

Frequently Asked Questions

1. What is RTTP?

Reindustrialisation and Technology Training Programme (RTTP) is a funding programme under the launch of the Technology Talent Scheme of the Government of the Hong Kong Special Administrative Region. It aims at subsidising local companies on a 2:1 matching basis to train their staff in advanced technologies, especially those related to “Industry 4.0”.

2. What type of company is eligible to apply for the training grant?

A company is eligible to apply for training grant for its employee(s) if:

1. it is registered in Hong Kong under the Business Registration Ordinance (Cap. 310);
2. it must be a non-government and non-subsidised organisation; and
3. the employee nominated receiving training is a Hong Kong permanent resident with the necessary background / experience relevant to the advanced technology of the training course.

3. What is the funding ceiling?

Each company is subject to a funding ceiling of HK\$500,000 in each financial year.

4. What type of course provider is eligible to register a Public Course?

Course providers with two or more years of relevant experience in the provision of technology training may submit applications to register their public courses under the RTTP.

5. What types of training courses can be subsidised by RTTP?

There are two types of training courses supported by the RTTP:

- **Public Courses**
These refer to the courses that are open to the public for enrolment. Applications for course registration should be submitted by course providers.
- **Tailor-made Courses**
These refer to the courses that are designed for a particular company (or companies). Application for course approval should

be submitted by the concerned company together with the training grant application.

Both relevant local and non-local courses can be supported.

6. How to apply for course registration/approval?

Course providers interested in registering their public courses (Form 1) or companies interested in organising tailor-made courses for their staff (Form 2B) should complete the application form and submit to the Secretariat (in person, by post, by fax or by email) **at least eight weeks** before course commencement.

7. How to apply for training grant?

Companies interested in applying for training grant for their employee(s) to attend registered public courses may complete the Form 2A and submit to the Secretariat (in person, by post, by fax or by email) together with supporting documents (i.e. copy of the Business Registration Certificate and copy of HKID for each employee applying the training grant) **at least two weeks** before course commencement. A list of registered public courses is available for reference. For tailor-made courses, companies should apply for course approval and training grants in one go (Form 2B).

8. How will the applications be processed?

The public courses submitted by course providers or the tailor-made courses submitted by companies will be vetted by the Course Vetting Panel under the Innovation and Technology Training Board of the Vocational Training Council. Advice from technical experts will be consulted by the Course Vetting Panel as appropriate.

The training grant applications submitted by companies for registering public courses under the RTTP will be vetted by the Secretariat.

9. How to apply for reimbursement of the training grant?

The training grant is payable upon the requirement of completion of the training and payment of course fees as confirmed by the course provider. Companies are required to submit the claim form together with other

supporting documents (e.g. confirmation of training completion and payment, receipt of subsistence allowance, original of the return passage boarding pass/ticket and certified true copy of the receipt (if applicable) etc.) to the Secretariat for reimbursement **within two months after course completion**. For details, please refer to the RTTP Training Grant Claim Requirements.

10. How to obtain more information about RTTP?

You can obtain more information about RTTP at

Address: Reindustrialisation and Technology Training
Programme Secretariat
Headquarters (Industry Partnership)
Vocational Training Council
30/F., Billion Plaza II,
10 Cheung Yue Street,
Cheung Sha Wan, Kowloon.

Tel: 3907 6681

Fax: 2904 7843

Email: rtp@vtc.edu.hk

Website: <https://rtp.vtc.edu.hk>