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\* Courses conducted in Cantonese supplemented with English training materials

## Preface

### The Employees Retraining Board

The Employees Retraining Board (ERB) is an independent statutory body established in 1992 under the Employees Retraining Ordinance. The main function of the ERB is to co-ordinate, fund and monitor training courses and services. Its service targets are people aged 15 or above with education attainment at sub-degree or below.

The ERB provides a diverse range of courses under the “Manpower Development Scheme” and appoints about 90 Training Bodies operating around 400 training centres to offer market-oriented training courses to help trainees map out their progression ladder. The ERB endeavours to provide a flexible, quality and resilient labour force for the knowledge-based economy of Hong Kong.

The ERB is dedicated to assist eligible employees of non-Chinese origin in Hong Kong in gaining job opportunities through appropriate training and employment services, so that they can integrate into the society for the well-being of themselves and their families.

### Training Courses

With a view to improving the employability of the ethnic minorities and facilitating their integration into the local community, the ERB provides dedicated training courses delivered in English to suit the aspirations and training needs of the ethnic minorities. To facilitate the attendance of the ethnic minorities who can comprehend Cantonese, courses conducted in Cantonese and supplemented with English training materials are also offered and covered in this Prospectus. Major categories of courses include:

- **Placement-tied Courses:** Placement-tied courses on vocational and professional education and training are generally offered in full-time mode. Courses straddling different industry categories and aiming at equipping eligible trainees with skills required by the market are dedicated for the unemployed. Trainees with an attendance rate of at least 80% in the placement-tied courses are provided with placement follow-up services at least 3 months by Training Bodies to help them re-enter the job market. The courses also include training on personal attributes and job search skills, which aim to enable trainees to strengthen their interpersonal skills and enhance their employment opportunities.
- **“Skills Upgrading Scheme Plus” (SUS Plus) Courses:** SUS Plus courses are part-time non-placement-tied courses provided to eligible clientele including the unemployed and in-service workers. Vocational and professional education and training straddling different industries are provided with the aim of enhancing the skills competency of practitioners and fostering their attainment of multi-dimensional skills. Non practitioners may also enrol in individual courses which provide basic knowledge of the industries. These courses aim to broaden their employment opportunities through training and facilitate their job mobility.
- **Generic Skills Training Courses:** Generic Skills Training courses are part-time non-placement-tied courses on training of transferable skills applicable in different industries including foundation skills (Cantonese, English, Putonghua, and IT Applications) and personal attributes are provided to eligible clientele including the unemployed and in-service workers. To assist trainees to acquire recognised qualifications and enhance their competitiveness, an integrated job-search course named “Employment Set Sail” is also tailored made for the ethnic minorities.
- **Youth Training Courses:** Youth Training Courses are operated in full-time placement-tied mode and offered under the banner of Youth Training Programme. The Youth Training Programme targets at non-engaged youth aged between 15 and 24, with education attainment up to secondary school education. The programme aims to rekindle their desire to learn and further study, and motivate them to actively plan for their future.

Public members may gauge a preliminary understanding of their career aspirations through the use of an ERB online tool named “Training and Career Needs Test” and select a suitable training course

accordingly. “Training Consultancy Service” is also available in ERB Service Centres and ERB Service Spots for service targets that require personalised advice on enrolment. For details, please refer to page 3.

#### Placement Services

All Training Bodies appointed by the ERB provide all trainees who have attained an attendance rate of at least 80% in the placement-tied courses, with a placement follow-up period of at least 3 months (for placement-tied courses which are conducted in English and suitable for eligible employees in Hong Kong of non-Chinese origin, the placement follow-up period lasts for 6 months). For courses under the “Enhanced Placement Service Model”, the Training Bodies provide enhanced placement and retention services for the trainees who have attained an attendance rate of at least 80% in these courses. Please check with the Training Bodies concerned for follow-up period of each course. During the follow-up period, Training Bodies will regularly contact the trainees to update their employment status. Training Bodies should report the employment details of each trainee to the ERB after completion of follow-up period. Trainees should provide such information to Training Bodies as far as possible.

#### Qualification and Certification — Qualifications Framework

The “Qualifications Framework” (QF) was established and officially launched by the Government on 5 May 2008. QF-related quality assurance is undertaken by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). The QF is a cross-sectoral hierarchy designed to put in order qualifications in the academic, vocational and continuing education sectors with a view to facilitating life-long learning and assisting individuals to set personal goals and directions in continuous studies for obtaining recognised qualifications.

Recognised qualifications are uploaded onto the “Qualifications Register” (QR), which is a web-based database on learning programmes leading to such qualifications and the relevant operators, granting bodies, QF Levels, modes of delivery, etc.

To promote recognition of the qualifications of ERB graduates, ERB courses have been submitted to the HKCAAVQ for accreditation. There are now over 300 courses accredited by the HKCAAVQ, which are QF-recognised. Please refer to “ERB Courses on the Qualifications Register” in the last section of the prospectus or visit the QR website at <http://www.hkqr.gov.hk> for more details.

Remarks: The ERB endeavours to ensure the accuracy of all information in this Prospectus. In case if subsequent changes have been made to the course details, such as course content and course fee, and the information on the QR, the ERB’s latest announcements and the information on the ERB website shall prevail. The ERB reserves the right of withdrawing the offering of courses. For enquiries, please call ERB hotline at 182 182 or contact the Training Bodies concerned.

#### ERB Service Centres

As the district-based window to the courses and services of the Employees Retraining Board (ERB), the ERB Service Centres offer diversified self-help and support services to those with training and employment needs. The service targets are people aged 15 or above with education attainment at sub-degree or below. Registration as members is both simple and free of charge.

#### Course Enquiry and Enrolment Services

The Service Centres provide an overview of courses of the ERB as well as information on courses offered by Training Bodies in the respective districts. The Centres handle general enquiries on training courses and provide direct enrolment service for selective courses offered by Training Bodies in the districts.

#### Training Consultancy Service

To further assist the users requiring more intensive support and personal advice on ERB courses, service targets who are interested in applying for ERB courses can make use of the “Training Consultancy Service” in each Service Centre. By assessing the training needs and job aspirations of the users through face-to-face interviews, training consultants will provide personalised support and advice on suitable ERB courses to the service users. Those who are interested in the “Training Consultancy Service” can make appointment by calling or visiting the respective Service Centre, ERB Service Spot or booking online through the website [www.erb.org/tc](http://www.erb.org/tc).

#### Training Support Services

The Service Centres provide training-related services to encourage self-enhancement. The Centres offer multi-media computer facilities and make available reference materials and self-learning softwares for use at the reading corners. A variety of workshops including course and industry seminars, ERB Taster Programmes, workshops on job search skills; generic skills; and topical issues are organised to disseminate information on latest market situation and enhance the generic and vocational skills of the members. Mutual support groups also give advice on training plan and career development and provide emotional support to members.

#### Employment Support Services

The Service Centres also provide support services for people with employment needs. Job seekers can refer to job cards displayed at the Centres and access the vacancy database of the Labour Department through the vacancy search terminals at the Centres. They can also make use of the office equipment for job applications. Members are welcome to use the self-help “Mock Interview System” to polish their interviewing skills. Industry seminars and job fairs are held from time to time for members to enhance their employment opportunities.

#### Services for Special Target Groups

To cater for the needs of special target groups such as new arrivals and ethnic minorities, targeted support services including language and generic skills workshops and mutual support groups are also organised by the Service Centres.

#### Locations

ERB Service Centre (Kowloon West)	
Address:	1/F, Sunlight Building, 273 Shun Ning Road, Cheung Sha Wan, Kowloon (near Exit C1 of MTR Cheung Sha Wan Station)
Enquiry:	2711 6022
Website:	<a href="http://www.kwsc.erb.org">www.kwsc.erb.org</a>
Operator:	Hong Kong Youth Women’s Christian Association
ERB Service Centre (Kowloon East)	
Address:	20/F, Kwun Tong View, 410 Kwun Tong Road, Kowloon (near Exit A2 of MTR Kwun Tong Station)
Enquiry:	2338 9100
Website:	<a href="http://www.kesc.erb.org">www.kesc.erb.org</a>
Operator:	Hong Kong Employment Development Service Limited
ERB Service Centre (Tin Shui Wai)	

Address:	Unit 301, 3/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T.
Enquiry:	3919 6100
Website:	<a href="http://www.tswsc.erb.org">www.tswsc.erb.org</a>
Operator:	New Territories Association Retraining Centre Limited

#### Opening Hours

Monday to Sunday and Public Holiday: 9am to 9pm\*  
(Closed on the 1st to 3rd day of Chinese New Year)

\* The opening hours of the Service Centres are subject to change under special circumstances.

#### ERB Service Spots

The ERB has set up 10 ERB Service Spots on a pilot basis in Kwai Tsing and Tsuen Wan in collaboration with social service organisations. They provide enquiry and enrolment services for ERB courses, organise industry seminars and taster courses, and assist members of the public to register for "Training Consultancy Service". Staff of the operator will be present at each ERB Service Spot on a regular basis to provide personal assistance.

Please contact the operator (HKSKH Lady MacLehose Centre) at hotline 2428 2283 for details of locations, operating hours, staff duty rosters and other service information.

## Application Guidelines

### Eligibility

1. General Admission Criteria for all courses of the Employees Retraining Board (ERB):
  - (i) eligible employees of the Hong Kong Special Administrative Region (HKSAR) (i.e. lawfully employable and not subject to conditions of stay, including permanent residents of the HKSAR and new arrivals); and
  - (ii) aged 15 or above; and
  - (iii) education attainment of sub-degree or below; and
  - (iv) applicants should meet the entry requirements of courses, including industry or occupation specific licensing or statutory requirements.
2. Students engaging in non-ERB full-time education programmes are not eligible to apply for ERB courses.
3. Employees of Training Bodies are not eligible to apply for any ERB courses offered by the concerned Training Bodies.
4. Non-engaged youths aged 15 to 17 who have attained up to secondary school education are advised to apply for the “Youth Training Programme” courses.
5. Applicants of placement-tied courses must be unemployed or non-engaged, and intend to engage in employment in the jobs trained for. Interviews will be conducted by Training Bodies to ascertain such intention.
6. For non-placement-tied courses targeted at the unemployed and those intending to change jobs, interviews may be necessary.
7. To be eligible for class enrolment, applicants must meet the General Admission Criteria and pass the interviews and entry tests (if applicable).

### Application Procedures and Supporting Documents Required

8. Course applications should be submitted to the Training Body offering the courses in person or by post. Applications submitted by post should be supplemented with copies of supporting documents specified below. Applicants are required to provide the original supporting documents for verification. Course applications may not be accepted should applicants fail to provide the information or documents required.
  - (i) Proof of being eligible employee of the HKSAR <sup>Note 1</sup>
    - Hong Kong Permanent Identity Card or HKSAR Passport, or
    - Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents.
  - (ii) Proof of education attainment <sup>Note 2</sup>
    - Applicants should submit proof of highest education attained <sup>Note 3</sup> issued by the school/institution concerned.
  - (iii) School leaving certification (if applicable)
    - Applicants who graduate or discontinue enrolment from non-ERB full-time education programme within the last 6 months (from the date of application) should provide graduation certificates/letters of withdrawal/leaving certificates issued by the schools/institutions concerned.
  - (iv) Duly signed “Consent Form for Collection of Income Proof” (except for applicants of non-placement-tied courses with monthly income of \$19,501 or above).
  - (v) Proof of work experience or professional qualification/certification (if applicable)
    - Applicants should provide proof of work experience or professional qualification/certification as specified in the entry requirements of courses. Examples of

proof include: letter from employer, employment contract, work/service agreement, staff identification card, valid industry-specific registration, licence, salary statements, MPF statements, Smart Helper Card, etc.

Note 1: Trainees may be required to provide proof of eligible employee of the HKSAR during classes for verification of identities by staff of the ERB.

Note 2: Effective from 1 April 2016, applicants who have provided proof of education attainment may be exempted from providing the same proof again on condition that their highest education attainment remains unchanged at the time of course applications.

Note 3: Highest education attainment refers to the highest level of full curriculum study that applicants are attending or have attended at schools (including cases where the applicants have not completed the study, or are unable to provide proof of education attainment). If an applicant has completed HKDSE (Form 6) level, "Secondary (Year 6)" would be considered as his or her highest education attainment in course applications. Applicants with non-local educational qualification may determine their equivalent local education attainment based on the number of years of school education received. For example, if an applicant has received formal school education for more than 9 years in the Mainland, his/her education attainment may be considered as equivalent to above Form 3.

9. Should applicants fail to provide proof of education attainment at the time of first application, they may make declaration on their highest education attained in the duly signed "Course Application Form", confirming that all information provided is correct and complete. Should applicants wish to amend the highest education attainment previously declared, further declaration would not be acceptable. The ERB will not accept amendment requests without sufficient documentary proof and justifications, particularly requests for downward adjustment of highest education attainment.

10. Applications of persons with disabilities, single parents or Comprehensive Social Security Assistance (CSSA) recipients would be handled with priority should applicants be able to provide valid supporting documents substantiating their status.

#### Restrictions on Application and Enrolment

11. In general, applicants may opt for either of the following arrangements:

- (i) to apply for 2 placement-tied courses with the same Training Body, and more than 1 evening foundation skills training (i.e., Workplace Languages, IT Applications, and Business Numeracy) course at any one time; or
- (ii) to apply for more than 1 non-placement-tied course with the same Training Body at any one time.

Applicants applying for/enrolling in placement-tied course(s) are not allowed to apply for/enrol in courses other than evening foundation skills training courses at any one time.

12. Trainees should report to Training Bodies as early as possible on any changes in their engagement in education programme (from being non-engaged to being engaged in full-time non-ERB education programme) in the course of training. Trainees of placement-tied courses should report to Training Bodies as early as possible on any changes in their status of employment (from being unemployed to being engaged in full-time/part-time employment or self-employment) in the course of training. The ERB will re-consider the eligibility of the trainees for enrolment of courses and/or retraining allowances. Trainees failing to do so may contravene Section 25 of the Employees Retraining Ordinance. Any person committing the offence shall be liable on conviction to a fine of \$20,000. In addition, under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person dishonestly obtains for himself or another any pecuniary advantage by deception shall be liable on conviction to imprisonment for 10 years.

#### Placement-tied Courses

13. Restrictions on application and enrolment are as follows:

- (i) Applicants can enrol in no more than 2 placement-tied courses <sup>Note 4</sup> within 1 year (from the date of application to the commencement date of the first placement-tied course enrolled within the past 12 months).
- (ii) Applicants can apply for 2 placement-tied courses but cannot enrol in both at the same time. Once they are enrolled in one of the courses, the other course application would be cancelled.
- (iii) Applicants <sup>Note 5</sup> can only apply for another placement-tied course or retake the same placement-tied course when the placement follow-up period of the previously enrolled placement-tied courses has lapsed.
- (iv) Only trainees who have completed the course (attained attendance rate of at least 80%) but failed in all attempts of final assessments of the course can retake the course once <sup>Note 6</sup>. Courses offered under “Youth Training Programme” cannot be retaken under any circumstances.
- (v) Applicants are not allowed to apply/enrol in courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled <sup>Note 4</sup>.
- (vi) Trainees are only allowed to enrol in courses offered under “Youth Training Programme” once.

#### Non-placement-tied Courses

14. Restrictions on application and enrolment are as follows:

- (i) Applicants can enrol in non-placement-tied courses <sup>Note 4</sup> for a total of no more than 150 hours within 1 year (from the commencement date of the course to the commencement date of the first non-placement-tied course enrolled within the past 12 months). Application will not be accepted if the 150-hour limit is reached at time of application.
- (ii) Trainees can enrol in more than 1 non-placement-tied course at any one time, given that these courses are enrolled with the same Training Body and that there is no time clash.
- (iii) Trainees can retake once <sup>Note 6</sup>: (a) courses which they have completed (attained attendance rate of at least 80%) but failed in all attempts of final assessments; and (b) “Skills Upgrading Scheme Plus” courses <sup>Note 7</sup> taken 4 or more years ago (from the date of application to the commencement date of the courses taken).
- (iv) Applicants are not allowed to apply/enrol in courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled <sup>Notes 4 and 7</sup>.

Note 4: Including enrolled but no show, or low attendance cases.

Note 5: Including applicants who fail to complete the previously enrolled placement-tied courses.

Note 6: Standing policy on admission requirements, restrictions on application and enrolment, and arrangements on retraining allowance at times of retake shall apply.

Note 7: Including the “Skills Upgrading Scheme” courses.

#### Cancellation of Course Application/Enrolment

15. Cancellation of applications/enrolment should be made, in person or in writing to the Training Bodies offering the courses. For those enrolled, cancellation must be made in no less than 3 working days prior to the date of course commencement. Late cancellation will not be accepted. Once cancelled, applicants should submit new course applications if they re-apply for the same courses.

16. Applicants should cancel their course applications if they become engaged in full-time or part-time employment, self-employment (applicable to applicants of placement-tied courses) or full-time non-ERB education programme (applicable to applicants of all courses).

17. For enrolled applicants who fail to cancel course applications duly and do not show up for the course, they will (a) not be allowed to enrol in the same course, or courses at similar or lower level of competency in the same discipline; and (b) not be refunded the paid course fees if enrolled in non-placement-tied courses.

18. Applications of applicants having rejected enrolment offers for 3 times will be automatically cancelled. For applicants applying for more than 1 placement-tied/non-placement-tied course, the sum of total rejections includes offers made for all of the respective course applications.

#### Award of Graduation Certificate

19. Trainees should attain a minimum of 80% attendance rate before they are allowed to sit for final assessment (including written and practical skills assessment). Trainees will be awarded graduation certificates upon fulfilment of graduation requirements (including attainment of attendance rate of generally 80% or above, after deducting absence sessions due to lateness, early departures, sick leave or any other reasons; and passing of course assessments). Certificates lost will not be re-issued.

#### Arrangement of Re-assessment

20. Trainees will be awarded a graduation certificate upon fulfilment of graduation requirements (in general include attainment of required attendance rate and passing marks in relevant assessments) stipulated in individual course outlines. Those who fail to attain passing marks in the final assessment (including written examination and practical skills assessment) are, in general, entitled to two attempts of re-assessments (unless otherwise stipulated) within 6 months upon completion of the final assessment. Please contact Training Bodies for details.

#### Retraining Allowance

21. Retraining allowance in the following categories will be provided for placement-tied courses with duration of 7 days or more <sup>Note 8</sup>.

Training Courses	Trainees	Retraining allowance per day
"Youth Training Programme" courses	All eligible trainees	\$30
Placement-tied "Certificate" or "Diploma" courses	All eligible trainees	\$70
Placement-tied "Foundation Certificate" courses	All trainees aged 30 or above and with education attainment of F.3 or below	\$153.8
	Other eligible trainees	\$70

Note 8: Placement-tied courses are generally conducted in mixed-mode (i.e. training sessions include full-day (8 hours/day) and half-day (4 hours/day) sessions). Retraining allowance of courses is subject to a maximum amount calculated based on the number of full-day training sessions only.

#### Criteria for Disbursement of Retraining Allowance

22. Trainees (of placement-tied courses) are eligible for retraining allowance on condition that the sum of the following sessions comprises 80% or higher of the total number of course sessions:

- (i) actual number of course sessions attended (after deducting sessions of late arrivals and early departures); and
- (ii) sessions of sick leave substantiated by certificates issued by Hong Kong registered medical practitioners (not exceeding 20% of the total number of course sessions).

The exact amount of retraining allowance disbursed to a trainee is calculated on the basis of the actual number of course sessions attended and is subject to the maximum amount stipulated for individual training courses.

23. No retraining allowance will be disbursed to trainees who are approved to take make-up sessions, even if 80% or higher attendance rate is attained upon completion of the make-up sessions.

24. Details on the criteria for disbursement of retraining allowance for “Youth Training Programme” courses and placement-tied courses for persons with disabilities and persons recovered from work injuries could be obtained from the Training Bodies concerned.

25. Trainees are eligible for retraining allowance at a maximum of 2 times within 1 year and 4 times within 3 years (from the commencement date of the first course taken).

#### Course Fees of Non-placement-tied Courses

##### Payment Procedures

26. Training Bodies shall inform successful applicants of the course commencement dates, course fees and payment method. Course fees payable by the applicants are stipulated at the time of application. Fees paid are not refundable.

##### Application for Course Fee Waiver/Payment of “Highly Subsidised Fee”

27. Trainees can apply for course fee waiver/payment of “Highly Subsidised Fee” upon enrolment. Trainees should complete the application procedures for course fee waiver/payment of “Highly Subsidised Fee” and/or should pay the relevant course fee, upon receipt of enrolment notification and prior to class commencement. Trainees may apply for course fee waiver/payment of “Highly Subsidised Fee” under the following conditions:

Type of application	Income level
Course fee waiver	Nil/low income (monthly income <sup>Note 9</sup> of \$9,000 or below)
Payment of “Highly Subsidised Fee”	Monthly income <sup>Note 9</sup> between \$9,001 and \$19,500

Note 9: Income denotes wages and salary from employment (including being employed and self-employed), net business income and pension. Income from employment and self-employment includes basic pay, overtime pay, bonus, commissions and allowance(s), etc, with the deduction of 5% contributions to MPF/ORSO. Bonus, double pay, gratuity, etc. should be taken into account in average over the relevant period of employment.

28. Trainees applying for course fee waiver/payment of “Highly Subsidised Fee” are required to provide the supporting documents specified below to Training Bodies. At the time of such application, trainees with income shall provide any one of documents (i) to (iv) specified below <sup>Note 10</sup>, and trainees with nil income shall provide either document (v) or (vi) specified below:

##### Trainees with income

- (i) payroll slip of the month of or any of the 2 months prior to course commencement <sup>Note 11</sup>; or
- (ii) certification letter issued by current employer specifying salary of the month of or any of the 2 months prior to course commencement <sup>Note 11</sup>; or
- (iii) bank passbook/statement showing payroll records of the month of or any of the 2 months prior to course commencement <sup>Note 11</sup>; or
- (iv) statutory declaration statement administered by the Home Affairs Department declaring trainee’s latest monthly income level at the time of declaration. The stipulated month of income shall be the month of or any of the 2 months prior to course commencement <sup>Note 11</sup>.

##### Trainees without income

- (v) documents issued by the Social Welfare Department regarding Comprehensive Social Security Assistance (CSSA) Scheme (either “Notice of Consent on Application” or “Certificate of CSSA Recipients (for Medical Waivers)” is acceptable), indicating that trainee’s receipt of CSSA is still valid on the date of course commencement (Note: This document is not applicable to CSSA recipients with income. CSSA recipients with income are required to submit one of the documents listed in (i) to (iv) above); or

(vi) trainees with nil income could opt for making declaration in the “Declaration by trainee” in the “Application for Course Fee Waiver/Highly Subsidised Fee” form, to indicate that they have nil income in the latest month. The stipulated latest month shall be the month of or any of the 2 months prior to course commencement.

Note 10: For trainees who have submitted income proof and been approved for course fee waiver or payment of “Highly Subsidised Fee” in previous course enrolment, at time of current course enrolment, if their income level (as stipulated in paragraph 27) remains unchanged and the commencement dates of the above two courses are within one year, they may be exempted from providing income proof for application for course fee waiver or payment of “Highly Subsidised Fee”. Please make enquiries to Training Bodies for details.

Note 11: For example, for course commences in April this year, relevant month of the document required as mentioned in (i), (ii), (iii) or (iv) above, or month stated in the “Declaration by trainee” shall be February, March or April of the year.

#### Trainees with Low Attendance

#### Trainees with Attendance Rate Below 80%

29. The general attendance requirement of ERB courses is at least 80%. Penalties are imposed on those with low attendance:

Placement-tied courses	Non-placement-tied courses (not applicable to trainees who paid the “Normal Subsidised Fee”)
For trainees failing to attain the required attendance rate, their course applications will be suspended for 1 year <sup>Note 12</sup> if it is a first time violation, and for 3 years if otherwise (for course applications dated on or after 1 April 2011).	Trainees are required to pay an amount (in addition to the originally settled course fee, if any) equivalent to the “Highly Subsidised Fee” stipulated at the time of course application. Should trainees fail to settle the fee, their course applications will be suspended for 1 year <sup>Note 12</sup> if it is a first time violation, and for 3 years if otherwise.  Upon settlement of the fee, trainees would be allowed to enrol in ERB courses again. The ERB reserves the rights to take further action against trainees who fail to settle the fee by the specified deadline.

Note 12: From the date of commencement of the concerned course.

#### Special Circumstances

30. In the event that trainees fail to attain 80% attendance rate due to illness, accident, hospitalisation, etc., the ERB may consider granting waiver of course fees recovery or restriction on course application. Trainees should report to Training Bodies and provide supporting documents, e.g. medical certificate(s) issued by Hong Kong registered medical practitioners as early as possible. The ERB has the discretion to grant waiver of outstanding course fees or restriction on course application.

#### Fraud Prevention Measures

31. The ERB conducts sample checks of trainees’ declared education attainment, employment status, and/or income. Details can be found in paragraphs 32 to 35. Besides, the ERB carries out income surveillance each year. Trainees may be asked to provide income proof at the request of the ERB for this purpose. In this connection, trainees are required to retain the income proof(s) (as stipulated in (i) to (iv) of paragraph 28) relating to the concerned course enrolment(s) for 3 fiscal years (a fiscal year represents the period from April of a year from which trainees enrol in a course to March of the

following year). In addition, the ERB will request trainees to provide “Income Proof” issued by the Inland Revenue Department for verification. Trainees not providing the “Income Proof” and/or other required information upon request will be put on the watch list. For trainees on the watch list, their course applications for non-placement-tied courses will be suspended until “Income Proof” and/or other required information is provided and no violation is found. Details can be found in paragraph 36.

32. Trainees who, in the absence of a legitimate defence, are proven to have obtained course fee waiver/paid the “Highly Subsidised Fee” by supplying false income information; or who, to their knowledge, provide false information or having enrolled in a course but not meeting the relevant requirements, may be disqualified from: (a) enrolment in course(s); and (b) disbursement of retraining allowance or course fee waiver, payment of “Highly Subsidised Fee”, whichever is applicable. In addition, they are required to pay back the concerned course fees, offset the cost of courses and/or return the retraining allowance to the ERB.

33. The ERB also reserves the right to report the cases to the law enforcement Government department(s) for investigation and legal actions. Pursuant to Section 25 of the Employees Retraining Ordinance, any person committing the offence shall be liable on conviction to a fine of \$20,000. Under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person dishonestly obtains for himself or another any pecuniary advantage by deception shall be liable on conviction to imprisonment for 10 years.

34. For trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses:

- (i) They are required to offset the cost of course and return the retraining allowance (for placement-tied course) to the ERB.
- (ii) For first time violation, their course applications will be suspended for 3 months<sup>Note 13</sup> if the concerned cost and/or retraining allowance are returned; or for 1 year<sup>Note 13</sup> if not.
- (iii) For second time violation, their course applications will be suspended for 1 years<sup>Note 13</sup> if the concerned cost and/or retraining allowance are returned; or for 2 year<sup>Note 13</sup> if not.
- (iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

35. For trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to receive a higher level of retraining allowance:

- (i) They are required to return the difference of the concerned retraining allowance to the ERB.
- (ii) Their course applications will be suspended: for 3 months<sup>Note 13</sup> if the difference of the concerned retraining allowance is returned; or for 1 year<sup>Note 13</sup> if not.

36. For trainees who, in the absence of a legitimate defence, are proven in income surveillance exercise to have obtained course fee waiver/paid the “Highly Subsidised Fee” by supplying false income information:

- (i) They are required to pay back the course fee concerned to the ERB.
- (ii) For first time violation, their course applications for non-placement-tied course will be suspended for 3 months<sup>Note 13</sup> if the concerned course fee is returned; or for 1 year<sup>Note 13</sup> if not.
- (iii) For second time violation, their course applications for non-placement-tied course will be suspended for 1 year<sup>Note 13</sup> if the concerned course fee is returned; or for 2 years<sup>Note 13</sup> if not.
- (iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

Note 13: From the date the recovery notice is issued to the concerned trainees.

#### Personal Information of Applicants/Trainees

37. The personal data of applicants/trainees are collected and kept for purposes of vetting of course application, course admission, disbursement of retraining allowance, processing of applications for course fee waiver/payment of “Highly Subsidised Fee”, job matching service, placement and retention follow-up, accreditation of courses, arrangement of practical skills assessment, conduct of income surveillance, verification of placement record and opinion survey, etc. The personal data so collected may be transferred to Training Bodies under the “Manpower Development Scheme”, relevant

Government departments and/or their commissioned research consultants and agencies for the purposes as stated above.

38. Provision of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.

39. Upon consent of applicants, the ERB may use the personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to applicants marketing information in relation to training courses, services, activities and facilities of the ERB through emails, SMS, mails and telephone calls, etc., and transfer the personal data to the Training Bodies under the "Manpower Development Scheme" or organisations commissioned by the ERB for such purposes. If trainees do not wish their personal data to be used for the marketing purposes stated above, they have the right at any time to opt out by writing to the ERB at 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, or by fax to 2369 8322, or by email to [erbhk@erb.org](mailto:erbhk@erb.org) to Manager (Customer Services), ERB, or call ERB hotline at 182 182.

40. Applicants or their authorised representatives have the right to request access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be inaccurate. The ERB may collect a fee from applicants requesting for a copy of their personal data.

41. Applicants/trainees may send their requests for access to and/or correction of personal data to the Manager (Customer Services), ERB. For enquiries, please call ERB hotline at 182 182.

#### Enquiry and Online Application

42. Training Bodies are responsible for processing course applications and informing applicants the results. Commencement dates and class schedules of training courses are subject to the arrangement of Training Bodies. For details, please contact the Training Bodies concerned.

43. Applicants can submit online applications for selected training courses. For details, please refer to ERB website at [www.erb.org](http://www.erb.org).

44. For other comments or complaints, please call ERB hotline at 182 182.

The ERB reserves the right to revise the above guidelines from time to time without notifying individual applicants. Please refer to ERB website for the most updated information.

Placement-tied Courses

Property Management & Security

Foundation Certificate in Standard Security & Property Management (English Medium)

Course Objective	To enable trainees to understand the roles and required work attitude of a Security Guard and acquire the relevant job skills; and to help trainees secure employment as a Security Guard.		
Course Content	This course will be conducted in English. The course will cover industry overview, role, general duties and responsibilities of a Security Guard, access control and patrolling, operations of security system and facilities, legal responsibilities and relevant legislation, related government departments and public service organisations, fire prevention and handling of emergencies, facilities and practical work in car park and loading area, computer operation, vocational Cantonese, personal attributes and job search skills.		
Entry Requirements	i. Aged 18 or above; and ii. Primary Six (For applicants without Primary Six qualification, admission will be subject to their performance at the admission interview); and iii. Eligible for applying for the Security Personnel Permit; and iv. Pass the English entry test.		
Course Duration	128 hours (approximately 7 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU095DS

Note: This course includes the recognised syllabus under the QASRS. Trainees who have successfully completed this recognised syllabus and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter “permit”) set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Courses for professional qualification  
Conducted in English

## Hairdressing

### Foundation Certificate in Hair Stylist Assistant Training (English Medium)

Course Objective	To equip trainees with the basic knowledge and required skills of a Hair Stylist Assistant; to help trainees master skills in customer services; and to help trainees secure employment as a Hair Stylist Assistant.		
Course Content	This course will be conducted in English. The course will cover industry overview, salon sanitation and environmental safety, hair and scalp treatment, hair styling and techniques, hairdressing products and tools, vocational Cantonese, personal attributes and job search skills.		
Entry Requirements	i. Form Three; or Primary Six with two years' working experience; and ii. Pass the English entry test.		
Course Duration	160 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU106DS

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Conducted in English

## Beauty Therapy

### Foundation Certificate in Junior Beautician Training (English Medium)

Course Objective	To equip trainees with the basic knowledge and required techniques of a Junior Beautician; to help trainees master the skills in customer services; and to help trainees secure employment as a Junior Beautician.		
Course Content	This course will be conducted in English. The course will cover industry overview, skin analysis and cleansing, facial treatments, massage techniques (including facial and shoulder massage), fundamental make-up techniques, knowledge of cosmetics and cosmetic tools, eye treatments, depilatory treatments, hand treatments, manicure, understanding of beauty care machines, vocational Cantonese, personal attributes and job search skills.		
Entry Requirements	i. Form Three; and ii. Pass the English entry test.		
Course Duration	180 hours (approximately 9 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Baptist Oi Kwan Social Service	2770 8070 / 3413 1683	BK046DS
	The Hong Kong Federation of Trade Unions	2715 6671 / 2568 9044	FU130DS

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Conducted in English

Foundation Certificate in Nail Technician Training (English Medium)

Course Objective	To equip trainees with basic knowledge and techniques of a Nail Technician; to help trainees master the skills in customer services; and to help trainees secure employment as a Nail Technician or Assistant Nail Technician.											
Course Content	This course will be conducted in English. The course will cover industry overview, hygiene in manicure industry, structure and care of hand, foot and nail, skills of manicure and massage, skills of nail art, skills of gel nail and acrylic nail, personal attributes and job search skills.											
Entry Requirements	i. Completion of Form Three; or completion of Primary Six with at least two years' working experience; and ii. Pass the English entry test.											
Course Duration	120 hours (approximately 7 weeks)											
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>1833 266 / 2815 7001</td> <td>NH001DS</td> </tr> <tr> <td>Yang Memorial Methodist Social Service</td> <td>2251 0888</td> <td>YM017DS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	New Home Association Limited	1833 266 / 2815 7001	NH001DS	Yang Memorial Methodist Social Service	2251 0888	YM017DS
Training Bodies	Telephone	Course Code										
New Home Association Limited	1833 266 / 2815 7001	NH001DS										
Yang Memorial Methodist Social Service	2251 0888	YM017DS										

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Conducted in English

## Hotel

### Foundation Certificate in Hotel Room Attendant Training (English Medium)

Course Objective	To equip trainees with the basic knowledge and skills of hotel room services, and to enhance confidence and employability of trainees so that they can meet the job requirements and secure employment as a Hotel Room Attendant.		
Course Content	This course will be conducted in English. The course will cover industry overview, different kinds of hotel rooms, beds and facilities, service procedures when entering the rooms, hotel room arrangement and cleaning procedures, bed making skills, receiving and returning laundries, hotel security and personal safety, work reports, forms and common documents, vocational English and Cantonese, personal attributes and job search skills.		
Entry Requirements	i. Form Three; or Primary Six with at least two years' working experience; and ii. Possess basic written and spoken English proficiency (applicants who have not completed Form One are required to pass the written entry test).		
Course Duration	124 hours (approximately 7 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU100DS

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Conducted in English

Business

Foundation Certificate in Bookkeeping (LCCI Level 1 Bookkeeping Examination) (English Medium)

Course Objective	To equip trainees with the essential skills and knowledge in basic bookkeeping, assist them to take the LCCI Level 1 Bookkeeping (VRQ) Examination and help them secure employment as an Accounting Clerk or related position.		
Course Content	This course will be conducted in English. The course will cover industry overview, books of original entry and double-entry, accounting for payroll, control accounts, financial statements of a sole trader, personal attributes and job search skills.		
Entry Requirements	i. Form Three; and ii. Possess good English communication skills; and iii. Pass the English and Mathematics entry test.		
Course Duration	156 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	HKCT Group Limited	2711 9820 / 2711 9296	CT245DS
	Yang Memorial Methodist Social Service	2251 0888	YM015DS

Note: The Final Examination of the course is the LCCI Level 1 Bookkeeping (VRQ) Examination which aims to assist trainees in acquiring the required certificate or professional qualification for employment.

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Courses for professional qualification  
Conducted in English

Foundation Certificate in Human Resources Assistant Training

Course Objective	To equip trainees with the knowledge of the operational practices of human resources department, and the understanding of daily office administrative operations, and to help them secure employment as a Human Resources Assistant or related jobs.		
Course Content	This course will be conducted in Cantonese and supplemented with English training materials. The course will cover human resources practices, recruitment procedures, staff training and development, labour and related ordinances, daily office administrative operations, workplace environment administration, English for business, personal attributes and job search skills.		
Entry Requirements	i. Form Five; or Form Three with at least two years' working experience; and ii. Possess good Cantonese communication skills; and iii. Possess good English literacy skills; and iv. Pass the English entry test.		
Course Duration	200 hours (approximately 10 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	HKCT Group Limited	2711 9820 / 2711 9296	CT197DS
	Hongkong School of Commerce	3114 8711 / 2730 7071	HE002DS
	KCRA Community Education Enhancement Center Limited	2780 9293 / 2111 0087	KA059DS
	School of Continuing and Professional Education, City University of Hong Kong	3442 6413 / 3442 6359	PE047DS

Full-time placement-tied courses WITH ENHANCED PLACEMENT SERVICE MODEL Conducted in Cantonese supplemented with English training materials

Catering

Foundation Certificate in Barista Training (English Medium)

Course Objective	To enable trainees to understand basic knowledge of coffee, and techniques in handling various kinds of coffee and other beverages modulation; to help trainees secure employment as a Barista.		
Course Content	This course will be conducted in English. The course will cover basic knowledge of coffee, coffee modulation techniques, daily operation of a coffee shop and role of a Barista, skills in making milk tea and other common beverages, personal hygiene, personal attributes and job search skills.		
Entry Requirements	i. Form Three; or Primary Six with at least two years' working experience; and ii. Pass the English entry test.		
Course Duration	160 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Baptist Oi Kwan Social Service	2770 8070 / 3413 1683	BK047DS
	Yang Memorial Methodist Social Service	2251 0888	YM011DS

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
With placement follow-up service of six months (or above) Conducted in English

Foundation Certificate in Kitchen Assistant in Indian Cuisine Training (English Medium)

Course Objective	To equip trainees with practical Indian cuisine cooking skills, and help them secure employment as a Kitchen Assistant in Indian Cuisine.		
Course Content	This course will be conducted in English. The course will cover industry overview, knowledge of ingredients and spices, principles of food storage and preservation, work plan in food preparation, usage of kitchen utensils and equipment, practical cooking skills, food hygiene management, occupational safety, first aid training, vocational Cantonese, personal attributes and job search skills.		
Entry Requirements	Pass the English entry test		
Course Duration	124 hours (approximately 7 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Christian Action	8106 6190 / 2716 8812	HK202DS

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
 With placement follow-up service of six months (or above) Conducted in English

Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)

Course Objective	To equip trainees with practical Western cooking skills, and help them secure employment as a Junior Chef in Western cuisine or related work.		
Course Content	This course will be conducted in English. The course will cover industry overview, kitchen management, industry-related terminology, product knowledge, practical cooking skills, personal attributes and job search skills.		
Entry Requirements	Pass the English entry test		
Course Duration	160 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Christian Action	8106 6190 / 2716 8812	HK244DS
	Yang Memorial Methodist Social Service	2251 0888	YM018DS

Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol  
 With placement follow-up service of six months (or above) Conducted in English

Social Services

Foundation Certificate in Community Interpreter Training (English and Hindi)

Course Objective	To enable trainees to understand the roles of a Community Interpreter and acquire the relevant job skills; and help them secure employment as a Community Interpreter or get a job in related industry.		
Course Content	This course will be conducted in English. The course will cover industry overview, professional code of ethics, community interpretation theories and techniques, community interpreting in medical and healthcare setting, general paralegal advice, on-site and telephone interpretation, social welfare services and terminologies, qualities of community worker, personal attributes and job search skills.		
Entry Requirements	i. Completion of Form Five; and ii. Obtain Level Two or above in English Language in HKCEE or HKDSE, or equivalent; and iii. Possess Hindi literacy skills; and iv. Pass the oral and written entry test.		
Course Duration	132 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Christian Action	8106 6190 / 2716 8812	HK209DS

Full-time placement-tied courses With placement follow-up service of six months (or above) Conducted in English

Foundation Certificate in Community Interpreter Training (English and Urdu)

Course Objective	To enable trainees to understand the roles of a Community Interpreter and acquire the relevant job skills; and help them secure employment as a Community Interpreter or get a job in related industry.		
Course Content	This course will be conducted in English. The course will cover industry overview, professional code of ethics, community interpretation theories and techniques, community interpreting in medical and healthcare setting, general paralegal advice, on-site and telephone interpretation, social welfare services and terminologies, qualities of community worker, personal attributes and job search skills.		
Entry Requirements	i. Completion of Form Five; and ii. Obtain Level Two or above in English Language in HKCEE or HKDSE, or equivalent; and iii. Possess Urdu literacy skills; and iv. Pass the oral and written entry test.		
Course Duration	132 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Christian Action	8106 6190 / 2716 8812	HK211DS

Full-time placement-tied courses With placement follow-up service of six months (or above) Conducted in English

Foundation Certificate in Community Interpreter Training (English and Nepali)

Course Objective	To enable trainees to understand the roles of a Community Interpreter and acquire the relevant job skills; and help them secure employment as a Community Interpreter or get a job in related industry.		
Course Content	This course will be conducted in English. The course will cover industry overview, professional code of ethics, community interpretation theories and techniques, community interpreting in medical and healthcare setting, general paralegal advice, on-site and telephone interpretation, social welfare services and terminologies, qualities of community worker, personal attributes and job search skills.		
Entry Requirements	i. Completion of Form Five; and ii. Obtain Level Two or above in English Language in HKCEE or HKDSE, or equivalent; and iii. Possess Nepali literacy skills; and iv. Pass the oral and written entry test.		
Course Duration	132 hours (approximately 8 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Christian Action	8106 6190 / 2716 8812	HK210DS

Full-time placement-tied courses With placement follow-up service of six months (or above) Conducted in English

#### Healthcare Services

##### Foundation Certificate in Medical Clinic Assistant Training

Course Objective	To equip trainees with basic caring knowledge, job skills and communication skills for operation of medical clinics; and help them build up confidence and secure employment as a Medical Clinic Assistant.
Course Content	This course will be conducted in Cantonese and supplemented with English training materials. The course will cover industry overview, operation and administration of clinics, basic medical caring skills, infection control, basic knowledge on medicine, communications skills with patients, personal attributes and job search skills.
Entry Requirements	<ul style="list-style-type: none"> <li>i. Completion of Form Five with at least two years' working experience; or five passes in the HKCEE or HKDSE, or equivalent; and</li> <li>ii. Possess good Cantonese communication skills; and</li> <li>iii. Possess good English literacy skills; and</li> <li>iv. Pass English entry test (the applicant who has obtained a pass Grade E / Level Two or above in English Language in HKCEE or HKDSE can be exempted).</li> </ul>
Course Duration	124 hours (approximately 7 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600	CS160DS
HKCT Group Limited	2711 9820 / 2711 9296	CT220DS
The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU140DS
The Evangelical Lutheran Church of Hongkong	2612 1221 / 3104 3222 / 2454 4801	EL052DS
The Hong Kong Federation of Trade Unions	2715 6671 / 2568 9044	FU171DS
Hong Kong Young Women's Christian Association	3970 0800 / 3106 3411	YW201DS

Full-time placement-tied courses WITH ENHANCED PLACEMENT SERVICE MODEL Conducted in Cantonese supplemented with English training materials

“Skills Upgrading Scheme Plus” Courses

Property Management & Security

Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)

Course Objective	To equip trainees with knowledge of property management and security; and to help trainees secure employment as a Security Guard. This course covers the syllabus (17 training hours) recognised by the Security and Guarding Services Industry Authority (SGSIA).		
Course Content	This course will be conducted in English. The course will cover role and duties of a Security Guard, conduct and behaviour, uniform and equipment, relevant legislation, fire prevention and procedures, handling of emergencies, access control and patrolling, health and safety, courtesy and customer relations.		
Entry Requirements	i. Aged 18 or above; and ii. With working experience; and iii. Eligible for applying for the Security Personnel Permit; and iv. Possess basic English literacy skills.		
Course Duration	18 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU174ES / CU165HS
	Christian Action	8106 6190 / 2716 8812	HK129ES / HK131HS
Course Fee	\$1,250 \$ / \$375 s		

Note: This course is recognised by the SGSIA. Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter “permit”) set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

P Applications with education attainment of F.3 or below may enrol Courses for professional qualification Conducted in English

Construction & Renovation

Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium)  
(Part-time)

Course Objective	To equip trainees with the essential skills and knowledge of waterworks and to prepare them to sit for the Intermediate Trade Test — Plumber.								
Course Content	This course will be conducted in English. The course will cover the basic theory of waterworks, occupational health and safety, types of pipes and their patching methods, installation of sanitary wares and techniques of water pressure test.								
Entry Requirements	<ul style="list-style-type: none"> <li>i. Trainees should indicate keen intention of attending the public examination concerned; and</li> <li>ii. Aged 18 or above; and</li> <li>iii. Current practitioner in plumbing or related services; and</li> <li>iv. At least two years' relevant working experience; and</li> <li>v. Possess valid Construction Industry Safety Card; and</li> <li>vi. Possess basic English communication skills.</li> </ul>								
Course Duration	60 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Training Bodies</th> <th style="width: 25%;">Telephone</th> <th style="width: 25%;">Course Code</th> </tr> </thead> <tbody> <tr> <td>The Hong Kong Confederation of Trade Unions</td> <td>3758 5454 / 2332 9368</td> <td>CU456ES / CU149HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU456ES / CU149HS
Training Bodies	Telephone	Course Code							
The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU456ES / CU149HS							
Course Fee	\$5,750 \$ / \$1,725 s								

Note: The public examination fee is NOT included in the course fee.

P Applications with education attainment of F.3 or below may enrol Conducted in English

## Electrical & Mechanical Services

### Certificate in Preparation for Trade Tests for Electricians I (Trade Knowledge) (English Medium) (Part-time)

Course Objective	To equip trainees with knowledge of designing, assembling and testing the installation of low-voltage electrical system with a rated load not exceeding 400 ampere; in order to fulfil the requirements of the Electrician Trade Test (Trade Knowledge).								
Course Content	This course will be conducted in English. This course will cover electrical knowledge and relevant safety measures, power distribution system, cable and flexible wire, wiring and tubing, circuit and connection, prevention of electric shock, checking and testing electrical installations, and electrical theory.								
Entry Requirements	<ul style="list-style-type: none"> <li>i. Trainees should indicate keen intention of attending the public examination concerned; and</li> <li>ii. Have been employed as an Electrical Worker for at least five years, of which at least one year's actual experience in electrical work; or have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, and holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or completion of an apprentice training equivalent to the apprenticeship certificate and recognised by Electrical and Mechanical Services Training Board, and with actual working experience; and</li> <li>iii. Possess basic English literacy skills.</li> </ul>								
Course Duration	60 hours								
Course Mode	Half-day or evening								
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Training Bodies</th> <th style="width: 25%;">Telephone</th> <th style="width: 25%;">Course Code</th> </tr> </thead> <tbody> <tr> <td>The Hong Kong Confederation of Trade Unions</td> <td>3758 5454 / 2332 9368</td> <td>CU117ES / CU160HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU117ES / CU160HS
Training Bodies	Telephone	Course Code							
The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU117ES / CU160HS							
Course Fee	\$4,250 \$ / \$1,275 s								

**Note:**

1. Graduated trainees who have completed this course may enrol "Certificate in Preparation for Trade Tests for Electricians II (Practical) (English Medium) (Part-time)" offered by the ERB, and to sit for the Electrician Trade Test, so as to be registered as a qualified Grade A Electrical Worker.
2. The public examination fee is NOT included in the course fee.

P Applications with education attainment of F.3 or below may enrol Conducted in English

Certificate in Preparation for Trade Tests for Electricians II (Practical) (English Medium) (Part-time)

Course Objective	To equip trainees with knowledge of designing, assembling and testing the installation of low-voltage electrical system with a rated load not exceeding 400 ampere; in order to fulfil the requirements of the Electrician Trade Test (Practical).								
Course Content	This course will be conducted in English. This course will cover installation of terminal circuit and line connection (such as 13A circular sock in PVC conduit, three switches controlling a set of electric lights in steel conduit wiring, connection of 220V three-pole industrial plug to patch board, measurement of the line between two wire-protruding boxes, etc.)								
Entry Requirements	<p>i. Trainees should indicate keen intention of attending the public examination concerned; and</p> <p>ii. Have been employed as an Electrical Worker for at least five years, of which at least one year's actual experience in electrical work; or have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, and holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or completion of an apprentice training equivalent to the apprenticeship certificate and recognised by Electrical and Mechanical Services Training Board, and with actual working experience; and</p> <p>iii. Completion of the course of "Certificate in Preparation for Trade Tests for Electricians I (Trade Knowledge) (English Medium) (Part-time)" of the ERB, or holder of certificate of a pass in Electrician Trade (Trade Knowledge) Test; and</p> <p>iv. Possess basic English literacy skills.</p>								
Course Duration	66 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>The Hong Kong Confederation of Trade Unions</td> <td>3758 5454 / 2332 9368</td> <td>CU119ES / CU163HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU119ES / CU163HS
Training Bodies	Telephone	Course Code							
The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU119ES / CU163HS							
Course Fee	\$4,750 \$ / \$1,425 s								

Note:

1. Graduated trainees may sit for the Electrician Trade Test, so as to be registered as a qualified Grade A Electrical Worker.
2. The public examination fee is NOT included in the course fee.

P Applications with education attainment of F.3 or below may enrol Conducted in English

Business

Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium)  
(Part-time)

Course Objective	To enable trainees to understand the essential conditions and preparation work for starting up a small business, and able to prepare a business plan for small business.							
Course Content	This course will be conducted in English. The course will cover business opportunities, business planning, business location, entrepreneurship practice, product supply, collection of payment, use of resources and introduction of relevant ordinance.							
Entry Requirements	i. Aged 18 or above; and ii. Interested to start up a business or be self-employed; and iii. Pass the interview; and iv. Possess basic English literacy skills.							
Course Duration	48 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK137ES / HK137HS</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK137ES / HK137HS
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK137ES / HK137HS						
Course Fee	\$2,250 \$ / \$675 s							

P Applications with education attainment of F.3 or below may enrol Conducted in English

Catering

Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)

Course Objective	To equip trainees with knowledge and skills in preparing common types of sponge cakes and gateau.								
Course Content	This course will be conducted in English. The course will introduce work ethics and conduct of catering workers, introduction to cake making tools and cake ingredients, skills in making roll cake, sliced cake, assorted cakes, butter and fresh cream and non-baked cake.								
Entry Requirements	i. At least half year's working experience in the catering industry; and ii. Pass the English entry test.								
Course Duration	30 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Yang Memorial Methodist Social Service</td> <td>2251 0888</td> <td>YM008ES / YM007HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Yang Memorial Methodist Social Service	2251 0888	YM008ES / YM007HS
Training Bodies	Telephone	Course Code							
Yang Memorial Methodist Social Service	2251 0888	YM008ES / YM007HS							
Course Fee	\$1,750 \$ / \$525 s								

P Applications with education attainment of F.3 or below may enrol Conducted in English

Social Services

Foundation Certificate in Community Networking and Programme Planning (English Medium)  
(Part-time)

Course Objective	To equip trainees with essential knowledge and skills of community networking and programme planning.							
Course Content	This course will be conducted in English. The course will cover industry overview, social values and ethics, major anti-discrimination ordinances in Hong Kong, techniques of community networking and programme planning.							
Entry Requirements	i. Completion of Form Five and with at least one year's relevant working experience in the social services industry; or completion of Form Three and with at least two years' relevant working experience in the social services industry; and ii. Pass the entry written test on English literacy and computer skills.							
Course Duration	48 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK115ES / HK139HS</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK115ES / HK139HS
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK115ES / HK139HS						
Course Fee	\$4,250 \$ / \$1,275 s							

P Conducted in English

Tourism

Foundation Certificate in Cruise Travel Knowledge (English Medium) (Part-time)

Course Objective	To equip trainees with knowledge of cruise industry and related services, and to prepare trainees to meet a part of requirements of “Continuing Professional Development Scheme for Tourist Guides (CPD Scheme)” under Travel Industry Council of Hong Kong.		
Course Content	This course will be conducted in English. This course will cover introduction of cruise industry, port facilities in Hong Kong, cruise information, characteristics of cruise vacation and cruise travellers, and travel agencies with cruise business.		
Entry Requirements	i. Tourism industry practitioner or with at least three years’ working experience in tourism industry; or holder of secondary school certificate, or equivalent (documentary proof is required) with at least two years’ working experience; and ii. Possess basic English literacy skills.		
Course Duration	12 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL145ES / FL145HS
Course Fee	\$750 \$ / \$225 s		

P Courses for professional qualification Conducted in English

## Generic Skills Training Courses

### IT Applications

#### Foundation Certificate in Computer Operations for Beginners (English Medium) (Part-time)

Course Objective	To enable trainees to familiarise the basic knowledge of IT applications, to know the basic concept of computer, basic operations skills of keyboard, Windows and Accessories, simple word processing skills, and internet applications, to enhance the confidence of trainees.							
Course Content	This course will be conducted in English. The course will cover basic Windows operation, simple word processing, concept and application of internet, and application of email.							
Entry Requirements	Possess basic English literacy skills							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK136EG / HK117HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG						
Course Fee	\$1,750 \$ / \$525 s							

P Applications with education attainment of F.3 or below may enrol Conducted in English

Foundation Certificate in Word Processing I (English Medium) (Part-time)

Course Objective	To enable trainees to familiarise with the basic functions of MS Word, and apply the skills they learnt in MS Word to work and daily life.							
Course Content	This course will be conducted in English. The course will cover the interface of MS Word, file management, text editing, paragraph formatting and page setup, table formatting and application, inserting and editing objects, and printing document.							
Entry Requirements	i. Holder of “Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)” of the ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK045EG / HK115HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG						
Course Fee	\$1,750 \$ / \$350 s							

P Applications with education attainment of F.3 or below may enrol Conducted in English

Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)

Course Objective	To enable trainees to familiarise with the basic functions of MS Excel, and apply the skills they learnt in MS Excel to work and daily life.							
Course Content	This course will be conducted in English. The course will cover the interface of MS Excel, file management, operation of the cells, using basic operations, formulas and functions in cells, worksheet editing, data filtering and sorting, charts making and application, printing procedures and multi Windows management.							
Entry Requirements	i. Holder of “Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)” of the ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK046EG / HK116HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK046EG / HK116HG
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK046EG / HK116HG						
Course Fee	\$1,750 \$ / \$350 s							

P Applications with education attainment of F.3 or below may enrol Conducted in English

Foundation Certificate in Internet Application (English Medium) (Part-time)

Course Objective	To enable trainees to acquire knowledge of the basic functions and technique in using the internet, and know about the copyrights, illegal download, the related laws and regulations, computer virus, and installation and use of the anti-virus software.							
Course Content	This course will be conducted in English. The course will cover internet, its structure and application, application of web browser and search engine, internet application in workplace, introduction to adobe reader, flash player and java software plug-in, copyright, illegal download, personal data protection and the related laws, network security, password security, computer virus, anti-virus software and firewall.							
Entry Requirements	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of the ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK149EG / HK149HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK149EG / HK149HG
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK149EG / HK149HG						
Course Fee	\$1,750 \$ / \$350 s							

P Applications with education attainment of F.3 or below may enrol Conducted in English

Workplace Languages

Foundation Certificate in Basic English Vocabulary II (Part-time)

Course Objective	To introduce basic oral English skills to trainees and enable them to handle simple communication in the workplace context.								
Course Content	This course will be conducted in English. The course will cover self-introduction, numbers, time, food, basic personal information and family members.								
Entry Requirements	Pass the entry test								
Course Duration	60 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>1833 266 / 2815 7001</td> <td>NH012EG / NH012HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	New Home Association Limited	1833 266 / 2815 7001	NH012EG / NH012HG
Training Bodies	Telephone	Course Code							
New Home Association Limited	1833 266 / 2815 7001	NH012EG / NH012HG							
Course Fee	\$3,250 \$ / \$975 s								

P Applications with education attainment of F.3 or below may enrol Conducted in English

Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to understand and communicate in simple Cantonese in daily life and workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of 9 tones and 6 tone contours, introduction and greetings, numbers and time, weather, food and eating out, shopping and site visit.		
Entry Requirements	Possess basic English literacy skills		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600	CS162EG / CS167HG
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU365EG / CU384HG
Christian Action	8106 6190 / 2716 8812	HK109EG / HK133HG	
Course Fee	\$2,250 \$ / \$675 s		

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to understand and communicate in simple Cantonese in social life and workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover Hong Kong places, directions and transportation, public and community services, festival and site visit.		
Entry Requirements	i. Holder of "Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)" of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600	CS163EG / CS168HG
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU366EG / CU385HG
Course Fee	\$2,250 \$ / \$675 s		

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to understand, communicate and deliver brief reports in simple Cantonese in the workplace.								
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover job interview, workplace conversation, brief reports, social talk in workplace and site visit.								
Entry Requirements	i. Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.								
Course Duration	30 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600</td> <td>CS164EG / CS169HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600	CS164EG / CS169HG
Training Bodies	Telephone	Course Code							
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600	CS164EG / CS169HG							
Course Fee	\$1,750 \$ / \$525 s								

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers (Part-time)

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to understand, communicate and discuss in simple Cantonese in the workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover conversation in meeting, workplace conversation and site visit.		
Entry Requirements	i. Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600	CS165EG / CS170HG
Course Fee	\$1,750 \$ / \$525 s		

P Applications with education attainment of F.3 or below may enrol

Workplace Languages

Foundation Certificate in Vocational Putonghua I for Non-Chinese Speakers (Part-time)

Course Objective	To introduce basic oral and listening Putonghua skills to trainees to enable them to handle simple Putonghua communication in daily life.							
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of basic Putonghua sound system, name and family members, numbers and time, weather, temperature and seasons, places and public transport.							
Entry Requirements	Possess basic English literacy skills							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK151EG / HK151HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG						
Course Fee	\$2,250 \$ / \$675 s							

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Vocational Putonghua II for Non-Chinese Speakers (Part-time)

Course Objective	To introduce basic oral and listening Putonghua skills to trainees to enable them to handle simple communication in the workplace.							
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the reinforcement of Putonghua sound system, job interview and workplace conversation.							
Entry Requirements	i. Holder of "Foundation Certificate in Vocational Putonghua I for Non-Chinese Speakers (Part-time)" of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK152EG / HK152HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK152EG / HK152HG
Training Bodies	Telephone	Course Code						
Christian Action	8106 6190 / 2716 8812	HK152EG / HK152HG						
Course Fee	\$2,250 \$ / \$675 s							

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese literacy skills in daily life and workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the introduction of traditional Chinese character and Chinese grammar, use of simple vocabularies in daily life and workplace.		
Entry Requirements	Possess basic English literacy skills		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU472EG / CU472HG
Course Fee	\$2,250 \$ / \$675 s		

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese literacy skills in social life and workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the reinforcement of the Chinese characters and Chinese grammar, use of simple vocabularies and phrases in social life and workplace.		
Entry Requirements	i. Holder of “Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)” of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU473EG / CU473HG
Course Fee	\$2,250 \$ / \$675 s		

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers  
(Part-time)

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese writing skills in workplace.							
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of writing and use of written Chinese in social and business writing.							
Entry Requirements	i. Holder of “Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)” of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.							
Course Duration	30 hours							
Course Mode	Half-day or evening							
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>1833 266 / 2815 7001</td> <td>NH011EG / NH011HG</td> </tr> </tbody> </table>		Training Bodies	Telephone	Course Code	New Home Association Limited	1833 266 / 2815 7001	NH011EG / NH011HG
Training Bodies	Telephone	Course Code						
New Home Association Limited	1833 266 / 2815 7001	NH011EG / NH011HG						
Course Fee	\$1,250 \$ / \$375 s							

P Applications with education attainment of F.3 or below may enrol

Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese reading skills in workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of reading and understand simple factual information in workplace contexts.		
Entry Requirements	i. Holder of “Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)” of the ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	Training Bodies	Telephone	Course Code
	The Hong Kong Confederation of Trade Unions	3758 5454 / 2332 9368	CU474EG / CU474HG
Course Fee	\$2,250 \$ / \$675 s		

P Applications with education attainment of F.3 or below may enrol

Personal Attributes

Foundation Certificate in Personal Attributes (English Medium) (Part-time)

Course Objective	To enable trainees to strengthen soft skills, to enhance personal attributes, and secure an employment.								
Course Content	This course will be conducted in English. The course will cover self-understanding and management, mindset and emotion management, working culture and skills, communication and interpersonal skills, and team spirit.								
Entry Requirements	Possess basic English literacy skills								
Course Duration	20 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>1833 266 / 2815 7001</td> <td>NH005EG / NH005HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	New Home Association Limited	1833 266 / 2815 7001	NH005EG / NH005HG
Training Bodies	Telephone	Course Code							
New Home Association Limited	1833 266 / 2815 7001	NH005EG / NH005HG							
Course Fee	\$1,250 \$ / \$375 s								

P Applications with education attainment of F.3 or below may enrol Conducted in English

Foundation Certificate in Job Search Skills (English Medium) (Part-time)

Course Objective	To equip trainees with practical job searching and interviewing skills, and knowledge of basic labour ordinances.								
Course Content	This course will be conducted in English. The course will cover job seeking and interviewing skills, basic relevant ordinances.								
Entry Requirements	Possess basic English literacy skills								
Course Duration	12 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>1833 266 / 2815 7001</td> <td>NH004EG / NH004HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	New Home Association Limited	1833 266 / 2815 7001	NH004EG / NH004HG
Training Bodies	Telephone	Course Code							
New Home Association Limited	1833 266 / 2815 7001	NH004EG / NH004HG							
Course Fee	\$750 \$ / \$225 s								

P Applications with education attainment of F.3 or below may enrol Conducted in English

## Employment Set Sail

### Foundation Certificate in Employment Set Sail (English Medium) (Part-time)

Course Objective	To enable trainees to recognise the community resources, transportation network and the local labour market situation, understand their roles and responsibilities in the family, and to use basic Cantonese for social and simple workplace communications.								
Course Content	This course will be conducted in English. The course will introduce the community resources and transportation network, intra and cross-district visits, work culture in Hong Kong, local labour market, employment situation, major industrial classification and respective job posts, career planning, roles and responsibilities in the family, daily and workplace Cantonese expressions.								
Entry Requirements	Possess basic English literacy skills								
Course Duration	48 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>1833 266 / 2815 7001</td> <td>NH003EG / NH003HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	New Home Association Limited	1833 266 / 2815 7001	NH003EG / NH003HG
Training Bodies	Telephone	Course Code							
New Home Association Limited	1833 266 / 2815 7001	NH003EG / NH003HG							
Course Fee	\$2,250 \$ / \$675 s								

P Applications with education attainment of F.3 or below may enrol Conducted in English

## Youth Training Courses

### Youth Training Programme

Youth Training Programme targets at non-engaged youth aged between 15 and 24. The courses, which are more suitable for applicants who have attained up to secondary school education, aim to stimulate the youths' desire to learn and motivate them to actively plan their career. A wide variety of courses are offered to cater for their diverse interests. With enhanced self understanding, trainees will be able to unleash their potential for career development or further studies.

### Ethnic Minority Programme

Course Objective	To equip non-engaged youths of ethnic minority groups with career-oriented skills, language skills and life skills to enhance their employability and ability to integrate into society.			
	Industry Category	Course Name	Course Code	Content
	Catering	Foundation Certificate in Western Food and Beverage Servicing	VT306DS	Western food services, tableware classification and dining service procedures, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
	Catering	Foundation Certificate in Coffee Shop Operations	VT310DS	Basic knowledge in cafe operation, basic techniques for making espresso drinks, snack food making, customer services, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
	Business	Foundation Certificate in Business & Office Operations	VT302DS	Office practice, business etiquette, word processing, basic accounting and book-keeping, database, import and export customs declaration, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
Information & Communications Technology	Foundation Certificate in Electronic & Computer Network	VT311DS	Electronic and computer assembly, computer and network installation, computer control model assembly and programming, English language	

	<table border="1"> <tr> <td></td> <td>Installation</td> <td></td> <td>and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills</td> </tr> </table>		Installation		and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
	Installation		and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills		
Entry Requirements	<ul style="list-style-type: none"> <li>i. Non-engaged ethnic minority youths aged between 15 and 24; and</li> <li>ii. Secondary education level or below; and</li> <li>iii. Pass the admission interview.</li> </ul>				
Course Duration	300 hours				
Course Mode	Full-time				
Application Status	Exact course schedule and address of training centre are subject to the arrangement of the Training Body offering this course. Please contact Vocational Training Council (Youth College) by phone at 5244 5662 / 3519 1808 for details.				

Full-time placement-tied courses With placement follow-up service of six months (or above) Conducted in English

ERB Courses on the Qualifications Register

Title of Qualification	Training Body	Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	QR Registration Number
Beauty Therapy					
Foundation Certificate in Junior Beautician Training (English Medium)	The Hong Kong Confederation of Trade Unions	1	05/05/2015	04/05/2019	15/000763/L1
Foundation Certificate in Junior Beautician Training (English Medium)	The Hong Kong Federation of Trade Unions	1	05/05/2015	04/05/2019	15/000783/L1
Business					
Foundation Certificate in Human Resources Assistant Training	Caritas - Hong Kong	2	10/06/2015	04/05/2019	15/002412/L2
Foundation Certificate in Human Resources Assistant Training	HKCT Group Limited	2	05/05/2015	04/05/2019	15/001534/L2
Foundation Certificate in Human Resources Assistant Training	The Evangelical Lutheran Church of Hongkong	2	10/06/2015	04/05/2019	15/002451/L2
Foundation Certificate in Human Resources Assistant Training	The Hong Kong Federation of Trade Unions	2	11/07/2016	04/05/2019	16/000693/L2
Foundation Certificate in Human Resources Assistant Training	Hongkong School of Commerce	2	05/05/2015	04/05/2019	15/001543/L2
Foundation Certificate in Human Resources Assistant Training	KCRA Community Education Enhancement Center Limited	2	05/05/2015	04/05/2019	15/001549/L2
Foundation Certificate in Human Resources Assistant Training	Lingnan Institute of Further Education	2	05/05/2015	04/05/2019	15/001550/L2
Foundation Certificate in Human Resources Assistant Training	School of Continuing and Professional Education, City University of Hong Kong	2	05/05/2015	04/05/2019	15/001555/L2
Foundation Certificate in Human Resources Assistant Training	Silence Limited	2	10/06/2015	04/05/2019	15/002693/L2
Foundation Certificate	Vocational	2	05/05/2015	04/05/2019	15/001559/L2

Title of Qualification	Training Body	Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	QR Registration Number
in Human Resources Assistant Training	Training Council				
Foundation Certificate in Human Resources Assistant Training	Hong Kong Young Women's Christian Association	2	10/06/2015	04/05/2019	15/002683/L2
Catering					
Foundation Certificate in Barista Training (English Medium)	The Hong Kong Confederation of Trade Unions	1	05/05/2015	04/05/2019	15/001609/L1
Foundation Certificate in Barista Training (English Medium)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2019	15/001635/L1
Foundation Certificate in Kitchen Assistant in Indian Cuisine Training (English Medium)	Christian Action	1	05/05/2015	04/05/2019	15/001623/L1
Foundation Certificate in Kitchen Assistant in Indian Cuisine Training (English Medium)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2019	15/001636/L1
Healthcare Services					
Foundation Certificate in Medical Clinic Assistant Training	HKCT Group Limited	2	05/05/2015	04/05/2018	15/001786/L2
Foundation Certificate in Medical Clinic Assistant Training	The Hong Kong Confederation of Trade Unions	2	05/05/2015	04/05/2018	15/001789/L2
Foundation Certificate in Medical Clinic Assistant Training	The Evangelical Lutheran Church of Hongkong	2	05/05/2015	04/05/2018	15/001803/L2
Foundation Certificate in Medical Clinic Assistant Training	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong	2	05/05/2015	04/05/2018	15/001836/L2
Foundation Certificate in Medical Clinic Assistant Training	St. James' Settlement	2	05/05/2015	04/05/2018	15/001852/L2

Title of Qualification	Training Body	Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	QR Registration Number
Foundation Certificate in Medical Clinic Assistant Training	Hong Kong Young Women's Christian Association	2	05/05/2015	04/05/2018	15/001869/L2
Hotel					
Foundation Certificate in Hotel Room Attendant Training (English Medium)	The Hong Kong Confederation of Trade Unions	1	05/05/2015	04/05/2019	15/000187/L1
Information & Communications Technology					
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	04/05/2019	15/001337/L1
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2019	15/001478/L1
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2019	15/001479/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	04/05/2018	15/003176/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Hong Kong Sheng Kung Hui Lady MacLehose Centre	1	05/05/2015	04/05/2018	15/003177/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2018	15/003174/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2018	15/003175/L1
Personal Attributes					
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	Caritas - Hong Kong	1	01/04/2015	31/03/2019	15/000206/L1
Foundation Certificate	Hong Kong	1	01/04/2015	31/03/2019	15/000211/L1

Title of Qualification	Training Body	Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	QR Registration Number
in Job Search Skills (English Medium) (Part-time)	Employment Development Service Limited				
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	New Home Association Limited	1	19/05/2015	31/03/2019	15/002164/L1
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	The Young Men's Christian Association of Hong Kong	1	01/04/2015	31/03/2019	15/000249/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	Caritas - Hong Kong	1	01/04/2015	31/03/2019	15/000205/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	Hong Kong Employment Development Service Limited	1	01/04/2015	31/03/2019	15/000210/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	New Home Association Limited	1	19/05/2015	31/03/2019	15/002165/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	Vocational Training Council	1	01/04/2015	31/03/2019	15/000244/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	YMCA College of Careers	1	01/04/2015	31/03/2019	15/000245/L1
Property Management & Security					
Foundation Certificate in Standard Security & Property Management (English Medium)	The Hong Kong Confederation of Trade Unions	1	05/05/2015	04/05/2018	15/001109/L1
Social Services					
Foundation Certificate in Community Interpreter Training (English and Nepali)	Christian Action	2	05/05/2015	04/05/2019	15/000323/L2
Foundation Certificate in Community Interpreter Training	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2	05/05/2015	04/05/2019	15/000338/L2

Title of Qualification	Training Body	Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	QR Registration Number
(English and Nepali)					
Foundation Certificate in Community Interpreter Training (English and Urdu)	Christian Action	2	05/05/2015	04/05/2019	15/000324/L2
Youth Training Programme					
Foundation Certificate in Business & Office Operations - Youth Training Programme (Ethnic Minority Programme)	Vocational Training Council	1	05/05/2015	04/05/2019	15/001560/L1

Remarks: The above information was updated as at 14 February 2017.