

Appendix 3: Directions of Application for Subsidizing Unemployed Laborers to Attend Vocational Training Programs

Applicant	Unemployed laborers stipulated in paragraph 1 of Article 3 of the Regulations.
Application Conditions	Unemployed laborers entering into agreement with training organizations after applying for training courses.
Handling Facilities	The regional branches of the Workforce Development Agency of the Ministry of Labor (hereinafter referred as “the Branches”) or training organizations
Required Documents	<ol style="list-style-type: none"> 1. National I.D. card or copies of other identification. 2. Related documentary evidence of the laborers defined in Paragraph 1 of Article 3 of the Regulations. (Information that can be cross-checked in administrative systems is exempt)
Application Procedure	The applicants submit the applications with required documents to training organizations or the Branches.
Payment	Training charges are exempt.
Subsidization	All charges of vocational training programs.
Additional Directions	<ol style="list-style-type: none"> 1. Applicants that currently identify as having been involuntary dismissed or discharged as stipulated in the Employment Insurance Act shall be given precedence in their application. 2. Trainee’s that forge or provide false information to attend training shall be dismissed and disqualified from training.
Remarks	<ol style="list-style-type: none"> 1. In preparation of the summary reports of the subsidization budget, the attached expenditure voucher shall be prepared in accordance with the Management Guidelines for The Disposal of Expenditure Voucher and shall provide the detailed objects of expenditure and the total amount of actual expenditure. 2. The subsidization budget involving procurement matters shall be conducted in accordance with the Government Procurement Act.

	Any balance, interest or other derivative income from the subsidization budget shall be returned at the ratio of subsidization.
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