

## Appendix 13: Directions of Application for Training Allowance

Applicant	Unemployed laborers stipulated in Subparagraph 2 to 4 of Paragraph 1 of Article 3 of the Regulations
Application Conditions	<p>The unemployed laborers applying for the training allowance shall participate in the full-day vocational training program and comply with the following conditions:</p> <ol style="list-style-type: none"> <li>1. The training period shall be no less than one (1) month.</li> <li>2. The training frequency shall be no less than four days per week.</li> <li>3. The training hours shall be no less than four hours per day</li> <li>4. The monthly aggregate training hours shall be no less than one hundred (100) hours.</li> </ol>
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"> <li>1. Application form</li> <li>2. National I.D. card or copies of other identification.</li> <li>3. A front cover copy of the applicant's domestic banking institution account book.</li> </ol>
Application Procedure	The applicant shall submit the application with the required documents to the Branches or training organizations within fifteen (15) days from the commencement of the courses.
Payment	The Branches or training organizations will distribute the allowance to the applicant’s account on a monthly basis after the application has been approved.
Subsidization	<ol style="list-style-type: none"> <li>1. The allowance shall be distributed at sixty (60) percent of monthly basis wage announced by the Ministry of Labor for six (6) months at maximum. For those with disabilities, the allowance shall be distributed for twelve (12) months at maximum.</li> <li>2. The training allowance shall only being distributed when the</li> </ol>

	<p>training period is no less than one (1) month, with thirty (30) days counting for a month; for the excessive days of training exceeding thirty (30) days, the allowance shall be distributed according to the following standards, while the excessive period is no less than ten (10) days.</p> <p>(1) If the training hours are no less than thirty (30) hours and the training days are no less than ten (10) days, the allowance shall be distributed in a half-month allowance.</p> <p>(2) If the training hours are no less than sixty (60) hours and the training days are no less than twenty (20) days, the allowance shall be distributed in a full-month allowance.</p>
Additional Directions	<p>1. Applicants concurrently receiving the training allowance of the Regulations, Regulations for the Implementation of the Employment Promotion Allowances, Regulations for the Implementation of the Employment Promotion of Employment Insurance, Operation Directions for the Implementation of the Employment Promotion of foreign spouses and Mainland Chinese spouses, Operation Directions for the Implementation of the Employment Promotion of the Victims of Domestic Violence and Sexual Assault or other identical allowances or subsidies from other competent authorities shall be combined in calculation within two (2) years and paid for no more than six (6) months. For those with disabilities, the allowance shall be distributed for twelve (12) months at maximum.</p> <p>2. Applicants concurrently receiving the unemployment benefits or training allowance according to the Employment Insurance Act, the training allowance of Regulations for the Implementation of the Employment Promotion Allowances, Operation Directions for the Implementation of the Employment Promotion of foreign spouses and Mainland Chinese spouses, Operation Directions for the</p>

	<p>Implementation of the Employment Promotion of the Victims of Domestic Violence and Sexual Assault, the living allowance for between-jobs or the other identical allowance or subsidies from the other competent authorities shall not be subsidized with this allowance.</p> <p>3. Laborers concurrently holding the identification of involuntarily unemployed laborers subject to Employment Insurance Act shall apply for the training allowance according to the Employment Insurance Act in advance of this application.</p> <p>4. The Branches or training organizations shall reject the application of training allowance in any of the following circumstances; any already distributed allowance shall be refunded after cancellation or abolishment.</p> <p>(1) Re-employed during training, withdrawn from training or dismissed by the training organization.</p> <p>(2) Laborers concurrently holding the identification of involuntarily unemployed laborers subject to the Employment Insurance Act did not apply for the training allowance according to the Employment Insurance Act in advance of this application.</p> <p>5. Laborers shall not apply for this allowance within two (2) years from the date of the abolishment according Subparagraph 1 of Paragraph 1 of Article 26 of the Regulations.</p>
R e m a r k s	<p>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.</p> <p>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</p>

	subsidization budget shall be returned at the ratio of subsidization.
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