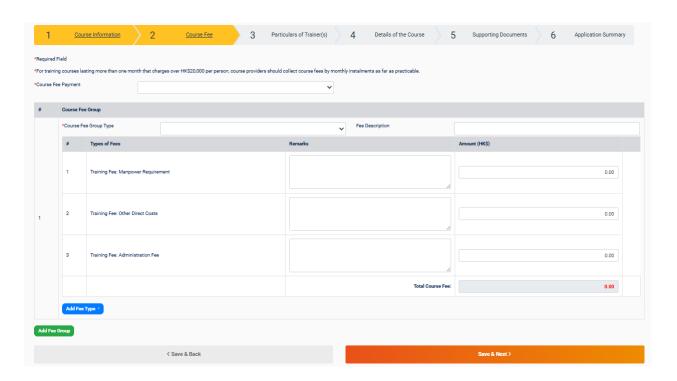
Read the Note for Course Providers carefully and click Next to proceed

# 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. ¹Designated 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.

# **♣** Step 1: Fill in Course Information



- Click Save & Next to proceed to the next step until submission
- **♣** Step 2: Fill in Course Fee

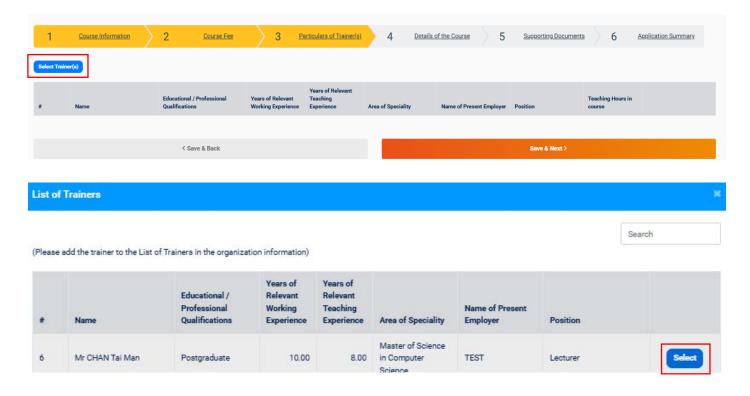


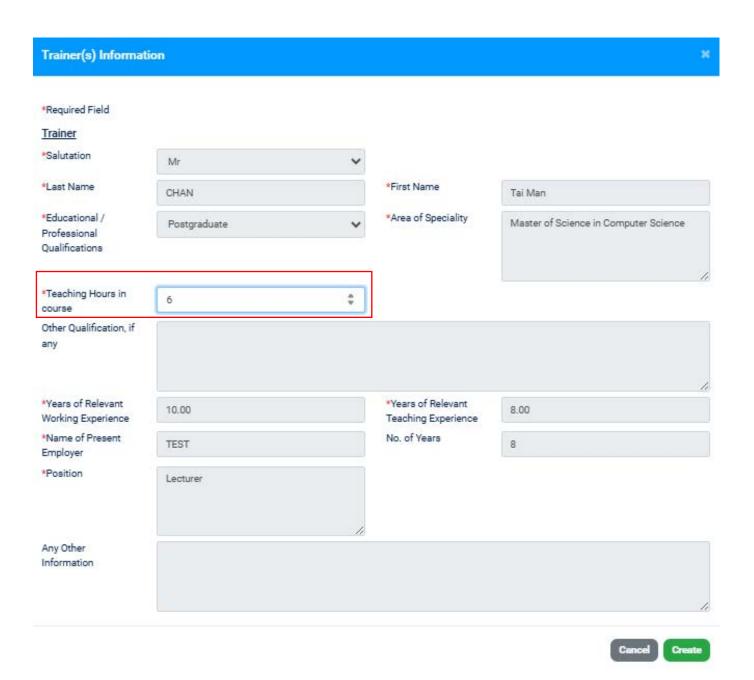
### Points to note:

- 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

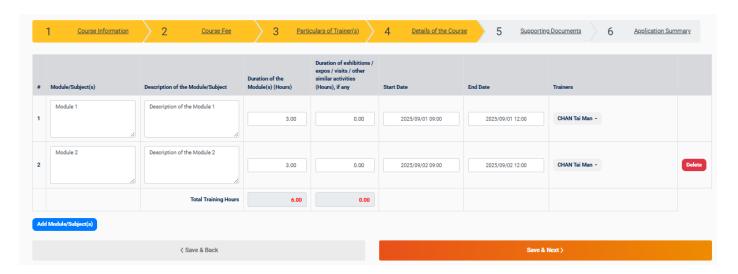




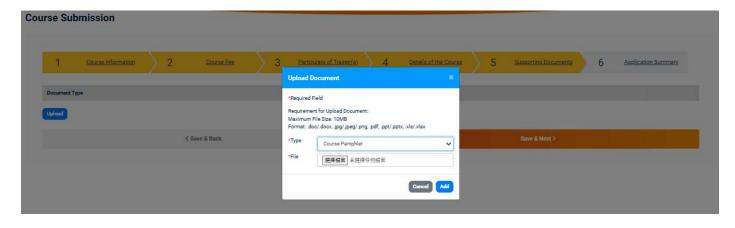
• Click Save & Next to proceed

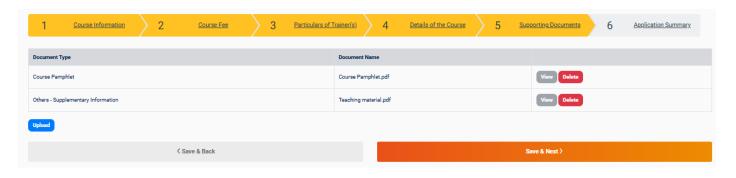


♣ Step 4: Furnish course details and assign the respective trainer(s) for each module



- Points to note:
  - Click Add Module(s)/Subject(s) to include a row and click Delete to erase that row
  - ➤ Proportion of exhibitions / expos / visits / other similar activities should not exceed 20% of the total training period
- ♣ Step 5: Upload the supporting documents as required



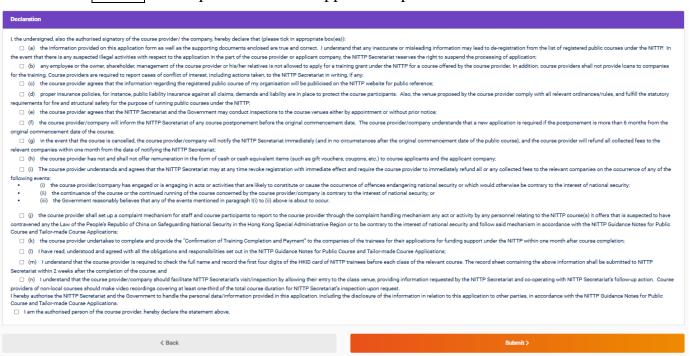


### Points to note:

- ➤ 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



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



### 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



# Status - Draft

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

### Status - Submitted

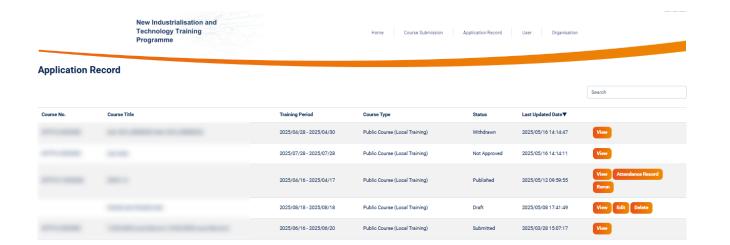
- Click **View** to review the submitted application
- No further changes could be made online for submitted application

# 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



# 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

  Course Title Training Period Course Type Status Last Updated Date ▼

  Published

  Published

  Published
  - 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)

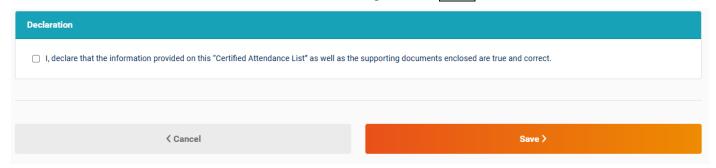


- ♣ Step 3: Select the trainees who have completed the training course
  - Check the box to select the trainees who have completed the training course



# Step 4: Complete

• Read the declaration and check the box to agree and Save



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