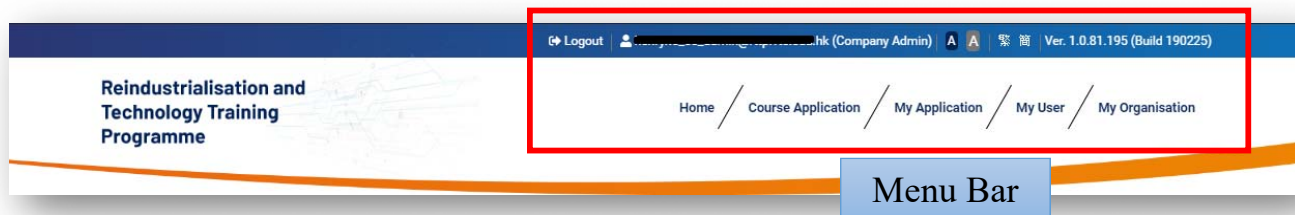


Reindustrialisation and Technology Training Programme (RTTP)

Online System

User Guide for Companies

1. General Navigation



Below is an overview of all available functions in the menu bar:

Menu Bar	Functions
<Your login account>	Update your account profile
A A	Adjust font size
繁簡	Switch to other languages
Home	Provide quick links to access various functions and reminder messages
Training Grant Application	Submit training grant application for public course/tailor-made course
My Application	Check application progress or continue to submit drafted application
My User	Manage all user accounts within company
My Organisation	Update company's profile

The available functions in the menu bar are subject to the role of the user account

2. User Account Registration

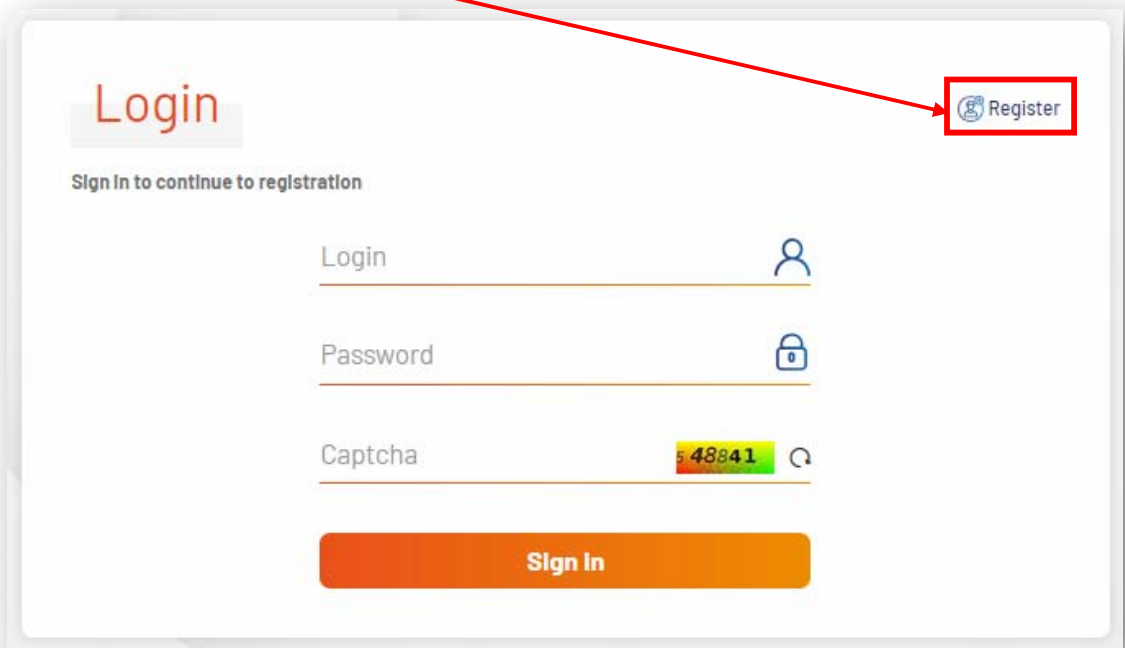
2.1 Register a new account

Flow for a company to register a new account under the online system

- 1 • Setup an "Administrator" account and provide company particulars
- 2 • Receive an account activation email
- 3 • Click the URL provided in the account activation email
• Setup password for "Administrator" account
- 4 • Complete

Step 1: Setup an “Administrator” account and provide company particulars

Click **Register** icon in the login screen



The screenshot shows a login interface with the following elements:

- Login** title in red text.
- Subtitle: **Sign In to continue to registration**
- Input fields for **Login** (with a person icon), **Password** (with a lock icon), and **Captcha** (with a refresh icon and the number 48841).
- A large orange **Sign In** button at the bottom.
- A red box highlights the **Register** icon in the top right corner, with a red arrow pointing to it from the text above.



Fill in contact information of “Administrator”

*Required Field

Contact Information of Administrator

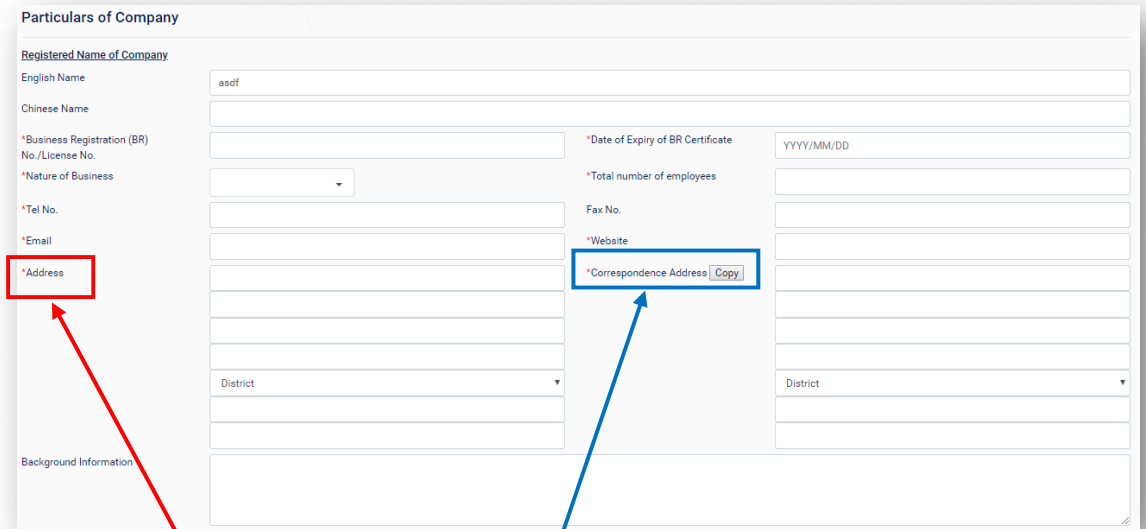
*Email	<input type="text"/>		
*Salutation	<input type="text"/>		
Last Name (English)	<input type="text"/>	First Name (English)	<input type="text"/>
Last Name (Chinese)	<input type="text"/>	First Name (Chinese)	<input type="text"/>
HKID No. (only Prefix and the first 4 digits)	<input type="text"/>	Nationality	<input type="text"/>
Department (English)	<input type="text"/>	Position (English)	<input type="text"/>
Department (Chinese)	<input type="text"/>	Position (Chinese)	<input type="text"/>
Direct Line	<input type="text"/>		



Points to note:

- The first user account registered under the online system will be automatically set as the role of “Administrator”. Users with the role of “Administrator” can manage or create other user accounts within the company, submit training grant application and update particulars of company. The number of “Administrator” user accounts in a company is not limited. In other words, “Administrator” is allowed to create another user with the same role as “Administrator” for its company
- Please provide a valid email address as it will be used as the login name and confirmation email will be sent to this email address

Fill in particulars of company



Particulars of Company

Registered Name of Company

English Name: asdf

Chinese Name: _____

*Business Registration (BR) No./License No.: _____

*Date of Expiry of BR Certificate: YYYY/MM/DD

*Nature of Business: _____

*Total number of employees: _____

*Tel No.: _____

Fax No.: _____

*Email: _____

*Website: _____

*Address: _____

*Correspondence Address [Copy](#): _____

District: _____

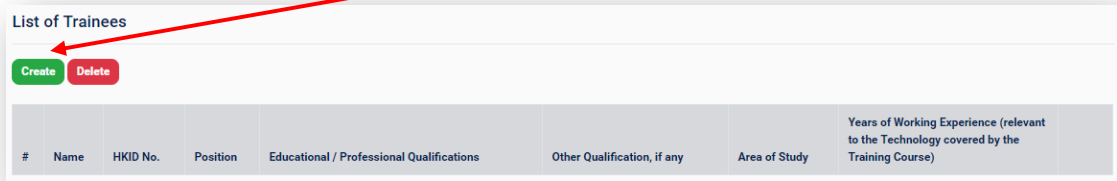
District: _____

Background Information: _____

Points to note:

- Please provide FULL Business Registration (BR) Number for registration (i.e. 16 digits, XXXXXXXXX-XXX-XX-XX-X)
- The Address should normally be the address registered under Business Registration/Certificate, while a different Correspondence Address can be used for mailing purposes

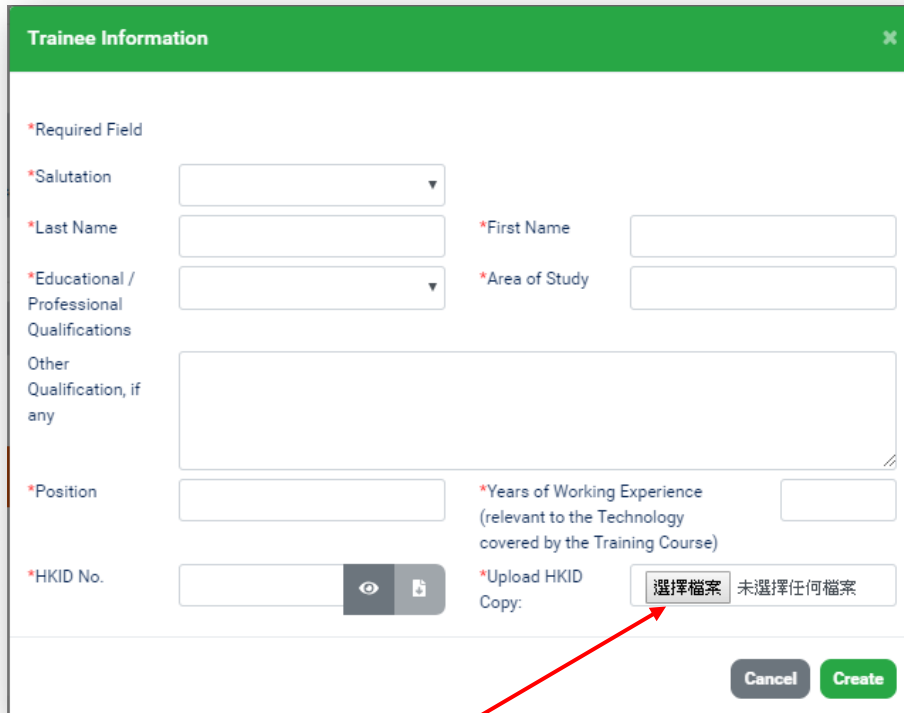
✚ Fill in trainee information by clicking **Create**



List of Trainees

Create **Delete**

#	Name	HKID No.	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)
---	------	----------	----------	---	-----------------------------	---------------	---



Trainee Information ✕

*Required Field

*Salutation

*Last Name *First Name

*Educational / Professional Qualifications *Area of Study

Other Qualification, if any

*Position *Years of Working Experience (relevant to the Technology covered by the Training Course)

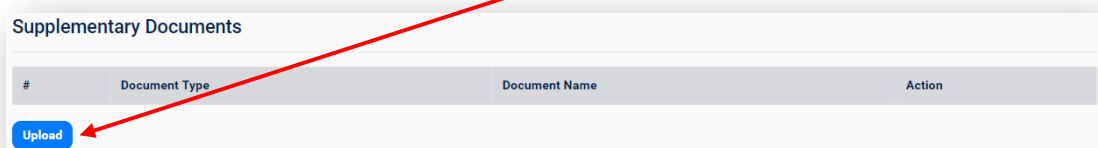
*HKID No.

*Upload HKID Copy: 未選擇任何檔案

Cancel **Create**

- Click **Create** to create another trainee record
- Please **Upload** the scanned image of trainee's HKID card
- Created trainee's record can be selected in the system in subsequent training grant application
- Information of trainees can also be created or updated later when applying training grant

✚ Provide supplementary document to **Upload** the image of a valid Business Registration Certificate



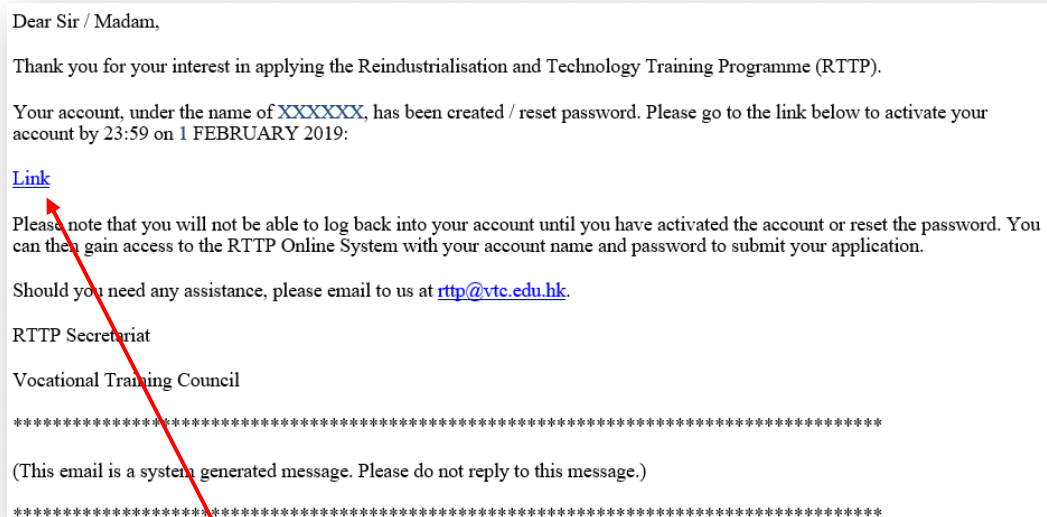
Supplementary Documents

#	Document Type	Document Name	Action
---	---------------	---------------	--------

Upload

Step 2: Receive an account activation email

- ✚ When your application is approved, an account activation email will be sent to the previously provided email address



- ✚ Step 3: Click the **URI** provided in the account activation email to access the following screen and setup password for “Administrator” account

Activate/Reset Password

Email

Password #

Confirm Password

A strong password should contain at least 8 characters and fulfill the following 3 conditions: (8 characters, at least 1 uppercase alphabet, 1 lowercase alphabet & 1 number)

A red arrow points from the 'URI' box in the previous step to the 'Reset' button in this form.

- ✚ **Points to note:**
 - The account must be activated within specified period
 - Please follow the rules for **strong password**

2.2 Setting up additional user accounts

Flow for setting up additional user accounts

- 1 • "Administrator" login to the system
- 2 • Input new user account's information
- 3 • Receive an account activation email and click the URL to activate the account
- 4 • Complete

Step 1: "Administrator" login to the system

- ✚ Login to the system by using the Administrator's credentials

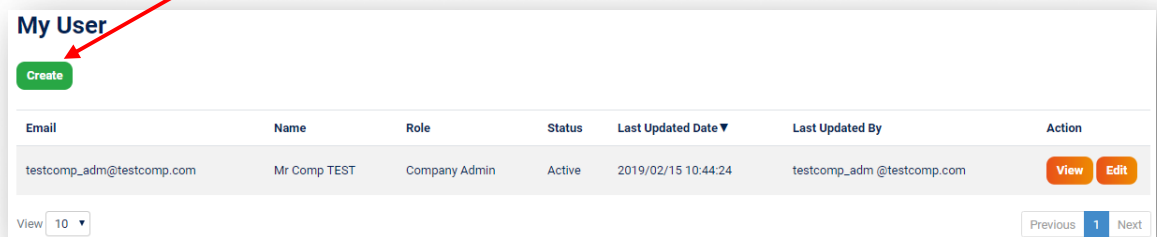
- ✚ Points to note:
 - Only "Administrator" can create other user accounts for the company
 - There are three different roles of the user account:
 - a. "Contact Person" who can only draft the training grant application
 - b. "Authorised Person" who can draft and submit application (even drafted by others)
 - c. "Administrator" who can draft and submit application, as well as manage the user accounts and update particulars of company

Step 2: Input new user account's information

Select **My User** from the menu bar



Click **Create** to add new user account



Input all the required information and after finished, click **Save**

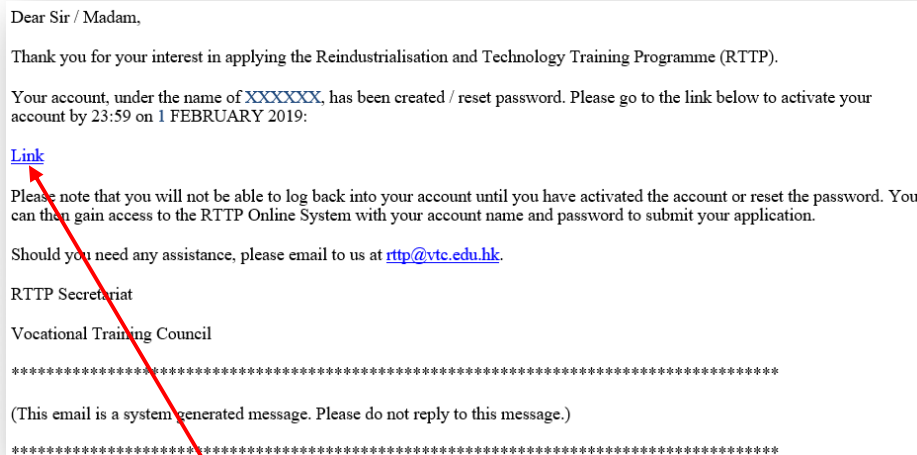
The screenshot shows the 'User Information' form. It contains various input fields for user details, including Email, Salutation, Last Name (English/Chinese), HKID No., Department (English/Chinese), Status, Role, First Name (English/Chinese), Nationality, Position (English/Chinese), and Direct Line. A red arrow points to the 'Save' button at the bottom right.

Points to note:

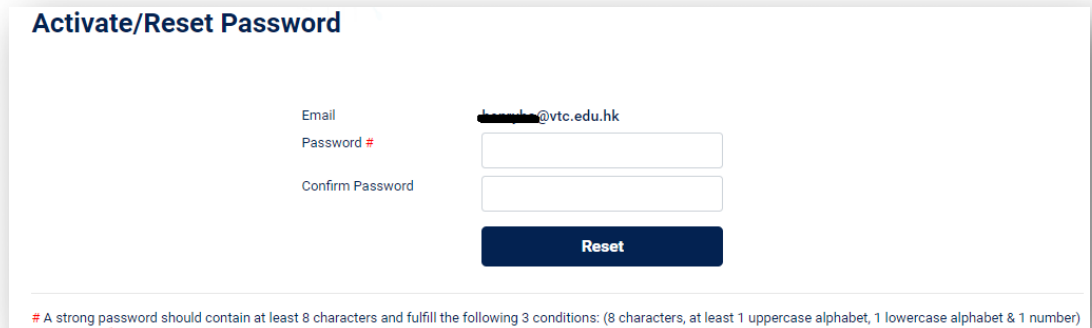
- Be sure to provide a valid email address as it will be used as the login name and a confirmation email will be sent to this email address
- Email address cannot be changed once create

Step 3: Receive an account activation email

- An account activation email will be sent to the previously provided email address



- Click the **URL** provided in the email to access the following screen:



- Points to note:
 - The account must be activated within specified period
 - Please follow the rules for **strong password**

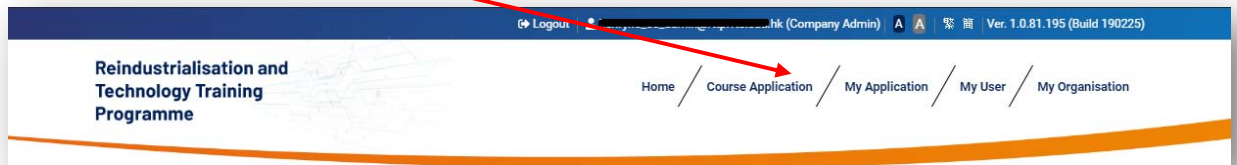
3. Submit training grant application for public courses

Flow for submitting training grant application for public courses

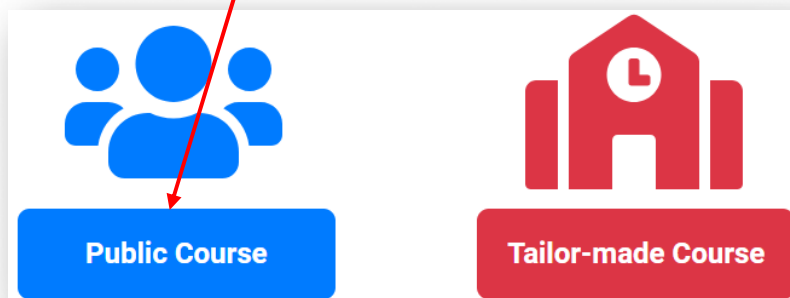


Step 1: Search for course to apply for training grant

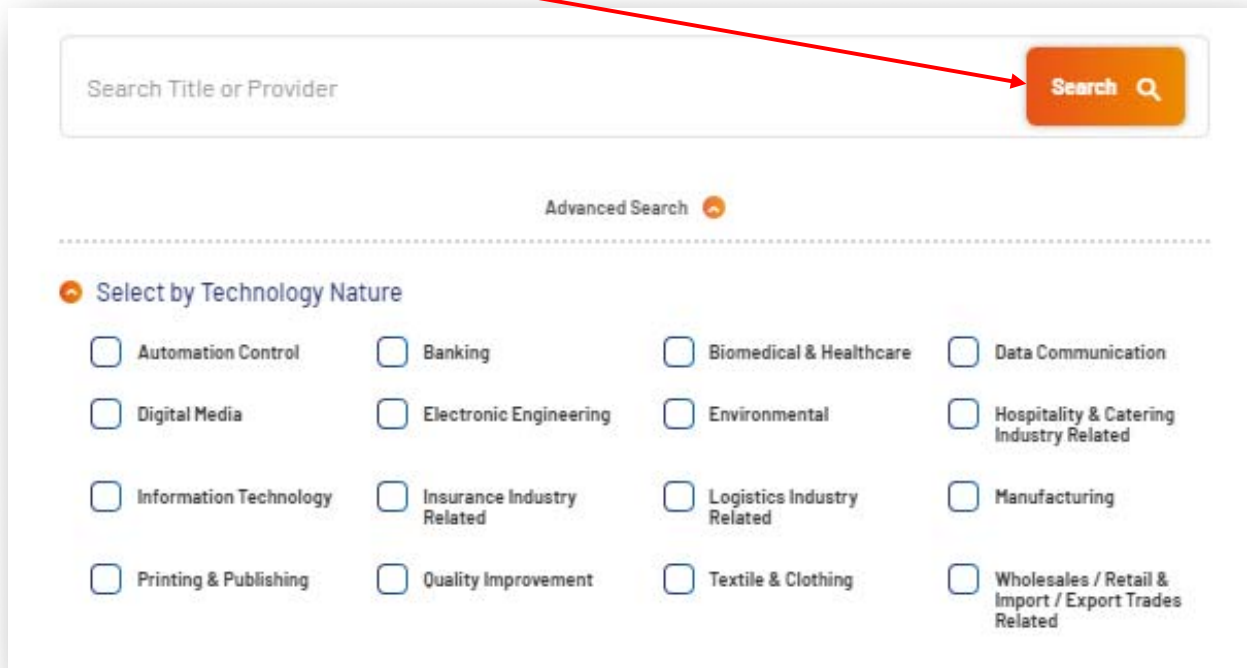
Click **Course Application** from the menu bar



Click **Public Course** from the main menu



Use the **Search** function to select the course



Search Title or Provider

Advanced Search

Select by Technology Nature

<input type="checkbox"/> Automation Control	<input type="checkbox"/> Banking	<input type="checkbox"/> Biomedical & Healthcare	<input type="checkbox"/> Data Communication
<input type="checkbox"/> Digital Media	<input type="checkbox"/> Electronic Engineering	<input type="checkbox"/> Environmental	<input type="checkbox"/> Hospitality & Catering Industry Related
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Insurance Industry Related	<input type="checkbox"/> Logistics Industry Related	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Printing & Publishing	<input type="checkbox"/> Quality Improvement	<input type="checkbox"/> Textile & Clothing	<input type="checkbox"/> Wholesales / Retail & Import / Export Trades Related

Click the **Apply Now** button to apply the training grant of the public course



Technology Nature	Course Title	Training Period	Course Provider
Automation Control	「IIM智能互聯工廠」模式 中國青島	2019/03/12 - 2019/03/15	Hong Kong Productivity Council
Textile & Clothing	Fitting Technology for Fashion Garment	2019/03/13 - 2019/05/25	Clothing Industry Training Authority

Location: Local

Contact: Ms WONG Katrina, Assistant Project Officer

Tel.: 2263 6323, Email: katrina.wong@cita.org.hk

Step 2: Fill in application details

- Read the Note for Applicants carefully and click **Next** to proceed

Note For Applicants

a. Company should provide all the information required in this form. The information collected will be used for processing the application for training grant. RTP Secretariat may disclose the information of the application to the Government, statutory bodies or third parties for the purposes stated in the RTP Guidance Notes for Companies. RTP Secretariat undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose. In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:

- (i) to check whether VTC holds his / her personal data;
- (ii) to request a copy of such data; and
- (iii) to require VTC to correct any of the personal data which is inaccurate.

Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

b. Company applying for training grant should fulfill the following requirements:

- (i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
- (ii) non-government and non-subsidized organisation; and
- (iii) the employee nominated is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology.

c. Companies may choose to send a copy of each trainee's Hong Kong Identity Card together with the application form or to present the Hong Kong Identity Card in person to the staff of the RTP Secretariat for checking the trainee's eligibility for RTP training grant.

d. The RTP Secretariat will acknowledge receipt of your application within seven working days after the submission of the application form. If not, the company is advised to contact the RTP Secretariat.

Next >

- Please explain how the acquired technology would be applied to your company
- Click **Save & Next** to proceed

1 **Course Information** 2 Particulars of Trainee(s) 3 Supporting Documents 4 Application Summary

*Required Field

Course Title (English)

Course Title (Chinese) 杭州天津新能源汽车技术训

Course Type **Public Course (Local Training)**

Technology Nature **Information Technology**

Course Start Date 2019/03/06 Course End Date 2019/04/03

Course Venue

*Please explain how the acquired technology would be applied to your company.

Save & Next >

Step 3: Assign trainee(s) to the application

Course Application

1 Course Information > 2 Particulars of Trainee(s) > 3 Supporting Documents > 4 Application Summary

New Trainee Add Trainee Delete

#	Name	HKID No.	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)
---	------	----------	----------	---	-----------------------------	---------------	---

< Save & Back Save & Next >

- Click **New Trainee** to create a new record if the record of the trainee to be applied for the training grant had not been created in the system
- Alternatively, if the record of the trainee had been created before or applied for training grant, simply click **Add Trainee** to select the trainee from the existing list:

List of Trainees

#	Name	HK ID No.	Position	Educational / Professional Qualifications	Qualifications Remarks	Area of Study	Years of Working Experience
<input type="checkbox"/>	Ms Man Man CHAN	supervisor	Bachelor	ENG	ENG	3.00

View 10 Previous 1 Next Cancel OK

- Tick the **box** and click **ok** to assign trainees to the application
- Points to note:
 - To remove trainee from current application, click **Delete**. This trainee record will be removed from current application but still selectable for other application in the future

Course Application

1 Course Information > 2 Particulars of Trainee(s) > 3 Supporting Documents > 4 Application Summary

New Trainee Add Trainee Delete

#	Name	HKID No.	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)
---	------	----------	----------	---	-----------------------------	---------------	---

< Save & Back Save & Next >

Step 4: Provide supporting document(s)

- Click **Upload** to provide copy of HKID card for each trainee if it has not been provided before

#	Document Type	Document Name

Upload

< Save & Back Save & Next >

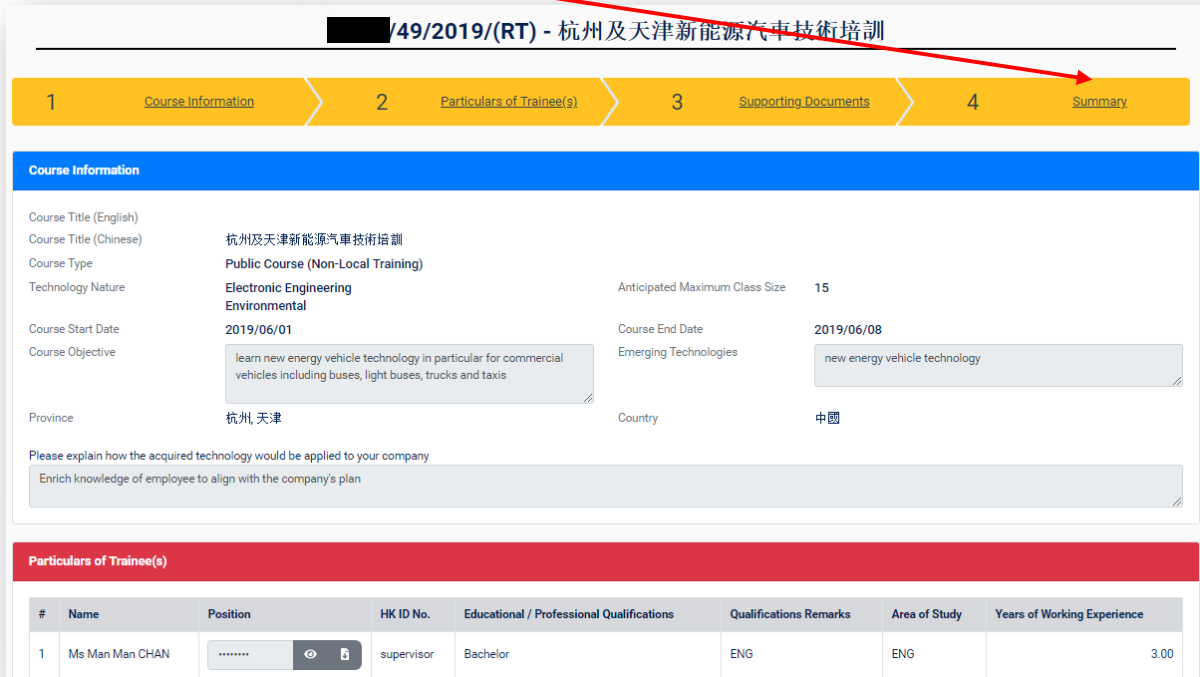
- Click **Save & Next** to proceed

Points to note:

- Company will be asked to furnish additional information to support the trainee concerned to apply for the training grant if the background/ experience of the trainee is not relevant to the advanced technology.
- Company can upload the supporting document by clicking **Upload**

Step 5: Verify information and submit the training grant application

Click **Summary** to verify the information provided



49/2019/(RT) - 杭州及天津新能源汽车技术培训

1 Course Information 2 Particulars of Trainee(s) 3 Supporting Documents 4 **Summary**

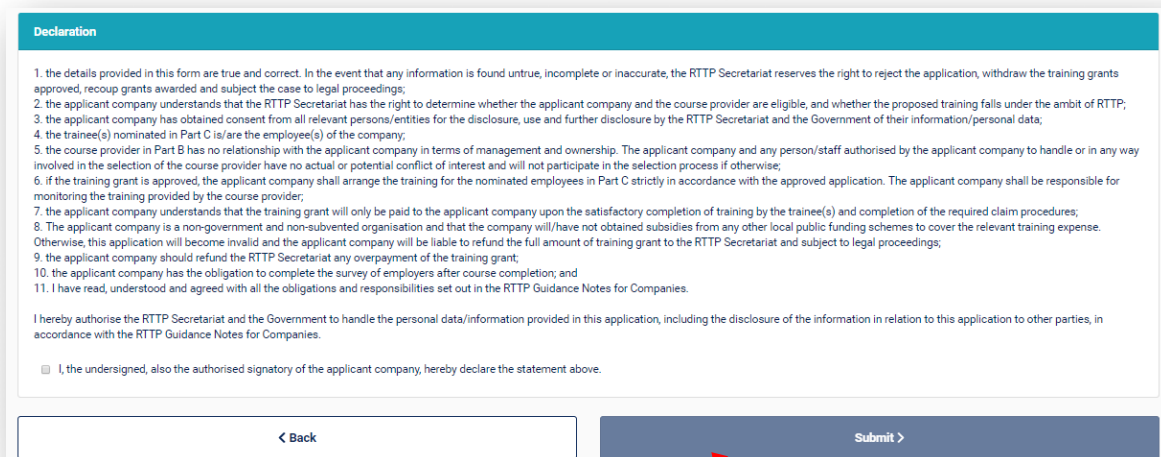
Course Information

Course Title (English)
Course Title (Chinese) 杭州及天津新能源汽车技术培训
Course Type Public Course (Non-Local Training)
Technology Nature Electronic Engineering Environmental Anticipated Maximum Class Size 15
Course Start Date 2019/06/01 Course End Date 2019/06/08
Course Objective learn new energy vehicle technology in particular for commercial vehicles including buses, light buses, trucks and taxis Emerging Technologies new energy vehicle technology
Province 杭州, 天津 Country 中國

Please explain how the acquired technology would be applied to your company
Enrich knowledge of employee to align with the company's plan

Particulars of Trainee(s)

#	Name	Position	HK ID No.	Educational / Professional Qualifications	Qualifications Remarks	Area of Study	Years of Working Experience
1	Ms Man Man CHAN	supervisor	Bachelor	ENG	ENG	3.00



Declaration

1. the details provided in this form are true and correct. In the event that any information is found untrue, incomplete or inaccurate, the RTTP Secretariat reserves the right to reject the application, withdraw the training grants approved, recoup grants awarded and subject the case to legal proceedings;
2. the applicant company understands that the RTTP Secretariat has the right to determine whether the applicant company and the course provider are eligible, and whether the proposed training falls under the ambit of RTTP;
3. the applicant company has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the RTTP Secretariat and the Government of their information/personal data;
4. the trainee(s) nominated in Part C is/are the employee(s) of the company;
5. the course provider in Part B has no relationship with the applicant company in terms of management and ownership. The applicant company and any person/staff authorised by the applicant company to handle or in any way involved in the selection of the course provider have no actual or potential conflict of interest and will not participate in the selection process if otherwise;
6. if the training grant is approved, the applicant company shall arrange the training for the nominated employees in Part C strictly in accordance with the approved application. The applicant company shall be responsible for monitoring the training provided by the course provider;
7. the applicant company understands that the training grant will only be paid to the applicant company upon the satisfactory completion of training by the trainee(s) and completion of the required claim procedures;
8. The applicant company is a non-government and non-subsided organisation and that the company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense. Otherwise, this application will become invalid and the applicant company will be liable to refund the full amount of training grant to the RTTP Secretariat and subject to legal proceedings;
9. the applicant company should refund the RTTP Secretariat any overpayment of the training grant;
10. the applicant company has the obligation to complete the survey of employers after course completion; and
11. I have read, understood and agreed with all the obligations and responsibilities set out in the RTTP Guidance Notes for Companies.

I hereby authorise the RTTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the RTTP Guidance Notes for Companies.

I, the undersigned, also the authorised signatory of the applicant company, hereby declare the statement above.

< Back Submit >

Click **Submit** to complete the training grant application process

Points to note:

- Only user with the role of “Administrator” or “Authorised Person” can submit the application
- “Administrator” can grant access right to other user accounts by assigning the respective role of the user

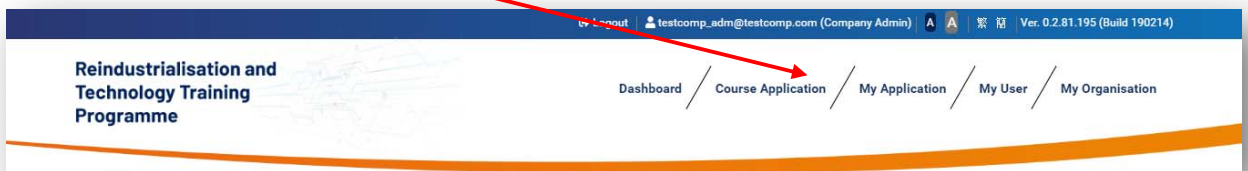
4. Submit training grant application for tailor-made courses

Flow for submit training grant application for tailor-made course

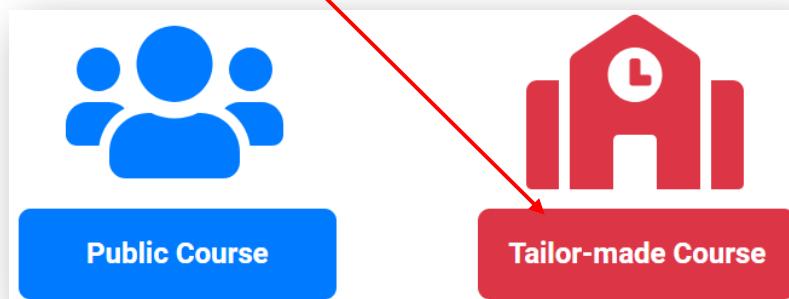
- 1 • Fill in application details
- 2 • Furnish trainer(s) particulars
- 3 • Assign trainee(s) to the application
- 4 • Provide supporting document(s) of copy of HKID card for each trainee
- 5 • Fill in breakdown of training costs
- 6 • Provide supporting documents
- 7 • Verify the information and Submit
- 8 • Complete

Step 1: Fill in application details

Click **Course Application** from the menu bar



Click **Tailor-made Course** from the main menu





Read the note for applicants carefully and click **Next** to proceed

Note For Applicants

a. Company should provide all the information required in this form. The information collected will be used for processing the application for training grant. RTTP Secretariat may disclose the information of the application to the Government, statutory bodies or third parties for the purposes stated in the RTTP Guidance Notes for Companies. RTTP Secretariat undertakes to keep personal data provided by applicants confidential and will not use the information for direct marketing purpose.
In accordance with the Personal Data (Privacy) Ordinance, the trainee has the right:
(i) to check whether VTC holds his / her personal data;
(ii) to request a copy of such data; and
(iii) to require VTC to correct any of the personal data which is inaccurate.
Sufficient information will need to be provided to establish identity, otherwise VTC shall refuse to comply with the request.

b. Company applying for training grant should fulfill the following requirements:
(i) registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
(ii) non-government and non-subsidized organisation; and
(iii) the employee nominated is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology.

c. Companies may choose to send a copy of each trainee's Hong Kong Identity Card together with the application form or to present the Hong Kong Identity Card in person to the staff of the RTTP Secretariat for checking the trainee's eligibility for RTTP training grant.

d. The RTTP Secretariat will acknowledge receipt of your application within seven working days after the submission of the application form; if not, the company is advised to contact the RTTP Secretariat.

Next >



Fill in course information

1 **Course Information** 2 Details of the Course 3 Particulars of Trainer(s) 4 Particulars of Trainee(s) 5 Course Fee 6 Supporting Documents 7 Application Summary

*Required Field

Course Information

Course Title (English)

Course Title (Chinese)

*Course Type

*Course Start Date *Course End Date

Rationale of Organising the Proposed Tailor-made course

*1. Please set out the objective of the proposed Tailor-made course and its relevance to your company's needs.

Particulars of Course Provider

English Name

Chinese Name

*Tel No. Fax No.

*Email *Website

*Address

Flat/Room	<input type="text"/>	*Correspondence Address	Flat/Room
Floor & Block	<input type="text"/>	<input type="button" value="Copy"/>	Floor & Block
Name of Building	<input type="text"/>		Name of Building
No. & Name of Street	<input type="text"/>		No. & Name of Street
District	<input type="text"/>		District
Province	<input type="text"/>		Province
Country	<input type="text"/>		Country

Click **Save & Next** to proceed

Fill in details of the course

1 Course Information 2 Details of the Course 3 Particulars of Trainer(s) 4 Particulars of Trainee(s) 5 Course Fee 6 Supporting Documents 7 Summary

#	Module/Subject(s)	Description of the Module/Subject	Duration of the Module(s) (Hours)	Duration of exhibitions / expos / visits / other similar activities (Hours)	Start Date	End Date	Action
1	<input type="text" value="IT"/>	<input type="text" value="information Technology"/>	<input type="text" value="100.00"/>	<input type="text" value="100.00"/>	<input type="text" value="2019/05/01"/>	<input type="text" value="2019/06/30"/>	
Total Training Hours			100.00	100.00			

Points to note:

- Click **Add Module(s)/Subject(s)** to include a row and click **Delete** to erase that row

Step 2: Furnish trainer(s) particulars

- Fill in the particulars of all trainers or training organisations

1 Course Information 2 Details of the Course 3 Particulars of Trainer(s) 4 Particulars of Trainee(s) 5 Course Fee 6 Supporting Documents 7 Application Summary

Trainer(s) Information

*Required Field

Trainer

*Salutation

*Last Name *First Name

*Educational / Professional Qualifications *Area of Speciality

Other Qualification, if any

*Name of Present Employer *No. of Years

1 *Position *Job Description Delete

Any Other Information

*Previous working experience relevant to the proposed training course

#	Name of Previous Employer	No. of Years	Position	Job Description	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Add

Add

< Save & Back Save & Next >

Step 3: Assign trainee(s) to the application

1 Course Information 2 Details of the Course 3 Particulars of Trainer(s) 4 Particulars of Trainee(s) 5 Course Fee 6 Supporting Documents 7 Application Summary

New Trainee Add Trainee Delete

#	Name	HKID No.	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)	
<input type="checkbox"/>	Mr 陳 大大 <input type="checkbox"/>	CO	Postgraduate	教育	教育	2.00	<input type="button" value="Edit"/>

< Save & Back Save & Next >

- Click **New Trainee** to create a new record if the record of the trainee to be applied for the training grant had not been created in the system
- Alternatively, if the record of the trainee had been created before or applied for training grant, simply click **Add Trainee** to select the trainee from the existing list:

List of Trainees

#	Name ▲	HK ID No.	Position	Educational / Professional Qualifications	Qualifications Remarks	Area of Study	Years of Working Experience
<input type="checkbox"/>	Ms Man Man CHAN <input type="checkbox"/>	supervisor	Bachelor	ENG	ENG	3.00

View 10 Previous 1 Next

Cancel OK

- Tick the **box** and click **ok** to assign trainees to the application



Points to note:

- To remove trainee from current application, click **Delete**. This trainee record will be removed from current application but still selectable for other application in the future

The screenshot shows a multi-step application process with the following steps: 1 Course Information, 2 Details of the Course, 3 Particulars of Trainee(s), 4 Particulars of Trainee(s), 5 Course Fee, 6 Supporting Documents, and 7 Application Summary. Below the navigation bar are three buttons: 'New Trainee' (green), 'Add Trainee' (blue), and 'Delete' (red). A red arrow points from the 'Delete' button to step 3. Below the buttons is a table with the following columns: #, Name, HKID No., Position, Educational / Professional Qualifications, Other Qualification, if any, Area of Study, and Years of Working Experience (relevant to the Technology covered by the Training Course). The table contains one row with the following data: # (empty), Name (Mr 譚 六六), HKID No. (masked with dots and a search icon), Position (CO), Educational / Professional Qualifications (Postgraduate), Other Qualification, if any (教育), Area of Study (教育), and Years of Working Experience (2.00). There is an 'Edit' button next to the last cell. At the bottom of the form are two buttons: '< Save & Back' and 'Save & Next >'.

#	Name	HKID No.	Position	Educational / Professional Qualifications	Other Qualification, if any	Area of Study	Years of Working Experience (relevant to the Technology covered by the Training Course)
	Mr 譚 六六	CO	Postgraduate	教育	教育	2.00

Step 4: Provide supporting document of copy of HKID card for each trainee

- Click **Upload** to provide copy of HKID card for each trainee if it has not been provided before

Trainee Information

*Required Field

*Salutation

*Last Name *First Name

*Educational / Professional Qualifications *Area of Study

Other Qualification, if any

*Position *Years of Working Experience (relevant to the Technology covered by the Training Course)

*HKID No. *Upload HKID Copy: 未選擇任何檔案

- Click **Create** to proceed

Points to note:

- Company will be asked to furnish additional information to support the trainee concerned to apply for the training grant if the background/ experience of the trainee is not relevant to the advanced technology.

Step 5: Fill in breakdown of training costs

1 Course Information 2 Details of the Course 3 Particulars of Trainer(s) 4 Particulars of Trainee(s) 5 **Course Fee** 6 Supporting Documents 7 Application Summary

*Required Field
 *Course Fee Payment

Course Fee Group

*Course Fee Group Type Fee Description

#	Types of Fees	Remarks	Amount per Person (HK\$)	Amount (HK\$)	
1	Training Fee (including training materials, administration fees etc.) *Currency <input type="text" value="HKD"/> *Amount <input type="text" value="0"/> *Exchange Rate <input type="text"/> *Date of Exchange Rate <input type="text" value="YYYY/MM/DD"/>		<input type="text" value="1000.00"/>	1,000.00	
1	2 Return passage to the non-local venue by the most economical means (including taxes and surcharges) *Departure Date <input type="text" value="YYYY/MM/DD"/> *Return Date <input type="text" value="YYYY/MM/DD"/> *Departure From <input type="text"/> *Departure To <input type="text"/> *Return From <input type="text"/> *Return To <input type="text"/>		<input type="text" value="0"/>	0.00	Delete
3	Subsistence Allowance (including accommodation, meals and local transportation) *No. of Nights (night before and after should be training days) <input type="text"/> *Start Date <input type="text" value="YYYY/MM/DD"/> *End Date <input type="text" value="YYYY/MM/DD"/>		<input type="text" value="0"/>	0.00	Delete
Total Course Fee			1,000.00	1,000.00	



Points to note.

- Return passage and subsistence allowance per trainee are required to fill in for non-local training
- Click **Add Fee Type** to include return passage, subsistence allowance or other fees
- Click **Add Fee Group** to create another group of training fee

Step 6: Provide supporting documents

- Company could upload the supporting document by clicking **Upload** such as the course pamphlet, itinerary, background of speakers / trainers etc.

#	Document Type	Document Name

[Upload](#)

[< Save & Back](#) [Save & Next >](#)

Step 7: Verify information and submit the training grant application

- Click **Summary** to verify the information provided

Reindustrialisation and Technology Training Programme

Dashboard / Course Application / My Application

Industry 4.0 Course

1 Course Information 2 Details of the Course 3 Particulars of Trainer(s) 4 Particulars of Trainee(s) 5 Course Fee 6 Supporting Documents 7 **Summary**

Course Information

Course Title (English)	Industry 4.0 Course		
Course Title (Chinese)	工業 4.0 課程 :		
Course Type	Tailor-made Course (Local Training)		
Course Start Date	2019/05/01	Course End Date	2019/06/30
Course Venue	Flat 8		



Click **Submit** to complete the training grant application process

Declaration

1. the applicant company wishes to apply for a training grant for providing tailor-made training to the nominated employee(s) listed in Part C;
2. the details provided in this form are true and correct. In the event that any information is found untrue, incomplete or inaccurate, the RTTP Secretariat reserves the right to reject the application, withdraw the training grants approved, recoup grants awarded and subject the case to legal proceedings;
3. the applicant company understands that the RTTP Secretariat has the right to determine whether the applicant company and the course provider are eligible, and whether the proposed training falls under the ambit of RTTP;
4. the applicant company has obtained consent from all relevant persons/entities for the disclosure, use and further disclosure by the RTTP Secretariat and the Government of their information/personal data;
5. the trainee(s) nominated in Part C is/are the employee(s) of the company;
6. the course provider in Part B has no relationship with the applicant enterprise in terms of management and ownership. The applicant company and any person/staff authorised by the applicant company to handle or in any way involved in the selection of the course provider have no actual or potential conflict of interest and will not participate in the selection process if otherwise;
7. if the training grant is approved, the applicant company shall arrange the training for the nominated trainees in Part C strictly in accordance with the approved application. The applicant company shall be responsible for monitoring the training provided by the course provider;
8. the applicant company is a non-government and non-subservient organisation and that the company will/have not obtained subsidies from any other local public funding schemes to cover the relevant training expense. Otherwise, this application will become invalid and the applicant company will be liable to refund the full amount of training grant to the RTTP Secretariat and subject to legal proceedings;
9. In submitting the application for training grant, the applicant company hereby agrees to be bound by the following terms and conditions of the RTTP:
 - a. the applicant company shall use reasonable endeavours to ensure that the employee completes his / her training in accordance with the approved training programme;
 - b. the applicant company shall use reasonable endeavours to ensure that the trainee on non-local training returns to Hong Kong after completion of training;
 - c. the company must submit a training report to the RTTP Secretariat for each trainee after completion of non-local courses;
 - d. training grant will only be paid to the applicant company upon satisfactory completion of training by the trainee(s) and completion of the required claim procedures;
 - e. the applicant company should refund the RTTP Secretariat any overpayment of the training grant;
 - f. the applicant company has the obligation to complete the survey of employers after course completion; and
10. I have read, understood and agreed with all the obligations and responsibilities set out in the RTTP Guidance Notes for Companies.

I hereby authorise the RTTP Secretariat and the Government to handle the personal data/information provided in this application, including the disclosure of the information in relation to this application to other parties, in accordance with the RTTP Guidance Notes for Companies.

I am the authorised person of the course provider, hereby declare the statement above.

[< Back](#) [Submit >](#)

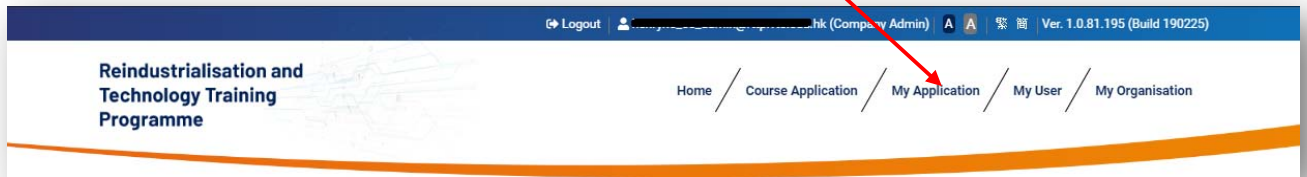


Points to note:

- Only user with the role of “Administrator” or “Authorised Person” can submit the application
- “Administrator” can grant access right to other user accounts by assigning the respective role of the user.

5. Enquire application progress

- All application progress can be tracked in **My Application**



- For application being drafted, the status will be marked as **Draft**

The screenshot shows the 'My Application' page with a table of applications. A red arrow points to the 'Draft' status in the 'Status' column. A blue arrow points to the 'Edit' button in the 'Action' column.

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type	Status	Last Updated Date	Last Updated By	Action
	HKPC/49/2019/(RT)	杭州及天津新能源汽车技术培训	The Hong Kong Institute of Biotechnology Limited	Public Course (Non-Local Training)	Draft	2019/02/15 12:30:19	VTC Staff	View Edit

- Click the **Edit** to continue to fill in the training grant application

- For application had been submitted, the status will be marked as **Submitted**

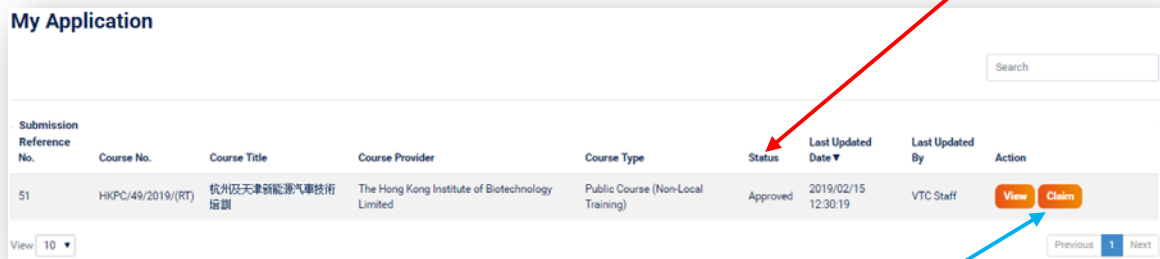
The screenshot shows the 'My Application' page with a table of applications. A red arrow points to the 'Submitted' status in the 'Status' column. The 'Action' column now shows 'View' and 'Claim' buttons.

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type	Status	Last Updated Date	Last Updated By	Action
S1	HKPC/49/2019/(RT)	杭州及天津新能源汽车技术培训	The Hong Kong Institute of Biotechnology Limited	Public Course (Non-Local Training)	Submitted	2019/02/15 12:30:19	VTC Staff	View Claim

- Points to note:

- No further changes are allowed for all submitted applications

For application had been approved, the status will be marked as **Approved**



The screenshot shows a table titled "My Application" with a search bar at the top right. The table has the following columns: Submission Reference No., Course No., Course Title, Course Provider, Course Type, Status, Last Updated Date, Last Updated By, and Action. A single row is visible with the following data: Submission Reference No. 51, Course No. HKPC/49/2019/(RT), Course Title 杭州及天津新能源汽车技术培训, Course Provider The Hong Kong Institute of Biotechnology Limited, Course Type Public Course (Non-Local Training), Status Approved, Last Updated Date 2019/02/15 12:30:19, Last Updated By VTC Staff, and Action buttons for View and Claim. A red arrow points from the word "Approved" in the text above to the "Approved" status in the table. A blue arrow points from the word "Claim" in the text below to the "Claim" button in the table.

Submission Reference No.	Course No.	Course Title	Course Provider	Course Type	Status	Last Updated Date	Last Updated By	Action
51	HKPC/49/2019/(RT)	杭州及天津新能源汽车技术培训	The Hong Kong Institute of Biotechnology Limited	Public Course (Non-Local Training)	Approved	2019/02/15 12:30:19	VTC Staff	View Claim

The claim forms can be downloaded by clicking **Claim** button

Frequently Asked Questions

- 1. I want to submit training grant application, but I do not have login account yet. What should I do?**

You should approach your company's "Administrator" to create a user account for you.

- 2. How do I know who can login to the RTTP Online Application System in my company?**

If you are the "Administrator" of the company, go to "My Users" and you can manage all users under your company.

- 3. Is there any limit for number of user accounts in my company?**

No.

- 4. What is the difference between Contact Person, Authorised Person and Administrator?**

Contact person can draft training grant application only, while the Authorised person can draft and submit application (even drafted by others) for course registration. Administrator can draft and submit application, as well as manage the user accounts and update company particulars.

- 5. What can I do if I forgot my password?**

You may seek assistance from the "Administrator" of your company to reset your password. An activation email will be sent to you. Follow the steps in the email to reset your password.






If you are the "Administrator" of your company, please contact RTTP Secretariat to reset your password.

- 6. My company's Business Registration Certificate had been renewed. How to update it in the system?**

If you are the "Administrator" of your company, go to "My Organisation" and upload a file with renewed Business Registration Certificate. Please remember to update the expiry date as well.

7. How to select the classification of “Educational/Professional Qualification”?

The classification of “Educational / Professional Qualification” is as follows:

-  Postgraduate: Higher degrees (e.g. master degrees) or equivalent
-  First degree or equivalent
-  Sub-degree: Associate Degree/ Higher Diploma/ Professional Diploma/High Certificate or equivalent
-  Senior Secondary: Secondary 4-6, Diploma, Hong Kong Diploma of Secondary Education Examination, Diploma of Vocational Education/ Foundation Diploma/Yi Ji Diploma or equivalent
-  Junior Secondary: Secondary 1-3 or equivalent

8. Why I cannot submit training grant application in the last step?

Only specific role of users can submit training grant application, i.e. “Authorised Person” and “Administrator”. Please contact your “Administrator” to see if an appropriate role had been granted to you.

9. How do I know the status of my application?

The column “Status” in “My Application” shows the status of each application.