



**THE MARITIME AND AVIATION
TRAINING FUND**
海運及空運人才培訓基金

**Train-the-Trainers Support Scheme
under the Maritime and Aviation Training Fund**

Guidance Notes for Application

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Train-the-Trainers Support Scheme

Guidance Notes for Application

These Guidance Notes provide maritime practitioners (“applicants”) and their respective nominating companies (“companies”) an overview on the application for disbursement for successfully completing a Train-the-Trainers (“TTT”) programme for the purpose of providing corresponding in-house training to other employees within the companies, including but not limited to non-local maritime personnel, under the Train-the-Trainers Support Scheme (the “Scheme”).

Objective of the Scheme

2. The Scheme under the Maritime and Aviation Training Fund (“MATF”) was launched by the HKSAR Government in April 2026. It aims at incentivising the identified maritime practitioners who already possess the required knowledge and qualification and are nominated by their companies to acquire the skills and knowledge in accordance with the selected theme under the Scheme, and to take up a training role in their companies with a view to sustaining the availability of necessary maritime knowledge and expertise.

Eligibility

3. Applicants (i.e. Trainers to be trained) under the Scheme shall possess the knowledge, expertise and aspiration to transfer their industry-related expertise and knowledge to other practitioners within the companies and the maritime industry. Applicants must be permanent residents of the HKSAR and shall be nominated by their respective maritime-related companies, which has employment contractual relationship with the applicants. The applicant shall possess at least 5 years of full-time working experience in the maritime industry.

Sponsorship Quota

4. The annual quota of sponsorship under this Scheme is **20**.
5. Only **ONE quota** will be granted to one company on a first-come-first-served basis. In gist, only 20 applicants will be granted sponsorship quota per annum under the Scheme.

Funding

6. Each successful applicant will be refunded 80% of the fees for courses satisfactorily completed, subject to a **maximum of HK\$30,000**.
7. For avoidance of doubts, the sponsorship under the Scheme for successful applicants is independent from the sponsorship for individual practitioners in their personal capacity under the Professional Training and Examination Refund Scheme (“ProTERS”).
8. At any one time, an applicant can be nominated by one company (i.e. the employer of the applicant) only, but the applicant can be nominated by another company after he/she has left the previous company and joined another company. The applicant can only be sponsored for the same course once.
9. Applicants shall select the course(s) from the pre-approved list of ProTERS and match with the selected theme under the Scheme. The current approved theme is **Green Fuel**.

Application Procedures

10. The Scheme is open for application throughout the year subject to the availability of fund and quota.
11. Applications for the Scheme by completion of **Form 1** shall reach the Secretariat at least **three months before** the commencement of the trainer course(s) for the applicants.
12. Incomplete applications or applications with insufficient data

will **not** be processed and will be returned to applicants. Applicants should provide supplementary information upon request by the Secretariat.

Vetting Procedures and Criteria

13. Upon receipt of application form and all the necessary documents and information, applications will be processed by the Secretariat. The processing of an application may take **around six weeks**.

14. Applications will be assessed according to the following:

- (a) an applicant, who is a Hong Kong permanent resident with at least five years of full-time working experience in the maritime industry, shall be nominated by his/her nominating company, which has employment contractual relationship with the applicants;
- (b) the company shall be a maritime-related company;
- (c) training programme:
 - i. the training plan for the “trainer” (i.e. the applicant) (as stipulated at Section C(i) of Form 1) in separate sheets attached to the application form which comprises the course(s) selected from the pre-approved list of ProTERS and the reason(s) for such selection;
 - ii. tentative commencement date and end date for the training plan for the applicant (as stipulated at Section C(ii) of Form 1);
 - iii. corresponding in-house training plan(s) for other practitioners within the company (as stipulated at Section C(iii) of Form 1) in separate sheets;
- (d) the Secretariat will conduct an initial assessment of all applications. It may seek clarification or request supplementary information from the applicant and/or the company in the vetting process as necessary;
- (e) the Secretariat will seek technical and/or expert advice as appropriate; and
- (f) the Secretariat will then submit its recommendations for

consideration and determination by the Steering Group (“SG”) of Manpower Development Committee (“MDC”) under the Hong Kong Maritime and Port Development Board (“HKMPDB”).

15. All training programmes submitted under paragraph 14(c) above, whether for the applicants (i.e. trainers to be trained) and/or other practitioners, in the applications will be considered by the SG based on their individual merits.

16. The SG reserves the right to reject applications in respect of, including but not limited to, any of the above aspects.

Undertaking

17. Applicant (i.e. Trainer) shall provide corresponding in-house training to other practitioners in the nominating company under the Scheme **within three months** after the completion of the trainer course(s).

18. The nominating company shall commit achieving the target as specified in their corresponding in-house training plans for other practitioners. The company shall notify the Government immediately when there is any change in the details regarding the trainer or the training programme under paragraph 14(c) above.

19. Successful applicants will form a pool of trainers and their names may be disclosed with their consents to third parties requesting for the provision of training.

20. The trainers may be required to give thematic talks or share their knowledge in MATF sponsored events or contribute articles for the knowledge and/or skills acquired from the sponsored course(s) as requested by the MDC.

Notification and Payment

21. Notification of result of applications will be sent to the applicants and the companies.

22. The Secretariat will arrange payment of disbursements upon the receipt of the completed claim form for disbursement (**Form 2**), in which the applicants are required to provide –

- (i) payment records of the courses concerned;
- (ii) certificates of the trainer courses completed;
- (iii) employment proof of the “trainers”; and
- (iv) records of the corresponding in-house training satisfactorily completed (*with details of the topics’ and participants’ coverage*)

within three months after the applicant’s completion of the corresponding in-house training as prescribed in the training plan under Section C(iii) of the Application Form.

23. All refund under this Scheme will be made in Hong Kong Dollars. If a course provider / examination authority accepts payment only in currency other than Hong Kong Dollars, for the purpose of calculating the refund amount, Transport and Logistics Bureau (“**TLB**”) will convert the fee to Hong Kong Dollars at mid-market rate (i.e. mid-point between the opening selling and buying TT rates) released by the Hong Kong Association of Banks on 1 April preceding the course/examination. Under no circumstances the applicant can claim TLB for any loss arising from exchange differences.

24. The applicant will only be entitled to a refund of the remaining portion of the course fee, after deducting any discount, provided that the total of such discount(s) and refund shall not exceed 80% of the full course fee.

25. Late submission of the documents required for the claim application may lead to withholding, reduction or cessation of the disbursement. In case of difficulties, applicants or the companies may contact the Secretariat for assistance in submitting the required documents.

26. The Secretariat reserves the right to conduct detailed checks on the submitted documents and seek clarifications from the applicants or the companies regarding the training and the claim. The applicants and nominating companies shall not receive any other forms of subsidy or financial assistance for the relevant course(s)/examination(s).

27. Disbursement of fund will be arranged upon completion of the checking of all relevant documents and confirmed to be in order by the

Secretariat. Payment will be made to the successful applicants by direct credit to the bank account specified by the applicants.

Withdrawal of Approval

28. The SG reserves the right to withdraw its approval given for an application in case of non-compliance with the “Guidance Notes for Application” and/or to protect public interest. In the event of any dispute regarding the application, the decision of the HKSAG Government, with the advice of MDC, should be final.

Post Training Evaluation

29. Applicant (i.e. Trainer) shall complete a survey by completion of **Form 3** and send it to the Secretariat **within one month** after completion of the training programmes under paragraph 14(c) above, as stipulated in the Undertaking with a view to assessing the effectiveness of the training in achieving the objectives of the Scheme.

30. The companies shall complete a survey by completion of **Form 4** and a **Report** and send it to the Secretariat **within one month** after the applicant (i.e. the trainer) has completed the training programmes under paragraph 14(c) above to help improve the scheme administration and refine the programme, etc. In the Report, the company shall provide information pertaining to their trainer. Such information will include the trainer’s contact details and latest full-time employment with the company for forming a teaching pool for the conduct of trainings.

31. The SG, with the advice of the MDC, will require the applicant or the company to refund the HKSAR Government the sponsored amount if the applicant or the company fails to fulfil requirement of the undertaking or participate in the post-training evaluation.

Records and Monitoring Mechanism

32. All submissions to the Secretariat, including the application form, proposed training programme under paragraph 14(c) above and claim forms, shall be signed by an authorised person who is a director, the company secretary and/or such other authorised person of the nominating companies.

33. The companies are required to maintain proper documentation for **seven years** for the Government's checking upon request and ensure that the training is conducted in compliance with training programme endorsed.

34. The SG is responsible for overseeing and monitoring the implementation of the scheme, and will initiate any review to the implementation framework of the scheme as and when required. The SG and MDC of the HKMPDB reserve the right to visit the companies and attend the training courses, services or activities mentioned in the training programme under paragraph 14(c) above.

35. The Scheme is to be reviewed, when needed, after implementation to ensure that the Scheme would meet the changing needs and new development in Hong Kong's maritime scene as well as for identifying new maritime-related training theme for the Scheme.

Avoidance of Conflict of Interest

36. Applicants should have a direct employment relationship with the nominating companies for the Scheme. Applicants are required to make such declaration at the time of application.

37. Applicants are also required to make declaration on their relationship with an external course provider where applicable. Applicants should not engage an external course provider for whose owners, shareholders or management are the owners, shareholders or management of the applicants or their relatives.

38. Applicants or any person/staff authorised by the nominating companies to handle or be involved in the course selection shall declare that they have no actual or potential conflict of interest; or do not participate in

the training courses' selection if otherwise.

39. When applying for funding support under the Scheme, the companies are required to declare that they did not and will not obtain subsidies from other local public funding schemes for training the “trainers”.

40. In the event that any information/declaration is found to be untrue, incomplete or inaccurate, the SG reserves the right to rescind the approval of any application, recall the funding disbursed, and subject the case to legal proceedings.

Handling of Information

41. Subject to the provisions below, information provided by applicants and the companies during application will be kept by the Secretariat in confidence and all personal data, including the applicants and other individuals, will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486). In this regard, the Secretariat shall have the right to disclose, without further reference to the applicants or the companies, whenever it considers appropriate, disclosable information (i.e. any information provided by the applicants or the companies during application under the Scheme) to other Government bureaux/departments, statutory bodies or third parties for the purposes of processing the application, conducting research and survey, compiling statistics, meeting requirements of the law and/or performing their functions, and if the application is approved, monitoring the delivery of the training, paying the disbursement, and checking duplicate applications under other local public funding schemes to cover the expenses in the training programmes concerned. In submitting the application form, applicants and the companies irrevocably and unconditionally authorise the Secretariat to make and consent to the Secretariat making any of the aforesaid disclosure.

Important Notes

42. It is the responsibility of applicants and the companies to complete the application forms timely and truthfully, and to provide all necessary documents for the applications for programme endorsement and

payment of disbursement. Inaccurate or incomplete information will affect the processing of applications. Any omission or misrepresentation of information may lead to rejection of applications, withdrawal of disbursements approved, and part or full recoupment of disbursements awarded. Applicants and/or the companies shall refund the Secretariat any overpayment of disbursements. It is an offence in law to obtain property/pecuniary advantage by deception or assisting persons to obtain property/pecuniary advantage under the Scheme. Any person who does so may be liable to legal proceedings.

43. On matters with regard to the Scheme, applicants and the companies shall indemnify and keep indemnified the HKSAR Government and/or other third parties (including the MATF and the HKMPDB) from and against:

- (a) any and all claims, actions, investigations, demands, proceedings, brought or instituted against the HKSAR Government and/or other third parties (including the MATF and the HKMPDB); and
- (b) any and all liabilities (including liability to pay compensation and damages), damages, losses, costs, charges and expenses which the HKSAR Government and/or other third parties (including the MATF and the HKMPDB) may sustain or incur (including all legal and other expenses, on a full indemnity basis, which may be incurred in relation to any claim action or proceeding instituted by/against the HKSAR Government and/or other third parties (including the MATF and the HKMPDB).

Safeguarding National Security

44. By submitting an application under the Scheme, applicants and the companies shall acknowledge and undertake to comply with the following clauses:

- (a) notwithstanding anything to the contrary in these Guidance Notes, the Government reserves the right to disqualify the applicant on the grounds that he/she/it 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 applicant and the company 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;

- (b) the Government may immediately terminate any disbursement to the applicant upon the occurrence of any of the following events:
 - (i) the applicant or the company 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;
 - (ii) the continued disbursement to the applicant or the company is contrary to the interest of national security; or
 - (iii) the Government reasonably believes that any of the events mentioned above is about to occur.

Prevention of Bribery

45. Applicants and the companies shall observe the Prevention of Bribery Ordinance (Cap. 201) (“**PBO**”) and shall undertake that they and their staff who are in any way involved in a training course or activity not to, offer to or solicit or accept from any person any advantages, including money, gifts, loan, etc. (as defined in the PBO) in the selection of or in relation to the training course or activity. If the applicant or the companies’ staff, who is in any way involved in the training course or activity commits an offence under the PBO in relation to the training course or activity, the SG shall be entitled to, withdraw the disbursement approved, recoup the disbursement awarded, and shall hold the applicant or the company liable for any loss or damages the HKSAR Government and/or the HKMPDB may thereby sustain.

MATF Secretariat
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