

Allowance of the Apprenticeship Scheme Training Allowance Application Terms

1. Introduction

1.1 To attract youth to join and continue their apprenticeship training, the Government will provide a Training Allowance to each eligible Registered Apprentice during the period of their apprenticeship.

1.2 In these Application Terms:

“Applicant” means a person who is applying for the Training Allowance.

“Application Form” means the Allowance of the Apprenticeship Scheme – Training Allowance - Application / Declaration Form [ODA-TA-F1E (Rev. 7/2024)].

“Apprenticeship Officer” means an officer appointed under Section 33 of the Apprenticeship Ordinance (Cap. 47 of the Laws of Hong Kong)

“Contract of Apprenticeship” means the same as defined in Section 2 of the Apprenticeship Ordinance (Cap. 47 of the Laws of Hong Kong).

“Government” means the government of the Hong Kong Special Administrative Region of the People’s Republic of China.

“Training Allowance” means the allowance granted on a quarterly basis to an Applicant as specified in Paragraph 4.

“ODA” means the Office of the Director of Apprenticeship.

“Registered Apprentice” means the same as defined in Section 2 of the Apprenticeship Ordinance (Cap. 47 of the Laws of Hong Kong).

2. Eligibility

The Applicant shall meet the following eligibility criteria:

2.1 Being:

- (i) a new Registered Apprentice who starts apprenticeship training between 1 April 2024 and 31 March 2027 (for 3 financial years); OR
- (ii) an existing Registered Apprentice who is still employed on 1 April 2024.

- 2.2 An Applicant who has joined the Earn & Learn Scheme, the Ship Repair Training Incentive Scheme (SRTIS), or is currently receiving the Youth Employment and Training Programme (YETP) retention allowance, is also eligible to apply for the Training Allowance, provided that he/she has clearly declared his/her participation in such scheme/programme in the Application Form.

3. Application Procedures and Documents Required

- 3.1 The Applicant shall prepare the following documents for submission:
- Duly completed and signed Application Form
 - Bank account information:
 - (i) The Applicant shall provide a copy of the first page of his/her personal passbook, bank statement or automatic teller machine card showing clearly the name of account holder and account number for bank transfer arrangement; OR
 - (ii) For Applicants below 18 years old without a personal bank account, a copy of the first page of his/her guardian's passbook, bank statement or automatic teller machine card showing clearly the name of account holder and account number shall be provided for bank transfer arrangement.
- 3.2 Duly completed Application Form and bank account information should be submitted to the ODA by post, in person or through the relevant Apprenticeship Officer.
- 3.3 Upon receipt of an application, the ODA will check the information entered in the Application Form and the bank account information supplied by the Applicant. If the information and supporting documents are in order, the vetting and approval processes will take place, following completion of which the ODA will arrange payment for the Training Allowance.
- 3.4 The Applicant shall ensure that all documents and information provided are true and accurate.
- 3.5 All documents submitted are not returnable. Applicants are advised to keep a copy of the documents submitted for future reference.

4. Granting Principles of “Training Allowance” and Payment Arrangements

- 4.1 The Government will provide a Training Allowance of HK\$1,000 per month for each eligible Registered Apprentice during the period of 1 April 2024 to 31 March 2027 for a maximum of 36 months.
- 4.2 The Applicant may receive up to a maximum of HK\$36,000 for each Contract of Apprenticeship, but the actual amount will vary depending on the duration of the Contract of Apprenticeship.

- 4.3 The Training Allowance will be paid out on a quarterly basis, usually two months after the quarterly cut-offs in March, June, September and December (i.e. payment of the Training Allowance in February, May, August, and November). The first Application Form submission cut-off is September 2024.
- 4.4 The payment of the Training Allowance will be arranged through such channels as the ODA deems appropriate, including but not limited to bank transfers to the relevant bank account.
- 4.5 If the Applicant joins or leaves the apprenticeship training scheme in an incomplete month, the Training Allowance will be calculated on a pro-rata basis.
- 4.6 During the period of 1 April 2024 to 31 March 2027, the Applicant may terminate his/her current Contract of Apprenticeship to change employer or trade within the same apprenticeship level and apply to the ODA for the remaining Training Allowance balance. The Applicant's entitlement to the remaining Training Allowance Balance shall be at the sole discretion of the ODA. The Applicant may only make such an application ONCE during this period.
- 4.7 If the Applicant enters into another Contract of Apprenticeship at a different level upon completion of the first Contract of Apprenticeship within the period of 1 April 2024 to 31 March 2027, he/she may apply for special approval for another entitlement of the Training Allowance for up to a maximum of 36 months. For example, if the Applicant has completed his/her first Contract of Apprenticeship at the Craft level and enters another Contract of Apprenticeship at the Technician level with the same or different employer, or vice versa, the Applicant may apply for the Training Allowance again on the basis of his/her new Contract of Apprenticeship.
- 4.8 If the Applicant's original Contract of Apprenticeship is 2 years but is extended due to various reason(s), including but not limited to sick leave, no-paid leave, work injury, or suspension, subject to Paragraph 4.9 below, he/she will still be eligible for the Training Allowance with the maximum amount of HK\$36,000, subject to the extension of his/her latest Contract of Apprenticeship and the sole discretion of the ODA.
- 4.9 The Applicant will not be entitled to the Training Allowance if he/she is absent from work for 30 consecutive days or more.
- 4.10 At the ODA's sole discretion, the Applicant's entitlement to the Training Allowance may be first put on hold or adjusted if there is any doubt during the calculation or payment processes.
- 4.11 If the Applicant's Contract of Apprenticeship is terminated for any reason, the Applicant's remaining entitlement to the Training Allowance will cease as of such termination date.

- 4.12 The Applicant may apply for the cessation of the Training Allowance by giving written notice to the ODA. Once the cessation application is approved, the entitlement of the Training Allowance will cease on the specified effective date. Once a cessation application has been granted to an Applicant, he/she will no longer be allowed to reapply for the Training Allowance.
- 4.13 The Government reserves the right to disqualify any application on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to endanger national security or otherwise if the exclusion of the Applicant from future grants of the Training Allowance is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- 4.14 Even after an application has been approved, upon the occurrence of any of the following events, the Government may immediately and at any time rescind the relevant approval (i.e. discontinue payment of the Training Allowance). In addition to rescinding the relevant approval, the Government may request the Applicant to repay to the Government all Training Allowance monies received, recover the amount owed by civil action and/or the Applicant may be liable for prosecution if:
- (i) the Applicant has engaged or is engaging in acts or activities that are likely to endanger national security or which would otherwise be contrary to the interest of national security; or
 - (ii) the continued payment of Training Allowance to the Applicant is contrary to the interest of national security; or
 - (iii) the Government reasonably believes that any of the events mentioned above is occurring, has occurred, or is about to occur.

5. Personal Information Collection Statement

- 5.1 It is the responsibility of the Applicant to provide the ODA with the required personal data in the Application Form. If the Applicant fails to comply with this requirement, the ODA may not be able to process the application.
- 5.2 The ODA will use the personal data provided in the Application Form for:
- (i) processing and verifying the application for the Training Allowance, including matching the personal data of the Applicant with other databases to determine whether the Applicant meets the eligibility criteria set out above;
 - (ii) funding and administrative purposes related to the provision of the Training Allowance;
 - (iii) the ODA related statistics and research purposes; and

- (iv) disclosure to Government policy bureaux, departments of the Hong Kong Special Administrative Region and/or any other parties when such disclosure is authorised or required by law.
- 5.3 The ODA may contact the relevant employers and other Government departments and bodies to verify the data provided in the Application Form for the purposes stated in Paragraph 5.2 above.
- 5.4 In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486), the Applicant has the right to request access to and correction of the personal data provided in the Application Form. Any request for access to or correction of personal data in the Application Form shall be made in writing to the ODA.

Enquiries

For enquiries on matters relating to the Training Allowance, please contact the ODA during office hours.

Hotline: 3907 6743

Fax: 2497 2235

Email: oda@vtc.edu.hk

Address: Room C-E, 22/F, Billion Plaza II, 10 Cheung Yue Street, Cheung Sha Wan, Kowloon

Opening Hours:

Monday to Friday: 8:45 a.m.-5:30 p.m. (excluding Public Holidays)

The Office will be closed on Saturday, Sunday and Public Holidays.

Allowance of the Apprenticeship Scheme Training Allowance Application / Declaration Form

Please read the Application Terms on the “Allowance of the Apprenticeship Scheme – Training Allowance” (“Application Terms”) before completing this Application / Declaration Form.

Please complete all parts in BLOCK LETTERS with a black or dark blue ball pen, and put a “✓” in the appropriate box(es) (□).

Part I Personal Particulars

Name in English : (Surname first)	_____	Apprenticeship Registration No. :	_____
Name in Chinese : (If appropriate)	_____	Contact Phone Number :	_____
Hong Kong Identity Card Number :	_____	Email Address :	_____
Correspondence Address :	_____ _____		

Part II Declaration

- I am participating in the “Earn & Learn Scheme”.
- I am participating in the “Ship Repair Training Incentive Scheme (SRTIS)”.
- I am receiving the Youth Employment and Training Programme (YETP) retention allowance.
- I understand the details of the Application Terms and confirm that I **do not wish to apply for the Training Allowance.** (For Applicant who choose this option, there is no need to complete Part III of the Form.)
- (1) I have read, understood and agree to the Application Terms on the “Allowance of the Apprenticeship Scheme – Training Allowance”.
- (2) I declare that the information provided in this Application Form is complete and true to the best of my knowledge.
- (3) I understand that any omission of information may lead to rejection of my application.

- (4) I understand that the Office of the Director of Apprenticeship (ODA) will rely on the information provided by me to determine my eligibility for the Training Allowance and to assess the amount of Training Allowance to be granted.
- (5) I undertake that I will notify the ODA in writing immediately upon termination of Contract of Apprenticeship (other than in the case of completion of Contract of Apprenticeship).
- (6) I understand that any omission/misrepresentation of information with a view to obtaining pecuniary advantage by deception, and offering any advantage (e.g. money, donation, etc.) to the staff of the ODA as an inducement to or reward for assisting in or expediting the application is an offence. The ODA may hold the offender accountable through legal proceedings.
- (7) I authorise the ODA to handle the personal data and information provided in this application in accordance with the Application Terms. I agree that the ODA may obtain my personal data from my employer, and authorise my employer to provide relevant information for the purpose of processing my application or verifying the information provided in this application.
- (8) I understand and agree that Government policy bureaux/departments of the Hong Kong Special Administrative Region and other parties authorised by law may obtain my personal data and information from the ODA.
- (9) I understand and agree that the ODA, Vocational Training Council (VTC), the Government or other parties authorised by law may use the information I provided in this application for funding and administrative purposes. Subject to the exemption provisions stipulated in the Personal Data (Privacy) Ordinance, I have the right to request access to and correction of the personal data provided in the Application Form. Such request may be made in writing to the ODA.
- (10) I understand and agree that the Government reserves the right to disqualify this application on the grounds that I have engaged, am engaging, or am reasonably believed to have engaged or be engaging in acts or activities that are likely to endanger national security or if otherwise excluding me from future grants of the Training Allowance is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- (11) I understand that even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events, and I have to repay to the Government all the monies received from the application. The Government reserves the right to recover the amount by civil action and I may be liable to prosecution if:
 - (i) I have engaged or am engaging in acts or activities that are likely to endanger national security or which would otherwise be contrary to the interest of national security; or

(ii) the continued payment of the Training Allowance to me is contrary to the interest of national security; or

(iii) the Government reasonably believes that any of the events mentioned above is about to occur.

(12) I understand that the ODA has the right to review my application. I undertake to refund any difference in the amount of the Training Allowance based on the outcome of the review and the instructions of the ODA in its sole discretion.

(13) By accepting the Training Allowance, I am willing to provide assistance and information to the ODA, VTC, the Government or their designated agents when conducting studies on the Training Allowance, if necessary.

Signature of Applicant :	_____	Date :	_____
Signature of Applicant's Guardian (if appropriate) :	_____	Relationship with Applicant (if appropriate) :	_____

Part III Bank Account Particulars

Please transfer the Training Allowance to my / my guardian's* personal bank account as per the details given below.#

Name of Account Holder :	(English) _____	(Chinese) _____
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Name of Bank : _____

Bank Account Number :	<table border="1"> <tr> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> <td style="width: 20px; height: 30px;"> </td> </tr> </table>																			
	Bank Code	Branch Code	Account Number																	

*Please select as appropriate.

Please provide a copy of the first page of your personal passbook or bank statement or automatic teller machine card showing clearly the name of account holder and account number.