职业技能培训补贴申报流程

**一、个人申报流程**

登入浙里办APP—搜索职业培训补贴申领—在线办理—在线填表—上传材料。材料如下：

1.《职业培训（技能鉴定）补贴申请表》。

2.社会保障卡（无社会保障卡另需提供银行卡和身份证）。

3.职业资格证书。

4.培训费发票-等待审核通过，补贴至社保卡。

**二、机构申报提交材料至人社**

1.职业技能培训经费补贴申请表（一式三份）.

2.申请职业技能培训补贴人员名单.

3.培训机构代为申请培训补贴协议书.

4.职业技能培训办班审核（备案）表及花名册.

5.鉴定方案审批（备案）表.

6.职业资格证书发证汇总表及人员名册。

7.申请补贴发票。

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| 衢州市职业技能培训补贴人员名单（个人材料汇总，机构代为申报） | | | | | | | | | | | | | | | | |
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| 序号 | 姓名 | 性别 | 文化程度 | 身份证号码 | 工作单位 | 证书编号 | 银行 | 银行卡号 | 工种 | 鉴定级别 | 电话号码 | 发票金额 | 补贴金额 | 培训开始时间 | 培训结束时间 | 培训机构 |
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附件：

委托培训机构代为申请培训补贴协议书

衢州市人力资源和社会保障局：

本人于 年 月 日至 年 月 日参加 由 组织的 培训班，并通过了衢州市人力资源和社会保障局统一组织的考核鉴定，取得相关证书，现委托 代为申领培训补贴，抵扣需支付的培训费。如学员选择享受技能提升补贴的，则本协议不再履行，学员需缴纳培训费用。

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| 序号 | 委托申请人 （本人签字） | 等级 | 身份证号码 | 备注 |
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申请机构：（盖章）

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| 衢州市申请职业技能培训补贴人员名单 | | | | | | | | | | | | | | | | |
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| 序号 | 姓名 | 性别 | 文化程度 | 身份证号码 | 工作单位 | 证书编号 | 银行 | 银行卡号 | 工种 | 鉴定级别 | 电话号码 | 发票金额 | 补贴金额 | 培训开始时间 | 培训结束时间 | 培训机构 |
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