# ERB Website “Trainee Registration” Mobile Page

Register anytime, anywhere!

www.erb.org/reg/mobile/en

Make use of training and job seeking related functions

Course Search

Online Job Application

Personalised Page Setting

The Employees Retraining Board (ERB) has launched the “Trainee Registration” mobile page to facilitate ERB trainees to register as website users through smart phones and mobile devices anytime and anywhere. Registered ERB trainees can then use an array of training and job seeking related functions free-of-charge.

**Training :** to search some 700 training courses and view comprehensive course information

**Job Seeking :** a monthly average of 2,000 job vacancies will be available for job search and application

**Personalised Pages :** to keep updated with training and employment information

### Account Registration

To register an account with a few simple steps, and login as “ERB Trainee” to use the training and job seeking related functions.

* 1. To click “Register” at ERB website (www.erb.org/reg/en) and select “ERB Trainee”, or register at the “Trainee Registration” mobile page (www.erb.org/reg/mobile/en) directly through smart phones and mobile devices, and fill in personal information for identity checking and verification.

Desktop version : [www.erb.org/reg/en](http://www.erb.org/reg/en)

Mobile version : www.erb.org/reg/mobile/en

* 1. An “Account Activation Email” will be sent to your email account after registration. Please click the path to activate your account and complete the registration procedures.
	2. To login to your account by using the registered email address and password after activation.

### Course Search

To search and browse up-to-date information of training courses by different searching criteria.

* 1. To search for “New Course” and “Coming Class” by using the “Quick Search” function in the “Course Search” section, or to search for specific training courses by keywords or different searching criteria such as “Industry Category”, “Location of Training Centre”, “Training Body”, “Qualification Requirement”, “Course Type”, “Qualifications Framework Level”, etc.
	2. To click the “Details” button in the “Search Result” page to view comprehensive course information.
	3. To view “Related Job Vacancy” at the bottom of the “Course Details” page to understand more about the employment market.

### Online Job Application

To search job vacancies by different searching criteria, and to submit job application online or through various channels.

* 1. To search for “New Jobs”, “Part-time Jobs” and “Urgent Jobs” by using the “Quick Search” function in the “Job Search” section, or to search job specific vacancies by keywords or different searching criteria such as “Industry”, “Position”, “Working Location”, “Basic Salary”, “Job Upload Date”, etc. Jobs that welcome applications from “Mature Persons”, “Persons with Disabilities and Persons Recovered from Work Injuries”, “New Arrivals” and “Ethnic Minorities” can also be searched.
	2. To click the “Details” button in the “Search Result” page to view comprehensive vacancy and employment information.
	3. To use the “Quick Apply” function for submitting job application online, or to apply the job by other channels. To view “Related Course” at the bottom of the “Job Details” page to learn more about the training pathways.

### Personalised Page Setting

To set up personalised pages to obtain up-to-date training and employment related information.

* 1. To view, activate or update the setting of “Course Alert”, “Job Alert” and “CV” functions at “Personal Setting” in the “My Account” section.
	2. To receive up-to-date information about training courses and job vacancies by activating the “Email Alert” function at “Personal Setting” in the “My Account” section.
	3. To create “CV” at “Personal Setting” in the “My Account” section, and to submit the saved CV to employers for job applications.
	4. To browse and manage the saved information of training courses and job vacancies by using the personalised functions of “My Courses” and “My Jobs”.

ERB is a statutory body established in 1992 under the Employees Retraining Ordinance. ERB co-ordinates, funds and monitors training courses and services provided by about 80 training bodies. The service targets of ERB are people aged 15 or above with educational attainment at sub-degree level or below. ERB provides around 700 training courses that are market driven and employment-oriented straddling 28 industries and various areas of generic skills. ERB helps trainees map out progression ladders and nurtures more talents for various industries.

(Printed in January 2022)