



Employees Retraining Board
Manpower • Development • Integration

Course Application Form

To be completed by TB staff

Application Number 1 : _____

Application Number 2 : _____

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

(I) Course Information

Course	Course Title	Course Code	Training Centre	
			1 st Choice	2 nd Choice
1				
2				

(II) Personal Particulars

English Name: _____ Chinese Name: _____

HKID Card No.: _____ () Chinese Code: _____

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

Nationality: Chinese Non-Chinese (Please specify ethnicity: _____)

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

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

(III) Employment Particulars

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

Accumulated Work Experience: _____ year(s)

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

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

(IV) Contact Information

Telephone: (Mobile) _____ (Others) _____ Email Address: _____

Correspondence Address: _____

District of Residence: _____

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

- 1) I declare that all information given in this Form and the “Course Application – Supplementary Sheet” (if applicable) is correct and complete.
- 2) I have read through the Application Guidelines, and accept all the procedures and rules laid down by the Employees Retraining Board (ERB) and the Training Body, including the selection of trainees and disbursement of retraining allowance. I understand that all placement-tied training courses are only targeted for active job-seekers who are unemployed or non-engaged.
- 3) I am not engaged in non-ERB full-time education programme, or employee of the Training Body offering the courses applied.
- 4) I understand that ERB reserves the right to spot check the education attainment, employment status, income level and/or employment relationship (if applicable) of applicants or trainees. I undertake to provide relevant supporting documents (including “Income Proof” issued by the Inland Revenue Department) for verification upon ERB's request. I give my consent to ERB to verify with the organisations concerned for the employment and income details provided by me. I also understand that, any person who to his/her knowledge supplies false information may be disqualified from admission and/or obtaining the fee waiver/subsidies and/or receiving retraining allowance, and he/she is required to offset the costs and fees of courses, and/or return the retraining allowance to ERB. ERB reserves the right to report the cases to the Government law enforcement department(s) for investigation and to take further legal actions. In accordance with Section 25 of the Employees Retraining Ordinance, any person who is found to have committed the offence is liable to a fine of HK\$20,000. I also understand that, under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person who obtains pecuniary advantage by deception, in benefit to himself/ herself or other person, is liable on conviction to imprisonment for a maximum of 10 years.
- 5) I understand if I attain an attendance rate of at least 80% in the placement-tied courses, the Training Body will provide placement services for me and follow-up on my employment status during the placement follow-up period. I agree to provide information on my employment status during the follow-up period to the Training Body, including but not limited to name of employer, post title, salary and working hours, to facilitate the Training Body to provide me relevant supporting services.
- 6) I understand and agree that my personal data are collected and kept for purposes of vetting of course application, course admission, processing of applications for course fee waiver/payment of “Highly Subsidised Fee”, disbursement of retraining allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, accreditation of courses, conduct of income surveillance/spot check of education attainment, employment status, and/or employment relationship (if applicable), verification of placement record and opinion survey, etc. The personal data so collected may be transferred to appointed Training Bodies of ERB, relevant government departments and/or their commissioned research consultants and agencies for such purposes.
- 7) I agree / disagree (Please indicate)
that ERB, appointed Training Bodies of ERB and/or organisations commissioned by ERB may use my personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to me marketing information in relation to training courses, services, activities and facilities of ERB through emails, SMSs, mails and telephone calls, etc. ERB cannot use my personal data for such purposes without my consent. I understand that I have the right at any time to opt out if I do not wish my personal data to be used for the marketing purposes stated above, by writing to the Manager (Customer Services) of ERB.
(Applicant not indicating his/her choice will be considered as not agreeing that ERB, appointed Training Bodies of ERB and/or organisations commissioned by ERB to use his/her personal data for the marketing purposes stated above, and will not receive latest information updates on courses and services from ERB.)

Name of Applicant: _____ Signature: _____ Date of Application: _____

(VI) Statistical Information

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

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

To be completed by TB staff

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

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

Remarks: _____

Staff: _____ Date: _____ Chop of Training Body: _____

Course Application Form

Acknowledgement of Receipt

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

Name of Applicant: _____ Date of Application: _____

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

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

Training Body: _____ Date: _____

Enquiry No. / Email address: _____ Chop of Training Body: _____

Application Guidelines (Updated on 25 May 2020)

Eligibility

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

Application Procedures and Supporting Documents Required

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

Restrictions on Application and Enrolment

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

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

Cancellation of Course Application/Enrolment

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

Award of Graduation Certificate

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

Arrangement of Re-assessment

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

Retraining Allowance

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

Training courses	Trainees	Retraining allowance per day
"Youth Training Programme" courses	All eligible trainees	\$44
Placement-tied "Certificate" or "Diploma" courses	All eligible trainees	\$102
Placement-tied "Foundation Certificate" courses	Original service targets (Trainees aged 30 or above and with education attainment of F.3 or below)	\$223
	Other eligible trainees	\$102

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

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

Course Fees of Non-placement-tied Courses

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

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

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

Trainees with income

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

Trainees without income

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

Trainees with Low Attendance

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

Fraud Prevention Measures

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

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

Personal Information of Applicants/Trainees

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

Enquiry and Online Application

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

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