

2000-2001 年度  
重要事項紀要  
Major Events in  
2000-2001



教育統籌局局長羅范椒芬對學員努力提升就業能力以配合市場需求感到欣慰  
Mrs. Fanny Law, Secretary for Education and Manpower appreciated retrainees' effort to upgrade their employability in coping with labour market requirement.

## 提供系統化單元制課程及增值服務

- 全日制課程學額比例維持約47%；以訓練時數計算，全日制課程佔75%
- 主要課程的系統化及單元化工作已於年內完成並試辦，提供一專多能培訓
- 增加基本電腦應用及資訊科技訓練的名額至接近4萬個
- 試辦全日制與行業掛鈎的自僱創業課程
- 與教統局籌備成立自僱創業基金為有意創業學員提供貸款，預計於2001-2002年度推出
- 開展特別培訓計劃，加強與申請輸入外地勞工的僱主試辦度身訂造課程
- 擴展兩個再培訓資源中心的設施和服務
- 加強對學員培訓後支援服務，例如舉辦學員焦點小組、工作坊、研討會、導師教學交流會等，提升學員及課程質素
- 推出課程查詢網頁，提供最新課程資料
- 定期分析報章職位空缺資料以及失業及裁員情況，提供報告予各培訓機構作課程策劃之用

## 全面監管及質素保證機制

- 推行單位成本撥款模式，確保培訓機構更有效地運用資源；加入競爭性的投標理念，改進撥款管理程序
- 與各培訓機構簽訂合作備忘錄，訂明相互責任和期望，使有明確共識
- 改進課程行政及財務管理及報告指引，讓培訓機構更系統化及更具效益提供再培訓課程及服務
- 成立管理審計部，定期審查培訓機構的會計及課程行政記錄，並確保符合局方指引，年內就17個培訓機構進行深入審核

## PROVISION OF STANDARDIZED MODULAR COURSES AND VALUE-ADDED SERVICES

- Full-time training places maintained at 47% of total training capacity. In terms of trainee hours, full-time courses represented 75%
- Standardization and modularization of major retraining courses completed, and pilot-run with multi-skills training
- Training places for basic computer application and information technology increased to almost 40,000
- Full-time Trade-specific Self-Employment and Business Startup Courses pilot-run
- Planning for the establishment of a self-employment business start-up fund to grant loans to retrainees to start businesses in 2001-2002
- More special tailor-made courses offered in collaboration with employers and trade associations applying for the importation of labour
- Services and facilities of the two Retraining Resource Centres further expanded
- Better and more post-training services, including focus groups, workshops, seminars and experience sharing sessions for both trainers and retrainees
- A course enquiry website established to provide the latest course information
- Regular analysis of job advertisements in newspapers as well as unemployment and retrenchment information for dissemination to Training Bodies for course planning

## COMPREHENSIVE MONITORING MECHANISM AND QUALITY ASSURANCE SYSTEM

- Implementation of an Indicative Common Unit Costs System to ensure better utilization of resources by Training Bodies and to rationalize and streamline course funding with competitive tendering element
- A Memorandum of Understanding signed with all Training Bodies to foster better partnership and to define more clearly responsibilities of all parties
- Improved guidelines on course and financial administration to ensure more systematic and cost effective delivery of retraining courses and services by Training Bodies
- Setting up of a Management Audit Department to carry out regular auditing of Training Bodies' accounting and course administration records as well as compliance with the Board's guidelines. In-depth audits of 17 Training Bodies conducted during the year

## 2000-2001年度重要事項紀要(續)

### Major Events in 2000-2001 (Contd)

- 加強視察培訓機構設施及授課情況，年內到21個培訓機構35個中心進行視察
- 定期推行入職學員留職率調查，掌握學員受訓後的就業狀況、需求和培訓成效
- 定期開展就業審計，確保資料準確
- 完成與培訓機構電腦聯網計劃，有助撥款、課程行政、審批及監管工作



四位獲頒尤德爵士紀念在職人士自我增值獎的得獎學員，與尤德爵士夫人、評審小組主席莫慕賢委員及行政總監鄭勝仕合照留念  
The four awardees of the "Self-improvement for Working Adults" of the "Sir Edward Youde Memorial Fund" photographed with Lady Pamela Youde, Miss Zuleika Mok, Chairperson of the Selection Board and Mr. S. S. Kwong, ED/ERB

### 用家為本，廣納意見，精益求精

- 委託獨立機構完成大規模僱主及學員用家意見調查，約9成受訪僱主及8成學員對再培訓課程及服務持正面評價
  - 進行再培訓資源中心用家意見調查，9成被訪者認為使用中心服務後，令他們增值和獲益
  - 對參與大掃除特工隊計劃的僱主進行意見調查，9成僱主認為學員的服務達到市場應有水平或滿意程度
  - 規定受訓學員對培訓機構進行課程評估，以助局方量度培訓機構的表現
  - 對入職學員進行留職調查，成績令人鼓舞，超過7成入職者半年後仍然受僱
  - 跟進申訴專員及審計署對再培訓計劃各項建議，其中大部份建議已包括在本局三年發展策略計劃內
- Strengthened monitoring of training facilities and course delivery of Training Bodies. Site visits to 35 training centers of 21 Training Bodies conducted during the year
  - Regular retention surveys of graduate retrainees conducted to better understand their employment situation and post-training needs as well as effectiveness of retraining
  - Regular audits of placement record conducted to ensure authenticity and accuracy of Training Bodies' placement reports
  - The ERB's R-net computer networking system with Training Bodies completed to facilitate funding, course administration, course vetting and approval and course monitoring

### USERS OPINION AND INDEPENDENT REVIEWS OF ERS KEY TO FURTHER IMPROVEMENT

- Large-scale Users Opinion Survey of employers and retrainees conducted by an independent research institute to collect their feedback on retraining courses and services. About 90% of employers and 80% of retrainees made favourable comments
- Users Opinion Survey on Retraining Resource Centres conducted. 90% of respondents considered that they had benefited from use of the centres' services
- Opinion Survey conducted on employers using the Board's Chinese New Year Cleansing Services by domestic helper retrainees, 90% of employers had favourable comments
- Post-course evaluation by retrainees made compulsory to enable the ERB to assess Training Bodies' performance
- Retention Survey of placed retrainees introduced. Over 70% remained employed 6 months after placement
- Follow-up and implement recommendations of the Ombudsman and the Audit Commission on the Employees Retraining Scheme. Most of the recommendations coincided with the Board's new initiatives in its Three-year Strategic Plan

## 與各界建立夥伴關係

- 成立多個行業顧問小組，加強僱主及商會的參與，蒐集最新勞動市場情報及課程發展意見
- 成立各類課程指導小組，加強與培訓機構合作夥伴關係，以便推行課程改革工作
- 致力向基層僱員推廣，再培訓計劃及服務，與勞工處、培訓機構及其他團體合作舉辦不同層面的展覽、就業資訊坊等活動
- 表揚僱主的支持及再培訓學員的成就，每年舉辦「僱主金星獎」和「傑出學員獎」
- 局方4名學員獲「尤德爵士紀念基金」頒「在職人士自我增值獎」

## PARTNERSHIP RELATIONS WITH STAKEHOLDERS

- Various Trade Advisory Groups set up to increase collaborations with employers and trade associations and to receive advice on course development and the latest labour market needs
- Various Course Steering Groups set up to enhance partnership with Training Bodies and their involvement in course reforms and development
- Activities like exhibitions and roadshows organized in cooperation with the Labour Department, Training Bodies and others to promote the Employees Retraining Scheme
- The annual "Employers' Gold Star Award and Outstanding Retrainees Award" organized to recognize support of employers and achievement of retrainees
- 4 retrainees received the "Award for Self Improvement for Working Adults" from the "Sir Edward Youde Memorial Fund"



再培訓局參與不同展覽向公眾人士推廣再培訓服務  
The ERB participated in various exhibitions to promote retraining services to the public

## 2000-2001年度重要事項紀要(續)

### Major Events in 2000-2001 (Contd)

#### 2000-2001 年度的主要數據

|          |              |
|----------|--------------|
| • 畢業學員人數 | 79,448       |
| 全日制      | 37,080 (47%) |
| 部份時間制    | 42,368 (53%) |

- 以學員時數計，全日制課程佔75%
- 至2001年3月，局方透過62間培訓機構的116個培訓中心，在全港各區提供共216個不同課程
- 全日制課程畢業學員的平均就業率為77%

|             | 就業率        |
|-------------|------------|
| 度身訂造課程      | 93%        |
| 保安及物業管理課程   | 82%        |
| 起居照顧員課程     | 80%        |
| 家務助理課程      | 80%        |
| 求職錦囊課程      | 73%        |
| 文職課程        | 73%        |
| <b>整體平均</b> | <b>77%</b> |

- 全日制課程學員入職後6個月的平均留職率逾73%
- 2000-2001年度的支出

|                   | 預算<br>(\$以百萬計) | 實際<br>(\$以百萬計)     |
|-------------------|----------------|--------------------|
| 總支出               | 411.5          | 388.2              |
| 與再培訓直接有關          | 373.7          | 359.0<br>(佔總支出93%) |
| 行政開支、資本性及<br>其他開支 | 37.8           | 29.2<br>(佔總支出7%)   |

- 致力推動資源增值，局方成功省回6%總支出
- 截至2001年3月31日止，僱員再培訓基金結餘為1億9千9百萬元

#### MAJOR STATISTICS IN 2000-2001

|                    |              |
|--------------------|--------------|
| • No. of Graduates | 79,448       |
| Full-time          | 37,080 (47%) |
| Part-time          | 42,368 (53%) |

- In terms of trainee hours, 75% were full-time courses
- As at March 2001, the ERB offered 216 training courses through a network of 62 Training Bodies at 116 training centres
- Average placement rate for full-time course graduates was 77%

|                                  | Placement Rate |
|----------------------------------|----------------|
| Tailor-made Courses              | 93%            |
| Security and Property Management | 82%            |
| Personal Care Workers            | 80%            |
| Domestic Helpers                 | 80%            |
| Job Search                       | 73%            |
| Clerical                         | 73%            |
| <b>Overall Average</b>           | <b>77%</b>     |

- Average retention rate of full-time course graduates 6 months after placement was over 73%
- Expenditure in 2000-2001

|  | Estimate<br>(\$ in M) | Actual<br>(\$ in M)                 |
|--|-----------------------|-------------------------------------|
| Total Expenditure                                | 411.5                 | 388.2                               |
| Directly Related to Retraining                   | 373.7                 | 359.0<br>(93% of total expenditure) |
| Administrative Cost, Capital &<br>Other Expenses | 37.8                  | 29.2<br>(7% of total expenditure)   |

- Through efforts to enhance productivity, the ERB achieved a 6% saving in total expenditure
- As at 31st March 2001, the balance of the Employees Retraining Fund was \$199 million



委員不時探訪再培訓課程，聽取學員對再培訓計劃的意見  
Board members visited retraining classes to listen to users' views on the ERS