



職業英語培訓資助計劃
申請表格 – 公司申請
FUNDING SCHEME FOR WORKPLACE ENGLISH TRAINING
Application Form – Company Application

填寫前請先細閱《職業英語培訓資助計劃－申請指引》及《香港職業英語基準簡介》
Please read the “Funding Scheme for Workplace English Training – Guidelines for Application” and “Introduction to Hong Kong Workplace English Benchmarks” carefully before filling in this application form

查詢Enquiries

熱線 Hotline: 2186-8800

電郵 Email: info@english.gov.hk

網址 Website: <http://www.english.gov.hk>

遞交或郵寄表格地址 Address for Submission of Application Form in person or by post

職業英語運動辦事處
九龍灣宏光道 39 號
宏天廣場 1702 室

Office of the Workplace English Campaign
Room 1702, Skyline Tower,
39 Wang Kwong Road, Kowloon Bay



A 部 Section A – 公司資料 Company Information

1. 公司名稱 Name of Company _____ (中文 Chinese)
 _____ (英文 English)
 (公司名稱將作為發放資助支票的收款人名稱。The name of company will appear as the payee on the cheque for reimbursement of grant.)
2. 聯絡人姓名 Name of Contact Person (先生/女士 Mr / Ms) _____ (中文 Chinese) _____ (英文 English)
3. 聯絡電話號碼 Contact Tel No. _____ 4. 聯絡傳真號碼 Contact Fax No. _____
5. 聯絡人電子郵件地址 Email Address of Contact Person _____
6. 公司地址 Office Address _____
7. 業務性質 Nature of Business _____
8. 員工人數 Number of employees _____
9. 得悉本計劃的管道 The Channel where you learn about this Funding Scheme (可選擇多於一項 you can tick more than one option)
 電視 TV 電台 Radio 巴士車廂電視螢幕 Bus TV Screen (如路訊通 e.g. Roadshow) 巴士車身 Bus body
 巴士站 Bus shelter 地鐵 MTR 九鐵 KCR 輕鐵 LRT 商場展覽 Mall exhibition
 培訓機構 Course provider 朋友 Friend 報章雜誌 Newspaper or magazine (請註明 please specify _____)
 互聯網 Internet (請註明 please specify _____) 其他 Others (請註明 please specify _____)

B 部 Section B – 僱員資料 Employee(s) Information

10. 受訓僱員數目 Number of Employee(s) receiving training _____
 如僱員參加不同課程或考試或本表格所提供的空間不足，請以表列方式，詳列每位申請僱員在 B, C 及 D 部分的有關資料，然後連同本申請表一同送上。在交回申請表格前，請在每一附頁蓋上公司印章，並將各頁釘在一起連同本申請表格一同遞交。(注意：每名僱員只會獲資助參加一個課程、考取一個英語會話基準及一個書面英語基準。)
 If the employees are attending different courses or examinations or space provided in this application form is insufficient, please attach with this application form a table listing the details required in sections B, C and D. Please stamp with company chop on each page of the supporting information and staple them together with this application form when returning the application. (Note: Each employee will be subsidized to take one training course and up to 2 examinations in which the employee is required to attain at the most one spoken benchmark and one written benchmark.

11. 受訓僱員姓名 Name(s) of Employee(s) Receiving Training	12. 僱員之香港身份證號碼 HK Identity Card No. of Employee(s)	13. 相關工作類別 Relevant Job Type (請參閱備註一 see Note 1) (請選擇其中一項 Please select ONE) (A) 文員 Clerks (B) 行政人員/專業助理 Executives/Administrators/Associate Professionals (C) 前線服務人員 Frontline Service Personnel (D) 低英語要求行業 Low Proficiency Job Types (E) 接待員/接線生 Receptionists/Telephone Operators (F) 秘書 Secretaries	14. 教育程度 Education Level (請選擇其中一項 Please select ONE) (A) 小學或以下 Primary or below (B) 中學或同等 Secondary or equivalent (C) 大專或以上 Tertiary or above

C 部 Section C – 課程資料 Course Information

15. 課程名稱 Course Title (請清楚列明課程級別及/或單元 Please clearly indicate course level and/or module)

課程批核編號 Approval Code (請參閱備註二 See Note 2)

課程費用 Tuition Fee (不包括考試費用 excluding exam fee(s)) 每位僱員 HK\$ _____ (per employee) 總計 HK\$ _____ (total)

課程類別 Course Type *請在適當空格內填上「√」號 Please “√” as appropriate

綜合 Integrated (書面及會話 Written & Spoken English) / 書面英語 Written English / 英語會話 Spoken English

開課日期 Commencement Date _____ (年/月/日 yy/mm/dd) 結束日期 Completion Date _____ (年/月/日 yy/mm/dd)

培訓機構名稱 Name of Course Provider _____

D 部 Section D – 考試資料 Examination Information

16. 擬參加的指定國際商業英語考試 Specified International Business English Examination(s) to be taken (請參閱備註三 see Note 3)

綜合 Integrated (書面英語及英語會話 Written & Spoken English) 考試 Examination

名稱 Title _____ 級別 Level (如適用 if applicable) _____ 每位僱員 HK\$ _____ (per employee) 總計 HK\$ _____ (total)

或 OR 書面英語考試 Written English Examination

名稱 Title _____ 級別 Level (如適用 if applicable) _____ 每位僱員 HK\$ _____ (per employee) 總計 HK\$ _____ (total)

或/及 OR/ AND 英語會話考試 Spoken English Examination

名稱 Title _____ 級別 Level (如適用 if applicable) _____ 每位僱員 HK\$ _____ (per employee) 總計 HK\$ _____ (total)

E 部 Section E – 聲明 Declaration (請參閱備註四 See Note 4)

- (a) 本人已細閱《職業英語培訓資助計劃—申請指引》及《香港職業英語基準簡介》，並完全明白其內容。本人謹代表 _____ (公司名稱)，聲明就本人所知，本人/本公司在本申請表填報的一切資料均屬完整及正確無誤。本人/本公司明白，如蓄意提供虛假資料或隱瞞任何重要資料，則本公司就職業英語培訓資助計劃提出的申請將會作廢，而本人/本公司有可能遭受刑事檢控。本人/本公司亦明白，任何漏報/曲解資料以圖用欺詐手段取得金錢利益的行為均屬違法，亦可能須負上法律責任。

I have read and fully understood the “Funding Scheme for Workplace English Training - Guidelines for Application” and “Introduction to Hong Kong Workplace English Benchmarks”. I, on behalf of _____ (Name of Company) declare that to the best of my knowledge, all the information given by me/our company in this application form is complete, true and accurate. I/Our company understand(s) that if I/our company wilfully give(s) any false information or withhold(s) any material and/or information, our company’s application under the Funding Scheme for Workplace English Training will become void and I/our company may be liable to prosecution for a criminal offence. I/Our company also understand(s) that any omission/misinterpretation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

- (b) 本人/本公司明白，為處理本公司的申請或核實本申請表所填報的資料，職業英語運動辦事處會在有需要時，聯絡有關的僱員、辦學機構、其他政府部門及機構，以便把本申請表所填報的資料與該等人士/機構持有的資料核對。本人/本公司知悉，職業英語運動辦事處將根據本人/本公司提供的資料，決定本公司是否符合資格就職業英語培訓資助計劃提出申請，以及評定發放的金額。

I/Our company understand(s) that if necessary, the Office of the Workplace English Campaign (OWEC) will contact the employees, course providers, other government departments and organizations to verify the data provided in the application with those held by them for the purpose of processing our company’s application or verifying the information provided in this application form. I/Our company am/is aware that OWEC will rely on the information provided by me/our company in this application form to determine our company’s eligibility for application under the Funding Scheme for Workplace English Training and to assess the amount of reimbursement to be offered.

- (c) 本人/本公司現聲明本申請表填報的有關僱員，均知悉本公司代表他們申請職業英語培訓資助計劃。

I/Our company declare(s) that all employees included in this application form know very well that our company will apply for fund from the Funding Scheme for Workplace English Training on their behalf.

- (d) 申請表填報的有關僱員未曾就同一課程及／或同一考試取得任何公帑資助，例如並未就同一英語培訓課程及／或同一國際商業英語考試，獲得持續進修基金撥款資助培訓課程及／或考試的費用。

All employees included in this application form must not have obtained any other publicly funded financial assistance for the same course and/or the same examination, such as the reimbursement of training cost and examination fees for the same English training course and/or same English-language examination(s) under the Continuing Education Fund.

- (e) 本人代表本公司，現授權職業英語運動辦事處或其授權人士／機構使用本申請表所提供的資料及與這項申請有關的補充資料作下列用途：

(一) 處理和認證本公司就職業英語培訓資助計劃提出的預留資助及發放資助申請（如適用）；以及（二）統計和研究。

On behalf of our company, I authorize OWEC or its authorised agents to use the personal data provided by means of this application, and any supplementary information pertinent to this application for activities related to the following:

(i) the processing and authentication of our company's application for earmarking of fund and for reimbursement of fund under the Funding Scheme for Workplace English Training, if any; and (ii) statistics and research.

- (f) 本人／本公司明白，職業英語運動辦事處可在得到有關各方答允、獲授權或按法律規定的情況下，就上述用途將本申請表所提供的個人資料向有關方面披露。

I/Our company understand(s) that OWEC will disclose the personal data herein submitted to those parties for the activities above-mentioned, where all the parties have given their consent to such disclosure, and where such disclosure is authorised or required by law.

- (g) 本人／本公司明白，職業英語運動辦事處有權在有需要時覆核本公司的申請並調整本公司可獲發放的資助額。本人／本公司承諾會應職業英語運動辦事處的要求，把多付給本公司的款項退還語文基金。

I/Our company understand(s) that OWEC has the right to review our company's application and adjust our company's entitlements for reimbursement when necessary. I/Our company undertake(s) to refund to Language Fund any overpayment made to our company upon demand.

授權人士簽署及公司印章 Authorized Signature with Company Stamp

姓名 Name in Print

職位 Post/Title

日期 Date

備註一 Note 1：申請公司應根據僱員現時的職業性質及所需的英語程度替僱員選擇所屬的相關工作類別。受訓僱員須就所選擇的工作類別達至所需的香港職業英語基準。詳情請參閱《香港職業英語基準簡介》或瀏覽職業英語運動的網頁，網址為<http://www.english.gov.hk>。

Please classify each employee under one of the six job types according to the relevance of the nature of his/her employment and the level of English required. Employees are required to reach the relevant Hong Kong Workplace English Benchmarks for their job types. Please refer to the "Introduction to Hong Kong Workplace English Benchmarks" or our website (<http://www.english.gov.hk>) for details.

備註二 Note 2：在提交申請前，申請公司須先向職業英語運動辦事處提交一份課程簡介，說明擬申請的內部特設英語培訓課程。簡介內須清楚描述培訓機構如何為該申請公司設計有關的英語培訓課程。每個培訓課程只接受一間公司的申請，並限由該公司的員工參加。如提交的培訓課程資料齊備，職業英語運動辦事處將在二十八天內回覆該申請公司有關培訓課程是否符合職業英語課程的準則，而符合準則的培訓課程將配以批核編號。申請公司只可利用獲批核的培訓課程申請資助。

Prior to the application, applicants should submit a copy of the course description of the in-house tailor-made training course to the Office of the Workplace English Campaign (OWEC). The course description should set out how the course is designed specially to meet the needs of the employees of the applying company. Each training course should be designed for and taken by employees of the same company. Subject to the clarity and sufficiency of the course description provided, OWEC will issue a written notification to the applying company within 28 days. An approval code will be provided if the course is considered to be meeting the definition of a workplace English training course. Companies should apply to the Funding Scheme only with an approved course.

備註三 Note 3：該等考試應能讓僱員達到其所屬工作類別所需的書面英語及／或英語會話之最低基準。有關指定的國際商業英語考試之資料，請參閱《香港職業英語基準簡介》資料文件或瀏覽職業英語運動的網頁，網址為<http://www.english.gov.hk>。

Examination(s) should enable employee(s) to achieve the minimum benchmark(s) for written and/ or spoken English in their respective job type(s). Please refer to the "Introduction to Hong Kong Workplace English Benchmarks" or our website (<http://www.english.gov.hk>) for information on the specified international business English examinations.

備註四 Note 4：A 部分及 E 部分所填寫之公司名稱須與公司印章所顯示之公司名稱相同。

The company name shown on the company stamp should be the same as the company names provided in Section A and E.

請填妥申請表格，連同僱員的香港身份證副本一併遞交或郵寄至職業英語運動辦事處（地址：九龍灣宏光道宏天廣場 1702 室）。

The completed application form together with the photocopies of employee(s)' Hong Kong Identity Card should be submitted in person or by post to the Office of the Workplace English Campaign (Address: Room 1702, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon).