# ERB Corporate Leaflet

The Employees Retraining Board (ERB) is a statutory body established in 1992 under the Employees Retraining Ordinance. ERB co-ordinates, funds and monitors training courses and services provided by about 80 training bodies. The service targets of ERB are people aged 15 or above with educational attainment at sub-degree level or below. ERB provides around 700 training courses that are market driven and employment-oriented. ERB helps trainees map out progression ladders and nurtures more talents for various industries.

**Manpower**

ERB provides a diverse range of training courses, including placement-tied courses for the unemployed, skills upgrading courses with skills enhancement training for employees, generic skills courses for all industries, youth training courses, dedicated courses for special service targets such as new arrivals, persons with disabilities and persons recovered from work injuries, rehabilitated ex-drug abusers and ex-offenders, and ethnic minorities, straddling 28 industries and various areas of generic skills.

ERB has been actively developing professional certification courses, including “One-test-two-certificates” courses, industry certification courses, public examination preparatory courses, etc. to help trainees move up their professional ladders.

To promote recognition of the qualifications of ERB graduates, ERB has been submitting courses to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for accreditation. There are now around 300 courses accredited by the HKCAAVQ which are registered under the “Qualifications Framework”. ERB has obtained the first “Programme Area Accreditation” (PAA) status under the sub-area “Catering, Food and Beverage Services” and the second PAA status under the sub-area “Computer Science and Information Technology” in 2018-19 and 2021-22 respectively, and also successfully gone through the Periodic Institutional Review in the “Catering, Food and Beverage Services” sub-area, recognising the achievements of ERB in the front of course development and quality assurance.

All ERB courses are designed with assessments, trainees have to pass the assessment before they are awarded the ERB certificate. To ensure the quality of ERB graduates and to enhance public recognition of trainees’ skills level, ERB sets up the “Practical Skills Training and Assessment Centre” (PSTAC) to co-ordinate and conduct assessments for selected ERB courses. PSTAC has been awarded the Certificate of ISO 9001:2015 Quality Management System (ISO), demonstrating that its management system follows the quality management principles of ISO.

ERB is highly concerned with the quality and administration of the courses. ERB enforces a “Risk-and-performance-based” quality assurance system, and conducts annual audits, surprise inspections, class visits, assessment observations, etc. to monitor the performance of training bodies and to ensure the quality of its courses.

**Development**

ERB offers three to six months’ placement follow-up service for all trainees who have completed the placement-tied courses to help them re-enter the job market.

Training Consultants of ERB give advice to users on suitable training and assist in ERB course enrolment through face-to-face interview or video conferencing. They also reach out to district organisations to assist social groups with special needs to acquire information on the training and employment front.

“ERB Service Centre” in Tin Shui Wai provides information on ERB courses and support services. Workshops and group activities are also organised on a regular basis. ERB has set up 37 “ERB Service Spots” in Kwai Tsing and Tsuen Wan, Kowloon West and Kowloon East districts, providing enquiry and enrolment services for ERB courses, organising industry seminars and taster courses, and assisting members of the public to register for training consultancy service.

ERB has set up “ERB Training Net” course search terminals at over 100 locations, including ERB Headquarters at Siu Sai Wan, “ERB Service Centre”, “ERB Service Spots”, Labour Department Job Centres, Social Welfare Department (SWD) Social Security Field Units and non-governmental organisations commissioned by SWD. Members of the public can obtain information on ERB courses, training centres, services and activities as well as register for training consultancy service through the terminals.

ERB keeps abreast of market developments and helps trainees sustain their employability through a wide range of service schemes. ERB has launched the “Smart Living” Scheme which is a one-stop referral platform for domestic, care and massage services, and the “Smart Baby Care” Scheme which handles the referral of post-natal care, infant and child care job vacancies. To uplift service efficiency, ERB launched the “ERB Home Services” and “ERB Helper App” mobile applications for employers and helpers of “Smart Living” and “Smart Baby Care” Schemes to register vacancies and apply for jobs.

ERB works closely with employers of different industries. Through the provision of various forms of employer services, ERB assists employers (including SMEs) to meet their recruitment and training needs, while at the same time enhances the employment opportunities of ERB trainees.

**Integration**

ERB places great emphasis on social partnership and collaborates with employers, trade unions, professional associations, government departments, training bodies, social service organisations, etc. to promote ERB courses and services. At present, ERB has appointed about 80 training bodies which operate around 400 training centres across the territory.

To ensure that the training portfolio of ERB caters timely for market needs, and strengthen partnership with strategic industries, ERB sets up “Industry Consultative Networks” of different industries, and invites industry practitioners with broad representativeness, representatives of employer associations, trade unions, professional bodies, etc. to join. Through this platform, members can render advice on the market demands, skills requirements and training needs of respective industries as well as the design and development of ERB courses.

With a view to instilling a corporate culture advocating the importance of manpower training and development, ERB launches the “ERB Manpower Developer Award Scheme” to recognise organisations which demonstrate outstanding achievements in manpower training and development as “Manpower Developers” (“MDs”) and“Super MD” . Through the Award Scheme, ERB aims to cultivate a common social value to attach great importance to manpower training and development.

ERB Hotline: 182 182

[www.erb.org](http://www.erb.org)

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Printed in April 2023