

TRANSPORT LOGISTICS TRAINING BOARD

2016/17 Out-Centre Course Scheme Notice to Applicant

1. You are eligible to reimbursement of course/programmes endorsed by the Training Board if you are an employee working for the Transport Logistics Industry. All applications will be screened to find out the eligibility of the applicants. Applications not satisfying the condition will be rejected.

2. You should complete an application form (VTC/TL1) for each course or each module of a programme or each seminar and submit it to the course provider/organiser. Course provider/organiser will collect the application form from you not later than the second session of a course and send all forms to us. Late submission is not accepted.

3. The application form for partial reimbursement can be downloaded from the VTC website:

<http://www.vtc.edu.hk>

Home → About VTC → Governance Structure → The Council → Training Boards and General Committees → Transport Logistics Training Board → Others

4. The application form should be original and bears your and your employer's signature and chop.

5. You should achieve 80% or more attendance and pass the assessment of the course/programme if applicable. The course provider/organiser will inform us about this.

6. The reimbursement of partial course fees will be arranged when all documents are ready and completed.

7. The reimbursement is presently at a rate of \$33 per contact hour of the course/programme/seminar until further notice. A ceiling of subsidy is set. It is equal to 50% of the course/programme fee. A series of courses that make up a programme is considered modules of the programme.

8. The reimbursement will be in the form of cheques and sent to you if you pay for the fees or your employer if your employer pays for you.

9. Funding for the Scheme is allocated every financial year (1st April to 31st March the next year) for courses completing the same financial year. The Vocational Training Council will not guarantee funding for the consecutive financial year(s). If for unforeseen reasons, there is a premature termination of the Scheme, the Vocational Training Council will notify course providers/organisers as early as possible but will not notify individuals.

10. Enquiries if any should be channeled through course providers/organisers.