

New Industrialisation and Technology Training Programme (NITTP)

Guidance Notes for Public Course and Tailor-made Course Applications *(Applicable to Public Course Providers and Companies)*

Version date: 13 May 2024

Content

Objective of the NITTP.....	2
Funding Scope.....	2
Eligibility	3
Application Procedures	3
Avoidance of Conflict of Interest	4
Vetting Procedures and Criteria.....	4
Notification of Application Result.....	6
Post-Course Registration Arrangements.....	7
Insurance	8
Reimbursement of Training Grant.....	8
Monitoring of Public Courses	9
De-registration of Public Courses.....	9
Appeals and Complaints	10
Handling of Information	10
Important Notes.....	11
Prevention of Bribery.....	13
Annex I: Attendance List Template.....	14
Annex II: Lateness and Early Leave Limit.....	15

New Industrialisation and Technology Training Programme (NITTP)

Guidance Notes for Public Course and Tailor-made Course Applications

This Guidance Notes provides course providers and companies with an overview of applications for public courses and tailor-made courses under the NITTP. This Guidance Notes shall prevail over all preceding guidelines and understandings, oral or written, regarding the operation of NITTP covered hereby.

Objective of the NITTP

2. The HKSAR Government launched the NITTP in August 2018 under the Innovation and Technology Fund. It aims at subsidising local companies on a 2:1 matching basis to train their staff in advanced technologies, especially those related to “New Industrialisation”.

Funding Scope

3. The NITTP supports local and non-local training¹ in advanced technologies, in particular those related to “New Industrialisation”. These technologies should be advanced in nature and not yet widely adopted in Hong Kong. The adoption of such technologies should also benefit the economy of Hong Kong.

4. There are two types of training courses supported under the NITTP:

- (a) Public course (local or non-local training) – a training course that is open to the public for enrolment; and
- (b) Tailor-made course (local or non-local training) – a training course that is designed for a particular company (or companies).

5. Applications for registering public courses are made by course providers, while applications for training grants must be made by eligible companies separately. For tailor-made courses, eligible companies should apply for course approval and training grants, and may also refer to the “Guidance Notes for Training Grant Applications” for details.

¹ Non-local training refers to those involving training conducted outside Hong Kong.

Eligibility and Registration

6. In general, course providers with two or more years of relevant experience in the provision of technology training may submit applications to register their courses under the NITTP. With the exception of designated course providers that are statutory Government subvented bodies², course providers shall provide the following documents for registration under the NITTP that shall be valid at the time of application:

- (a) A copy of the company's Business Registration Certificate;
- (b) Documentary proof of the company's provision of a course venue;
- (c) Documentary proof of the company's registration as an education institution (i.e. school under Section 13 / 18(1) of the Education Ordinance) with an approved seating capacity of the classroom(s);
- (d) Documentary proof of two or more years of relevant experience in the provision of technology training;
- (e) Proper insurance policies document, for instance, public liability insurance against all claims; and
- (f) Any other information deemed necessary by the NITTP Secretariat in processing the applications, e.g. organisation structure, and number of full-time/ part-time teaching staff.

7. Normally, the local course provider will be notified of the registration result not later than 15 working days upon receipt of the duly completed application with all required documents. Non-local course providers are assessed on a case-by-case basis.

8. The NITTP is overseen by the Innovation and Technology Training Board (ITTB) of the Vocational Training Council (VTC) and it reserves at all times the right to determine whether a course provider is eligible to register a public course under the NITTP as well as request for any other information deemed necessary for the registration.

Application Procedures

9. The NITTP is open for registration of public courses throughout the year subject to the availability of funds.

10. Completed applications should be applied via the online system (<https://nittp.vtc.edu.hk/>) **at least four months** before course commencement.

² Examples of designated local course providers 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.

The application may be completed either in English or Chinese. VTC reserves the right to **not** process late applications.

11. Alternatively, course providers/ companies could submit a duly completed and signed Application Form for Public Course and Tailor-made Course (**Form 1**) to the NITTP Secretariat (in person, by post, by fax or by email) for course registration under the NITTP. For training courses lasting more than one month that charge over HK\$20,000 per person, course providers should collect course fees by monthly instalments as far as practicable.

12. Acknowledgement receipt will be sent to the course provider within seven working days. Course providers should provide supplementary information upon request by the NITTP Secretariat. Follow-up site visits may be carried out by the NITTP Secretariat to the course provider after the application.

Avoidance of Conflict of Interest

13. Any employee or the owner, shareholder, management of the course provider or his/her relatives is not allowed to apply for a training grant under the NITTP for a course offered by the course provider. In addition, course providers shall not provide loans to companies for the training. Course providers are required to report cases of conflict of interest, including actions taken, to the NITTP Secretariat in writing, if any.

Vetting Procedures and Criteria

14. Course providers are required to provide the following information:
- (a) Breakdown of the course fee per trainee;
 - (b) Supporting documents on the course details, including a description of the module(s)/subject(s), duration of each module, date of training, name of trainer(s) assigned³, etc.; and
 - (c) Background information of the proposed trainer(s) including the qualifications and teaching/working experiences along with documentary proof.
15. Upon receipt of all the necessary documents, applications will be assessed according to the following procedures:
- (a) the NITTP Secretariat will conduct an initial administrative vetting of all applications. It may seek clarification or supplementary

³ At most three trainers may be assigned to teach a module.

- information from the course providers as necessary;
- (b) the NITTP Secretariat will consult technical experts for technical vetting of the applications as appropriate; and
- (c) the NITTP Secretariat will then submit its recommendation to a Course Vetting Panel under the ITTB for consideration.

16. The NITTP Secretariat will take into account the relevant work experiences and qualifications of the proposed trainers for the courses as well as financial consideration (i.e. course fee charged) when conducting the initial administrative vetting.

17. The maximum class size for any courses should not be larger than 45 or the approved seating capacity of the classroom(s) under registration as an education institution, whichever is lower. For class sizes exceeding 25, at least one teaching assistant should be assigned to provide support to the trainer. The administrative fees for any courses should not exceed 15% of the total cost (i.e. manpower and other direct costs).

18. The following three main guiding principles of NITTP will be considered at the technical vetting stage of the applications:

- (a) **technologies involved are advanced in nature** – In line with the principle of NITTP to train local company staff in advanced technology, especially those that are related to “New Industrialisation”, NITTP courses should be relevant to technologies that are advanced in nature and focus on subjects that are not widely available or adopted in Hong Kong;
- (b) **adoption of the technologies involved will benefit the economy of Hong Kong** – In line with the principle of NITTP to train local company staff in advanced technology, NITTP courses should be able to meet the market demand for such technology, have foreseeable room for growth in the technology area involved or application of said technology, or contribute to industry upgrading and New Industrialisation; and
- (c) **effectiveness of technology transfer** – In line with the principle of NITTP to train local company staff in advanced technology, NITTP courses should be able to facilitate the effective transfer of in-depth technology knowledge to the trainee.

19. All course applications will be vetted by the Course Vetting Panel based on their individual merits.

20. The background, past track record and experience of course providers will also be taken into consideration. The Course Vetting Panel reserves the

right to reject applications, including but not limited to those submitted by a course provider with an adverse track record.

Notification of Application Result

21. Normally, the notification of application results to the course provider will be released not later than 60 working days upon satisfactory receipt of all required documents from the course provider. If the registration is approved, the course provider will be notified of the recorded maximum amount of the course fee and the post-training administrative procedures. The actual amount of training grant to be reimbursed to the companies will be subject to the actual training expenditure. The deduction will be made for early bird discounts or other discounts. Course providers should inform relevant companies of the discount details.

22. Upon registration for a public course, the name of the course provider, course title and contact information will be shown on the NITTP website for public information. Course providers should provide a full set of course information, including but not limited to training period, duration, location, course fee, medium of instruction, qualification or work experience of trainer(s), and curriculum, for companies to select the training courses for their employees. Course providers can also make their arrangements to publicise the course information. In publicising registered public courses, the following wordings may be used in the description of such courses:

“The course has been included in the list of registered public courses under the New Industrialisation and Technology Training Programme.”

Course providers should not publicise their training courses as NITTP courses unless they have been successfully registered.

23. The course provider should clearly indicate the amount of the course fee. The course provider is required to declare at the application stage the course fee option(s), if any, of the course and that the course has not and will not provide remuneration in the form of cash or cash equivalent items (such as gift vouchers, coupons, etc.) to course applicants or the applicant company. The course provider shall not charge NITTP trainees a higher course fee than non-NITTP trainees for the same course.

Post-Course Registration Arrangements

Course Amendment

24. Course providers should not effect any changes to the course specifications for so long as the public course remains in effect, for example, changes to the course title, training hours, content, trainers, venue, mode of delivery, course fees and so on, without the prior written approval of the NITTP Secretariat. In the event that approval is granted for the changes but companies decline to accept the amended course specifications, the course provider should refund to the companies in full or on a pro-rata basis, in cash or by cheque, within one month after the company requests the refund.

Course Postponement

25. Course providers are required to notify the NITTP Secretariat of any postponement of the registered public course before the commencement date indicated in the application. The public course must, however, commence within six months of the commencement date indicated. Otherwise, the registration will lapse.

Course Re-run

26. Course providers are allowed to re-run registered public courses within six months after the indicated commencement date in their application, provided that the course contents are substantially identical. Course providers are required to submit rerun applications to the NITTP Secretariat at least eight weeks before course commencement.

Course Cancellation

27. Course providers should inform the NITTP Secretariat in writing in case of cancellation of a registered public course, with a brief explanation, as soon as possible and before the original commencement date indicated in the application. Any training fees that have been collected must be refunded to the applicant, in cash or by cheque, within one month from the date of notifying the NITTP Secretariat. Non-compliance may result in immediate suspension or de-registration of all registered public courses and rejection of all applications for registering public courses in future.

28. In case of course cessation after its commencement, the course provider should refund the companies the course fees, in cash or by cheque, in full or on a pro-rata basis within one month after the cessation of the course.

Surprise Check

29. The NITTP Secretariat may conduct a surprise check visit on any registered public course without prior notice to the course provider. The course provider should facilitate the NITTP Secretariat's duty during and after the visit by allowing entry to the NITTP Secretariat, providing information requested by the NITTP Secretariat and co-operating with the NITTP Secretariat's follow-up action. Course providers of non-local courses should make video recordings for at least one-third of the total course duration for the NITTP Secretariat's inspection upon request.

Insurance

30. Course providers are required to ensure proper insurance policies, for instance, public liability insurance against all claims, demands and liability are in place to protect the course participants. In addition, course providers are required to ensure that the proposed venues comply with all relevant ordinances/rules, and fulfil the statutory requirements for fire and structural safety to run public courses under the NITTP. Course providers should provide documentary proof upon request by the NITTP Secretariat.

Reimbursement of Training Grant

31. Starting from 30 March 2020, an applicant company may apply for partial advance payment of 50% of the approved training grant by indicating its preference in the training grant application form. As an applicant company which applies for partial advance payment is required to submit to the NITTP Secretariat a copy of the receipt of the course fee paid by the company in respect of the subject training course for vetting, course providers are required to **issue receipts to all applicant companies** for each training course concerned. The receipt should show the amount of the course fee received by the course provider.

32. Course providers are required to check the full name and record the first four digits of the HKID card of the NITTP training grant applicant for record purposes. Moreover, course providers are required to **submit a certified attendance list for each completed training course** (which should specify the complete names of NITTP trainees with their signatures) to the NITTP Secretariat **within two weeks after the completion of each training course (Annex I - Attendance List Template)**. Specifically, the attendance list should record the time-in and time-out of the trainees for each training session, and each time stamp should be initialled by the trainee's signatures. Only the

required information of NITTP trainees should be submitted to the NITTP Secretariat. The final training grant amount that applicant companies are entitled to will be based on the certified attendance lists provided by the course providers.

33. Course providers should complete and provide the “Confirmation of Completion of Training and Payment of Course Fee” (**Form 4**) to the company **within one month after course completion** to facilitate the company’s application for reimbursement of the training grant. “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). In addition, no training hours in a training session shall be counted if the total time of lateness and early leave in that training session reaches the limit specified in **Annex II – Lateness and Early Leave Limit**. Non-compliance may result in immediate suspension or de-registration of all registered public courses and rejection of all applications for registering public courses in future.

34. The NITTP Secretariat reserves the right to conduct detailed checks on the submitted documents and seek clarifications from the course providers regarding the training course.

Monitoring of Public Courses

35. Course providers are required to maintain proper documentation (including but not limited to verifying the identity of the trainees attending the course by requesting the production of identification documents, complete and accurate records of attendance, assessment and payment of course fees) for not less than seven years for the Secretariat’s checking upon request and ensure that public courses are conducted in compliance with the proposals accepted. The NITTP Secretariat may selectively sit in public courses as an observer or request documentary proof for non-local courses for inspection. NITTP Secretariat may take corresponding follow-up actions on irregularities found during observations, including but not limited to the issuance of warning letters and/or rejecting future course proposals submitted by the course provider.

De-registration of Public Courses

36. The Government and/or the Course Vetting Panel reserves the right to de-register public courses with 20 working days notice or without notice in case of non-compliance with the “Guidance Notes for Public Course and Tailor-made Course Applications”, and/or the Application Form for Public Course and Tailor-made Course to protect the public interest. In the event of any dispute

regarding the course, the decision of the ITTB should be final.

Appeals and Complaints

37. An appeal should be sent in writing to the Convenor of the Course Vetting Panel (c/o NITTP Secretariat) within 14 working days of receipt of notice of the decision.

38. Each appeal will be considered by the Course Vetting Panel and its decision will be conveyed to the course provider in writing.

39. Course providers dissatisfied with the decision of the Course Vetting Panel may appeal in writing to the ITTB. The ITTB will consider the appeal and make its decision, which will be final and will be confirmed in writing to the course provider.

40. Course providers shall set up a complaint mechanism for staff and course participants to report to the course provider through the complaint handling mechanism any act or activity by any personnel relating to the NITTP course(s) it offers that is suspected to have contravened any Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region ("National Security Law") or to be contrary to the interest of national security. The course provider shall ensure the complaint handling mechanism promptly receives and notifies the responsible party(ies) of the course provider of such report. The course provider shall also immediately report to the relevant law enforcement agencies upon receipt of any such complaint or report. The course provider shall maintain a complaint log and keep the documents concerned for inspection upon the NITTP Secretariat's request.

Handling of Information

41. Subject to the provisions below, information provided by the course provider during the application will be kept by the NITTP Secretariat in confidence and all personal data will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). In this regard, the Secretariat shall have the right to disclose, without further reference to the course provider, whenever it considers appropriate, Discloseable Information⁴ to other Government bureaux/departments, statutory bodies or third parties for

⁴ "Discloseable Information" means any information provided by the course provider during the application under the NITTP.

processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions, and if the application is approved, monitoring the public course and assessing the reimbursement claims of relevant training grants. In submitting the application form, each course provider irrevocably and unconditionally authorises the Secretariat to make and consent to the NITTP Secretariat making any of the aforesaid disclosures.

Important Notes

42. It is the responsibility of the course provider to complete the application form timely and truthfully, and to provide all necessary documents for the application. Inaccurate and incomplete information will affect the processing of the application. Any omission or misrepresentation of information may lead to rejection of the applications and cancellation of the registrations approved. It is an offence in law to obtain property/ pecuniary advantage by deception or assisting persons to obtain property/ pecuniary advantage under the NITTP. Any person who does so may be liable to legal proceedings.

43. The course provider shall indemnify and keep indemnified the Government and/or other third parties (including VTC and the NITTP) from and against:

- (a) any and all claims, actions, investigations, demands, proceedings, brought or instituted against the Government and/or other third parties (including VTC and the NITTP); and
- (b) any and all liabilities (including liability to pay compensation and damages), damage, losses, costs, charges and expenses which the Government and/or other third parties (including VTC and the NITTP) may sustain or incur (including all legal and other expenses, on a full indemnity basis, which may be incurred about any claim action or proceeding instituted by/against the Government and/or other third parties (including VTC and the NITTP)).

44. Course providers shall conform in all respects with all applicable laws and regulations (including without limitation the National Security Law).

45. Course providers shall: -

- (a) report immediately to the relevant law enforcement agency/agencies if any act or activity relating to the operation

of any NITTP course, or any information, material or otherwise of the NITTP course, including the course participants, is suspected to have contravened any National Security Law or to be contrary to the interest of national security;

- (b) notify the NITTP Secretariat whenever a report to any law enforcement agency/agencies is made;
- (c) encourage all NITTP course participants to report to the course provider through the complaint handling mechanism set up under paragraph 40 above any act or activity relating to the NITTP course, or any information, material or otherwise of the NITTP course, that is suspected to have contravened any National Security Law or to be contrary to the interest of national security;
- (d) ensure the complaint handling mechanism promptly receives and notifies the course provider of a report referred to in paragraph 45(c);
- (e) immediately report to the relevant law enforcement agencies and the NITTP Secretariat upon receipt of any complaint or report referred to in paragraph 45(c); and
- (f) notify the NITTP Secretariat if the Course Provider or any of the responsible persons, course directors, course instructors, and employees, agents and sub-contractors who is involved in the management, operation or delivery of any NITTP course has been or is under Police investigation for, charged with or convicted of any offence endangering national security or other criminal offences in Hong Kong or elsewhere.

46. The NITTP Secretariat may at any time revoke a registration with immediate effect and require the course provider to immediately refund to the relevant companies all or any course fees collected on the occurrence of any of the following events:

- (a) the course provider/ company has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continuance of the course or the continued running of the course concerned by the course provider/ company is contrary to the interest of national security; or
- (c) the Government reasonably believes that any of the events mentioned in paragraph 46 (a) to (b) above is about to occur.

Prevention of Bribery

47. Course providers shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) and shall procure that their staff who are in any way involved in a public course shall not offer to or solicit or accept from any person any advantages, including money, gifts, loan, etc. (as defined in the PBO) in the conduct of or about the public course. If the course provider, and its staff who are in any way involved in the public course commit an offence under the PBO about the public course, the Course Vetting Panel shall be entitled to de-register the public course and shall hold the course provider liable for any loss or damages the Government and VTC may thereby sustain.

Attendance List Template

Course Provider: _____

Course Name and Course Code: _____

Training Period: _____

Training Venue: _____

Trainer(s): _____

No.	Name of Applicant Company	Complete Name of NITTP Trainee	HKID Number (First Four Digits Only)	Date & Time (1/9/2023 09:00-13:00)		Date & Time (1/9/2023 14:00-18:00)	
				Time in and Trainee's Signature	Time out and Trainee's Signature	Time in and Trainee's Signature	Time out and Trainee's Signature
(Sample)	(ABC Company)	(CHAN Tai Man)	(Z111)	9:00 	13:00 	14:00 	18:00 
(Sample)	(XYZ Co. Ltd.)	(CHEUNG Siu Ming Peter)	(E456)	9:00 	13:00 	14:00 	18:00 

Certified by Course Provider:

(Complete Name of Responsible Staff)_____
(Company's Chop)_____
(Date)

Lateness and Early Leave Limit

Amount of time in a training session	Limit of total time of lateness and early leave
Less than or equal to 2 hours	30 minutes
More than 2 hours but less than or equal to 4 hours	1 hour
More than 4 hours	1 hour 30 minutes