

Anti-epidemic Fund
Support for Engineering, Architectural, Surveying,
Town Planning and Landscape Sectors

(a) Training Subsidy for Graduates (Architectural, Surveying, Town Planning and Landscape Sectors)

(b) Training Subsidy for Assistant Professionals (Engineering, Architectural, Surveying, Town Planning and Landscape Sectors)

Guide to Stage 1 Application

1. Preamble

- 1.1 The Hong Kong economy has been hit by the COVID-19 pandemic, with the unemployment rate of the construction industry continuously rising. Both new graduates and assistant professionals of the engineering, architectural, surveying, town planning and landscape sectors are facing difficulties in finding jobs. There is a need to introduce support measures to retain talents and nurture successors of these professional sectors.
- 1.2 The measure entitled “Anti-epidemic Fund - Support for Engineering, Architectural, Surveying, Town Planning and Landscape Sectors” (**the Support Measure**) aims to provide on-the-job training and practice opportunities to fresh graduates and new assistant professionals of the engineering, architectural, surveying, town planning and landscape sectors, via providing salary subsidies to private organisations under the Anti-epidemic Fund.
- 1.3 There are two groups of subsidy under the Support Measure:
- (a) Training Subsidy for Graduates (Architectural, Surveying, Town Planning and Landscape Sectors) [**TSG(ASPL)**], and
 - (b) Training Subsidy for Assistant Professionals (Engineering, Architectural, Surveying, Town Planning and Landscape Sectors) [**TSAP(EASPL)**].

2. Responsible Government Bureau

- 2.1 The Development Bureau (**DEVB**) is responsible for the implementation of the Support Measure.

3. Eligible Applicant for Applying Training Subsidy under the Support Measure

- 3.1 The following employers are **not** eligible for applying any subsidy under the Support Measure:

- (a) The Hong Kong Special Administrative Region (**HKSAR**) Government;
- (b) Specified statutory bodies and corporations; and
- (c) Specified public organisations, government-owned companies or subvented organisations.

(The aforementioned types of employers are set out in the exclusion list at **Annex 1**.)

3.2 For individual sector under each group of the Support Measure, an Eligible Applicant for the training subsidy needs to be a company registered at the Business Registration Office under Business Registration Ordinance (Chapter 310, Laws of Hong Kong) and satisfy the requirements at **Table 1** and Clause 3.3 below.

Table 1

Training Subsidy	Applicant's Eligibility Requirements
Training Subsidy for Graduates (Architectural Sector)	A company recognized by The Hong Kong Institute of Architects (HKIA) that it is able to provide practical training for an Eligible Graduate (Architectural Sector) employee under the Support Measure to satisfy the requirements for applying HKIA Professional Assessment
Training Subsidy for Graduates (Surveying Sector)	A company recognized by The Hong Kong Institute of Surveyors (HKIS) that it is able to provide professional surveying training for an Eligible Graduate (Surveying Sector) employee under the Support Measure to satisfy the requirements for applying HKIS professional qualification assessment
Training Subsidy for Graduates (Town Planning Sector)	A company recognized by The Hong Kong Institute of Planners (HKIP) that it able to provide professional practical training for an Eligible Graduate (Town Planning Sector) employee under the Support Measure to satisfy the requirements for applying HKIP professional qualification assessment
Training Subsidy for Graduates (Landscape Sector)	A company recognized by The Hong Kong Institute of Landscape Architects (HKILA) that it able to provide practical training for an Eligible Graduate (Landscape Sector) employee under the Support Measure to satisfy the requirements for applying HKILA professional qualification assessment
Training Subsidy for Assistant Professionals (Engineering Sector)	A company recognized by The Hong Kong Institution of Engineers (HKIE) that it is able to provide an Eligible Assistant Professional (Engineering Sector) employee the responsible experience for satisfying the requirements for applying HKIE professional assessment

Training Subsidy	Applicant's Eligibility Requirements
Training Subsidy for Assistant Professionals (Architectural Sector)	A company recognized by HKIA that it is able to provide an Eligible Assistant Professional (Architectural Sector) employee with practical experience in architecture to satisfy the requirements for applying HKIA Professional Assessment
Training Subsidy for Assistant Professionals (Surveying Sector)	A company recognized by HKIS that it is able to provide an Eligible Assistant Professional (Surveying Sector) employee with practical experience in professional surveying to satisfy the requirements to sit for HKIS professional qualification assessment
Training Subsidy for Assistant Professionals (Town Planning Sector)	A company recognized by HKIP that it is able to provide an Eligible Assistant Professional (Town Planning Sector) employee with professional practical experience in town planning to satisfy the requirements for applying HKIP professional qualification assessment
Training Subsidy for Assistant Professionals (Landscape Sector)	A company recognized by HKILA that it is able to provide an Eligible Assistant Professional (Landscape Sector) employee with practical experience in landscape architecture to satisfy the requirements for applying HKILA professional qualification assessment

3.3 The Eligible Applicant should have, for each sector of training subsidy applied for, at least one professional with professional qualification of relevant local institute (i.e. HKIA, HKIS, HKIP, HKILA and HKIE) to supervise the professional practical training/experience provided for the graduate/assistant professional employees approved under the Support Measure.

4. Eligible Graduate/Assistant Professional Employee entitled to Training Subsidy under the Support Measure

4.1 Under the Support Measure, an Eligible Graduate/Assistant Professional employee entitled to training subsidy needs to satisfy the general and specific requirements specified in Clauses 4.2 to 4.4 below.

General Requirements

4.2 An Eligible Graduate/Assistant Professional employee should be a HKSAR resident with a valid Hong Kong Identity Card.

4.3 The employment contract for an Eligible Graduate/Assistant Professional employee needs to be duly signed on or before the specified Deadline for the Stage 2 Application under the Support Scheme. Further, he/she needs to be employed by the Eligible Applicant on a full-time basis and needs to report duty not later than 2 January 2021, failing which will render the approved subsidy place invalid.

Specific Requirements

- 4.4 The specific requirements for an Eligible Graduate/Assistant Professional employee under individual sector and group of the Support Measure are given in **Table 2**.

Table 2

Employee	Specific Requirements
Eligible Graduate (Architectural Sector) employee	Obtain in 2020 ¹ the academic qualification accredited and/or recognized by HKIA for the purpose of applying HKIA Professional Assessment
Eligible Graduate (Surveying Sector) employee	Obtain in 2020 the academic qualification accredited and/or recognized by HKIS for the purpose of applying for HKIS professional qualification assessment
Eligible Graduate (Town Planning Sector) employee	Obtain in 2020 the academic qualification accredited and/or recognized by HKIP for the purpose of applying for HKIP professional qualification assessment
Eligible Graduate (Landscape Sector) employee	Obtain in 2020 the academic qualification accredited and/or recognized by HKILA in pursuit of application for HKILA professional qualification assessment
Eligible Assistant Professional (Engineering Sector) employee	The end date of HKIE Scheme “A” training in 2020, and not yet obtained a professional qualification of HKIE or equivalent
Eligible Assistant Professional (Architectural Sector) employee	In 2020 complete the training recognized by HKIA and satisfy the requirements for applying HKIA Professional Assessment, and not yet obtained a professional qualification of HKIA or equivalent
Eligible Assistant Professional (Surveying Sector) employee	In 2020 complete the training recognized by HKIS and satisfy the requirements to sit for HKIS professional qualification assessment, and not yet obtained a professional qualification of HKIS or equivalent
Eligible Assistant Professional (Town Planning Sector) employee	In 2020 complete the training recognized by HKIP and satisfy the requirements for applying HKIP professional qualification assessment, and not yet obtained a professional qualification of HKIP or equivalent

¹ It refers any date between 1 January 2020 and 31 December 2020 (inclusive).

Employee	Specific Requirements
Eligible Assistant Professional (Landscape Sector) employee	In 2020 complete the training recognized by HKILA and satisfy the requirements for applying HKILA professional qualification assessment, and not yet obtained a professional qualification of HKILA or equivalent

5. Training Subsidy

- 5.1 For TSG(ASPL), there are 500 subsidy places. A successful applicant of TSG(ASPL) will be provided with a training subsidy of HK\$ 5,610 per month per subsidy place for a maximum period of 18 months.
- 5.2 For TSAP(EASPL), there are 1 250 subsidy places. A successful applicant of TSAP(EASPL) will be provided with a training subsidy of HK\$10,000 per month per subsidy place for a maximum period of 12 months.

6. Application Procedures

- 6.1 Applications for the Support Measure will undergo **three stages**. Stage 1 is for allocation of training subsidy places. Stage 2 is for approving the graduates and assistant professionals recruited by the applicants for filling the approved subsidy place(s). Upon receipt of the approval under Stage 2, applicant may proceed to claim for training subsidy under Stage 3.

Stage 1

- 6.2 Under Stage 1, an Eligible Applicant may apply for subsidy place(s) under TSG(ASPL) and/or TSAP(EASPL) by submitting the duly completed Stage 1 Application (“Application Form 1” hereinafter) together with a copy of the valid business registration certificate of his/her company to DEVB by 18 July 2020 (Saturday). Applications submitted in person should be delivered to DEVB by 5:00 pm on the closing date. Late applications will not be considered. Application Form 1 can be downloaded from the website of DEVB (www.devb.gov.hk/en/issues_in_focus/support_easpl/index.html).
- 6.3 The applicant shall receive an acknowledgement and a reference number by email when his/her Application Form 1 is received by DEVB. The applicant should ensure the validity of the email address he/she provides in Application Form 1.
- 6.4 The applicant should timely provide documentary proof, upon request, to DEVB for supporting the information provided in Application Form 1.
- 6.5 The information provided by the applicants would be vetted by DEVB and, where appropriate, the relevant professional institutes (i.e. HKIE, HKIA, HKIS, HKIP or HKILA) and other Government bureaux/departments. DEVB reserves the right to make the final decision as to whether the Government’s requirements are met and the number of subsidy place(s), if any, should be granted to an application.

- 6.6 Only Eligible Applicants will be considered for allocation of subsidy place(s). Upon completion of training subsidy allocation, each applicant would be notified of the result of its application. Also, DEVB will provide the successful applicants with the form for Stage 2 Application (“Application Form 2” hereinafter) at the same time. Transfer of approved subsidy place(s) among different sectors is not allowed.

Stage 2

- 6.7 With an approved training subsidy place, an applicant may submit an Application Form 2 to DEVB for seeking approving for the recruited Eligible Graduate/Assistant Professional employee any time before the Deadline for Stage 2 Application (i.e. by 30 November 2020 tentatively). The application should be made by submitting the duly completed Application Form 2 together with the supporting documents specified in the Form. Late applications will not be considered.
- 6.8 No employee is allowed to occupy subsidy places under TSG(ASPL) and TSAP(EASPL) at the same time.
- 6.9 The applicant shall receive an acknowledgement and a reference number by email when his/her Application Form 2 is received by DEVB.
- 6.10 The applicant should timely provide documentary proof, upon request, to DEVB for supporting the information provided in Application Form 2.
- 6.11 Similar to Stage 1, the information provided by the applicants would be vetted by DEVB and, where appropriate, the relevant professional institutes (i.e. HKIE, HKIA, HKIS, HKIP or HKILA) and other Government bureaux/departments. DEVB reserves the right to make the final decision as to whether the Government’s requirements are met and whether approval should be granted to an application.
- 6.12 After confirming the eligibility of the recruited graduate/assistant professionals, each applicant will be informed of the result. The applicant will be notified whether the Graduate/Assistant Professional employee(s) are approved for filling the approved subsidy place(s).
- 6.13 At the end of Stage 2, should there be any unfilled subsidy places, DEVB may arrange to invite applications for these remaining places.

Stage 3

- 6.14 With Stage 2 approval, a successful applicant may claim training subsidy by submitting the form specified by DEVB and producing all the necessary supporting documents. Training subsidy will be paid in arrears and on a quarterly basis.
- 6.15 Successful applicants shall spend all the subsidies received under the Support Measure in paying salary to the Approved Graduates/Assistant Professionals occupying the subsidy places.

- 6.16 The 18-month and 12-month training subsidy periods for TSG(ASPL) and TSAP(EASPL) respectively will commence either on the date of receipt of duly completed Application Form 2 or the date an individual Approved Graduate employee or Approved Assistant Professional employee reports duty, whichever is later.
- 6.17 Once the training subsidy has commenced, it will cease on a date 18-month and 12-month for TSG(ASPL) and TSAP(EASPL) respectively after the commencement date.
- 6.18 Under the following circumstances, the training subsidy of the concerned period will not be paid:
- (a) When the Approved Graduate employee or Approved Assistant Professional employee is assigned to work on a Government project with the relevant salary reimbursed by the Government.
 - (b) The employment contract between an applicant and the Approved Graduate employee or Approved Assistant Professional employee is terminated, and/or the subsidy place is left vacant without a replacement approved by DEVB.
 - (c) The Approved Graduate employee or Approved Assistant Professional employee has obtained a professional qualification of relevant local professional institute or equivalent.
- 6.19 In relation to Clause 6.18 above, an applicant may seek DEVB's approval for replacement of an Approved Graduate employee or Approved Assistant Professional. The relevant eligibility requirements under Clause 4 above apply to the proposed replacement.
- 6.20 As and when the circumstances stated in Clause 6.18 above are known to an applicant, the applicant should inform DEVB within 7 calendar days.
- 6.21 The applicants should refund the Government any over-payment of the training subsidy under the Support Measure.
- 6.22 Subsidy may be withheld for any breach of the terms and conditions of the Support Measure by an applicant.

7. Other Points to Note

- 7.1 Completed Application Form 1 can be delivered by post or in person. It can also be submitted by email at support_easpl@devb.gov.hk. For applications by post, the postmark date on the envelope will be regarded as the date of application.
- 7.2 For applications submitted via email, the images of the signed application form and the supporting documents have to be in JPEG or PDF format and the images must be clear, complete and in entirety.

- 7.3 Applicants should clearly mark “Application for EASPL Support Measure” on the envelope or in the subject of the email.
- 7.4 Applications and processing of the applications are subject to the requirements set out in this Guide, Terms and Conditions set out in Application Form 1 and the privacy policy sets out in **Annex 2**.
- 7.5 It is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer advantages to government officers in relation to their official duties.
- 7.6 The Government reserves the right to take appropriate action, including but not limited to refusing or not approving an application for subsidy or revoking any approval given and recovering any subsidy granted and all related expenses incurred arising from false information given and false declaration made.
- 7.7 Applicants and the Approved Graduate/Assistant Professional Employees may be required to attend an interview and/or provide supplementary documentary proof before and after the release of the subsidy.
- 7.8 To facilitate the Government or its agent to conduct spot checks, the Eligible Applicant shall keep the original of the completed application form(s) and supporting documents for at least seven years and shall provide any or all of the aforesaid documents to the Government or its agents forthwith upon request.

8. Enquiries

- 8.1 For enquiries, please contact us:

Email: support_easpl@devb.gov.hk

Phone: 2848 6234

Address: Development Bureau
Works Branch

Development Bureau (Works Branch)’s Drop-in Box
2/F Entrance, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar
Hong Kong

(Please mark “Application for EASPL Support Measure” on the envelope.)

Annex 1 – Exclusion List

Annex 2 – Privacy Policy

**Development Bureau
June 2020**

Organisations excluded from the Support Measure

A. The Government of the Hong Kong Special Administrative Region, including the Executive Council

B. Specified statutory bodies and corporations

(staffed entirely or primarily by non-government employees)

1. Airport Authority Hong Kong
2. Board of Management of the Chinese Permanent Cemeteries
3. City University of Hong Kong
4. Competition Commission Construction Industry Council
5. Construction Industry Council
6. Consumer Council
7. District Councils¹
8. Employees Compensation Assistance Fund Board
9. Employees Retraining Board
10. Equal Opportunities Commission
11. Estate Agents Authority
12. Financial Reporting Council
13. Fish Marketing Organization
14. Guardianship Board
15. Hong Kong Academy for Performing Arts
16. Hong Kong Arts Development Council
17. Hong Kong Baptist University
18. Hong Kong Council on Smoking and Health
19. Hong Kong Examinations and Assessment Authority
20. Hong Kong Export Credit Insurance Corporation
21. Hong Kong Housing Society
22. Hong Kong Productivity Council
23. Hong Kong Science and Technology Parks Corporation
24. Hong Kong Trade Development Council
25. Hospital Authority
26. Independent Commission Against Corruption
27. Independent Police Complaints Council
28. Insurance Authority

¹ Include District Council (DC) Chairmen, Vice-chairmen and Members (in the capacity as employer of staff whose remuneration is fully funded by Operating Expenses Reimbursement or Miscellaneous Expenses Allowance)

29. Lingnan University
30. Mandatory Provident Fund Schemes Authority
31. Occupational Deafness Compensation Board
32. Occupational Safety and Health Council
33. Office of the Ombudsman
34. Office of the Privacy Commissioner for Personal Data
35. Pneumoconiosis Compensation Fund Board
36. Prince Philip Dental Hospital
37. Property Management Services Authority
38. Securities and Futures Commission (including its subsidiary Investor and Financial Education Council)
39. The Chinese University of Hong Kong
40. The Education University of Hong Kong
41. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications
The Hong Kong Polytechnic University
42. The Hong Kong Polytechnic University
43. The Hong Kong University of Science and Technology
44. The MTR Corporation Limited
45. The Trust Funds and Temples Joint Secretariat
46. The University of Hong Kong
47. The Vocational Training Council
48. Urban Renewal Authority
49. Vegetable Marketing Organization
50. West Kowloon Cultural District Authority

C. Specified public organisations, government-owned companies or subvented organisations

1. Aided, caput and Direct Subsidy Scheme primary and secondary schools
2. AsiaWorld Expo
3. Aviation Security Company Limited
4. Beat Drugs Fund Association
5. Duty Lawyer Service
6. Financial Dispute Resolution Centre
7. Financial Services Development Council
8. Hong Kong Academy for Gifted Education
9. Hong Kong Academy of Finance Limited (including its subsidiary Hong Kong Institute for Monetary and Financial Research)
10. Hong Kong Applied Science and Technology Research Institute Company Limited
11. Hong Kong Cyberport Management Company Limited
12. Hong Kong Design Centre

13. Hong Kong Education City
14. Hong Kong FMI Services Limited
15. Hong Kong Internet Registration Corporation Limited
16. Hong Kong Note Printing Limited
17. Hong Kong Tourism Board
18. Kindergartens under the kindergarten education scheme
19. Kwoon Chung Inclusive and Accessible Transport Services Co Ltd
20. Logistics and Supply Chain MultiTech R&D Centre Limited
21. The Hong Kong Mortgage Corporation Limited (including its subsidiaries)
22. The Hong Kong Research Institute of Textiles and Apparel Limited
23. The Hong Kong Sports Institute
24. The Nano and Advanced Materials Institute Limited

Privacy Policy

1. When the Eligible Applicant collect(s) personal data from Eligible Graduates/Assistant Professionals, he/she should observe the Personal Data (Privacy) Ordinance. For details, please contact the Privacy Commissioner's Office at 2827 2827.
2. Purpose of Collection: The data provided in and attached to the Stage 1 Application (“the Data”) will be used by the Government of the Hong Kong Special Administrative Region (“the Government”) and its agents for one or more of the following purposes and any directly related purpose:
 - (i) to process application and payment (if applicable) and if required, to communicate with the applicant for matters relating to the applications;
 - (ii) to administer the Support Measure, including but not limited to effecting payment and conducting spot checks in respect of the applications; and
 - (iii) any other purposes as may be required, authorised or permitted by law.
3. It is voluntary for the applicant to supply the Data but if the applicant fails to supply any of the data required by the Development Bureau, the application may not be processed.
4. Classes of Transferees: The Data the applicant provides may be disclosed to the relevant bureaux and departments of the Government, their agents, banks and other transferees and any other parties involved in the administration and operation of the Support Measure for the purposes mentioned above.
5. Access to Personal Data: Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant has the right to request access to and correction of his/her personal data provided in the Stage 1 Application when the data have not been erased.