



Employees Retraining Board
Manpower • Development • Integration

“Love Upgrading Special Scheme” 2 Course Application Form

To be completed by TB staff

Application Number 1 : _____

Application Number 2 : _____

Application Number 3 : _____

Application Number 4 : _____

- 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) Applicant applying for courses at different times is required to fill in separate “Love Upgrading Special Scheme” 2 - Course Application Form.

(I) Course Information

Course	Course Title	Course Code	Training Centre	
			1 st Choice	2 nd Choice
1				
2				
3				
4				

(II) Personal Particulars

English Name: _____ Chinese Name: _____

HKID Card No.: _____ () Chinese Code:

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

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

Highest Educational Attainment: No formal education Primary (Year _____) Secondary (Year _____)
 Diploma to sub-degree Bachelor’s degree Master’s degree
 Doctoral degree or above

(III) Employment Particulars

Since 1 June 2019 or after,

my employment status has been changed from employed / self-employed to unemployed
 I have become non-engaged (failed to engage in employment after finishing study or graduation)
 I have been taking leave without pay for at least 4 days per month in any 1 month at my employer’s request
 I have been underemployed (in any 1 month after 1 June 2019, my amount of work / working hours / income from employment or self-employment was 80% or less of the monthly average of that from 1 March 2019 to 31 May 2019)

Accumulated Work Experience: _____ year(s)

Course 1: Related Work Experience: _____ year(s); I am a current practitioner
 Course 2: Related Work Experience: _____ year(s); I am a current practitioner
 Course 3: Related Work Experience: _____ year(s); I am a current practitioner
 Course 4: Related Work Experience: _____ year(s); I am a current practitioner

Present / Last employment or self-employment Industry : _____ Occupation: _____

(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 supporting documents submitted is correct, complete and true to the best of my knowledge.
- 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 admission of trainees and disbursement of special allowance.
- 3) I am not engaged in non-ERB full-time education programme, or an employee of the Training Body offering the courses applied.
- 4) I understand that ERB reserves the right to spot check the educational attainment, employment status, and/or employment relationship (if applicable) of applicants or trainees. I undertake to provide relevant supporting documents (including school leaving certification, "Income Proof" issued by the Inland Revenue Department) for verification upon ERB's request, and give my consent to ERB to verify with organisations concerned for the information provided by me. I also understand that, if I supply false information, I may be disqualified from admission and/or receiving special allowance, and I shall be demanded to offset the costs and/or return the special allowance to ERB. ERB reserves the right to report the cases to the Government law enforcement department(s) for investigation and prosecutions. I understand that, 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; and in accordance with 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 that if I attain an attendance rate of at least 80% in full-time Vocational Skill 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 my employment information 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 service provision by the Training Body.
- 6) I understand and agree that my personal data are collected and kept for purposes of vetting of course applications, course admission, disbursement of special allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, accreditation of courses, spot check of educational 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 Service 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 educational attainment | <input type="checkbox"/> Proof of work experience |
| <input type="checkbox"/> Proof of professional qualification / certification | <input type="checkbox"/> The applicant is confirmed not an employee of this Training Body |

Remarks: _____

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

“Love Upgrading Special Scheme” 2

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	Course Code
1		3	
2		4	

Training Body: _____ Date: _____

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

Application Guidelines

Eligibility

1. Applicants fulfilling the following General Admission Criteria may apply for courses under the “Love Upgrading Special Scheme” 2 (“the Scheme”) of the Employees Retraining Board (ERB) from 1 July 2020 to 31 December 2020:
 - (i) 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
 - (ii) since 1 June 2019, the applicants have encountered the following changes:
 - from being employed / self-employed to unemployed; or
 - become non-engaged (fail to engage in employment after finishing study or graduation); or
 - taking leave without pay for at least 4 days per month in any 1 month at employer’s request; or
 - being underemployed (the amount of work / working hours / income from employment or self-employment in any one month after 1 June 2019 was 80% or less of the monthly average of that from 1 March 2019 to 31 May 2019); and
 - (iii) meeting the entry requirements of individual courses, including industry or occupation specific licensing or statutory requirements.
2. 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.
3. Employees of Training Bodies are not eligible to apply for / enrol in any ERB courses offered by the concerned Training Bodies.
4. Applicants of full-time Vocational Skill Courses must intend to engage in employment in the jobs trained for. Interviews will be conducted by Training Bodies to ascertain such intention.
5. Generic Skill Courses, Innovative Technology Courses, and part-time Vocational Skill Courses are targeted at applicants intending to engage in employment or change jobs. Interviews may be necessary.
6. 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

7. Applicants are required to complete the “Love Upgrading Special Scheme” 2 - Course Application Form (“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.
 - (i) 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.
 - (ii) Proof of educational attainment (if applicable)
 - Applicants should provide proof of highest educational attainment ^{Note 2} as specified in the entry requirements of courses.
 - Otherwise, applicants may declare their highest educational attainment in the duly signed “Course Application Form”, confirming that all information provided is correct and complete. Any subsequent changes to highest educational 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 educational attainment.

- (iii) 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.
- 8. Applicants may submit course applications to the Training Body offering the courses:
 - (i) in person — applicants should bring along the original supporting documents required to the Training Body; or
 - (ii) by post — applicants should submit completed “Course Application Form” supplemented with copies of supporting documents required to the Training Body. Applicants are required to provide the original supporting documents before class commencement.

Restrictions on Application and Enrolment

- 9. Applicants may apply for and enrol in a total of 4 courses under the Scheme^{Note 3} with no more than 2 full-time Vocational Skill Course.
- 10. Applicants may concurrently enrol in:
 - (i) 1 full-time Vocational Skill Course; or
 - (ii) no more than 2 part-time Courses (on condition that there is no clash in class schedules).
- 11. Applicants are not allowed to concurrently enrol in full-time and part-time courses. In addition, applicants are not allowed to concurrently enrol in course(s) under the Scheme and regular ERB course(s).
- 12. All course applications made under the Scheme are valid until 31 March 2021. If applicants are, for any reason, not enrolled in classes on or before 31 March 2021 (commencement date of the course), the course applications will be cancelled on expiration.
- 13. Applicants yet to be enrolled can amend course choices on or before 31 March 2021 through the following procedures:
 - (i) cancelling the original course application; and
 - (ii) submitting to Training Bodies a completed “Love Upgrading Special Scheme” 2 - Course Application Form.
- 14. Trainees can retake once^{Note 4}:
 - (i) courses which they have attained a minimum of 80% attendance rate but failed in all attempts of final assessments; and
 - (ii) non-placement-tied courses^{Note 5} taken 4 or more years ago (from the date of application to the commencement date of the courses taken).
- 15. Except under circumstances specified in paragraph 14, 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 3 and 6}.
- 16. Applicants^{Note 7} can enrol in another full-time Vocational Skill Course under the Scheme or regular ERB Placement-tied Course only when the placement follow-up period of the full-time Vocational Skill Course under the Scheme previously enrolled has lapsed.

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 full-time / part-time 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. Enrolled applicants, who fail to cancel course applications or class enrolment duly and do not show up for the course (including courses applied from 3 October 2019 to 30 June 2020 under Love Upgrading Special Scheme, and courses offered through Enterprise-based Training under the Scheme), will not be allowed to enrol in the same ERB course or courses at similar or lower level of competency in the same discipline (whether under the Scheme or not).

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 stipulated in individual course outlines. Those who fail to attain passing marks in the final assessment(s) 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.

Special Allowance

23. Special allowance will be provided for courses under the Scheme as follows:

Training Courses	Special Allowance Per Day
Full-time courses ^{Note 8}	Full-day session: \$223 Half-day session: \$111.5
Part-time courses ^{Note 9}	\$111.5

24. Trainees are eligible for special allowance at a total of 4 times ^{Note 10}, and no more than once for each course.
25. Trainees are eligible for special allowance on condition that the sum of the following sessions comprises at least 80% of the total number of training sessions of the concerned course:
- actual number of 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; and
 - sessions absent due to work engagement substantiated by documentary proof.
- The sum of (ii) and (iii) should not exceed 20% of the total number of training sessions of the concerned course.
26. The exact amount of special allowance disbursed to a trainee is calculated on the basis of the actual number of sessions attended and is subject to a maximum of \$5,800 per month per trainee.
27. No special 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 these sessions.

Trainees with Low Attendance

28. The general attendance requirement of ERB courses under the Scheme is at least 80%. Penalties are imposed on trainees with low attendance:
- For trainees failing to attain the required attendance rate for the first time, their course applications for ERB courses, whether under the Scheme or not, will be suspended for 1 year ^{Note 11};
 - For subsequent violation, their course applications for ERB courses, whether under the Scheme or not, will be suspended for 3 year ^{Note 11}.
29. In the event that trainees fail to attain 80% attendance rate due to illness, accident, work engagement or other special circumstances, ERB may consider granting waiver of 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

30. ERB will conduct spot checks of trainees' declared educational attainment, employment status and/or employment relationship (if applicable).
31. Trainees may be asked to provide relevant proof(s) in respect of course application for verification, including: school leaving certification, letter from employer, salary statements, bank records, or "Income Proof" issued by the Inland Revenue Department (I.R.C.2815 and I.R.C.2816). Trainees are required to retain the said documents 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). 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 and part-time courses under the Scheme will be suspended until "Income Proof" and/or other required information is provided and no violation is found.
32. 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 special allowance, may be disqualified from course enrolment and/or disbursement of special allowance. In addition, they will be demanded to offset the cost of courses and/or return the special allowance to ERB.
33. ERB also reserves the right to report the cases to the law enforcement Government department(s) for investigation and prosecutions. 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.
34. For trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses under the Scheme:
- They will be demanded to offset the cost of course and return the special allowance to ERB.
 - For first time violation, their course applications ^{Note 12} will be suspended for 3 months ^{Note 13} if the concerned cost and/or special allowance are returned; or for 1 year ^{Note 13} if not.
 - For second time violation, their course applications ^{Note 12} will be suspended for 1 year ^{Note 13} if the concerned cost and/or special allowance are returned; or for 2 years ^{Note 13} if not.
 - For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

Personal Information of Applicants / Trainees

35. The personal data of applicants / trainees are collected and kept for purposes of vetting of course applications, course admission, disbursement of special allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, accreditation of courses, spot check of educational 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.
36. 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.
37. 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.
38. 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.
39. 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

40. Training Bodies are responsible for processing of course applications, informing applicants of 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.
41. 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: Highest educational 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 educational attainment). If an applicant has completed HKDSE (Form 6) level, "Secondary (Year 6)" would be considered as his/her highest educational attainment in course applications. Applicants with non-local educational qualification may determine their equivalent local educational 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 educational attainment may be considered as equivalent to above Form 3.

Note 3: Including the courses applied from 3 October 2019 to 30 June 2020 under Love Upgrading Special Scheme, courses offered through Enterprise-based Training under the Scheme, and courses enrolled but no show or with low attendance.

Note 4: Standing policy on admission requirements, restrictions on application and enrolment, and arrangements on retraining allowance / special allowance at times of retake shall apply.

Note 5: Including the "Skills Upgrading Scheme" courses.

Note 6: Including ERB courses (whether under the Scheme or not), "Skills Upgrading Scheme" Courses and "Skills Enrichment Training Scheme" Courses.

Note 7: Including applicants who fail to complete the full-time Vocational Skill Courses previously enrolled.

Note 8: Full-time courses are generally conducted in full-day or mixed mode, i.e. with full-day (2 sessions per day of around 4 hours each) and half-day (1 session per day of around 4 hours) training sessions.

Note 9: Part-time courses are generally conducted in half-day or evening mode, i.e. 1 training session per day of around 4 hours.

Note 10: Including courses applied from 3 October 2019 to 30 June 2020 under Love Upgrading Special Scheme, and courses offered through Enterprise-based Training under the Scheme.

Note 11: From the date of commencement of the concerned course.

Note 12: For ERB courses whether under the Scheme or not.

Note 13: From the date the recovery notice is issued to the concerned trainees.

ERB reserves the right to revise courses and the above guidelines from time to time without notifying individual applicants. Please refer to ERB website (www.erb.org) or the Scheme's dedicated website (www.erb.org/scheme) for the most updated information.