

Maritime and Aviation Training Fund
Professional Training and Examination Refund Scheme (Aviation)
Frequently Asked Questions

Note:

Please read this set of Frequently Asked Questions in conjunction with the MATF website and the notes of applicants for complete information relating to eligibility and application procedures.

Aim

1. What is the aim of the setting up the Professional Training and Examination Refund Scheme (“ProTERS”) (Aviation)?

ProTERS(Aviation) is an initiative that is subsidised by the Maritime and Aviation Training Fund (“MATF”). It aims to incentivize those interested to join or re-join, as well as already working in, the aviation sector, to attend course(s) and sit for examination(s) that are being offered by various education institutions, professional or trade bodies to raise their professionalism and competency, and encourage them to acquire relevant professional qualification(s).

Level of Financial Assistance

2. What is the maximum level of financial assistance under ProTERS (Aviation)? How is it calculated?

Eligible applicants may submit unlimited number of applications for reimbursement of fees upon completion of pre-approved course/ examination up to a maximum sum of HK\$30,000. Each successful applicant will be refunded 80% of the fees, subject to a maximum of HK\$30,000 (whichever is less) for the pre-approved course(s)/examination(s).

Eligibility and Applications Procedures

3. Who are eligible to apply for reimbursement? What are the differences between Type I and II applications?

In general, the applicants have to be in full-time employment in an

organization/company of the aviation sector in Hong Kong at the time of submitting the applications.

Please see below for the eligibility and application procedures for Type I and Type II applications respectively.

	Target	Eligibility	Application Period
Type I application	In-service practitioners of the aviation sector; or those interested to join the aviation sector	<ul style="list-style-type: none"> • The applicant must - <ul style="list-style-type: none"> ➤ be a Hong Kong resident and lawfully employable in Hong Kong; and ➤ be in full-time employment in the aviation sector with an organization/company in Hong Kong at the time of application; • the applicant has enrolled in or taken one of the pre-approved courses or examinations, and has completed the course to the satisfaction of the course provider or passed the examination; and • the applicant has not been granted any other forms of government subsidy or financial assistance for the relevant pre-approved course/examination. 	Applicants must complete and submit the application form <u>within four months</u> after completing the course / passing the examination
Type II application	Those re-joining the aviation sector	<ul style="list-style-type: none"> • The applicant must - <ul style="list-style-type: none"> ➤ be a Hong Kong resident and lawfully employable in Hong Kong; and ➤ have left his/her employment in an organization/company of the aviation sector in Hong 	Applicants must complete the course / pass the examination during the period between <u>1 March 2020 and 31 March 2023</u> (both days inclusive) and submit

		<p>Kong on or after 1 March 2020, and re-employed full-time by an organization/company of the aviation sector in Hong Kong at the time of application, which must be submitted <u>on or before 31 March 2023</u>;</p> <ul style="list-style-type: none"> • the applicant has enrolled in or taken one of the pre-approved courses or examinations, and has completed the course to the satisfaction of the course provider or passed the examination; and • the applicant has not been granted any other forms of government subsidy or financial assistance for the relevant pre-approved course/examination. 	<p>the application form <u>on or before 31 March 2023</u>.</p>
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4. What documents should I submit?

In submitting the application form, the applicant should attach a copy of each of the following:-

- i. the applicant's Hong Kong Identity Card;
- ii. documentary proof (e.g. certificate, transcript, letter) issued by the course/examination provider certifying that the applicant has completed the course to the satisfaction of the provider or passed the relevant examination;
- iii. the receipt of course/examination fee payment (with name of applicant shown) issued by the course/examination provider;
- iv. document issued by the bank showing the number and name of holder of the bank account to which the refund will be credited to, such as the front page of bank passbook/statement of bank account/automatic teller machine card (name of the account holder must be the same as that in the applicant's Hong Kong Identity Card);

- v. document to certify the applicant has left his/her employment in an organization/company of the aviation sector in Hong Kong on or after 1 March 2020 (only applicable to the Type II Application);
- vi. document to certify the applicant's employment issued by an organization/company of the aviation sector in Hong Kong (valid document issued within the last month from the application date would also be accepted) ; and
- vii. Course/examination evaluation.

5. When should I submit the application? Any deadlines?

Type I application: within four months after completion of course/examinations

Type II application: **on or before 31 March 2023**

6. I have left the employment in aviation sector for a while. Am I eligible to apply for the refund under the Scheme if I re-joined in the aviation sector later?

You may apply for the refund under the Scheme if you fulfil the eligibility of ProTERS (Aviation). The following table provides some illustrative examples for reference—

Course Completion Date	Date of leaving employment in the aviation sector	Date of being re-employed full-time in the aviation sector	Eligible for Type I application?	Eligible for Type II application?
Case 1				
31 July 2020	30 June 2020	15 March 2023	No. The period between course completion and having full time employment in the aviation sector has exceeded four months.	Yes. The date of leaving the employment and re-joining the aviation sector falls within the specified period of Type II application (i.e. 1 March 2020 and 31 March 2023). Application must be submitted by 31 March 2023 .

Course Completion Date	Date of leaving employment in the aviation sector	Date of being re-employed full-time in the aviation sector	Eligible for Type I application?	Eligible for Type II application?
Case 2				
31 July 2022	30 June 2020	30 October 2022	Yes. Application must be submitted within four months after completion of course (i.e. 30 November 2022).	Yes. Application must be submitted by 31 March 2023 .
Case 3				
31 December 2022	1 January 2023	15 March 2023	Yes. Application must be submitted within four month after completion of course (i.e. 30 April 2023).	Yes. Application must be submitted by 31 March 2023 .
Case 4				
28 February 2023	1 January 2023	15 March 2023	Yes. Application must be submitted within four month after completion of course/examination (i.e. 27 June 2023).	Yes. Application must be submitted by 31 March 2023 .
Case 5				
15 January 2023	31 December 2022	TBC	TBC. If the applicant is re-employed full-time in the aviation sector within four months after completion of course (i.e. 14 May 2023 in this case), he/she is still eligible under the Scheme.	TBC. If the applicant is re-employed full-time in the aviation sector by 31 March 2023, he/she is still eligible under the Scheme.

Course Completion Date	Date of leaving employment in the aviation sector	Date of being re-employed full-time in the aviation sector	Eligible for Type I application?	Eligible for Type II application?
Case 6				
1 April 2022	1 February 2021	30 May 2022	Yes. Application must be submitted within four months after completion of course (i.e. by 31 July 2022 in this case).	No. The date of <u>leaving the employment</u> in aviation sector falls outside the specific period of Type II application.
Case 7				
31 March 2023	15 April 2023	TBC	TBC. If the applicant is re-employed full-time in the aviation sector within four months after completion of course (i.e. by 30 July 2023 in this case), he/she is still eligible under the Scheme.	No. The date of <u>leaving and re-joining the aviation sector</u> falls outside the specified period of Type II applications.
Case 8				
31 July 2022	30 June 2021	1 May 2023	No. The period between course completion and having full time employment in the aviation sector has exceeded four months.	No. The date of <u>re-joining the aviation sector</u> falls outside the specific period of Type II application.

Course Completion Date	Date of leaving employment in the aviation sector	Date of being re-employed full-time in the aviation sector	Eligible for Type I application?	Eligible for Type II application?
Case 9				
30 June 2022	30 April 2022	15 May 2022	Yes. Application must be submitted within four months after completion of course (i.e. 1 October 2022).	N.A. The applicant should submit Type I application.

- 7. I used to work in a logistic company and my job duties were aviation-related. I re-join the aviation sector by end March 2023. What document should I submit to prove that I have left my employment in an organization / company in aviation sector in Hong Kong?**

To certify your previous job in a logistic company is aviation-related, please provide

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- Certification of service issued by the applicant's previous employer; **and**
- other document(s) that show your previous job duties are related to the aviation sector (e.g. company background from official sources, dangerous goods handling documents, etc.)

Applications will be considered on a case-by-case basis.

- 8. I submitted an application after March 2020. It was rejected since I was not in full-time employment in aviation sector at the time of application. Now with the Type II application in place, can I submit the application again for the same course, if I re-join the aviation sector before March 2023?**

If the course was completed between 1 March 2020 and 31 March 2023, and the applicant re-join the aviation sector before 31 March 2023, he/she is eligible under Type II application. He/she can submit application for the same course by using the application form for Type II application.

- 9. Can applicants who have obtained financial assistance from other organisations apply for ProTERS(Aviation)?**

The applicant has not been granted any other forms of government subsidy or financial assistance for the relevant pre-approved course/examination. Likewise, if the courses/examinations have been reimbursed by applicants' company, they are not eligible to apply for reimbursement from ProTERS(Aviation).

Course Information

10. What courses are reimbursable under ProTERS (Aviation)?

Only the aviation-related courses included in the pre-approved courses/examinations list are reimbursable under ProTERS(Aviation). The list of the pre-approved courses/examinations can be obtained from MATF website.

Enquiries

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Maritime and Aviation Training Fund

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