



### 3. Gear Up to Enhance Employability

#### ■ Self-help Job Corner

Members can access up-to-date information on job vacancies as well as the “Vacancy Search Terminals” of Labour Department in the self-help job corner. Members can also make use of a full range of office equipment to facilitate their job search.

#### ■ Mock Interview System

Members can make appointment to use the self-help interactive “Mock Interview System” to practise and polish their interviewing skills.

#### ■ Industry Exhibitions and Job Fairs

The Service Centre organises industry exhibitions and job fairs from time to time to provide a recruitment platform for employers as well as to enhance the employment opportunities of members.

### 4. Support for a Harmonious Community

#### ■ Services for Special Target Groups

Targeted support services including language and generic skills workshops and mutual support groups are offered for special target groups such as new arrivals and ethnic minorities to cater for their specific needs.

#### Address

Unit 301, 3/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T.

#### Enquiry

3919 6100

#### Website

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

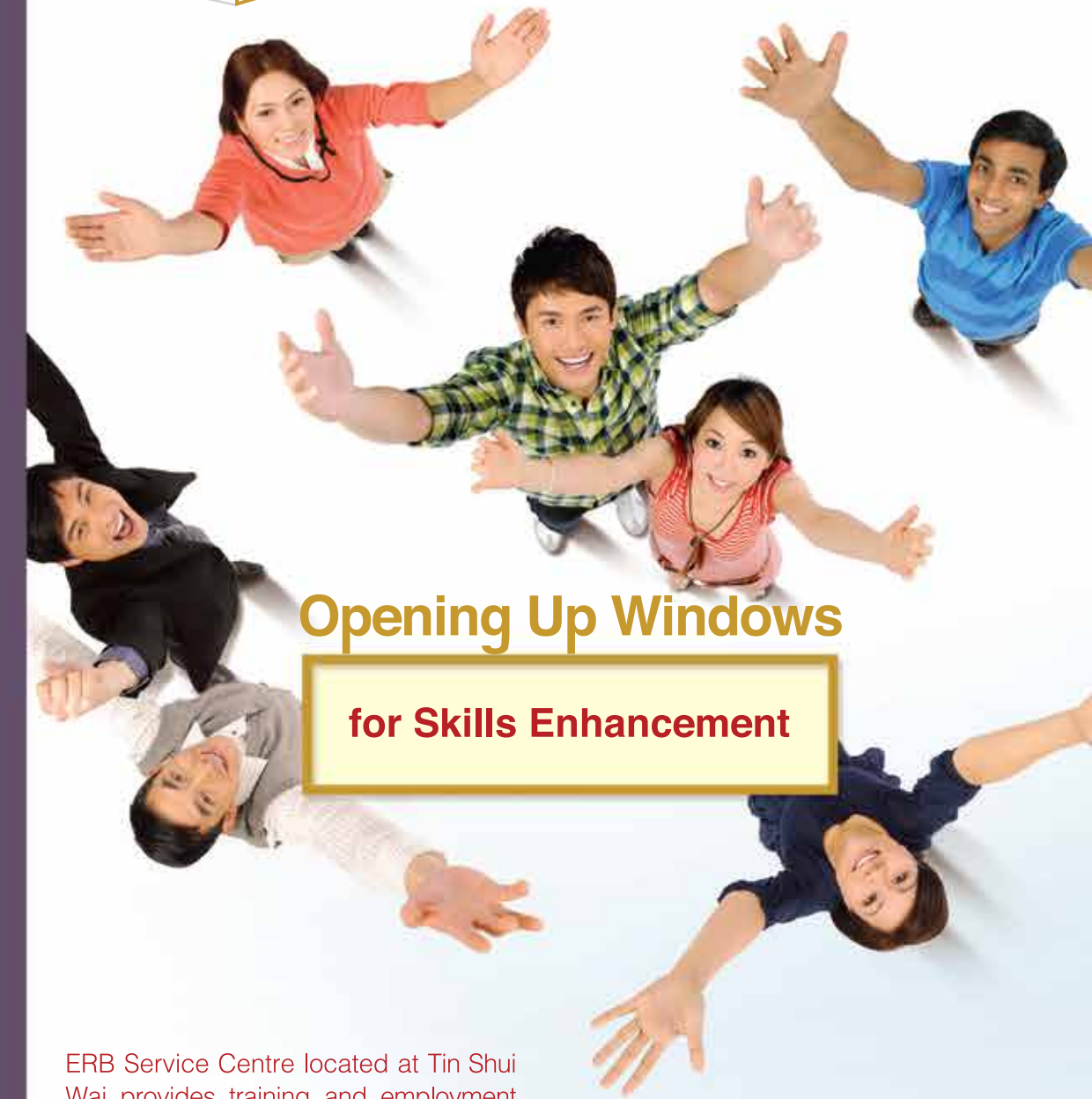
#### Operator

New Territories Association Retraining Centre Limited

#### Opening Hours

Monday to Sunday and Public Holiday : 9:00 am to 9:00 pm<sup>#</sup> (Closed on the 1st to 3rd day of the Chinese New Year)

<sup>#</sup> The opening hours of the Service Centre is subject to change under special circumstances.



## Opening Up Windows

**for Skills Enhancement**

ERB Service Centre located at Tin Shui Wai provides training and employment services free of charge!

ERB Hotline: 182 182 [www.erb.org](http://www.erb.org) “My ERB” Facebook Page



**Registration as members is both simple and free of charge!**



As the district-based window to the courses and services of the Employees Retraining Board (ERB), the ERB Service Centre offers diversified self-help and support services to those with training and employment needs.

The Service Centre provides an overview of ERB courses as well as information on courses offered by training bodies in the respective district. The Service Centre answers general enquiries on training courses and provides enrolment service for courses offered by ERB.

## Our Position

- Serve as the window to ERB courses and services.
- “Training” supplemented by “Employment” services. Focus on providing training-related support services as well as employment support services to those in need.

## Service Targets

- People aged 15 or above with educational attainment at sub-degree level or below, and with training and employment needs.

## Service Highlights

### 1. Get Prepared for a Better Direction

#### ■ Course Information Corner

The Service Centre provides an overview of ERB courses as well as comprehensive information on courses offered by training bodies in respective districts.

#### ■ ERB Training Net Course Search Terminal

The public can obtain information on ERB courses, training centres, services and activities as well as register for Training Consultancy Service through the ERB Training Net course search terminal in the Service Centre.

#### ■ Course Enquiry and Direct Enrolment

The public can enquire on ERB courses and submit application forms of ERB courses.

#### ■ Training Consultancy Service

By assessing the training needs and job aspirations of the users through face-to-face interviews, training consultants would give advice to the users on suitable training courses and assist in applying for ERB courses. For enquiry or appointment, please call or visit the Service Centre.

#### ■ Training and Career Needs Test

Users can identify their career pursuits and training needs through completing the self-help online test, so as to have a preliminary understanding of their career aspirations and assist them in selecting suitable training courses.

### 2. Learning for Self Development

#### ■ Self-learning Facilities

The multi-media computer facilities and reading corner are provided to facilitate self-learning and continuous upgrading.

#### ■ Course and Industry Seminars (Including Taster Programmes)

Seminars hosted by industry experts or experienced tutors are organised from time to time to introduce the job requirements and work nature of different industries. Taster programmes are offered to those who are interested to enrol in selected ERB courses.

#### ■ Workshops on Job Search Skills, Generic Skills and Specific Topics

Members can enhance their generic skills through participation in workshops such as workplace Putonghua, English, IT applications and personal attributes. Workshops on job search, interviewing and communication skills, and relevant labour ordinances are also offered regularly.

#### ■ Mutual Support and Study Groups

Members with similar background and needs can share experience, exchange information and build up support network.