



TRANSPORT LOGISTICS TRAINING BOARD

2013/14 Out-Centre Course Scheme Guidelines for Courses and Programmes

1. The Transport Logistics Training Board (TLTB) operates an Out-Centre Course (OCC) Scheme for the Transport Logistics Industry as defined by the Training Board (**Annex 1**). Participants/trainees of a course or programme endorsed by the Training Board would have the benefit of receiving subsidies from the Scheme, subject to fulfilment of a certain conditions for the subsidies. The Training Board will subsidize the participants/trainees and not the course providers and will not take part in the administration and the conducting of courses and programmes. The Scheme is operated subject to fund availability.

2. The subsidy is in the form of partial reimbursement of the course fee to participants/trainees upon completion of the course or programme. The rate of reimbursement is currently fixed at \$33 per contact hour of the course/programme until further notice. A ceiling of subsidy is set. It is equal to 50% of the course/programme fee. For specified courses, company-sponsored applicants are not eligible for the partial reimbursement of the course fee.

3. The Training Board operates the Scheme, as follows:
 - 3.1 Annually, the Training Board will announce its plan for the financial year (commencing on 1 April and ending on 31 March the next year) and invite course providers which have appropriate courses and programmes to send their proposals and plans. Information to be provided for each course/programme proposal is to be completed in an information sheet provided. Course/programme proposals are to be submitted by confidential post or by electronic mail to the Administrator. Based on a set of selection criteria, the Training Board will evaluate and endorse (or otherwise) the proposals.

 - 3.2 Course providers who have appropriate courses and programmes planned/developed after the annual exercise could submit their proposals from time to time. The Training Board will

evaluate and endorse (or otherwise) the proposals on ad hoc basis.

4. For those courses and programmes endorsed, course providers are required to follow a working procedure (**Annex 2**).
5. A Notice to Applicants should be served to participants (Annex 3). Unless otherwise specified, a participant/trainee qualified for a subsidy should have achieved minimum attendance of 80% of the course/programme and should have passed examinations/tests if applicable.
6. If a programme is made up of a series of courses, subsidy will be arranged for the programme but not individual courses.
7. Course providers should inform the Training Board any form of sponsorship and donation from the private sector received, if any.
8. TLTB being part of the Vocational Training Council (VTC) has a legitimate obligation and determined interest in protecting the proper usage of its name. Course providers should observe the following in any promotion and publicity activities:
 - 8.1 The usage of the Training Board's name implies an association of the Training Board with the organizer and the association should not adversely affect the VTC's and the Training Board's reputation and their interests;
 - 8.2 In advance of using the Training Board's name in whatever media or format, written approval should be obtained from the Training Board or its delegated authority;
 - 8.3 The usage of the Training Board's name is confined to the promotion and publicity of the courses/programmes which have been endorsed by the Training Board in that financial year only;
 - 8.4 The authority to approve the usage of the Training Board's name ultimately rests with the Training Board or its delegated authority;
9. The Training Board reserves the right to announce new measures at any time if necessary.

2013/7/5

TRANSPORT LOGISTICS TRAINING BOARD

**2013/14 Out-Centre Course Scheme
Branch/Sector of the Transport Logistics Industry
Entitled to the Scheme**

Warehousing & Cold Storage

1. General Cargo Warehouses & Other Storage Services
2. Cold Storage
3. Packing and Crating Services & Cargo Inspection , Sampling and Other Storage Services
4. Cargo Handling Terminals

Trucking & Container Haulage

5. Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c.
6. Haulage of Containers & Container Leasing
7. Large Vehicle Fleet Owner Companies

Air Freight Transport

8. Airline Companies and Supporting Services to Air Transport

Forwarding Agent

9. Air Cargo Forwarding Services
10. Sea Cargo Forwarding Services
11. Stevedore and Supporting Services to Water Transport, n.e.c.
12. Couriers (International)
13. Other Transport Logistics Service Providers

Sea Freight Transport

14. Ship Agents & Managers
15. Operators of Sea – Going Vessels

Ship Management & Chartering

16. Ship Owners of Sea – Going Vessel
17. Shipbrokers
18. Inland Water Freight Transport

TRANSPORT LOGISTICS TRAINING BOARD

2013/14 Out-Centre Course Scheme Working Procedures for Course Providers/Organisers

1. A course or a module of a programme is endorsed in principle by the Training Board but whether fund is granted when it is actually offered/organised is subject to the prevailing pool of fund. To ensure an orderly utilization of the fund, we require your notification of the start/end dates and the estimated number of participants before you start a course/programme. You will be advised whether fund is available or exhausted. **Fund will not be reserved for a course/programme if we have not been notified.**

2. At the start of a course/programme, please distribute an Application for Partial Reimbursement of Course Fee Form [VTC/TL1 (3 April 2013)] to participants and collect the completed forms and send them to us within one month. Fund might not be reserved for late applications.

3. When a course completes, please provide us within one month a record of attendance and the examination results if applicable. The record, in the form of letter or list, should be certified by authorised persons and bearing an official chop. Please alert us if you cannot provide us the record within this period.

4. The rate of reimbursement is currently fixed at \$33 per contact hour of the course/programme until further notice. The reimbursement will be processed by course or by module of a programme.

5. Please provide us findings of evaluations of courses conducted.

6. Scheme Administration:

Officer-in-Charge:

Mr Rommel HUI

Telephone No.: 3907 6663

E-mail: tphui@vtc.edu.hk

Document Coordinator:

Ms Eva CHAN

Telephone No.: 3907 6653

E-mail: evachanks@vtc.edu.hk

Address: 6F, 20A Tsing Yi Road, Tsing Yi Island, New Territories

Facsimile No.: 2574 3759

TRANSPORT LOGISTICS TRAINING BOARD

2013/14 Out-Centre Course Scheme Notice to Applicant

1. You are eligible to reimbursement of course/programmes endorsed by the Training Board if you are an employee working for the Transport Logistics Industry. All applications will be screened to find out the eligibility of the applicants. Applications not satisfying the condition will be rejected.
2. You should complete an application form (VTC/TL1) for each course or each module of a programme or each seminar and submit it to the course provider/organiser. Course provider/organiser will collect the application form from you not later than the second session of a course and send all forms to us. Late submission is not accepted.
3. The application form for partial reimbursement can be downloaded from the VTC website:
<http://www.vtc.edu.hk>
Home → About VTC → Governance Structure → The Council → Training Boards and General Committees → Transport Logistics Training Board → Others
4. The application form should be original and bears your and your employer's signature and chop.
5. You should achieve 80% or more attendance ***and*** pass the assessment of the course/programme if applicable. The course provider/organiser will inform us about this.
6. The reimbursement of partial course fees will be arranged when all documents are ready and completed.
7. The reimbursement is presently at a rate of \$33 per contact hour of the course/programme/seminar until further notice. A ceiling of subsidy is set. It is equal to 50% of the course/programme fee. A series of courses that make up a programme is considered modules of the programme.
8. The reimbursement will be in the form of cheques and sent to you if you pay for the fees or your employer if your employer pays for you.

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

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