



PILOT PROGRAMME TO ENHANCE TALENT TRAINING FOR THE INSURANCE SECTOR

FINANCIAL INCENTIVE SCHEME FOR PROFESSIONAL TRAINING – INSURANCE SECTOR

- *Application Form (5th Round)* -

This Application Form is used for submitting an application for fund under the Financial Incentive Scheme for Professional Training (“FIS”) – Insurance Sector. The FIS is one of the major initiatives under the Government of the Hong Kong Special Administrative Region (“the Government”)’s “Pilot Programme to Enhance Talent Training for the Insurance Sector and the Asset and Wealth Management Sector” (“Pilot Programme”).

Notes for Completion of Application Form (“Application”)

1. Applicants must read carefully the “Guidance Notes for the 5th Round Application” (“Guidance Notes”) before making an Application.
2. Applicants shall submit all relevant supporting information as specified in the Application. The responsibility for submitting the requisite information rests with the Applicants. Misleading, false or inaccurate information may cause delay or disqualification of the Application; or if the approval for the Application is already granted, the same may be withdrawn without further notice. If the space provided in this Form is not sufficient, please use separate sheets.
3. A Vetting Committee on the FIS (“Vetting Committee”) set up under the Steering Committee (established by the Government for the Pilot Programme) to assess the Applications. The Vetting Committee will consider the Applications and, where appropriate, approve the funding (including appropriate amount, “Fund”) for the proposal (“Proposal”) set out in each Application.
4. The Vetting Committee or its Secretariat, i.e. the Vocational Training Council (“VTC”), being the implementation agent of the Pilot Programme, may approach Applicants for further information in relation to their Applications.
5. Any personal data provided in this Application will only be used for the purposes specified in the statement at Annex 2. The personal data collected will be handled in accordance with the statement.
6. Completed Applications together with supporting documents should be sent to the VTC **no later than 5:00pm, 4 December 2020 (Hong Kong time)**

by email at instalent@vtc.edu.hk; or

**by mail to: Secretariat of the Financial Incentive Scheme for Professional Training
Pilot Programme to Enhance Talent Training for the Insurance Sector
c/o PEAK, Vocational Training Council
9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
(Attn: Angel Fung)**

Late Applications will not be accepted. For Applications submitted by post, the date of the postmark should not be later than 4 December 2020.

7. Enquiries may be directed to Ms Angel Fung at 2836 1840 / Ms Wendy Cheung at 2836 1387 or instalent@vtc.edu.hk.

(Please ✓ the appropriate box)

SECTION A: Background Information of Proposal

1. **Applicant:** Lingnan University
 School of Continuing and Professional Education of the City University of Hong Kong
 School of Professional and Continuing Education of the University of Hong Kong
 The Australian and New Zealand Institute of Insurance and Finance
 The Chartered Insurance Institute
 The Hong Kong Federation of Insurers
 The Hong Kong Confederation of Insurance Brokers
 The Professional Insurance Brokers Association

2. **Is this the only Application submitted by the Applicant in this round (5th) of application?**

Yes No

If “No”, please prioritise the Proposals submitted:

_____ (priority) of _____ (total number of Proposals submitted)

3. **Is this an Application revised from a Rejected Application?**

Yes No

If “Yes”, please refer to paragraph 4.8 of the Guidance Notes and specify VTC Ref No.: _____

4. **Is the Applicant applying for subsidy from any other public fund in Hong Kong?**

Yes No

If “Yes”, please specify the name of the subsidy: _____

Please note that FIS application must not be financed by other public fund in Hong Kong. If the Applicant has accepted other public fund for this application, this application will no longer be valid and the Applicant will not receive the whole or the remaining portion of the approved Fund and must return to VTC all the Fund received.

For Office Use Only

Date of Receipt: _____ Ref. No.: _____

Remarks: _____

SECTION B: Details of Proposal

1. Course title

(English)

(Chinese)

2. Objectives

3. Training topic

- Local insurance (or related) legislation
 - Regulatory aspects of insurance practice in Hong Kong (including industry updates)
 - Insurance (including topics relating to product knowledge, policy provision, underwriting, policy administration, claims management, Insurtech, information technology or other technical knowledge related to insurance but excluding topics relating to company-specific incentive schemes and promotion strategy)
 - Actuarial science
 - Risk management
 - Financial planning
 - Ethics
 - Regulations
 - Other related disciplines¹ (Please specify):
-

Course content

(please provide course outline and lesson plan as Enclosure A)

4. Learning outcome / Professional knowledge to be obtained / Deliverables

(please provide supporting documents where necessary, and refer to Guidance Notes for elaboration)

¹ Other disciplines which are directly related to the work of insurance practitioners, such as investment, law and legal knowledge, finance, Fintech, business, commerce, management, technical subjects (such as engineering, medical knowledge and health science) or communication skills.

5. Mode of delivery

- Course Seminar Workshop e-learning
 Other (Please specify): _____

6. Medium of instruction

- English Cantonese Putonghua

7. Duration

- (a) _____ hour(s) / day(s) / week(s) / month(s)
(b) Date of Commencement: _____
(c) Date of Completion: _____

8. Attendance requirements

- Yes No

If yes, please advise the minimum attendance requirements: _____

9. Assessment measures

- Yes No

(If yes, please attach a draft assessment form (including passing mark) / questionnaire as Enclosure B. For e-learning activity(ies), please also specify how and when would the assessment, if any, be conducted in the Enclosure.)

10. No. of Continuing Professional Development (“CPD”) hours applied for the course(s):

No. of CPD hours applied for: _____

Date of obtaining / applying for the CPD hours: _____

11. Is the Proposal part of other training programme(s)?

- Yes No

12. To the best of your knowledge, are you aware of training courses similar to the training activity(ies) covered by the Proposal and currently offered by other training providers in the Hong Kong market?

- Yes No

13. To the best of your knowledge, are you aware of in-house training courses similar to the training activity(ies) covered by the Proposal and currently offered by employers in Hong Kong?

- Yes No

14. Name of speaker(s) / instructor(s) (please attach CV as Enclosure C)

If no individual is named, please give an account on the minimum criteria of the speaker(s) / instructor(s) who may be appointed for the Proposal:

(a) Educational qualification: _____

(b) Professional qualification: _____

(c) Years of industry experience: _____

(d) Area of expertise: _____

15. Performance indicators *(please refer to paragraph 4.6(a) of the Guidance Notes for elaboration)*

16. FIS Course management

(a) Number of staff responsible for managing the Proposal and their respective duties:

(b) Procedures on executing and administering the Proposal:

(Please provide a timeline illustrating how the Proposal will be implemented and its corresponding milestones, e.g. course set up, venue confirmation, enrollment arrangement, confirmation of registrants, and etc., as Enclosure D. If the Proposal involves an e-learning activity, please also specify the proposed management system, e.g. login and identity-checking system, technical support, audit trail, and etc., in the enclosure.)

(c) FIS course management experience of Applicant:

- Number of FIS training course(s) organised in the past four years

1 – 2

3 - 4

5 or more

- Number of participants in the FIS training course(s) organised

0 – 20

21 – 50

51 or more

(d) Declaration of interest:

(Please declare the actual/potential conflict of interest with the proposed staff, subcontractors, partnering training institute(s)(see Section E) and other relevant parties or persons, and etc., in Annex 3.)

SECTION C: Details of Enrolment

1. Commencement date of enrolment for the course(s)

2. Profile of target participants *(may check more than one box)*

Insurance intermediaries (agents)

Insurance intermediaries (brokers)

Managerial post holders in insurance companies

Professionals working in technical aspects of insurance business (e.g. underwriting, claims management, actuarial support, compliance, etc.)

3. Size of enrolment

Maximum: _____ Minimum: _____

4. Enrolment method

5. Registration fee

6. Policy on refund of registration fee (on cancellation of training activity(ies) under the Proposal)

7. Policy on refusal of enrolment (on over-subscription)

SECTION D: Publicity

1. Brief account on the publicity of the Proposal

(Please provide a description on the publicity/marketing campaigns to be placed in order to reach the practitioners so as to ensure sufficient enrollment of the course(s). Please also estimate the potential no. of reach through the publicity/marketing campaigns.)

SECTION E: Partnering Training Institute(s) (where applicable)

1. Name of partnering training institute(s)

2. Background and expertise

3. **Track record and experience in organising training similar to the training activity(ies) under the Proposal** *(please provide dates in chronological order)*
-
-
-
4. **Years of experience in providing training:** _____
5. **Years of industry experience:** _____
6. **Division of work between the Applicant and the partnering training institute(s)**
-
-
7. **Service fees payable to the partnering training institute(s) (in HK\$)**
-
8. **Control and monitoring mechanism**
-
-
-

SECTION F: Budget

*(Please list out detailed breakdown of the income and expenditure items (in HK\$) in **Annex 1**. The calculation of budget should be based on the pledged minimum class size in Item 3 of Section C.)*

To implement the Proposal under the Application, the Applicant would like to apply for fund under the FIS in the amount of:

HK\$ _____

If the total amount of fund applied equals to or does not exceed HK\$100,000, please specify the applied amount into 2 instalments below:

Instalments	Amount (HK\$)
1 st instalment (50% of the applied amount)	
Final instalment (50% of the applied amount)	

If the total amount of fund applied exceeds HK\$100,000, please specify the amount into 3 instalments below:

Instalments	Amount (HK\$)
1 st instalment (40% of the applied amount)	
2 nd instalment (30% of the applied amount)	
Final instalment (30% of the applied amount)	

SECTION G: Particulars of the Project Coordinator

Please provide the particulars² in relation to the Project Coordinator of the Proposal in the table below:

	Project Coordinator
Name:	
Position:	
Organisation:	
Address:	
Phone (Office):	
Phone (Mobile) (if any):	
Fax:	
E-mail:	
Website:	

SECTION H: Declaration *(To be completed and signed by the Applicant)*

1. We wish to apply for Fund to be granted under the FIS for organising and implementing the Proposal detailed in Section B. In consideration of the Government and / or Vetting Committee agreeing to assess and where applicable approving our Application, we undertake to observe and comply with all terms and conditions which may be imposed by the Government, Steering Committee and / or Vetting Committee from time to time including but not limited to those specified in this Application form and in the Guidance Notes, and any other terms and conditions which may be imposed and to be specified in the Letter of Acceptance if our Application is approved;
2. In making such an undertaking, we acknowledge that we have read and fully understood the terms and conditions mentioned in this Application form and in the Guidance Notes;
3. We agree that the Government, Vetting Committee and / or VTC may approach us directly for further information regarding the Application and we shall assist accordingly;
4. We shall fully cooperate with the Government, Vetting Committee and VTC to provide all relevant required information and to permit any of them or any officer authorised by any of them to conduct an inspection of the relevant training courses or premises(s) for the

² Annex 2 regarding the collection and use of the personal data collected refers.

purpose of processing the Application, or otherwise for the purpose of the administration of the FIS, and we shall facilitate the inspections with or without prior notice;

5. We agree that the terms and conditions referred to in paragraph 1 of this Section H may be amended at the sole discretion by the Government and / or Vetting Committee from time to time and we undertake to comply with such terms and conditions so amended;
6. We understand that the Fund may be subject to suspension or termination in the circumstances outlined in the relevant sections of the Guidance Notes and Letter of Acceptance whereupon the consequences following from such suspension or termination as specified therein shall apply;
7. We declare that the Proposal is not, whether wholly or partly, subsidised by any public funding sources in Hong Kong, nor does it form part of a programme so subsidised. When issuing certificates of completion to individual participants of the training activity(ies) under the Proposal, we shall inform them that they should not seek reimbursement of course fees from any public funding scheme in Hong Kong;
8. Without prejudice to our undertaking given herein, we understand that the Application per se is non-binding, in the sense that it does not constitute an offer or the basis of an offer to any party for the allocation of the Fund;
9. We understand that the Government shall not in any event incur any liability, financial or otherwise, towards any party for any reason in connection with this Application, including any delay in allocating and / or granting the Fund; and
10. We declare that all the information provided in the Application is accurate and complete. Provision of misleading or false information in this Application may constitute an offence. We understand that if we knowingly provide any information in this Application that is misleading, false or inaccurate, or is reckless as to whether the information is misleading, false or inaccurate, our Application will not be further processed or, if the approval for our Application is already granted, the same may be withdrawn without further notice, in which case we shall forthwith return any Fund already disbursed, without prejudice to other rights and powers of the Government;
11. We agree to abide by the terms set out in paragraph 11.1, 11.2 and 11.8 in the Guidance Notes of Application on the ethical practices in implementing this Application.

Signed by an authorised signatory for and on
behalf of the Applicant: _____

Full name of person authorised to sign this
Form for and on behalf of the Applicant: _____

Applicant seal / chop: _____

Name of Applicant in English: _____

Name of Applicant in Chinese: _____

Tel No.: _____ Fax No.: _____ Date : _____

**FINANCIAL INCENTIVE SCHEME FOR
PROFESSIONAL TRAINING – INSURANCE SECTOR**

- Budget of the Proposal -

- **Programme Title:**

- **Detailed budget:**

(Note: Please provide breakdown on the estimated amount for the respective income and expenditure items (in HK\$) which may include but not do not limited to speaker fee, venue cost, advertising costs, course materials cost, etc. Please also include a cash flow statement designating milestones / deliverables for financial entries and outlay.

- (A)
- (B)
- (C)
- (D)

- **Assumptions used for calculating the proposed budget:**

(Note: Please state the assumptions adopted, including but not limited to the pledged minimum class size, and the justifications for adopting these assumptions.)

(Note: Please list below any non-cash resources used to support the Proposal.)

- (A)
- (B)
- (C)
- (D)

- **Performance indicators for the Proposal:**

- (A)
- (B)
- (C)
- (D)

- **Additional information on the Proposal where appropriate:**

(note: use additional sheets if required)

Handling of Information

1. The personal data (“**Data**”) requested in the Application covers the information provided in this form and in other supporting documents submitted with this form, as well as any other additional information that may be requested in connection with the Application. Such Data are collected by the Government (the Financial Services and the Treasury Bureau), VTC and the Vetting Committee (collectively, “**Data Users**”) for processing the Applications for the grant of Fund under the FIS.
2. Specifically, the Data will be used by the Data Users for the following purposes:
 - (a) all activities relating to processing applications for the grant of Fund under the FIS, including matching of the Data provided against other databases currently held by VTC;
 - (b) all activities for processing and recovery of the Government Fund and the seeking of return of the Fund under the FIS;
 - (c) all activities for providing information of the training activities under the Proposals to potential participants and other members of the public;
 - (d) statistics and research for operation of the FIS; and
 - (e) any other legitimate purposes as may be required, authorised or permitted by law.
3. The Data may be disclosed to Government bureaux and departments and other organisations for the purposes mentioned in paragraphs 1 and 2 above or where such disclosure is required, authorised or permitted by law.
4. VTC will not return any documents received in connection with the Application to the applicant regardless of the application outcome. If necessary, the Data Users will contact the applicant, Government bureaux and departments and other organisations to cross-check the Data provided with those held by them for the purposes mentioned in paragraphs 1 and 2 above.
5. In accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486), an individual to whom the Data belongs and a person authorised by him in writing have the right to request access to and correction of the Data supplied in the Application.
6. Enquiries concerning the Data provided in the Application and requests for access to or correction of such Data may be made in writing to:

Secretariat of the Financial Incentive Scheme for Professional Training
Pilot Programme to Enhance Talent Training for the Insurance Sector
c/o PEAK, Vocational Training Council
9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong

Pilot Programme to Enhance Talent Training for the Insurance Sector

**Declaration of Interests by
Applicants of the Financial Incentive Scheme for Professional Training (“FIS”)**

Standard Form and Guidelines on Declaration of Interests

I. Standard Form

To : Secretariat of the Financial Incentive Scheme for Professional Training
Pilot Programme to Enhance Talent Training for the Insurance Sector
9/F, PEAK, VTC Tower
27 Wood Road, Wan Chai, Hong Kong
(by fax: 2983 5879 / by email: instalent@vtc.edu.hk)

With regard to the application for funding under the Financial Incentive Scheme for Professional Training made by my organisation for the training programme(s) titled _____, I hereby declare the following actual / potential conflict of interest:

(a) with the proposed partner institute(s) / speaker(s) to be appointed for the proposal
|

(b) with the proposed person(s) / supplier(s) to be hired / appointed for the provision of services in relation to the implementation of the proposal
|

(c) other declarable interests (to be specified)
|

I confirm that I have read the Guidelines attached and will make further declarations as soon as practicable if there is any change in the circumstances.

Signed by an authorised signatory
for and on behalf of the applicant: _____

Full name and company title of the authorised person:

Applicant's seal / chop:

Name of applicant:

(English)

(Chinese)

Date:

Note: The information provided in this form may be disclosed to parties in connection with your grant of funding under the FIS, including but not limited to Committee members of the Pilot Programme to Enhance Talent Training for the Insurance Sector, the VTC, the Government, the Legislative Council and the general public whenever necessary.

Guidelines on Declaration of Interests

II. General Principles

Applicants for funding under the FIS are required to make a declaration of interests upon making an application. The purpose is to ensure good corporate governance in implementing the approved proposal (“the Proposal”).

2. The basic principle to be observed is that applicants should be disinterested and impartial and it is the responsibility of each applicant to judge and decide if the situation warrants a declaration. While it is impossible to define or describe all the situations that would call for such a declaration, generally speaking, a conflict of interest arises when the implementation of the Proposal could be affected by, compete or conflict with, a personal interest of the applicant or any persons acting on behalf of the applicant for the implementation of the Proposal (“implementation agents”).

3. When an applicant or implementation agent has a conflict of interests with any partner institute(s), speaker(s), person(s) and supplier(s) to be hired / appointed (“appointed persons”), he / she should make full disclosure of his / her interests. A conflict of interests review will be conducted by the Vetting Committee (“VC”) when assessing the application. In cases where the conflict can be eliminated or mitigated by abstaining / refraining an applicant or implementation agent from performing or getting involved in performing the work, the VC may impose certain restrictions on the involvement of the applicant or implementation agent in the activity.

III. Potential Conflict of Interests Situations

4. Some potential conflict of interests situations are set out below:

(a) Pecuniary interests held by an applicant / implementation agent or any close

relative of his / hers in relation to the appointed persons. Applicants / implementation agents are themselves the best judge of who, in the particular circumstance, is a “close relative”.

- (b) A directorship, partnership, advisory or client relationship, employment or other significant connection with the appointed persons (other than the proposed contractual relationship under the Proposal) which has a pecuniary interest in, or is the subject of, the Proposal.
- (c) Some friendships which might be so close as to warrant declaration in order to avoid situations where an objective observer might believe an applicant’s / implementation agent’s recommendation / decision in relation to the appointed persons to have been influenced by the closeness of the association.
- (d) Any interest likely to lead an objective observer to believe that the application might have been motivated by personal interest rather than a duty as an applicant / implementation agent.

Secretariat of the Financial Incentive Scheme for Professional Training
Pilot Programme to Enhance Talent Training for the Insurance Sector

August 2020