



Maritime and Aviation Training Fund
Professional Training and Examination Refund Scheme (Aviation)
Application Form for Course Provider/ Examination Authority

Note

1. When preparing in the application(s), please read the “Notes for Applicants” and make reference to the “Explanatory Notes to the Assessment Criteria of aviation-related courses/examinations”. The Government has the right to review and approve the application.
2. Course provider / examination authority must sign and return the completed application form to MATF, Transport and Logistics Bureau by e-mail (matf@tlb.gov.hk) or by post (20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Hong Kong).

Part A: Information about course provider / examination authority	
Name of course provider/examination authority	Chinese: English:
Address	
Telephone number	
E-mail	
Website	
Business Registration number	(Note: Please submit a copy of Business Registration certificate showing the registered address.)

Responsible Person / Course Director	Name: Position: Phone number: Email:
Brief introduction of the course provider/ examination authority (including but not limited to establishment year, teaching experience, number of course provided, participants, etc.)	
Part B: Course/ Examination Proposal	
Course/Examination Title	
Tuition/Examination fee (HK\$)	
Teaching/ Examination venue	

<p>Course objective(s)</p>	
<p>Course/Examination outline and syllabus (Please provide sample of teaching materials)</p>	
<p>Course duration (For course only)</p>	
<p>Contact hour (For course only)</p>	
<p>Mode of delivery (For course only)</p>	

Course attendance requirement(s) (For course only)	
Assessment method(s)	
Completion requirement(s)	
Target participant(s)	
Maximum class size (For course only)	
Qualifications of the course instructor(s) and course instructor appointment criteria	
Any documentary proof (e.g. certificate, transcript, letter) would be issued by the course/examination provider certifying that the applicant has completed the course to the satisfaction of the provider or passed the relevant examination	

<p>(Please provide a sample of documentary proof)</p>	
<p>The quality assurance mechanism for the course / examination (You may make reference to point 3 of the Explanatory Note for details.)</p>	

<p>Justifications on how your course/examination will help to enhance the competency of in-service practitioners and/or address the manpower/development needs of the aviation sector</p>	
<p>Is this course included in other publicly funded financial assistance scheme (e.g. CEF)?</p>	
<p>Other relevant details you consider it necessary for us to consider your application</p>	

I declare that the particulars entered in this application form and supplementary proof provided (if applicable) are true and accurate.

Signature of Responsible Person / Course Director

Name in block letter

Course provider seal / chop

Date

Notes for Applicants

Validity Period and Periodic Review Mechanism

- (1) To facilitate course providers to prepare their applications under Professional Training and Examination Refund Scheme (ProTERS)(Aviation), please read the Explanatory Notes to the Assessment Criteria of aviation-related courses/examinations which provides the yardsticks and examples for each assessment criterion under ProTERS(Aviation).
- (2) The approved course / examination will have a **validity period of three years** as specified in the approval e-mail and be **subject to a periodic review once every three years**. Before the expiry of the validity period, every approved courses/examination will be subject to a review through which the MATF Secretariat would examine whether the approval should be renewed for another three years.
- (3) The assessment to be conducted during the periodic review will cover but not limited to the following:
 - i. Updated information of each course/examination;
 - ii. Course schedule and attendance record/rate;
 - iii. Professional qualification/recognition obtained by the course/examination provider;
 - iv. Feedback provided by the ProTERS applicants;
 - v. Onsite inspection, online inspection (for online-course/examinations) or surprise visit will be arranged; and
 - vi. Any other information/action as deemed necessary.

Detailed arrangements about the periodic review will be sent to each course/examination provider when their approved course(s)/examination(s) is/are due for the periodic review. The MATF Secretariat may take appropriate actions if any irregularities of approved course / examination are identified during the periodic review.

On-going Administrative and Control Measures

- (4) The MATF Secretariat will implement the administrative and control measures on an on-going basis, for example, cross-checking with course/examination providers to verify the validity of reimbursement claims, annual updating of course/examination information and conducting inspection and surprise visit, etc.

Record Keeping

- (5) To enable the MATF Secretariat to implement the Periodic Review and other on-going enhanced administrative and control measures, the course/examination providers are required to keep full and complete records and documents of an approved course/examination and the related reimbursement application(s) under the ProTERS (Aviation) for at least three years. These records include –
- i. Students enrollment record (including the name and HKIC No. of participants, payment record, etc)
 - ii. Student attendance record (including the name and HKIC No. of participants, attendance rate, etc)
 - iii. Assessment on each applicant (including examination result, marked assignments, course completion record, etc)
 - iv. Promotion/publicity materials for each approved course / examination (including the brochure/leaflet, website, social media platform, etc)
 - v. Quality assurance mechanism for each approved course / examination (including the internal review schedule, course evaluation, etc)
 - vi. Course / examination materials for each approved course / examination (including the course / examination materials for instructors and students, etc)
 - vii. Instructor's qualification for each approved course / examination (including the record of instructor's qualification, course instructor appointment criteria, etc)

Item :