

# 課程申請表

由培訓機構職員填寫

申請編號 1: \_\_\_\_\_

申請編號 2: \_\_\_\_\_

- 注意事項：1) 申請人在報讀本局課程前，請先細閱「申請須知」。  
 2) 請清楚填寫各項資料，並在適當空格□填上√號。  
 3) 如申請人同時報讀多於兩項非就業掛鈎課程，請填寫「課程申請表附頁」（可向培訓機構索取或從本局網站下載）。  
 4) 如申請人先後在不同時間報讀課程，須另行填寫「課程申請表」及「課程申請表附頁」（如適用）。

## (一) 申請項目

課程選擇	課程名稱	課程編號	上課中心編號	
			首選	次選
1				
2				

## (二) 個人資料

中文姓名：\_\_\_\_\_ 英文姓名：\_\_\_\_\_

中文電碼：\_\_\_\_\_ 身份證號碼：\_\_\_\_\_ ( )

出生日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日 性別：男 女

國籍：中國 其他（請註明種族：\_\_\_\_\_）

最高學歷：沒有學歷 小學\_\_\_\_\_年 中學\_\_\_\_\_年 文憑至副學位 副學位以上

個人狀況：來港定居未滿7年  
 （如適用）單親父母（子女年齡在18歲以下）  
正在領取綜援  
殘疾人士，類別：視障 聽障 精神病康復 智障 肢體殘疾  
其他：\_\_\_\_\_

以單親父母／領取綜援／殘疾原因申請優先處理

## (三) 工作資料

現時就業狀況：失業／待業／失學 全職受僱 兼職受僱 自僱

累積工作經驗：\_\_\_\_\_年 課程選擇1：相關工作經驗\_\_\_\_\_年；為現職從業員  
 課程選擇2：相關工作經驗\_\_\_\_\_年；為現職從業員

## (四) 聯絡資料

電話：（手提）\_\_\_\_\_（其他）\_\_\_\_\_ 電郵地址：\_\_\_\_\_

聯絡地址：\_\_\_\_\_

居住地區：\_\_\_\_\_

**(五) 申請人聲明** (請注意：如申請人拒絕簽署「申請人聲明」，本局有權拒絕其課程申請。)

- 1) 本人聲明上述及「課程申請表附頁」(如適用)所填報資料及已遞交的證明文件，根據本人所知，均屬真確無訛。
- 2) 本人已細閱及同意「申請須知」內的所有條款，並願意接受僱員再培訓局及培訓機構所訂下有關甄選學員及發放再培訓津貼等程序及準則，亦明白就業掛鈎課程只為具備就業意欲的失業／待業／失學人士而設。
- 3) 本人並非正在修讀僱員再培訓局以外機構開辦的全日制課程，亦非是次報讀課程的培訓機構僱員。
- 4) 本人明白僱員再培訓局有權抽查申請人或學員的學歷、就業狀況、入息水平及／或僱傭關係(如適用)，並承諾會按該局的指示提交相關證明文件(包括由稅務局發出的「入息證明」)作審查用途。本人同意授權該局向有關機構核實就本人報讀該局課程而提供的就業及入息資料。本人明白，如有失實虛報或不符合資格者，可被取消入讀課程、學費資助及／或領取再培訓津貼的資格，並須向該局補償有關課程的培訓成本或學費，及／或退回已獲該局發放的再培訓津貼。該局亦有權將個案交予政府執法部門追查是否有欺詐成分，而考慮提出刑事檢控。根據《僱員再培訓條例》第 25 條，如經定罪，罰款可達 \$20,000。本人亦明白，根據香港法例第 210 章《盜竊罪條例》，任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益，即屬犯罪，循公訴程序定罪後，可判處監禁 10 年。
- 5) 本人明白如本人於就業掛鈎課程的出席率達 80%，培訓機構會為本人提供就業跟進服務，並於跟進期內跟進本人就業情況。本人將儘量向培訓機構提供本人在跟進期內的就業資料，包括但不限於僱主名稱、職位、薪金及工作時數等資料，以協助培訓機構向本人提供服務。
- 6) 本人明白及同意僱員再培訓局收集及保存個人資料的目的及用途：
  - (i) 審核培訓課程的申請、安排入讀事宜、處理豁免繳交學費／繳付「高額資助學費」的申請、發放再培訓津貼、處理實務技能評核事宜、辦理家務助理技能咭、提供就業跟進服務、安排課程接受評審、進行學歷／就業狀況／入息水平／僱傭關係抽查(如適用)，以及作就業記錄覆核或意見調查等。
  - (ii) 資料或會被轉移至其委任的培訓機構、相關政府部門及其委託的顧問研究及調查公司作(i)的用途。
- 7) 本人  
(請選擇)  同意  不同意  
僱員再培訓局及其委任的培訓機構及／或其委託的機構可能會使用本人的個人資料(包括但不限於姓名、地址、電郵地址及電話號碼)，以電郵、短訊、郵件及電話等方式向本人提供有關推廣該局課程、服務、活動和設施的相關資訊。但在未經本人同意的情況下，不會就上述目的使用本人的個人資料。本人並知悉，如日後不願意僱員再培訓局繼續使用本人的個人資料作上述推廣用途，可隨時向該局客戶服務組經理提出。  
(申請人若不剔選會被視為不同意僱員再培訓局及其委任的培訓機構及／或其委託的機構使用申請人的個人資料作任何上述推廣用途，亦不會收到該局最新的課程和服務等資訊。)

申請人姓名：\_\_\_\_\_ 簽署：\_\_\_\_\_ 申請日期：\_\_\_\_\_

**(六) 統計資料**

從何得知培訓課程資料？(可選多項)

- |   |  |                                      |  |                                  |
|---|--|--------------------------------------|--|----------------------------------|
| <input type="checkbox"/> 報章／雜誌          | <input type="checkbox"/> 電視              | <input type="checkbox"/> 電台          | <input type="checkbox"/> 巴士            | <input type="checkbox"/> 港鐵／輕鐵   |
| <input type="checkbox"/> 小巴             | <input type="checkbox"/> 戶外廣告牌           | <input type="checkbox"/> 網站／互聯網      | <input type="checkbox"/> 社交媒體          | <input type="checkbox"/> 電郵／電子通訊 |
| <input type="checkbox"/> 手機廣告           | <input type="checkbox"/> 手機短訊            | <input type="checkbox"/> 展覽／宣傳攤位     | <input type="checkbox"/> 海報／單張         | <input type="checkbox"/> 課程總覽    |
| <input type="checkbox"/> ERB 服務中心／服務點介紹 | <input type="checkbox"/> ERB「培訓通」課程搜索終端機 | <input type="checkbox"/> 政府部門／社福機構介紹 |  |                                  |
| <input type="checkbox"/> 培訓機構介紹         | <input type="checkbox"/> 僱主介紹            | <input type="checkbox"/> 朋友介紹        | <input type="checkbox"/> 其他(請註明)：_____ |                                  |

**由培訓機構職員填寫**

本人已核對及／或收妥申請人的：

- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> 香港身份證／香港特別行政區護照          | <input type="checkbox"/> 香港合資格僱員證明 | <input type="checkbox"/> 確認申請人並非本培訓機構的僱員 |
| <input type="checkbox"/> 最高學歷證明                   | <input type="checkbox"/> 工作證明      | <input type="checkbox"/> 專業資格證明          |
| <input type="checkbox"/> 優先處理申請，申請人已出示的文件類別：_____ |                                    |  |

備註：\_\_\_\_\_

職員姓名：\_\_\_\_\_ 收表日期：\_\_\_\_\_ 培訓機構印章：\_\_\_\_\_

# 課程申請表收條

本培訓機構已收悉以下課程申請，並將於稍後通知你有關申請結果。

申請人姓名：\_\_\_\_\_ 申請日期：\_\_\_\_\_

課程選擇	課程編號	課程學費（如適用） <sup>#</sup>		
		豁免繳費 （適用於每月收入 \$0至\$12,000 的學員）	高額資助學費 （適用於每月收入 \$12,001至\$20,000 的學員）	一般資助學費 （適用於每月收入 \$20,001 或以上的學員）
1		\$0	\$	\$
2		\$0	\$	\$

<sup>#</sup> 課程學費金額以你提交課程申請時僱員再培訓局所訂定有關課程的學費金額為準。

培訓機構：\_\_\_\_\_ 日期：\_\_\_\_\_

查詢電話／電郵：\_\_\_\_\_ 印章：\_\_\_\_\_

## 申請須知

### 申請資格

- 僱員再培訓局所有培訓課程的基本申請資格：
  - 香港合資格僱員（即合法在香港居留並可無條件自由受僱或工作的人士，包括香港永久性居民及新來港定居人士）；及
  - 年齡在15歲或以上；及
  - 學歷在副學位或以下程度；及
  - 申請人須符合課程的入讀資格，包括個別課程根據行業／職位的發牌條件或法例要求。
- 正修讀非本局的全日制課程學生，包括在休學或學校假期期間，不可報讀本局課程。
- 培訓機構的僱員不可報讀由該培訓機構提供的任何本局課程。
- 凡年齡15至17歲及中學畢業學歷或以下程度的待業、待學青年人，應報讀「青年培育計劃」課程。
- 報讀就業掛鈎課程的申請人必須是失業、待業或失學人士，並須具備就業意欲，以及對相關工作有興趣。培訓機構會以面試確認申請人的就業意欲。
- 報讀非就業掛鈎課程的申請人，須具備就業或轉業意欲，如有需要，培訓機構會安排申請人進行面試。
- 申請人須符合基本申請資格、通過面試及入學試（如適用），方獲取錄及輪候入讀課程。

### 申請手續及所需文件

- 申請人須填妥「課程申請表」及出示以下文件正本。如申請人未能提供所需的申請資料或證明文件，課程申請可能不被接納。
  - 香港合資格僱員證明<sup>註一</sup>
    - 香港永久性居民身份證或香港特別行政區護照；或
    - 香港身份證，連同簽證身份書或旅遊證件。
  - 學歷證明<sup>註二</sup>
    - 申請人應就其最高學歷<sup>註三</sup>提交學校或機構發出的學歷證明文件。
  - 工作／專業資格證明（如適用）
    - 申請人須就個別課程的入讀資格要求，提交相關的工作／專業資格證明，例如：僱主信、僱傭合約、工作／服務合約、職員證、有效行業註冊證、牌照、糧單、強積金供款紀錄、或樂活助理證等。
- 申請人可經以下途徑向開辦有關課程的培訓機構提交課程申請：
  - 親身 — 申請人須帶同所需文件正本到培訓機構；
  - 郵寄 — 申請人須將已填妥的「課程申請表」及所需文件副本郵寄至培訓機構，並於開課前向相關培訓機構出示文件正本。
- 申請人如在首次報讀課程時無法提供學歷證明，可於「課程申請表」以聲明形式申報最高學歷，並簽署確認申報資料真確無訛。如申請人日後欲更改最高學歷資料，其必須提供足夠證明文件（不包括宣誓或聲明文件）及合理理據以推翻以往申報最高學歷所作的聲明。本局一般不會接納下調最高學歷的申請。
- 殘疾人士、單親父母或領取綜合社會保障援助（綜援）人士，如能提供有效證明文件，可要求優先處理其課程申請。

## 申請及入讀限制

12. 申請人可選擇以下報讀安排：
  - (i) 在同一培訓機構同時報讀兩項就業掛鈎課程；期間可報讀多於一項晚間制基礎技能（職業語文、資訊科技應用及商業運算）課程；或
  - (ii) 在同一培訓機構同時報讀多於一項非就業掛鈎課程。
13. 申請人如在報讀本局課程後入讀非本局的全日制課程、入讀副學位以上課程、成為報讀課程的培訓機構僱員、從事全職／兼職／自僱工作（適用於就業掛鈎課程），須取消本局課程申請。學員如在入讀本局課程期間，就業或就學狀況有上述改變，須盡快主動通知培訓機構，由本局考慮是否維持其修讀課程和申領再培訓津貼的資格。
14. 就業掛鈎課程的申請及入讀限制：
  - (i) 申請人一年（以申請日期與過去一年內首次入讀就業掛鈎課程的開課日期計算）內最多只可修讀兩項就業掛鈎課程<sup>註四</sup>。
  - (ii) 申請人不可同時入讀兩項就業掛鈎課程。同時報讀兩項就業掛鈎課程的申請人，於接受其中一項課程的編班安排後，另一課程申請將被取消。
  - (iii) 在就業跟進期內，申請人<sup>註五</sup>不可報讀就業掛鈎課程。
  - (iv) 出席率達80%或以上的學員，如未能在「期末評估」（包括所有補考）考獲及格分數，可申請重複修讀同一課程一次<sup>註六</sup>。重讀安排不適用於「青年培育計劃」課程。
  - (v) 除第14(iv)段所列的情況外，申請人不可重複報讀相同、內容相若或程度較低的同類型課程<sup>註四</sup>。
  - (vi) 合資格學員修讀「青年培育計劃」課程的次數規限為一次。
15. 非就業掛鈎課程的申請及入讀限制：
  - (i) 申請人一年（以報讀課程的開課日期與過去一年內首次入讀非就業掛鈎課程的開課日期計算）內最多只可修讀共150個課時非就業掛鈎課程<sup>註四</sup>。如申請人在報讀課程時，已於一年（以申請日期與過去一年內首次入讀非就業掛鈎課程的開課日期計算）內修讀共150個課時或以上非就業掛鈎課程<sup>註四</sup>，其課程申請將不被接納。
  - (ii) 在上課時間沒有任何衝突的情況下，學員可於同一培訓機構同時入讀多於一項非就業掛鈎課程。
  - (iii) 學員可在以下情況重複修讀同一課程一次<sup>註六</sup>：
    - 出席率達80%或以上及未能在「期末評估」（包括所有補考）考獲及格分數；或
    - 曾於四年（以申請日期與過去曾入讀的課程的開課日期計算）或以前修畢的非就業掛鈎課程<sup>註七</sup>。
  - (iv) 除第15(iii)段所列的情況外，申請人不可重複報讀相同、內容相若或程度較低的同類型課程<sup>註四及七</sup>。
16. 課程申請的有效期一律為兩年（以申請日期計）。如申請人不論任何原因未於有效期內入讀課程，有關課程申請將被取消。

## 取消課程申請及拒絕入學

17. 有意取消課程申請的申請人，須親身或以書面通知開辦有關課程的培訓機構，辦理取消手續。所有課程申請一經取消，如申請人日後報讀同一課程，須重新提交課程申請。
18. 申請人如接獲入學通知並拒絕入學共累積達三次，有關課程申請將被取消。如申請人報讀超過一項就業掛鈎／非就業掛鈎課程，其三次累積拒絕入學的次數為所有有關課程申請的總和。
19. 已接受入學安排的申請人如有意取消課程申請或入學，必須於開課日期前不少於三個工作天辦理取消課程申請或入學手續，逾期的取消申請一概不獲受理。
20. 未有辦妥取消課程申請或入學手續，而沒有出席課程的申請人，日後不可再報讀相同、內容相若或程度較低的同類型課程；如報讀非就業掛鈎課程，已繳交的學費概不發還。

## 證書頒發

21. 出席率不足80%的學員不可參與「期末評估」（包括筆試及實務試）。學員須達到個別課程畢業要求（實際出席率：即已扣減遲到、早退、病假及其他原因的缺課後的出席率，一般須達80%或以上，以及通過課程評核）方可獲發畢業證書。證書如有遺失或損毀，將不獲補發。

## 補考安排

22. 符合個別課程大綱列載的畢業要求（如達到最低出席率、於相關課程評估取得及格分數等）的學員，可獲頒發畢業證書。在一般情況下，未能在「期末評估」（包括筆試及實務試）考獲及格分數的學員，將有兩次補考機會（另有規定的課程除外）。有關補考須在正考當日後的半年內進行，詳情請向培訓機構查詢。

## 再培訓津貼

23. 為期七天或以上的就業掛鈎課程設有再培訓津貼，分類如下：

課程類別	學員類別	每日津貼額
「青年培育計劃」課程	所有合資格申領津貼學員	\$30
就業掛鈎「證書」或「文憑」課程	所有合資格申領津貼學員	\$70
就業掛鈎「基礎證書」課程	原有服務對象 (即30歲或以上；及具中三學歷程度或以下人士)	\$153.8
	其他合資格申領津貼學員	\$70

24. 學員一年內最多可申領兩次、以及三年內最多可申領四次再培訓津貼（以是次入讀課程的開課日期與過去一年或三年內首次申領再培訓津貼的課程的開課日期計算）。
25. 在一般情況下，就業掛鈎課程學員於下列節數的總和須達課程總節數的80%或以上，方合資格獲發放再培訓津貼：
- 實際出席節數（即已扣減遲到及早退的節數）；以及
  - 具香港註冊醫生發出病假證明的缺席節數（不可多於課程總節數的20%）。
- 再培訓津貼金額只按學員的實際出席節數計算，並以每項課程所設的最高津貼金額為上限。
26. 獲批准補課的學員，補課後即使整體出席率達80%或以上，仍不會獲發放再培訓津貼。
27. 有關「青年培育計劃」課程、為殘疾及工傷康復人士而設的就業掛鈎課程的再培訓津貼發放準則，請向有關培訓機構查詢。

## 非就業掛鈎課程繳費須知

28. 非就業掛鈎課程為收費課程，學費金額以申請人提交「課程申請表」時本局就有關課程訂定的學費金額為準。學員須於開課前向培訓機構繳付所需學費。已繳交的學費，概不發還。
29. 學員可於收到培訓機構的入學通知後，按其入息水平申請豁免繳費、申請繳付「高額資助學費」，或繳付「一般資助學費」：

學費類別	入息水平
豁免繳費	沒有收入或每月收入 <sup>註八</sup> 為\$12,000或以下
「高額資助學費」	每月收入 <sup>註八</sup> 為\$12,001至\$20,000
「一般資助學費」	每月收入 <sup>註八</sup> 為\$20,001或以上

30. 有意申請豁免繳費或繳付「高額資助學費」的學員，須於開課前向培訓機構提交「豁免繳費／繳付『高額資助學費』申請表」，以及繳付所需學費。
31. 本局會就獲豁免繳費或繳付「高額資助學費」的學員進行入息抽查。學員須保存入讀課程時的入息證明三個財政年度（以有關課程的開課日期所屬年度，即4月至翌年3月，為第一個財政年度），供本局進行入息抽查，有關文件包括：

### 有收入的學員

- 開課當月或之前兩個月內任何一個月<sup>註九</sup>的糧單；或
- 現職僱主以書面證明學員於開課當月或之前兩個月內任何一個月<sup>註九</sup>的收入；或
- 銀行存摺／月結單，記錄學員於開課當月或之前兩個月內任何一個月<sup>註九</sup>的收入金額；或
- 經民政事務總署監誓的聲明。有關聲明須顯示學員於開課當月或之前兩個月內任何一個月<sup>註九</sup>的收入金額。

### 沒有收入的學員

- 「綜合社會保障援助計劃」（綜援）受助的學員須保存由社會福利署發出的綜援文件（「申請獲准通知書」或「綜合社會保障援助受助人醫療費用豁免證明書」均可接受），顯示學員於開課當日仍受相關綜援補助。其他學員須在「豁免繳費／繳付『高額資助學費』申請表」選寫「學員聲明」一欄。

## 學員出席率不足

32. 本局課程一般要求學員的出席率達80%。出席率不足80%的學員的罰則如下：
- 就業掛鈎課程學員
    - 就首次出席率不足的學員，本局於一年<sup>註十</sup>內不會接納其報讀任何本局課程。
    - 至於再次出席率不足的學員，本局於三年<sup>註十</sup>內不會接納其報讀任何本局課程。
  - 非就業掛鈎課程學員（適用於獲豁免繳費及繳付「高額資助學費」的學員）
    - 除了原先已繳交的學費外（如有），本局會向學員追收部分課程學費（金額相等於有關課程的「高額資助學費」，以學員提交「課程申請表」時本局就有關課程訂定的學費為準）。
    - 如學員未有依期交回應繳的學費，就首次出席率不足的學員，本局於一年<sup>註十</sup>內不會接納其報讀任何本局課程。
    - 至於再次出席率不足的學員，本局於三年<sup>註十</sup>內不會接納其報讀任何本局課程。如學員於限期內繳清款項，可再次報讀本局課程。至於在限期過後仍未有繳清課程費用的學員，本局保留追討款項的權利。
33. 學員如因疾病或意外等特殊情況而導致出席率不足80%，本局可考慮酌情豁免補繳學費或不接納報讀本局課程的罰則。如遇上述情況，學員應盡快向培訓機構提交相關證明文件，例如由香港註冊醫生發出的病假證明。本局保留豁免學員有關罰則的最終決定權。

## 防止違規措施

34. 本局會抽查學員的學歷及就業狀況。除此之外，本局每年會進行入息抽查，學員可能會被要求出示入讀課程時的入息證明。本局亦會要求學員提交稅務局發出的「入息證明」，以查證其申報屬實。就沒有按本局要求提交「入息證明」及／或其他所需資料的學員，本局會將有關學員列入觀察名單，暫停有關學員報讀本局非就業掛鈎課程的資格，直至有關學員補交「入息證明」及／或其他所需資料，並確定沒有違規。
35. 學員虛報資料以入讀本局課程或領取較高金額的再培訓津貼，會被取消入讀課程、學費資助及／或領取再培訓津貼的資格，並須向本局補償有關課程的培訓成本及／或退回已獲本局發放的再培訓津貼。

36. 本局亦有權將個案交予政府執法部門追查是否有欺詐成分，而考慮提出刑事檢控。根據《僱員再培訓條例》第25條，違例者經定罪後，最高可被判罰款\$20,000。根據香港法例第210章《盜竊罪條例》，任何人以欺騙手段不誠實地為自己或另一人取得任何金錢利益，即屬犯罪，循公訴程序定罪後，可判處監禁10年。
37. 就學員虛報資料以入讀本局課程，學員如無合理辯解：
- (i) 違規學員須向本局補償相關課程的全部培訓成本，以及退回已獲發放的再培訓津貼（適用於就業掛鉤課程）。
  - (ii) 首次違規的學員，如按指示退回有關款項，本局將於三個月<sup>註十一</sup>內不接納其報讀任何本局課程；否則，本局將於一年<sup>註十一</sup>內不接納其報讀任何本局課程。
  - (iii) 再次違規的學員，如按指示退回有關款項，本局將於一年<sup>註十一</sup>內不接納其報讀任何本局課程；否則，本局將於兩年<sup>註十一</sup>內不接納其報讀任何本局課程。
  - (iv) 學員如違規超過兩次，本局會將個案轉交警方跟進。
38. 就學員虛報學歷以領取較高金額的再培訓津貼，學員如無合理辯解：
- (i) 違規學員須向本局退回已獲發放的再培訓津貼差額。
  - (ii) 如違規學員按指示退回有關款項，本局將於三個月<sup>註十一</sup>內不接納其報讀任何本局課程；否則，本局將於一年<sup>註十一</sup>內不接納其報讀任何本局課程。
39. 就學員虛報資料以取得豁免繳費／「高額資助學費」資格並於入息抽查中確認的個案，學員如無合理辯解：
- (i) 學員須向本局繳回相關課程的學費。
  - (ii) 首次違規的學員，如按指示退回有關款項，本局將於三個月<sup>註十一</sup>內不接納其報讀本局非就業掛鉤課程；否則，本局將於一年<sup>註十一</sup>內不接納其報讀本局非就業掛鉤課程。
  - (iii) 再次違規的學員，如按指示退回有關款項，本局將於一年<sup>註十一</sup>內不接納其報讀本局非就業掛鉤課程；否則，本局將於兩年<sup>註十一</sup>內不接納其報讀本局非就業掛鉤課程。
  - (iv) 學員如違規超過兩次，本局會將個案轉交警方跟進。

## 申請人／學員個人資料

40. 本局收集及保存個人資料的目的及用途為審核培訓課程的申請、安排入讀事宜、處理豁免繳交學費／繳付「高額資助學費」的申請、發放再培訓津貼、處理實務技能評核事宜、辦理家務助理技能咭、提供就業跟進服務、安排課程接受評審、進行學歷／就業狀況／入息水平／僱傭關係抽查（如適用），以及作就業記錄覆核或意見調查等。資料或會被轉移至本局的委任培訓機構、相關政府部門及其委託的顧問研究及調查公司作上述的用途。
41. 申請人可自願提供個人資料，惟若未能正確提供所需資料，可能導致申請不被接納。
42. 在申請人同意下，本局可能會使用其個人資料（包括但不限於姓名、地址、電郵地址及電話號碼），以電郵、短訊、郵件及電話等方式向申請人提供有關推廣本局課程、服務、活動和設施的相關資訊，並會把其個人資料提供予本局的委任培訓機構及／或委託的機構作相關的推廣用途。申請人如日後不願意本局繼續使用其個人資料作上述推廣用途，可隨時致函香港柴灣小西灣道10號3至6樓，或傳真至：2369 8322，或電郵至：[erbhk@erb.org](mailto:erbhk@erb.org)，或致電本局熱線：182 182，向本局的客戶服務組經理提出。
43. 申請人或其代表可向本局要求查閱及／或索取一份有關其個人資料的複本。申請人如發現資料不準確，亦可要求更正有關資料。本局可向索取個人資料複本的申請人收取費用。
44. 申請人或學員如欲查閱及／或更正個人資料，或索取個人資料複本，可向本局的客戶服務組經理提出，查詢請致電本局熱線：182 182。

## 課程查詢及網上報名

45. 培訓機構負責處理課程申請、通知申請結果、安排入學等事宜。課程的開課日期及上課時間由個別培訓機構安排，詳情請向有關培訓機構查詢。
46. 申請人可透過本局網站查詢及報讀部分培訓課程。詳情請瀏覽本局網站：[www.erb.org](http://www.erb.org)。
47. 申請人或學員如有意見或投訴，請致電本局熱線：182 182。

註一 學員可能需於上課期間向本局職員出示香港合資格僱員證明，以核實身份。

註二 曾於2016年4月1日或以後報讀本局課程並提交了學歷證明的申請人，如最高學歷未有變更，可獲豁免提交學歷證明（課程要求申請人須出示學歷證明的情況除外）。

註三 最高學歷一般指申請人報讀課程時，其現正或曾經修讀的最高學歷程度的全科學校教育課程（包括未能完成課程、或未能提供學歷證明的情況）。如申請人的最高學歷程度為香港中學文憑（中六）程度，應填寫「中學六年」為其最高學歷。如申請人持有非本地頒發的學歷，可以其曾經接受的學校教育年數評估等同的本地學歷程度。例如，申請人曾在內地接受九年以上正規學校教育，應申報具中三以上程度。

註四 包括獲取錄後未有取消報讀而沒有出席、或已入讀但未有完成的課程。

註五 包括未能完成有關就業掛鉤課程的申請人。

註六 重讀課程的申請資格、申請及入讀限制，以及發放再培訓津貼的準則，將按本局當時的既定措施執行。

註七 包括在「技能提升計劃」下曾修讀的課程。

註八 收入是指從工作（包括受僱及自僱）中所賺取的工資及薪金、經營業務所得的淨收益及每月所得長俸。受僱及自僱的收入包括底薪、逾時工作收入、花紅、佣金、津貼及未放年假薪酬等，扣除法定的5%僱員強積金／公積金供款。而花紅、雙糧、約滿酬金及未放年假薪酬等類似性質的收入，應以相關工作時段來平均計算。

註九 例如：在本年4月份任何一日開課的課程，學員保存相關入息證明時，所指的月份應屬本年的2月、3月或4月。

註十 由有關課程的開課日期起計算。

註十一 以本局發信要求學員退回款項起計。



Employees Retraining Board  
Manpower • Development • Integration

# Course Application Form

To be completed by TB staff

Application Number 1 : \_\_\_\_\_

Application Number 2 : \_\_\_\_\_

- Note: 1) Please read Application Guidelines carefully before application.  
 2) Please complete this form in block letters, and put a tick ✓ in appropriate boxes  .  
 3) If applicant applies for more than 2 non-placement-tied courses at any one time, please fill in “Course Application - Supplementary Sheet” (may be obtained from Training Bodies or downloaded from ERB Website).  
 4) Applicant applying for courses at different times is required to fill in separate “Course Application Forms” and “Course Application - Supplementary Sheets” (if applicable).

## (I) Course Information

Course	Course Title	Course Code	Training Centre	
			1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
1				
2				

## (II) Personal Particulars

English Name: \_\_\_\_\_ Chinese Name: \_\_\_\_\_

HKID Card No.: \_\_\_\_\_ ( ) Chinese Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yyyy) Sex:  M  F

Nationality:  Chinese  Non-Chinese (Please specify ethnicity: \_\_\_\_\_)

Highest Education Attainment:  No formal education  Primary (Year \_\_\_\_\_)  
 Secondary (Year \_\_\_\_\_)  Diploma to sub-degree  Above sub-degree

Status of Applicants:  Residing in Hong Kong for less than 7 years  
 (If Applicable)  Single parent (with children under 18 years old)  
 CSSA recipient  
 Disabled person. Disability:  Visually impaired  Hearing impaired  
 Ex-mentally ill  Mentally handicapped  
 Physically handicapped  Others: \_\_\_\_\_  
 is requesting for priority handling as single parent / CSSA recipient / disabled

## (III) Employment Particulars

Current Employment Status:  Unemployed / Non-engaged  Full-time employed  
 Part-time employed  Self-employed

Accumulated Work Experience: \_\_\_\_\_ year(s)

Course 1: Related Work Experience: \_\_\_\_\_ year(s);  Is Current Practitioner

Course 2: Related Work Experience: \_\_\_\_\_ year(s);  Is Current Practitioner

## (IV) Contact Information

Telephone: (Mobile) \_\_\_\_\_ (Others) \_\_\_\_\_ Email Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_

District of Residence: \_\_\_\_\_

**(V) Declaration** (Note: Course applications may not be accepted should applicant decline to sign on the Declaration.)

- 1) I declare that all information given in this Form and the “Course Application – Supplementary Sheet” (if applicable) 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 (ERB) and the Training Body, including the selection of trainees and disbursement of retraining allowance. I understand that all placement-tied training courses are only targeted for active job-seekers who are unemployed or non-engaged.
- 3) I am not engaged in non-ERB full-time education programme, or employee of the Training Body offering the courses applied.
- 4) I understand that ERB reserves the right to spot check the education attainment, employment status, income level and/or employment relationship (if applicable) of applicants or trainees. I undertake to provide relevant supporting documents (including “Income Proof” issued by the Inland Revenue Department) for verification upon ERB's request. I give my consent to ERB to verify with the organisations concerned for the employment and income details provided by me. I also understand that, 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 is required to offset the costs and fees of courses, and/or return the retraining allowance to ERB. ERB reserves the right to report the cases to the Government law enforcement 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 on conviction to imprisonment for a maximum of 10 years.
- 5) I understand if I attain an attendance rate of at least 80% in the placement-tied courses, the Training Body will provide placement services for me and follow-up on my employment status during the placement follow-up period. I agree to provide information on my employment status during the follow-up period to the Training Body, including but not limited to name of employer, post title, salary and working hours, to facilitate the Training Body to provide me relevant supporting services.
- 6) I understand and agree that my personal data are collected and kept for purposes of vetting of course application, course admission, processing of applications for course fee waiver/payment of “Highly Subsidised Fee”, disbursement of retraining allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, accreditation of courses, conduct of income surveillance/spot check of education attainment, employment status, and/or employment relationship (if applicable), verification of placement record and opinion survey, etc. The personal data so collected may be transferred to appointed Training Bodies of ERB, relevant government departments and/or their commissioned research consultants and agencies for such purposes.
- 7) I  agree /  disagree (Please indicate)  
that ERB, appointed Training Bodies of ERB and/or organisations commissioned by ERB may use my personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to me marketing information in relation to training courses, services, activities and facilities of ERB through emails, SMSs, mails and telephone calls, etc. ERB cannot use my personal data for such purposes without my consent. I understand that I have the right at any time to opt out if I do not wish my personal data to be used for the marketing purposes stated above, by writing to the Manager (Customer Services) of ERB.  
(Applicant not indicating his/her choice will be considered as not agreeing that ERB, appointed Training Bodies of ERB and/or organisations commissioned by ERB to use his/her personal data for the marketing purposes stated above, and will not receive latest information updates on courses and services from ERB.)

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**(VI) Statistical Information**

How did you learn about this course? (may choose more than one option)

- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Newspaper / Magazine                    | <input type="checkbox"/> TV  | <input type="checkbox"/> Radio                                  | <input type="checkbox"/> Bus                | <input type="checkbox"/> MTR / Light Rail |
| <input type="checkbox"/> Minibus                                 | <input type="checkbox"/> Outdoor Billboard / Display                 | <input type="checkbox"/> Website / Internet                     | <input type="checkbox"/> Social Media       |   |
| <input type="checkbox"/> eDM / eNewsletter                       | <input type="checkbox"/> Mobile Advertisement                        | <input type="checkbox"/> SMS                                    | <input type="checkbox"/> Exhibition / Booth |   |
| <input type="checkbox"/> Poster / Leaflet                        | <input type="checkbox"/> Course Prospectus                           | <input type="checkbox"/> ERB Service Centre / ERB Service Spots |   |   |
| <input type="checkbox"/> ERB Training Net Course Search Terminal | <input type="checkbox"/> Government Department / Social Organisation | <input type="checkbox"/> Training Body                          |   |   |
| <input type="checkbox"/> Employer                                | <input type="checkbox"/> Friend                                      | <input type="checkbox"/> Others (Please specify): _____         |   |   |

**To be completed by TB staff**

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

- |  |  |
|--|--|
| <input type="checkbox"/> HKID card / HKSAR Passport  | <input type="checkbox"/> Proof of eligible employee of HKSAR                 |
| <input type="checkbox"/> Proof of highest education attainment                                 | <input type="checkbox"/> Proof of professional qualification / certification |
| <input type="checkbox"/> Proof of work experience  |  |
| <input type="checkbox"/> I confirm that the applicant is not an employee of this Training Body |  |
| <input type="checkbox"/> Priority Handling (type of document submitted): _____                 |  |

Remarks: \_\_\_\_\_

Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Chop of Training Body: \_\_\_\_\_



# Course Application Form

## Acknowledgement of Receipt

Your application for the following course(s) has been received. You will be informed of the application result shortly.

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Course	Course Code	Course Fee (If applicable) <sup>#</sup>		
		Course Fee Waiver (applicable to trainee with monthly income between \$0 and \$12,000)	Highly Subsidised Fee (applicable to trainee with monthly income between \$12,001 and \$20,000)	Normal Subsidised Fee (applicable to trainee with monthly income of \$20,001 or above)
1		\$0	\$	\$
2		\$0	\$	\$

# Course fee payable by the applicant is based on the amount stipulated at the time of application.

Training Body: \_\_\_\_\_ Date: \_\_\_\_\_

Enquiry No. / Email address: \_\_\_\_\_ Chop of Training Body: \_\_\_\_\_

## Application Guidelines

### Eligibility

- General Admission Criteria for all courses of the Employees Retraining Board (ERB):
  - eligible employees of the Hong Kong Special Administrative Region (HKSAR) (i.e. lawfully employable and not subject to conditions of stay, including permanent residents of the HKSAR and new arrivals); and
  - aged 15 or above; and
  - education attainment of sub-degree or below; and
  - applicants should meet the entry requirements of courses, including industry or occupation specific licensing or statutory requirements.
- Students engaging in non-ERB full-time education programmes, including those who are suspending study or on school holidays, are not eligible to apply for ERB courses.
- Employees of Training Bodies are not eligible to apply for any ERB courses offered by the concerned Training Bodies.
- Non-engaged youths aged 15 to 17 who have attained up to secondary school education are advised to apply for the “Youth Training Programme” courses.
- Applicants of placement-tied courses must be unemployed or non-engaged, and intend to engage in employment in the jobs trained for. Interviews will be conducted by Training Bodies to ascertain such intention.
- For non-placement-tied courses targeted at the unemployed and those intending to change jobs, interviews may be necessary.
- To be eligible for class enrolment, applicants must meet the General Admission Criteria and pass the interviews and entry tests (if applicable).

### Application Procedures and Supporting Documents Required

- Applicants are required to complete the Course Application Form and provide the following original supporting documents. Course applications may not be accepted should applicants fail to provide the information or documents required.
  - Proof of being eligible employee of the HKSAR <sup>Note 1</sup>
    - Hong Kong Permanent Identity Card or HKSAR Passport, or
    - Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents.
  - Proof of education attainment <sup>Note 2</sup>
    - Applicants should submit proof of highest education attainment <sup>Note 3</sup> issued by the school/institution concerned.
  - Proof of work experience or professional qualification/certification (if applicable)
    - Applicants should provide proof of work experience or professional qualification/certification as specified in the entry requirements of courses. Examples of proof include: letter from employer, employment contract, work/service agreement, staff identification card, valid industry-specific registration, licence, salary statements, MPF statements, Smart Helper Card, etc.
- Applicants may submit course applications to the Training Body offering the courses:
  - in person — applicants should bring along the original supporting documents required to the Training Body; or
  - by post — applicants should submit completed application forms supplemented with copies of supporting documents required to the Training Body. Applicants are required to provide the original supporting documents before class commencement.
- Should applicants fail to provide proof of education attainment at the time of first application, they may declare their highest education attainment in the duly signed “Course Application Form”, confirming that all information provided is correct and complete. Any subsequent changes to highest education attainment previously declared must be supported by documentary proof and justifications (further declaration is not acceptable). ERB will normally not accept requests for downward adjustment of highest education attainment.
- Persons with disabilities, single parents or Comprehensive Social Security Assistance (CSSA) recipients may request for priority handling of course applications if they provide valid supporting documents substantiating their status.

### Restrictions on Application and Enrolment

- Applicants may opt for either of the following arrangements:
  - to apply for 2 placement-tied courses with the same Training Body, and more than 1 evening foundation skills training (i.e. Workplace Languages, IT Applications, and Business Numeracy) course at any one time; or
  - to apply for more than 1 non-placement-tied course with the same Training Body at any one time.

13. If applicants, upon submission of course applications, engage in non-ERB full-time education programmes, engage in training courses above sub-degree level, become employees of the Training Body offering the course applied, or engage in full-time/part-time employment or self-employment (applicable to placement-tied courses), they should cancel their course applications. If trainees encounter the above status changes while enrolling in ERB courses, they should notify Training Bodies as early as possible. ERB will re-consider trainees' eligibility for course enrolment and/or retraining allowance.
14. Restrictions on application and enrolment of placement-tied courses are as follows:
  - (i) Applicants can enrol in no more than 2 placement-tied courses <sup>Note 4</sup> within 1 year (from the date of application to the commencement date of the first placement-tied course enrolled within the past 12 months).
  - (ii) Applicants can apply for 2 placement-tied courses but cannot enrol in both at the same time. Once they are enrolled in one of the courses, the other course application would be cancelled.
  - (iii) Applicants <sup>Note 5</sup> can only apply for placement-tied course when the placement follow-up period of the previously enrolled placement-tied courses has lapsed.
  - (iv) Trainees who have completed the course (attained attendance rate of at least 80%) but failed in all attempts of final assessments of the course can retake the course once <sup>Note 6</sup>. Courses offered under "Youth Training Programme" cannot be retaken under any circumstances.
  - (v) Except under circumstances specified in paragraph 14(iv), applicants are not allowed to apply for the same course, or courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled <sup>Note 4</sup>.
  - (vi) Trainees are only allowed to enrol in courses offered under "Youth Training Programme" once.
15. Restrictions on application and enrolment of non-placement-tied courses are as follows:
  - (i) Applicants can enrol in non-placement-tied courses <sup>Note 4</sup> for a total of no more than 150 hours within 1 year (from the commencement date of the course to the commencement date of the first non-placement-tied course enrolled within the past 12 months). Application will not be accepted if the 150-hour limit is reached at time of application.
  - (ii) Trainees can enrol in more than 1 non-placement-tied course at any one time, given that these courses are enrolled with the same Training Body and that there is no time clash.
  - (iii) Trainees can retake once <sup>Note 6</sup>:
    - courses which they have completed (attained attendance rate of at least 80%) but failed in all attempts of final assessments; and
    - non-placement-tied courses <sup>Note 7</sup> taken 4 or more years ago (from the date of application to the commencement date of the courses taken).
  - (iv) Except under circumstances specified in paragraph 15(iii), applicants are not allowed to apply for the same course, or courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled <sup>Notes 4 and 7</sup>.
16. Course applications are valid for 2 years (from date of application). If applicants are, for any reason, not enrolled in classes during the validity period, their course applications will be cancelled on expiration.

## Cancellation of Course Application/Enrolment

17. Cancellation of course applications should be made in person or in writing to the Training Bodies offering the courses. Once cancelled, applicants should submit new course applications if they re-apply for the same courses.
18. Applicants may reject enrolment offers for up to 3 times, upon which the course applications will be cancelled. For applicants applying for more than 1 placement-tied/non-placement-tied course, the sum of total rejections includes offers made for all of the respective course applications.
19. For enrolled applicants, cancellation of course applications or class enrolments must be made in no less than 3 working days prior to the date of course commencement. Late cancellation will not be accepted.
20. For enrolled applicants who fail to cancel course applications or class enrolment duly and do not show up for the course, they will (a) not be allowed to enrol in the same course, or courses at similar or lower level of competency in the same discipline; and (b) not be refunded the paid course fees if enrolled in non-placement-tied courses.

## Award of Graduation Certificate

21. Trainees should attain a minimum of 80% attendance rate before they are allowed to sit for final assessment (including written and practical skills assessment). Trainees will be awarded graduation certificates upon fulfilment of graduation requirements (including attainment of attendance rate of generally 80% or above, after deducting absence sessions due to lateness, early departures, sick leave or any other reasons; and passing of course assessments). Certificates lost or damaged will not be re-issued.

## Arrangement of Re-assessment

22. Trainees will be awarded a graduation certificate upon fulfilment of graduation requirements (in general include attainment of required attendance rate and passing marks in relevant assessments) stipulated in individual course outlines. Those who fail to attain passing marks in the final assessment (including written examination and practical skills assessment) are, in general, entitled to two attempts of re-assessments (unless otherwise stipulated) within 6 months upon completion of the final assessment. Please contact Training Bodies for details.

## Retraining Allowance

23. Retraining allowance in the following categories will be provided for placement-tied courses with duration of 7 days or more.

Training courses	Trainees	Retraining allowance per day
"Youth Training Programme" courses	All eligible trainees	\$30
Placement-tied "Certificate" or "Diploma" courses	All eligible trainees	\$70
Placement-tied "Foundation Certificate" courses	Original service targets (Trainees aged 30 or above and with education attainment of F.3 or below)	\$153.8
	Other eligible trainees	\$70

24. Trainees are eligible for retraining allowance at a maximum of 2 times within 1 year and 4 times within 3 years (from the commencement date of the first course taken (with retraining allowance disbursed) within the past 1 or 3 years to the commencement date of the current course enrolled).

25. In general, trainees of placement-tied courses are eligible for retraining allowance on condition that the sum of the following sessions comprises 80% or higher of the total number of course sessions:
- actual number of course sessions attended (after deducting sessions of late arrivals and early departures); and
  - sessions of sick leave substantiated by certificates issued by Hong Kong registered medical practitioners (not exceeding 20% of the total number of course sessions).
- The exact amount of retraining allowance disbursed to a trainee is calculated on the basis of the actual number of course sessions attended and is subject to the maximum amount stipulated for individual training courses.
26. No retraining allowance will be disbursed to trainees who are approved to take make-up sessions, even if 80% or higher attendance rate is attained upon completion of the make-up sessions.
27. Details on the criteria for disbursement of retraining allowance for “Youth Training Programme” courses and placement-tied courses for persons with disabilities and persons recovered from work injuries could be obtained from the Training Bodies concerned.

## Course Fees of Non-placement-tied Courses

28. Non-placement-tied courses are fee charging. Course fees payable are stipulated at the time of course application. Trainees should pay the course fees prior to class commencement. Fees paid are not refundable.
29. Upon receipt of enrolment notification by Training Bodies, trainees may apply for course fee waiver, apply for payment of “Highly Subsidised Fee”, or pay the “Normal Subsidised Fee” according to their income levels as follows:

Type of course fee	Income level
Course fee waiver	Nil income or monthly income <sup>Note 8</sup> of \$12,000 or below
“Highly Subsidised Fee”	Monthly income <sup>Note 8</sup> between \$12,001 and \$20,000
“Normal Subsidised Fee”	Monthly income <sup>Note 8</sup> of \$20,001 or above

30. Trainees applying for course fee waiver or payment of “Highly Subsidised Fee” should submit “Application for Course Fee Waiver/Highly Subsidised Fee” forms and pay the prescribed course fees to Training Bodies prior to class commencement.
31. Trainees who have course fee waived or pay “Highly Subsidised Fee” are subject to income surveillance. For this purpose, trainees are required to retain the income proof(s) related to the concerned course enrolment for 3 fiscal years (a fiscal year represents the period from April of a year from which trainees enrol in a course to March of the following year), including:

### Trainees with income

- payroll slip of the month of or any of the 2 months prior to course commencement <sup>Note 9</sup>; or
- certification letter issued by current employer specifying salary of the month of or any of the 2 months prior to course commencement <sup>Note 9</sup>; or
- bank passbook/statement showing payroll records of the month of or any of the 2 months prior to course commencement <sup>Note 9</sup>; or
- declaration administered by the Home Affairs Department declaring trainee’s income level of the month or any of the 2 months prior to course commencement <sup>Note 9</sup>.

### Trainees without income

- For trainees who are CSSA Recipients, please retain documents issued by the Social Welfare Department regarding Comprehensive Social Security Assistance (CSSA) Scheme (either “Notice of Consent on Application” or “Certificate of CSSA Recipients (for Medical Waivers)” is acceptable), indicating that trainee’s receipt of CSSA is still valid on the date of course commencement. For other trainees, please make declaration in the “Declaration by trainee” in the “Application for Course Fee Waiver/Highly Subsidised Fee” Form.

## Trainees with Low Attendance

32. The general attendance requirement of ERB courses is at least 80%. Penalties are imposed on trainees with low attendance:
- Trainees of placement-tied course
    - For trainees failing to attain the required attendance rate, their course applications will be suspended for 1 year <sup>Note 10</sup> if it is a first time violation, and for 3 years <sup>Note 10</sup> if otherwise.
  - Trainees of non-placement-tied course (applicable to trainees who are waived course fee or pay “Highly Subsidised Fee”)
    - Trainees are required to pay an amount (in addition to the originally settled course fee, if any) equivalent to the “Highly Subsidised Fee” stipulated at the time of course application.
    - Should trainees fail to settle the fee, their course applications will be suspended for 1 year <sup>Note 10</sup> if it is a first time violation, and for 3 years <sup>Note 10</sup> if otherwise.
    - Upon settlement of the fee, trainees would be allowed to enrol in ERB courses again. ERB reserves the rights to take further action against trainees who fail to settle the fee by the specified deadline.
33. In the event that trainees fail to attain 80% attendance rate due to illness, accident, or other special circumstances, ERB may consider granting waiver of course fees recovery or restriction on course application. Trainees should report to Training Bodies and provide supporting documents, e.g. medical certificate(s) issued by Hong Kong registered medical practitioners as early as possible. ERB has the discretion for the granting of waivers.

## Fraud Prevention Measures

34. ERB conducts spot checks of trainees’ declared education attainment and employment status. Besides, ERB carries out income surveillance each year. Trainees may be asked to provide income proof(s) relating to course enrolment and “Income Proof” issued by the Inland Revenue Department for verification. Trainees not providing the “Income Proof” and/or other required information upon request will be put on the watch list. For trainees on the watch list, their course applications for non-placement-tied courses will be suspended until “Income Proof” and/or other required information is provided and no violation is found.
35. Trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses or to receive a higher level of retraining allowance, may be disqualified from: (a) enrolment in course(s); and (b) disbursement of retraining allowance or course fee waiver, payment of “Highly Subsidised Fee”, whichever is applicable. In addition, they are required to offset the cost of courses and/or return the retraining allowance to ERB.
36. ERB also reserves the right to report the cases to the law enforcement Government department(s) for investigation and legal actions. Pursuant to Section 25 of the Employees Retraining Ordinance, any person committing the offence shall be liable on conviction to a fine of \$20,000. Under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person dishonestly obtains for himself or another any pecuniary advantage by deception shall be liable on conviction to imprisonment for 10 years.

37. For trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses
  - (i) They are required to offset the cost of course and return the retraining allowance (for placement-tied course) to ERB.
  - (ii) For first time violation, their course applications will be suspended for 3 months <sup>Note 11</sup> if the concerned cost and/or retraining allowance are returned; or for 1 year <sup>Note 11</sup> if not.
  - (iii) For second time violation, their course applications will be suspended for 1 year <sup>Note 11</sup> if the concerned cost and/or retraining allowance are returned; or for 2 years <sup>Note 11</sup> if not.
  - (iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.
38. For trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to receive a higher level of retraining allowance:
  - (i) They are required to return the difference of the concerned retraining allowance to ERB.
  - (ii) Their course applications will be suspended for 3 months <sup>Note 11</sup> if the difference of the concerned retraining allowance is returned; or for 1 year <sup>Note 11</sup> if not.
39. For trainees who, in the absence of a legitimate defence, are proven in income surveillance exercise to have obtained course fee waiver/paid the “Highly Subsidised Fee” by supplying false income information:
  - (i) They are required to pay back the course fee concerned to ERB.
  - (ii) For first time violation, their course applications for non-placement-tied course will be suspended for 3 months <sup>Note 11</sup> if the concerned course fee is returned; or for 1 year <sup>Note 11</sup> if not.
  - (iii) For second time violation, their course applications for non-placement-tied course will be suspended for 1 year <sup>Note 11</sup> if the concerned course fee is returned; or for 2 years <sup>Note 11</sup> if not.
  - (iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

## Personal Information of Applicants/Trainees

40. The personal data of applicants/trainees are collected and kept for purposes of vetting of course application, course admission, processing of applications for course fee waiver/payment of “Highly Subsidised Fee”, disbursement of retraining allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, accreditation of courses, conduct of income surveillance/spot check of education attainment, employment status, and/or employment relationship (if applicable), verification of placement record and opinion survey, etc. The personal data so collected may be transferred to appointed Training Bodies of ERB, relevant Government departments and/or their commissioned research consultants and agencies for the purposes as stated above.
41. Provision of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
42. Upon consent of applicants, ERB may use the personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to applicants marketing information in relation to training courses, services, activities and facilities of ERB through emails, SMSs, mails and telephone calls, etc., and transfer the personal data to appointed Training Bodies of ERB and/or organisations commissioned by ERB for such purposes. If applicants do not wish their personal data to be used for the marketing purposes stated above, they have the right at any time to opt out by writing to ERB at 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, or by fax to 2369 8322, or by email to [erbhk@erb.org](mailto:erbhk@erb.org) to the Manager (Customer Services) of ERB, or call ERB hotline at 182 182.
43. Applicants or their authorised representatives have the right to request access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be inaccurate. ERB may collect a fee from applicants requesting for a copy of their personal data.
44. Applicants/trainees may send their requests for access to and/or correction of personal data to the Manager (Customer Services) of ERB. For enquiries, please call ERB hotline at 182 182.

## Enquiry and Online Application

45. Training Bodies are responsible for processing of course applications, informing applicants on the results and class enrolment. Commencement dates and class schedules of training courses are subject to the arrangement of Training Bodies. For details, please contact the Training Bodies concerned.
46. Applicants can submit online applications for selected training courses. For details, please refer to ERB website at [www.erb.org](http://www.erb.org).
47. For other comments or complaints, please call ERB hotline at 182 182.

- Note 1 Trainees may be required to provide proof of eligible employee of the HKSAR during classes for verification of identities by staff of ERB.
- Note 2 Effective from 1 April 2016, applicants who have provided proof of education attainment may be exempted from providing the same proof again on condition that their highest education attainment remains unchanged, except in cases where proof of education attainment are required by the training courses.
- Note 3 Highest education attainment refers to the highest level of full curriculum study that applicants are attending or have attended at schools (including cases where the applicants have not completed the study, or are unable to provide proof of education attainment). If an applicant has completed HKDSE (Form 6) level, “Secondary (Year 6)” would be considered as his/her highest education attainment in course applications. Applicants with non-local educational qualification may determine their equivalent local education attainment based on the number of years of school education received. For example, if an applicant has received formal school education for more than 9 years in the Mainland, his/her education attainment may be considered as equivalent to above Form 3.
- Note 4 Including enrolled but no show, or low attendance cases.
- Note 5 Including applicants who fail to complete the previously enrolled placement-tied courses.
- Note 6 Standing policy on admission requirements, restrictions on application and enrolment, and arrangements on retraining allowance at times of retake shall apply.
- Note 7 Including the “Skills Upgrading Scheme” courses.
- Note 8 Income denotes wages and salary from employment (including being employed and self-employed), net business income and pension. Income from employment and self-employment includes basic pay, overtime pay, bonus, commissions, allowance(s) and payment in lieu of annual leave, etc., with the deduction of 5% contributions to MPF/ORSO. Bonus, double pay, gratuity and payment in lieu of annual leave, etc. should be taken into account in average over the relevant period of employment.
- Note 9 For example, for course commences in April this year, relevant month of the document required shall be February, March or April of the year.
- Note 10 From the date of commencement of the concerned course.
- Note 11 From the date the recovery notice is issued to the concerned trainees.