



PILOT PROGRAMME TO ENHANCE TALENT TRAINING FOR THE INSURANCE SECTOR

FINANCIAL INCENTIVE SCHEME FOR PROFESSIONAL TRAINING – INSURANCE SECTOR

- *Application Form (November 2017/18)* -

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 covered under 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 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or disqualification of the Application; or if the approval for the Application is already granted, the same may be withdrawn without further notice.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 will consider the Applications and, where appropriate, approve the funding (including appropriate amount, “**Fund**”) for the proposals (“**Proposals**”) set out in the Applications;
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, 31 January 2018;

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

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

Late Applications will not be accepted. For Applications submitted by post, the date of the postmark should not be later than the deadline; and

7. enquiries may be directed to Mr Eric Cheng at 2836 1793 or instalent@vtc.edu.hk.

Important Note: If the Proposal is or will be wholly or partly subsidised by any public funding sources, or, it forms or will form part of a programme so subsidised, no Fund from the FIS would be approved. Please refer to paragraph 7.2 of the Guidance Notes.

(Please ✓ the appropriate box)

SECTION A: Background Information of Proposal

1. Applicant:	<input type="checkbox"/> The Insurance Agents Registration Board / The Hong Kong Federation of Insurers <input type="checkbox"/> The Hong Kong Confederation of Insurance Brokers <input type="checkbox"/> The Professional Insurance Brokers Association
2. Is this the only Application submitted by the Applicant in this round of application for November 2017/18? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, please refer to paragraph 4.8 of the <u>Guidance Notes</u> and specify VTC Ref No.: _____	
4. Is the Applicant applying for subsidy from any other public fund? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, please specify the name of the subsidy: _____	
(For Office Use Only) VTC Ref No.: _____ Date of Receipt: _____ Remarks: _____	

SECTION B: Details of Proposal

1. Course title

(English)

(Chinese)

2. Objectives

3. Training topic

- Local and / or international insurance (or related) legislation
- New developments in local and / or international regulatory / compliance regime (e.g. risk-based capital regime, licensing and conduct regulation for insurance intermediaries, competition law, etc.)
- Technical aspects of insurance business (e.g. underwriting, claims management, prevention of insurance fraud, actuarial support, professional brokerage, compliance and policy operation services, accounting and investment, etc.)
- Technical classes of insurance business (e.g. marine insurance, infrastructure projects insurance, captive reinsurance, insurance for cyber security, etc.)
- New developments in the local and /or international insurance market (e.g. Fintech for insurance, insurance for the silver market, catastrophe bond, etc.)
- Other related disciplines (Please specify): _____

4. Course content

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

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

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

6. Mode of delivery

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

7. Medium of instruction

English Cantonese Putonghua

8. Duration

(a) _____ hour(s) / day(s) / week(s) / month(s)

(b) Date of Commencement: _____

(c) Date of Completion: _____

9. Attendance requirements

Yes No

If yes, please advise the minimum attendance requirements: _____

10. Assessment measures

Yes No

(If yes, please attach a draft assessment form (including passing mark) / questionnaire as Enclosure B.)

11. Is the Proposal currently accredited with Continuing Professional Development (“CPD”) hours / Is the Applicant applying CPD accreditation for the programme?

Yes No

If yes, please advise number of CPD hours accredited / applied for _____

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

Yes No

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

Yes No

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

Yes No

15. 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: _____

16. Performance Indicators (please refer to paragraph 4.6(a) of the Guidance Notes for elaboration)

17. Programme 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 time-line illustrating how the Proposal will be implemented and its corresponding milestones, e.g. course set up, venue confirmation, enrollment arrangement, registrants confirmation, as well as the guidelines on managing conflicts of interest among staff, subcontractors, partnering training institutes and other relevant persons, and etc., as Enclosure D)

(c) Programme management experience of Applicant:

- Number of training activities organised in the past five years

0

1 – 3

4 or more

- Number of participants in the largest scale of training activities organised

0 – 20

21 – 50

51 or more

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

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. Brief account on the division of work between the Applicant and the partnering training institute(s)

7. **Service fees payable to the partnering training institute(s)**

8. **Brief account on the control and monitoring mechanism**

SECTION F: Budget

(Please list out detailed breakdown of the income and expenditure items in Annex 1)

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 particulars¹ in relation to the Project Coordinator of the Proposal in the table

¹ Annex 2 regarding the collection and use of the personal data collected refers.

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 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, nor does it forms 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;
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 (Further breakdown on the income and expenditure items as necessary, and indication with justification of the amount, with supporting documents where necessary. It should include but 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 list below any non-cash subsidies 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 Pilot Programme to Enhance Talent Training for the Insurance Sector
Vetting Committee on the Financial Incentive Scheme for Professional Training
c/o PEAK, Vocational Training Council
9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong