

Course Application Form

(V) Declaration (Please read the application guidelines carefully)

1. I declare that all information given in this Form is correct and complete.
2. I have read through the application guidelines, and accept all the procedures and rules laid down by the Employees Retraining Board and the Training Bodies, including the selection of trainees and release of retraining allowance.
3. I also understand that all placement-tied training courses are only targeted for active job-seekers who are unemployed or non-engaged. I understand that the Employees Retraining Board reserves the right to spot check the education attainment, employment status and/or income level of applicants or trainees. Any person who to his/her knowledge supplies false information may be disqualified from admission and/or obtaining the fee waiver/subsidies and/or receiving retraining allowance, and he/she has to pay the fees back to the Employees Retraining Board and/or return the retraining allowance to the Employees Retraining Board. The Employees Retraining Board reserves the right to report the cases to the government law reinforcement department(s) for investigation and to take further legal actions. In accordance with Section 25 of the Employees Retraining Ordinance, any person who is found to have committed the offence is liable to a fine of HK\$20,000. I also understand that, under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person who obtains pecuniary advantage by deception, in benefit to himself/herself or other person, is liable to conviction of imprisonment for a maximum of 10 years.

Signature of Applicant: _____

Date: _____

(VI) Consent Form for Collection of Income Proof

Applicants of all ERB Courses have to sign the below "Consent Form for Collection of Income Proof" (except for applicants with monthly income \$15,001 or above applying for ERB part-time courses).

If applicant refuses to sign the Consent Form, the ERB reserves the right to decline the applications for course / course fee waiver/subsidies.

" Consent Form for Collection of Income Proof "

I _____ (HKID no.: _____) have read and understood the application guidelines contained in the application form. I hereby declare that:

- (1) The information provided by me in this course application form is correct and complete;
- (2) I agree to apply for the "Income Details" from the Inland Revenue Department and provide the document for verification if required by the ERB; and
- (3) I understand that the Employees Retraining Board reserves the right to spot check my employment status / income level. I also give my consent to the Board to verify with the organizations concerned for the employment and income details provided in this application form.

Signature of Applicant: _____

Date: _____

(VII) Statistical Information

Have you enrolled on other government subsidized schemes?

- Youth Work Experience and Training Scheme
 Youth Pre-employment Training Programme
 Skills Upgrading Scheme
 Others (please specify) _____

Industry area of the subsidized course(s) taken: Please indicate: _____
(may indicate more than one)

How did you learn about this course? Newspaper/Magazine TV/Radio Outdoor Ad Internet Email
(may choose more than one) Exhibition Booth Bus/MTR Ad SMS Friends Others: _____

I would like to receive information on ERB training courses or other services by email or SMS. Yes No
(Applicants may opt to cease receiving such information thereafter.)

To be completed by TB officer

I have received or verified the following document(s) of the applicant:

- HKID card (name of applicant checked)
 Proof of eligible Hong Kong Employee
 Proof of highest education attainment
 Proof of unemployment
 Income proof
 Proof of work experience
 Proof of professional qualification/certification
 Duly signed Consent Form for Collection of Income Proof

Priority Handling (type of supporting document submitted): _____

Remarks:

Processed by

Name of staff: _____

Date: _____

Chop of Training Body: _____

Application acknowledgement

To be completed by TB officer

I hereby acknowledge receipt of your application for the following course(s). You will be advised of the application result shortly.

Name: _____

Application date: _____

Placement-tied course

Non-placement-tied course

Course	Course Code
1	
2	

Course	Course Code	Course Fee#
1		(Normal Subsidised Fee)
		(Highly Subsidised Fee)
2		(Normal Subsidised Fee)
		(Highly Subsidised Fee)

Training Body Officer (Name): _____

Chop of Training Body : _____

Date: _____

Applicable to half-day/evening courses only. Course fee payable by the applicant is based on the amount stipulated at the time of application. Please refer to Paragraph 26 to 28 of Application Guidelines about course fee applicable to half-day/evening courses.

Application Guidelines

Eligibility

1. General Admission Criteria:
 - a) eligible employees of HKSAR (i.e. those with no restrictions of stay including permanent residents of HKSAR and new arrivals); and
 - b) aged 15 or above; and
 - c) education attainment of sub-degree or below; and
 - d) any other admission requirements specified for individual courses, including job specific requirements stipulated by law or for licensing purposes.
2. Non-engaged youths aged 15 to 17 with education attainment below F.5 level should apply for the “Youth Training Programme”. Applicants who are 18 to 20 years old with education attainment below F.5 can apply for either the “Youth Training Programme” or other training courses provided by ERB according to their own interests and training needs.
3. Placement-tied training courses are provided for the unemployed and non-engaged only. Applicants shall demonstrate strong inclination for employment and interest in subject area. Training Bodies shall ascertain the job motivation of the applicants during admission interview.
4. Applicants on part-time non-placement-tied courses shall also demonstrate strong inclination for employment. If necessary, Training Bodies may conduct an admission interview to ascertain applicants’ job motivation.
5. Applicants will be assessed according to the general admission criteria and course entry requirements, including interviews and tests (if applicable), before they are put on the waiting list for class enrollment. Students who are engaged in full-time education programmes are not eligible for ERB courses.
6. Enrolled trainees of placement-tied course should report to the respective Training Bodies of any changes in the employment status (e.g. from being unemployed to employed, whether the jobs are of full-time or part-time nature, or if trainees become self-employed) prior to class commencement or while attending the course. ERB will re-consider the eligibility of the trainees for attending the course and/or receiving retraining allowance. Failure to do so may lead to infringement of Section 25 of the Employees Retraining Ordinance. Person found to have committed the offence is liable to a fine of \$20,000. Besides, under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person obtaining pecuniary advantage by deception in benefit to himself/herself or another person is liable to conviction of imprisonment for a maximum of 10 years.

Application Procedures and Supporting Documents

7. Applicants applying for courses shall apply, in person or by post, with a duly completed application form and provide the following supporting documents. Applications submitted by post should be supplemented by copies of supporting documents. Training Bodies will verify applicants' information and supporting documents submitted prior to class commencement. Applications may not be accepted if applicants fail to provide the documents required.

Placement-tied courses	Non-placement-tied courses
(i) Proof of identity of eligible employee of HKSAR* <ul style="list-style-type: none"> ● Permanent Hong Kong Identity Card, or ● Document of Identity for Visa Purpose and/or other travel documents 	(i) Proof of identity of eligible employee of HKSAR* <ul style="list-style-type: none"> ● Permanent Hong Kong Identity Card, or ● Document of Identity for Visa Purpose and/or other travel documents
(ii) Proof of academic qualification <ul style="list-style-type: none"> ● Applicants should submit documents to prove the highest academic qualification, e.g., letter or certificate issued by the school / institution concerned # 	(ii) Proof of academic qualification <ul style="list-style-type: none"> ● Applicants should submit documents to prove the highest academic qualification, e.g., letter or certificate issued by the school / institution concerned #
(iii) School leaving certification (if applicable) <ul style="list-style-type: none"> ● Applicants who have left school within the last 6 months should supply a Letter of Withdrawal / Leaving Certificate or other documentary proof issued by the school concerned 	(iii) School leaving certification (if applicable) <ul style="list-style-type: none"> ● Applicants who have left school within the last 6 months should supply a Letter of Withdrawal / Leaving Certificate or other documentary proof issued by the school concerned
(iv) Declaration of unemployment status (if applicable) (not engaged in any full-time/part-time job or not self-employed) <ul style="list-style-type: none"> ● Duly signed "Consent Form for Collection of Income Proof" 	(iv) Proof of work experience or professional qualification / certification <ul style="list-style-type: none"> ● Duly signed "Consent Form for Collection of Income Proof" (except for applicants with monthly income of \$15,001 or above) ● Applicants should refer to individual course outlines for specific work/professional qualification requirement(s) and provide proof as appropriate. Examples of proof of work experience include: letter from employer, employment contract, work/service agreement, staff identification card, valid industry-specific registration, permit, salary statements, MPF statements, Smart Helper Card, etc.

* ERB requires trainees to provide proof of eligible employee of HKSAR as specified above (i.e., Permanent Hong Kong Identity Card, or Document of Identity for Visa Purpose and/or other travel documents) during class in order to verify their identity.

Highest academic qualification refers to the highest level of full curriculum study that the applicant has attended at a school.

8. Priority will be given to disabled people, people recovered from industrial accidents, single parents and Comprehensive Social Security Assistance (CSSA) recipients, provided that sufficient and valid supporting documents can be supplied.
9. Should applicants fail to provide proof of highest education attainment at time of first application, they may declare such by stating and signing on the course application form, confirming that all information reported is correct and complete. Should applicants wish to amend the highest education attainment previously reported, such applications must be supported by documentary proof with valid reasons substantiating such change. Failing to do so, ERB will not process and approve such applications, especially with those applying for downward adjustment of highest education attainment, as applicants have declared in writing on previous application form that the information given is correct and complete. Further declaration to override any past declaration would be deemed invalid.

Restrictions on application

10. Eligible applicants are not allowed to attend more than two full-time placement-tied courses within a year (from the application date of the current course to the commencement date of the first full-time placement-tied course taken within the past 12 months, inclusive of any "Withdrawn with No reason" or "Unable to Graduate" cases).
11. Eligible applicants are not allowed to attend more than 150 hours of half-day/evening non-placement-tied courses within a year (from the application date of the current course to the commencement date of the first half-day/evening non placement-tied course taken within the past 12 months, inclusive of any "Withdrawn with No reason" or "Unable to Graduate" cases).
12. Trainees who have completed a placement-tied course are not allowed to apply for another placement-tied course until the specified placement follow-up period has lapsed (from the completion date of the first course to the application date of the second course).
13. Applicants are not allowed to take similar courses or courses at a lower level (e.g, those having completed the Advanced Word Processing Training Course cannot take the Basic Word Processing Training Course).
14. To cater for the applicants' training needs, the following arrangements are offered to applicants:
- i. to apply for two placement-tied courses simultaneously with **the same training body; or,**
 - ii. to apply for two half-day/evening non-placement-tied courses simultaneously with **the same training body.**
- Applicants can only choose one of the above arrangements. If the applicant is enrolled on one of the chosen courses, the other choice of course will be cancelled accordingly. Applicants are, however, not allowed to enroll on two training courses concurrently, with the exception of enrolling on one full-time placement-tied training course while concurrently enrolling on one evening Foundation Skills course (i.e., Generic Skills Training courses in IT Applications and Workplace Languages), and vice-versa.

Cancellation of application

15. Applicants are advised to consider their options carefully before applying. Cancellation of application should be made in person or in writing to the Training Bodies concerned. Applicants should cancel the course originally applied for before submitting another course application.
16. If applicant's employment status has changed to be employed, he/she will lose the eligibility in applying for placement-tied course which is provided for the unemployed and non-engaged only. He/she will need to submit a new course application if he/she intends to apply for the course again in the future.
17. Course application will be considered invalid upon applicant's rejection of a total of 3 offers for enrollment on course(s) applied for simultaneously. Applicant will need to submit a new course application if he/she intends to apply for the course(s) again in the future.

18. Once enrolled, trainees should apply for cancellation in person or in writing to the Training Bodies concerned at least 3 working days prior to course commencement if circumstances arise such that they cannot attend the course. Failure to do so will result in trainees being treated as “Withdrawn with No Reason” and the concerned trainees will not be allowed to enroll on the same or similar courses. No late application for cancellation will be accepted.
19. Trainees who have been enrolled on a half-day/evening course shall apply for cancellation of the application in person or in writing to the Training Bodies concerned at least 3 working days prior to course commencement if circumstances arise such that they cannot attend the course, and the paid course fee will be refunded. Failure to do so will result in the trainees being treated as “Withdrawn with No Reason” and they will not be allowed to enroll on the same or similar courses. The paid course fee will not be refunded. No late application for cancellation will be accepted.

Award of Certificate

20. Trainees will be awarded certificates after having fulfilled the course requirements (including attaining an attendance of 80% or above, after adjustment for sessions of late arrivals, early departures, or approved sick leave; and with an overall pass in the course assessments). Certificates normally will not be re-issued.

Retraining Allowance

21. Trainees attending full-time placement-tied courses with duration of 7 days or more are eligible to apply for retraining allowances. The current arrangement is stipulated below:

Courses	Trainees	Retraining Allowance Per Day*
Youth Training Programme	All eligible trainees	HK\$30
Placement-tied Diploma Courses	All eligible trainees	HK\$70
Placement-tied Certificate Courses	All trainees aged 30 or above and with education attainment of F.3 or below	HK\$153.8
	Other eligible trainees	HK\$70

- * Full-time placement-tied courses are conducted in mixed-mode (i.e. training sessions include full-day sessions (8 hours/day) and half-day sessions (4 hours/day)). The maximum retraining allowance trainees are eligible to receive for the course is computed based on the number of full-day training sessions only.

22. Disabled people and people recovered from industrial accidents taking placement-tied courses are also eligible for retraining allowance. Detailed information can be obtained from the Training Bodies concerned.

Eligibility for retraining allowance

23. To be eligible for retraining allowance, trainees have to attain an attendance rate of at least 80%. The calculation of attendance is based on:
- the actual number of training sessions attended (after adjustment for sessions of late arrivals and early departures); and
 - approved sick leave (not exceeding 20% of the total number of training sessions) substantiated by certificates issued by Hong Kong registered medical practitioners (including western medicine, Chinese medicine and dentistry).
- The exact amount of retraining allowance to be disbursed is calculated on the basis of the actual number of training sessions attended and is subject to the maximum amount stipulated per training course.
24. Details on the eligibility for and disbursement of retraining allowance for “Youth Training Programme” and placement-tied training courses designed for the disabled or people recovered from industrial accidents can be obtained from the Training Bodies concerned.
25. Trainees can apply for retraining allowance for a maximum of 2 times per year or 4 times within 3 years (from the commencement date of the first course taken).

Course Fee (applicable to half-day/evening courses only)

Payment procedures

26. Training Bodies are responsible for processing course applications and informing applicants of their results. Training Bodies concerned shall inform successful applicants of the course commencement date, course fee and payment method. Course fee payable by the applicant is based on the amount stipulated at the time of application. Under normal circumstances, fees paid are not refundable.

Application for course fee waiver / payment of “Highly Subsidised Fee”

27. At the time of course enrollment, Training Bodies shall provide applicants with details on applying for course fee waiver / payment of “Highly Subsidised Fee”. Training Bodies shall complete processing all trainees’ applications before course commencement. Trainees may apply for course fee waiver / payment of “Highly Subsidised Fee” under the following conditions.

Eligibility for course fee waiver	Nil / low income (monthly income* of \$7,000 or below)
Eligibility for payment of “Highly Subsidised Fee”	Monthly income* between \$7,001 and \$15,000

- * Income denotes remuneration through employment, including being employed or self employed (e.g. basic pay, overtime pay, bonus, commissions, allowance(s) and net business income but, with the deduction of 5% contributions to MPF / ORSO) or pension. Bonus, double pay, gratuity, etc. should be taken into account in average over the relevant period of the employment.

28. Trainees intending to apply for fee waiver / payment of “Highly Subsidised Fee” have to provide the following supporting documents to the Training Bodies after receiving notification of admission and before class commencement. At the time of such application, trainees with income shall provide any one of documents (i) to (iv) below, trainees with nil income shall provide either document (v) or (vi) :
- payroll slip of any of the three months before course commencement (counted from the month of course commencement) #; or
 - certification letter of salary from current employer, the salary shall be any of the three months before course commencement (counted from the month of course commencement) #; or
 - bank passbook / statement showing payroll records of any month within three months from course commencement (counted from the month of course commencement) #; or
 - statutory declaration statement administered by Home Affairs Department declaring trainee’s latest month income level at the time of declaration made. The stipulated month of income shall be any of the three months before course commencement (counted from the month of course commencement); or
 - documents issued by the Social Welfare Department proving that trainee’s receipt of Comprehensive Social Security Assistance (CSSA) is still valid on the date of course commencement; or
 - for trainees with nil income, a completed “Declaration Form for Waiver of Course Fee” (obtainable from Training Bodies) indicating that trainee has nil income as at the time of declaration.

For example, if the course commences in August 2011, income proof from the month of August, July or June 2011 shall be acceptable.

No replacement of supporting documents by trainees will be allowed once the application for course fee waiver / payment of “Highly Subsidised Fee” is approved. Trainees have to sign the “Consent Form for Collection of Income Proof” included in the course application form, in which the trainees agree to retrieve the “Income Details” from the Inland Revenue Department and provide the document for verification if required by ERB. If trainees refuse to sign the “Consent Form for Collection of Income Proof”, ERB reserves the right to decline such applications. Trainees with monthly income of \$15,001 or above are required to pay the “Normal Subsidised Fee”, thereby exempted from signing the “Consent Form for Collection of Income Proof”.

Trainees with Low Attendance Rate

Trainees with attendance rate below 80%

29. Trainees on half-day/evening non-placement-tied courses who have been granted course fee waiver / paid the “Highly Subsidised Fee” or on full-time placement-tied courses must attain a minimum attendance rate of 80% for courses enrolled. Should trainees fail to attain the required attendance:

For trainees on non-placement-tied courses who have been granted course fee waiver / paid the “Highly Subsidised Fee”:

- they will have to pay an amount (in addition to the originally settled course fee, if any) equivalent to the “Highly Subsidised Fee”. Should trainees concerned fail to settle the fee,
 - (i) for trainees who have committed the act for the first time (for course applications dated on or after 1 April 2010):
 - trainees will be prohibited from taking ERB courses for 1 year (from commencement of the concerned course);
 - (ii) for trainees who have committed the act for the second or more time (for course applications dated on or after 1 April 2010):
 - trainees will be prohibited from taking ERB courses for 3 years (from commencement of the concerned course).

Should trainees concerned manage to settle the fee afterwards, they will be allowed to enroll on ERB courses again. ERB reserves the rights to take further action against those who fail to settle the fee within the prescribed / specified deadline.

For trainees on placement-tied courses:

- (i) for trainees who have committed the act for the first time (for course applications dated on or after 1 April 2011):
 - trainees will be prohibited from taking ERB courses for 1 year (from commencement of the concerned course);
- (ii) for trainees who have committed the act for the second or more time (for course applications dated on or after 1 April 2011):
 - trainees will be prohibited from taking ERB courses for 3 years (from commencement of the concerned course).

Special circumstances

30. In the event that applicants fail to attain an 80% attendance due to prolonged illness / accident / hospitalization, ERB may consider waiving the demand for recovery of course fee or prohibition from course enrollment. Trainees concerned have to report the case to the Training Bodies and provide medical certificate issued by registered medical practitioners as soon as possible. ERB has the discretion to approve, or otherwise, applications for waiver of outstanding course fee or prohibition from course enrollment.

Sample Check

31. ERB will sample check the education attainment, employment status, and/or income level of applicants or trainees to verify the information they submitted. Any person who to his/her knowledge supplies false information or cannot meet the relevant requirements may be disqualified from attending the training course(s) and/or obtaining the course fee waiver / paying the “Highly Subsidised Fee” and/or receiving the Retraining Allowance, and he/she has to pay back the concerned course fees / the cost of course and/or return the Retraining Allowance to ERB. ERB also reserves the right to report the cases to the law enforcement government department(s) for investigation and to take further legal actions. In accordance with Section 25 of the Employees Retraining Ordinance, any person who is found to have committed the offence is liable to a fine of \$20,000. Under the Theft Ordinance, Cap.210 of the Laws of Hong Kong, any person who obtains pecuniary advantage by deception, in benefit to himself/herself or another person, is liable to conviction of imprisonment for a maximum of 10 years.
32. ERB will carry out income surveillance each year and require trainees to provide “Income Details” issued by the Inland Revenue Department for verification. In case a trainee is found to have earned income exceeding the set limit and cannot provide sufficient reasons to explain the situation, ERB will request the trainee to pay back the concerned course fees. In case the trainee fails to do so, ERB reserves the rights to take legal actions and request the trainee to pay back the concerned course fees. In addition, trainees who cannot be contacted will also be put on the watch list and not be allowed to apply for any ERB half-day/evening course until he/she submits the “Income Details” as required during the sample check period to ERB to complete the income surveillance procedures and/or pays back the concerned course fees.

Personal Information of Applicants/Trainees

33. The personal data of applicants / trainees are collected and kept for purposes of:
- (i) Course application vetting, course admission, disbursement of retraining allowance, processing of applications for course fee waiver / payment of “Highly Subsidised Fee”, job matching service, placement and retention follow-up, accreditation of courses, arrangement of practical skills assessment, conduct of income surveillance, verification of placement record and opinion survey, etc.
 - (ii) The personal data so collected may be transferred to Training Bodies under the Manpower Development Scheme, relevant government departments and/or their commissioned research consultants and agencies for the purposes as stated in (i).
34. Supply of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
35. Applicants/trainees or their authorized representatives are allowed to access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be incorrect. ERB may collect a fee from applicants for a copy of their personal data.
36. Applicants/trainees have rights of access to and correction of their personal data. Applicants/trainees may send their written requests to the Training Bodies concerned or the Manager of Course Administration Section. For enquiries, please call ERB hotline at 182 182.

Enquiry and Online Application

37. The commencement date and class schedule of training courses are subject to the arrangement of Training Bodies. For details, please contact the Training Bodies concerned.
38. Applicants can make online applications for selected training courses on the “Course Online Enquiry & Enrollment” webpage. For details, please refer to ERB website at <http://course.erb.org> (available in Chinese only).
39. For other comments or complaints, please call ERB hotline at 182 182.

ERB reserves the right to amend the above guidelines from time to time without notifying individual applicants. Please refer to ERB website for most updated information.