

To: Social Work Training Fund Committee Secretariat  
Room 116, 1/F. Lady Trench Training Centre, Social Welfare Department, 44 Oi Kwan Road,  
Wan Chai, Hong Kong

**Social Work Training Fund**  
**Application form for partial sponsorship**  
**to attend short-term courses/seminars/conferences completed in 2011**

***Important Points to Note:***

- (1) *Applicants should read the Guide to Applications for Partial Sponsorship in 2011-12 before completing this form.*
- (2) *Please type or print every item clearly.*
- (3) *Please complete one form for one course/seminar/conference.*
- (4) *Applications should be made via the nominating organisation. Completed application forms together with all supporting documents should reach the Social Work Training Fund Committee Secretariat on or before 15 January 2012. Late applications or incomplete applications will not be accepted.*

**Part A (to be completed by Applicant<sup>1</sup>)**

Title of course/seminar/conference : (English) \_\_\_\_\_  
(Chinese) \_\_\_\_\_

Training Institute : \_\_\_\_\_

Training Venue: \_\_\_\_\_

The above course/seminar/conference was held  in Hong Kong /  outside Hong Kong.

I apply for reimbursement of HK\$ \_\_\_\_\_, being 50% of the fee of the above course/seminar/conference attended by me on \_\_\_\_\_ (date/month/year), from the Social Work Training Fund. The following documents are attached:

- (i) Description of the programme (such as leaflet, with necessary information including programme objectives, contents, duration, evaluation etc.);
- (ii) the original receipt of course/seminar/conference fee issued by the training institute; and
- (iii) the evidence of successful completion of the course/seminar/conference:  
 a copy of documentary proof on the passing of the relevant examination(s); or  
 if no examination is needed, the attendance proof from the training institute.

The reimbursement in cheque should be payable to: \_\_\_\_\_ (payee's name)  
(organisation or individual) and the cheque should be sent to the address \_\_\_\_\_  
\_\_\_\_\_ (office address).

Please insert a "✓" in appropriate boxes.

Signature : \_\_\_\_\_

Name (in block letters) : \_\_\_\_\_

Phone no. : \_\_\_\_\_

Position / rank : \_\_\_\_\_

Date: \_\_\_\_\_

Fax No. / E-mail : \_\_\_\_\_

<sup>1</sup> In accordance with the Social Workers Registration Ordinance (Cap. 505) and the Social Work Training Fund Ordinance (Cap. 1100), any reference to social worker shall be construed to mean a **registered social worker** and the training of social workers may include **social work students**.

**Part B (to be completed by the nominating organisation)**

I certify that the applicant is #a registered social worker under the employment of this organisation / a social work student of this institute at the time of attending the training activity mentioned in Part A above. I also confirm that the training programme is relevant to the job of the applicant / is essential to professional development of the applicant.

Date: \_\_\_\_\_ Signature : \_\_\_\_\_  
Name (in block letters) : \_\_\_\_\_  
Position / rank : \_\_\_\_\_  
Phone no. : \_\_\_\_\_  
Fax no./E-mail : \_\_\_\_\_  
Organisation chop: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_

# Please delete as inappropriate.

**Remarks**

1. The sponsored amount for each application will be 50% of the course/seminar/conference fees or HK\$2,500, whichever is the less.
2. The amount applied for sponsorship should be at least HK\$100 per application. Applications for sponsorship of less than HK\$100 will not be considered.
3. In case that the total sum of applications for Social Work Training Fund (SWTF) grants exceeds the amount earmarked for the year, the sponsorship for the approved applications will be adjusted proportionally to the budget recognised by the SWTF.
4. The information provided will be used for processing your application for the Social Work Training Fund. The information may be divulged to other departments/bureaux/agencies for the same purpose or where the disclosure is permitted or required by law.
5. The Social Work Training Fund Committee Secretariat may not be able to process the application if information provided is not sufficient.
6. The Social Work Training Fund Committee Secretariat may approach the applicant to obtain relevant information to process the application, when necessary.
7. For correction of or access to personal data contained in this application, please contact the following officer:

Senior Executive Officer (Staff Development and Training)  
Social Welfare Department  
Lady Trench Training Centre  
44 Oi Kwan Road  
Wan Chai, Hong Kong  
Tel. No. : 2575 4321 Ext 309

[Revised: May 2011]

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