

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

Notes

1. Course provider / examination authority should read the “*Notes for Applicant*” and make reference to the “*Explanatory Notes to the Assessment Criteria of aviation-related courses / examinations*” before completing the application form. The Government reserves the right to approve and review 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 (MATF Secretariat, 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Hong Kong).

Part A: Information on Course Provider / Examination Authority	
Name of Course Provider / Examination Authority	(Chinese) (English)
Address	
Telephone Number	
Email Address	
Website	
Nature of Organisation <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Air Cargo <input type="checkbox"/> Aircraft Maintenance <input type="checkbox"/> Aviation Support Services <input type="checkbox"/> Aviation-related Education <input type="checkbox"/> Airlines <input type="checkbox"/> Aircraft Catering <input type="checkbox"/> Aviation Security <input type="checkbox"/> Others <i>(please specify)</i> : <hr/>

<p>Business Registration Number</p> <p><i>(Please submit a copy of Business Registration Certificate showing the registered address)</i></p>	
<p>Course Director / Person in Charge</p>	<p>Name:</p> <p>Position:</p> <p>Telephone No.:</p> <p>Email Address:</p>
<p>Main Contact Person</p>	<p>Name:</p> <p>Position:</p> <p>Telephone No.:</p> <p>Email Address:</p>
<p>Brief Introduction of Course Provider / Examination Authority</p> <p><i>(Including but not limited to establishment year, professional or academic standing, number of instructors, teaching experience of instructors, number of courses provided, participants, achievements, etc.)</i></p>	

Part B: Course / Examination Proposal	
Course /Examination Title	
Nature of Course / Examination <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Air Traffic Management <input type="checkbox"/> Aircraft Engineering <input type="checkbox"/> Airline Operations <input type="checkbox"/> Airport Operations <input type="checkbox"/> Aviation Security <input type="checkbox"/> Legal <input type="checkbox"/> Air Cargo <input type="checkbox"/> Language <input type="checkbox"/> Airworthiness and Aircraft Safety <input type="checkbox"/> Others <i>(please specify)</i> : <hr/>
Course / Examination Objective	
Mode of Teaching / Examination <i>(Please tick the appropriate box)</i>	<input type="checkbox"/> Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid (e.g. Classroom + Online) <input type="checkbox"/> Others <i>(please specify)</i> : <hr/>
Venue of Teaching / Examination	

<p>Course / Examination Fee* (HK\$)</p> <p><i>(Please specify if in other currencies)</i></p> <p><i>(*Course / examination fee should exclude charges such as registration fee, lunch / refreshment fee, administration fee, late charge, fee of changing course / examination, etc.)</i></p>	
<p>Contact Hour and Duration of Course / Examination</p>	
<p>Target Commencement Date of the Upcoming Course / Examination</p>	
<p>Frequency of Course / Examination per Year</p>	

<p>Course / Examination Outline and Syllabus</p> <p><i>(Please specify the aviation-related elements / topics and provide sample of teaching materials)</i></p>	
<p>Course Attendance Requirement</p>	
<p>Course / Examination Assessment Method</p>	
<p>Course Completion / Examination Passing Requirement</p>	
<p>Target Participants</p>	
<p>Course Class Size / Examination Quota</p>	

<p>Number of Hong Kong participants in the past three years</p> <p><i>(Please also provide total number of participants if the course / examination covers non-Hong Kong participants)</i></p>	
<p>Academic / professional qualifications and appointment criteria of course instructor / trainer</p>	
<p>Documentary Proof (e.g. payment receipt, certificate, transcript, letter) issued by course provider / examination authority certifying that a participant has completed the course or passed the examination</p> <p><i>(Please provide a sample of documentary proof)</i></p>	

<p>Quality assurance mechanism for the course / examination</p> <p><i>(Please refer to point 3 of the Explanatory Notes)</i></p>	
<p>Justifications on how the course / examination will help to enhance the competency of in-service practitioners and/or address the manpower or development needs of the aviation sector of Hong Kong</p>	
<p>Whether the course / examination is included in other publicly funded financial assistance scheme (e.g. Continuing Education Fund (CEF))</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <i>(please specify):</i></p> <hr/>
<p>Channel of publicising the course / examination</p>	

Other relevant details
course provider /
examination authority
considers it necessary
for MATF Secretariat
to consider the
application

Part C: Declaration by Course Provider / Examination Authority

I, on behalf of, _____, declare that
(Name of Course Provider / Examination Authority)
the particulars entered in this application form and supplementary proof provided (if applicable) are true and accurate.

I have read, understood, and undertake to comply with the following clauses:

- (i) the Government reserves the right to disqualify this application on the grounds that the course provider / examination authority has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the course provider / examination authority from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety;
- (ii) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval, and the course provider / examination authority may be liable to prosecution, upon the occurrence of any of the following events:
 - the course provider / examination authority has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - the continued inclusion of the course / examination in Part B under ProTERS is contrary to the interest of national security; or
 - the Government reasonably believes that any of the events mentioned above is about to occur.

Signature of Course Director / Person in Charge

Name in BLOCK Letters

Stamp of Course Provider / Examination Authority

Position in Course Provider / Examination Authority

Date

Notes to Applicant

Review Mechanism

- (1) Approved course / examination is subject to a review mechanism by MATF Secretariat. The assessment to be conducted during the periodic reviews 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 authority;
 - (iv) feedback provided by the ProTERS applicants;
 - (v) onsite inspection, online inspection (for online-course / examinations) or surprise visit will be arranged if needed; and
 - (vi) any other information / action as deemed necessary.

Course provider / examination authority will be notified of detailed arrangements upon commencement of a review. The MATF Secretariat may take actions as deemed appropriate if irregularity of approved course / examination is found in the course of a review.

Administrative and Control Measures

- (2) The MATF Secretariat will take administrative and control measures on an ongoing basis, for example, cross-checking with course provider /examination authority to verify the validity of reimbursement claims, updating of course / examination information, etc.

Record Keeping

- (3) To enable the MATF Secretariat to conduct reviews and take on-going administrative and control measures, course provider / examination authority is required to keep full and complete records and documents of an approved course / examination and the participants who may claim under ProTERS for **at least three years**. These records include but not limited to:
- (i) participants' enrollment record (including the name and Hong Kong Identity Card (HKIC) number of participants, payment record, etc.);

- (ii) participants' attendance record (including full name and HKIC number of participants, attendance rate, etc.);
- (iii) assessment on participants (including examination result, marked assignment, course completion record, etc.);
- (iv) promotion / publicity materials for the approved course / examination (including the brochure / leaflet, website, social media platform, etc.);
- (v) quality assurance mechanism for the approved course / examination (including the internal review schedule, course evaluation, etc.);
- (vi) course / examination materials for the approved course / examination (including the course / examination materials for instructors and participants, etc.); and
- (vii) instructor's qualification for the approved course / examination (including appointment criteria of course instructor, record of instructor's qualification, etc.)

Item :