# Contents

Remarks for Latest Updates

This Course Prospectus, printed in April 2019, introduces the training courses to be provided by the Employees Retraining Board (ERB) from April 2019 to March 2020. While ERB endeavours to   
ensure accuracy of the Course Prospectus, the latest information announced in ERB Website   
(www.erb.org) shall prevail in case of any changes. ERB also reserves the right to withdraw any of the training courses or modify their contents. For enquiries, please call ERB hotline at 182 182 or contact the Training Bodies concerned.

Preface 1

Application Guidelines 5

| I | Placement-tied Courses | |  |
| --- | --- | --- | --- |
|  | Property Management &  Security | Foundation Certificate in Standard Security &  Property Management (English Medium) | 13 |
|  |  | Foundation Certificate in Advanced Security &  Property Management\* | 14 |
|  | Hairdressing | Foundation Certificate in Hair Stylist Assistant Training (English Medium) | 16 |
|  | Beauty Therapy | Foundation Certificate in Junior Beautician Training  (English Medium) | 17 |
|  |  | Foundation Certificate in Junior Body Slimming  Beautician Training (English Medium) | 18 |
|  |  | Foundation Certificate in Nail Technician Training  (English Medium) | 19 |
|  | Hotel | Foundation Certificate in Hotel Room Attendant Training (English Medium) | 20 |
|  | Business | Foundation Certificate in Bookkeeping (LCCI Level 1 Bookkeeping Examination) (English Medium) | 21 |
|  |  | Foundation Certificate in Human Resources  Assistant Training\* | 22 |
|  | Catering | Foundation Certificate in Barista Training  (English Medium) | 23 |
|  |  | Foundation Certificate in Kitchen Assistant in Indian  Cuisine Training (English Medium) | 24 |
|  |  | Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium) | 25 |
|  | Social Services | Foundation Certificate in Community Interpreter  Training (English and Hindi) | 26 |
|  |  | Foundation Certificate in Community Interpreter  Training (English and Urdu) | 27 |
|  |  | Foundation Certificate in Community Interpreter  Training (English and Nepali) | 28 |
|  | Healthcare Services | Foundation Certificate in Medical Clinic Assistant Training\* | 29 |
|  |  | Foundation Certificate in Care-related Support  Worker Training\* | 30 |
|  | Information & Communications Technology | Certificate in Network Engineering Technician Training\* | 32 |

| II | “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) | 33 |
|  | Construction & Renovation | Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium) (Part-time) | 34 |
|  |  | Foundation Certificate in Preparation for Intermediate Trade Test for Metal Scaffolder (English Medium) (Part-time) | 35 |
|  | Electrical & Mechanical Services | Certificate in Preparation for Trade Tests for Electricians I  (Trade Knowledge) (English Medium) (Part-time) | 36 |
|  |  | Certificate in Preparation for Trade Tests for Electricians II (Practical) (English Medium) (Part-time) | 37 |
|  |  | Foundation Certificate in Preparation for Intermediate Trade Test for General Welder (English Medium) (Part-time) | 38 |
|  | Business | Foundation Certificate in Small Business Start-up I  (Fundamental Operation) (English Medium) (Part-time) | 39 |
|  | Catering | Foundation Certificate in Pastry Making (Cake)  (English Medium) (Part-time) | 40 |
|  | Social Services | Foundation Certificate in Community Networking and Programme Planning (English Medium) (Part-time) | 41 |
|  | Tourism | Foundation Certificate in Cruise Travel Knowledge  (English Medium) (Part-time) | 42 |

| III | Generic Skills Training Courses | |  |
| --- | --- | --- | --- |
|  | IT Applications | Foundation Certificate in Computer Operations for Beginners (English Medium) (Part-time) | 43 |
|  |  | Foundation Certificate in Word Processing I  (English Medium) (Part-time) | 44 |
|  |  | Foundation Certificate in Spreadsheet Processing I  (English Medium) (Part-time) | 45 |
|  |  | Foundation Certificate in Internet Application  (English Medium) (Part-time) | 46 |
|  | Workplace Languages | Foundation Certificate in Basic English Vocabulary in Use II (Part-time) | 47 |
|  |  | Foundation Certificate in Vocational Cantonese I  for Non-Chinese Speakers (Part-time) | 48 |
|  |  | Foundation Certificate in Vocational Cantonese II  (Social Life) for Non-Chinese Speakers (Part-time) | 49 |
|  |  | Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time) | 50 |
|  |  | Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers (Part-time) | 51 |
|  |  | Foundation Certificate in Vocational Cantonese  (Customer Services) for Non-Chinese Speakers (Part-time) | 52 |
|  |  | Foundation Certificate in Vocational Cantonese  (Business Communication) for Non-Chinese Speakers  (Part-time) | 53 |
|  |  | Foundation Certificate in Vocational Putonghua I for  Non-Chinese Speakers (Part-time) | 54 |
|  |  | Foundation Certificate in Vocational Putonghua II for  Non-Chinese Speakers (Part-time) | 55 |
|  |  | Foundation Certificate in Elementary Workplace Chinese I  for Non-Chinese Speakers (Part-time) | 56 |
|  |  | Foundation Certificate in Elementary Workplace Chinese II  for Non-Chinese Speakers (Part-time) | 57 |
|  |  | Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time) | 58 |
|  |  | Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time) | 59 |
|  |  | Foundation Certificate in Workplace Chinese (Writing)  for Non-Chinese Speakers (Part-time) | 60 |
|  |  | Foundation Certificate in Workplace Chinese (Reading)  for Non-Chinese Speakers (Part-time) | 61 |
|  | Personal Attributes | Foundation Certificate in Personal Attributes  (English Medium) (Part-time) | 62 |
|  |  | Foundation Certificate in Job Search Skills (English Medium)  (Part-time) | 63 |

| IV | Youth Training Courses | |  |
| --- | --- | --- | --- |
|  | Youth Training Programme | Ethnic Minority Programme: |  |
|  |  | Foundation Certificate in Western Food and Beverage Servicing | 64 |
|  |  | Foundation Certificate in Coffee Shop Operations | 64 |
|  |  | Foundation Certificate in Business & Office Operations | 64 |
|  |  | Foundation Certificate in Electronic & Computer Network Installation | 64 |

ERB Courses on the Qualifications Register 66

\* Courses conducted in Cantonese supplemented with English training materials

For ethnic minorities interested in attending ERB training courses provided to members of the general public and can speak and comprehend Cantonese, please contact the Training Bodies for enquiries.

# 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 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.

ERB provides a diverse range of courses under the “Manpower Development Scheme” and appoints about 80 Training Bodies operating around 400 training centres across the territory to offer market-oriented training courses to help trainees map out their progression ladder. ERB endeavours to provide a flexible, quality and resilient labour force for the knowledge-based economy of Hong Kong.

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, 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, Chinese, English, Putonghua, and IT Applications) and personal attributes are provided to eligible clientele including the unemployed and in-service workers.

• 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. The courses, which are more suitable for applicants who have attained up to secondary school education, aim to stimulate the youth’s desire to learn and study, and motivate them to actively plan for 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.

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 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 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 around 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. In addition, ERB has obtained the Programme Area Accreditation status at QF Level 3 in the “Catering, Food and Beverage Services” sub-area since 2018-19. It demonstrates that ERB has a track record of managing and assuring the quality of its learning programmes within the approved scope.

ERB Service Centres

As the district-based window to the courses and services of ERB, 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 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.

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 East) | |
| --- | --- |
| Address: | 20/F, Kwun Tong View, 410 Kwun Tong Road, Kowloon  (near Exit A2 of MTR Kwun Tong Station) |
| Enquiry: | 2338 9100 |
| Website: | www.kesc.erb.org |
| Operator: | Hong Kong Employment Development Service Limited |

\* ERB Service Centre (Kowloon East) will be closed with effect from 1 August 2019.

| 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: | www.tswsc.erb.org |
| 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

ERB set up ERB Service Spots 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.

ERB set up 10 ERB Service Spots in Kwai Tsing and Tsuen Wan and 12 ERB Service Spots in the Kowloon West area respectively. 15 ERB Service Spots will be set up in Kowloon East area in 2019-20.

Please contact the operator for details of locations, operating hours, staff duty rosters and other service information.

Operator of ERB Service Spots (Kwai Tsing and Tsuen Wan):

HKSKH Lady MacLehose Centre (Tel: 2428 2283)

Operator of ERB Service Spots (Kowloon West):

Hong Kong Young Women’s Christian Association (Tel: 2700 1777)

Operator of ERB Service Spots (Kowloon East):

Hong Kong Employment Development Service Limited (Tel: 2326 2133)

\* ERB Service Spots (Kowloon East) will commence operation from June 2019.

For details about ERB Service Spots, please visit www.erb.org/services\_and\_schemes/erb\_service\_spot

# 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, including those who are suspending study or on school holidays, 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. Applicants are required to complete the Course Application Form and provide the following original supporting documents. 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 Note 1

• 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 Note 2

• Applicants should submit proof of highest education attainment Note 3 issued by the school/institution concerned.

(iii) 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.

9. Applicants may submit course applications to the Training Body offering the courses:

(i) in person — applicants should bring along the original supporting documents required to the Training Body; or

(ii) by post — applicants should submit completed application forms supplemented with copies of supporting documents required to the Training Body. Applicants are required to provide the original supporting documents before class commencement.

Note 1 Trainees may be required to provide proof of eligible employee of the HKSAR during classes for verification of identities by staff of 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, except in cases where proof of education attainment are required by the training courses.

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/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.

10. Should applicants fail to provide proof of education attainment at the time of first application, they may declare their highest education attainment in the duly signed “Course Application Form”, confirming that all information provided is correct and complete. Any subsequent changes to highest education attainment previously declared must be supported by documentary proof and justifications (further declaration is not acceptable). ERB will normally not accept requests for downward adjustment of highest education attainment.

11. Persons with disabilities, single parents or Comprehensive Social Security Assistance (CSSA) recipients may request for priority handling of course applications if they provide valid supporting documents substantiating their status.

Restrictions on Application and Enrolment

12. 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.

13. If applicants, upon submission of course applications, engage in non-ERB full-time education programmes, engage in training courses above sub-degree level, become employees of the Training Body offering the course applied, or engage in full-time/part-time employment or self-employment (applicable to placement-tied courses), they should cancel their course applications. If trainees encounter the above status changes while enroling in ERB courses, they should notify Training Bodies as early as possible. ERB will re-consider trainees’ eligibility for course enrolment and/or retraining allowance.

14. Restrictions on application and enrolment of placement-tied courses are as follows:

(i) Applicants can enrol in no more than 2 placement-tied courses Note 4 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 Note 5 can only apply for placement-tied course when the placement follow-up period of the previously enrolled placement-tied courses has lapsed.

(iv) 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 Note 6. Courses offered under “Youth Training Programme” cannot be retaken under any circumstances.

(v) Except under circumstances specified in paragraph 14(iv), applicants are not allowed to apply for the same course, or courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled Note 4.

(vi) Trainees are only allowed to enrol in courses offered under “Youth Training Programme” once.

15. Restrictions on application and enrolment of non-placement-tied courses are as follows:

(i) Applicants can enrol in non-placement-tied courses Note 4 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 Note 6:

• courses which they have completed (attained attendance rate of at least 80%) but failed in all attempts of final assessments; and

• “Skills Upgrading Scheme Plus” courses Note 7 taken 4 or more years ago (from the date of application to the commencement date of the courses taken).

(iv) Except under circumstances specified in paragraph 15(iii), applicants are not allowed to apply for the same course, or courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled Notes 4 and 7.

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

16. Cancellation of course applications should be made in person or in writing to the Training Bodies offering the courses. Once cancelled, applicants should submit new course applications if they re-apply for the same courses.

17. Applicants may reject enrolment offers for up to 3 times, upon which the course applications will be 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.

18. For enrolled applicants, cancellation of course applications or class enrolments must be made in no less than 3 working days prior to the date of course commencement. Late cancellation will not be accepted.

19. For enrolled applicants who fail to cancel course applications or class enrolment 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.

Award of Graduation Certificate

20. 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 or damaged will not be re-issued.

Arrangement of Re-assessment

21. 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

22. Retraining allowance in the following categories will be provided for placement-tied courses with duration of 7 days or more.

| 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 | Original service targets  (Trainees aged 30 or above and with education attainment of F.3 or below) | $153.8 |
| Other eligible trainees | $70 |

23. 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 (with retraining allowance disbursed) within the past 1 or 3 years to the commencement date of the current course enrolled).

24. In general, 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.

25. 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.

26. 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.

Course Fees of Non-placement-tied Courses

27. Non-placement-tied courses are fee charging. Course fees payable are stipulated at the time of course application. Trainees should pay the course fees prior to class commencement. Fees paid are not refundable.

28. Upon receipt of enrolment notification by Training Bodies, trainees may apply for course fee waiver, apply for payment of “Highly Subsidised Fee”, or pay the “Normal Subsidised Fee” according to their income levels as follows:

|  |  |
| --- | --- |
| Type of course fee | Income level |
| Course fee waiver | Nil income or monthly income Note 8 of $11,000 or below |
| “Highly Subsidised Fee” | Monthly income Note 8 between $11,001 and $19,500 |
| “Normal Subsidised Fee” | Monthly income Note 8 of $19,501 or above |

Note 8: 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, allowance(s) and payment in lieu of annual leave, etc., with the deduction of 5% contributions to MPF/ORSO. Bonus, double pay, gratuity and payment in lieu of annual leave, etc. should be taken into account in average over the relevant period of employment.

29. Trainees applying for course fee waiver or payment of “Highly Subsidised Fee” should submit “Application for Course Fee Waiver/Highly Subsidised Fee” forms and pay the prescribed course fees to Training Bodies prior to class commencement.

30. Trainees who have course fee waived or pay “Highly Subsidised Fee” are subject to income surveillance. For this purpose, trainees are required to retain the income proof(s) related to the concerned course enrolment 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), including:

Trainees with income

(i) payroll slip of the month of or any of the 2 months prior to course commencement Note 9; or

(ii) certification letter issued by current employer specifying salary of the month of or any of the 2 months prior to course commencement Note 9; or

(iii) bank passbook/statement showing payroll records of the month of or any of the 2 months prior to course commencement Note 9; or

(iv) statutory declaration statement administered by the Home Affairs Department declaring trainee’s income level of the month or any of the 2 months prior to course commencement Note 9.

Trainees without income

(v) For trainees who are CSSA Recipients, please retain 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. For other trainees, please make declaration in the “Declaration by trainee” in the “Application for Course Fee Waiver/Highly Subsidised Fee” Form.

Note 9: For example, for course commences in April this year, relevant month of the document required as mentioned in (i), (ii), (iii) or (iv) above shall be February, March or April of the year.

Trainees with Low Attendance

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

(i) Trainees of placement-tied course

• For trainees failing to attain the required attendance rate, their course applications will be suspended for 1 year Note 10 if it is a first time violation, and for 3 years Note 10 if otherwise.

(ii) Trainees of non-placement-tied course (applicable to trainees who are waived course fee or pay “Highly Subsidised Fee”)

• 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 Note 10 if it is a first time violation, and for 3 years Note 10 if otherwise.

• Upon settlement of the fee, trainees would be allowed to enrol in ERB courses again. ERB reserves the rights to take further action against trainees who fail to settle the fee by the specified deadline.

Note 10: From the date of commencement of the concerned course.

32. In the event that trainees fail to attain 80% attendance rate due to illness, accident, or other special circumstances, 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. ERB has the discretion for the granting of waivers.

Fraud Prevention Measures

33. ERB conducts sample checks of trainees’ declared education attainment and employment status. Besides, ERB carries out income surveillance each year. Trainees may be asked to provide income proof(s) relating to course enrolment and “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.

34. Trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses or to receive a higher level of retraining allowance, 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 offset the cost of courses and/or return the retraining allowance to ERB.

35. 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.

36. 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 ERB.

(ii) For first time violation, their course applications will be suspended for 3 months Note 11 if the concerned cost and/or retraining allowance are returned; or for 1 year Note 11 if not.

(iii) For second time violation, their course applications will be suspended for 1 year Note 11 if the concerned cost and/or retraining allowance are returned; or for 2 years Note 11 if not.

(iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

37. 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 ERB.

(ii) Their course applications will be suspended for 3 months Note 11 if the difference of the concerned retraining allowance is returned; or for 1 year Note 11 if not.

38. 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 ERB.

(ii) For first time violation, their course applications for non-placement-tied course will be suspended for 3 months Note 11 if the concerned course fee is returned; or for 1 year Note 11 if not.

(iii) For second time violation, their course applications for non-placement-tied course will be suspended for 1 year Note 11 if the concerned course fee is returned; or for 2 years Note 11 if not.

(iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

Note 11: From the date the recovery notice is issued to the concerned trainees.

Personal Information of Applicants/Trainees

39. 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”, provision of placement services, accreditation of courses, arrangement of practical skills assessment, conduct of income surveillance, verification of placement record, processing of Domestic Helper Competency Card 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.

40. 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.

41. Upon consent of applicants, 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 ERB through emails, SMSs, mails and telephone calls, etc., and transfer the personal data to the Training Bodies under the “Manpower Development Scheme” and/or organisations commissioned by ERB for such purposes. If applicants 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 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 to the Manager (Customer Services) of ERB, or call ERB hotline at 182 182.

42. 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. ERB may collect a fee from applicants requesting for a copy of their personal data.

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

Enquiry and Online Application

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

45. Applicants can submit online applications for selected training courses. For details, please refer to ERB website at www.erb.org.

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

ERB reserves the right to revise courses and the above guidelines from time to time without notifying individual applicants. Please refer to ERB website (www.erb.org) for the most updated information.

# Placement-tied Courses

Property Management & Security

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

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.

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| Course Objective | To enable trainees to understand the daily security work of premises and properties, basic entry skills and knowledge of practical work, and the appropriate work attitude, in order to help trainees secure employment as a Security Guard. |
| Course Content | This course will be conducted in English. The course will cover industry overview, Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS), daily building security work, owners and tenants services, facilities and practical work in car park and loading area, computer operation, vocational language, 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. Satisfy the criteria on age, fitness and character for issuing a 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 “Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)” which adopts the Unit of Competency “Perform basic guarding services for QASRS (107753L1)” of the “Specifications of Competency Standards (SCSs)” for Security Services. 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.

Property Management & Security

Foundation Certificate in Advanced Security & Property Management

Full-time placement-tied courses. Applications with education attainment of F.3 or below may enrol. With enhanced placement service model. Courses for professional qualification. Conducted in Cantonese supplemented with English training materials.

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| Course Objective | To enable trainees to understand the daily security work of premises and properties, basic entry skills and knowledge of practical work, personnel management and supervisory skills, understanding of deed of mutual covenants, repair and maintenance of properties, and the appropriate work attitude, in order to help trainees secure employment as a Security Guard. |
| Course Content | This course will be conducted in Cantonese and supplemented with both Chinese and English training materials. The course will cover industry overview, Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS), daily building security work, owners and tenants services, facilities and practical work in car park and loading area, building repair and maintenance, computer operation, vocational language, personal attributes and job search skills. |
| Entry Requirements | i. Aged 18 or above; and  ii. Form Three; and  iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit. |
| 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 | | --- | --- | --- | | Hong Kong Association for Democracy and People’s Livelihood | 2370 3387 / 2330 0345 | AP041DS | | Baptist Oi Kwan Social Service | 2116 4598 / 2770 8070 / 3413 1683 | BK032DS | | Caritas - Hong Kong | 3568 8688 | CA050DR | | Hong Kong Employment Development Service Limited | 2326 7862 / 3165 1600 / 3165 8870 / 3618 5027 | CS127DR | | HKCT Group Limited | 2711 9820 / 2711 9296 | CT034DR | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU017DR | | The Evangelical Lutheran Church of Hongkong | 2612 1221 / 2454 4801 / 3104 3222 / 2155 2644 / 2155 4256 | EL023DR | | The Hong Kong Federation of Trade Unions | 2715 6671 | FU179DS | | S.K.H. Holy Carpenter Church Community Centre | 3960 4399 / 2362 0301 | HC010DR | | Christian Action | 8106 6190 / 2716 8812 | HK075DR | | Heung To College of Professional Studies | 2381 0426 | HT002DR | | KCRA Community Education Enhancement Center Limited | 2780 9293 / 2111 0087 | KA012DR | | New Territories Association Retraining Centre Limited | 2146 6388 | NT022DR | | Vocational Training Council  (Integrated Vocational Development Centre) | 3907 6789 | VT097DS | | The Young Men’s Christian Association of Hong Kong | 2708 8995 | YH006DR | | Yan Oi Tong Limited | 2655 7575 | YT094DS | | Hong Kong Young Women’s Christian Association | 3970 0800 / 3146 3333 / 3106 3411 | YW055DR | |

Note: This course includes “Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)” which adopts the Unit of Competency “Perform basic guarding services for QASRS (107753L1)” of the “Specifications of Competency Standards (SCSs)” for Security Services. 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.

Hairdressing

Foundation Certificate in Hair Stylist Assistant Training (English Medium)

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.

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| Course Objective | To equip trainees with the basic knowledge and required skills of a Hair Stylist Assistant; to equip trainees to understand the hairdressing industry’s culture in Hong Kong; 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, shampooing and head massage techniques, knowledge of general hair cutting tools and hair cutting techniques, blow-drying techniques, perming techniques, hair colouring techniques, care after hair colouring, hairdressing products and tools, customer service skills, 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 | |

Beauty Therapy

Foundation Certificate in Junior Beautician Training (English Medium)

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.

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| Course Objective | To equip trainees with the basic knowledge and required techniques of a Junior Beautician; to furnish trainees with an overview of the Beauty industry in Hong Kong and enable them to grasp the knowledge and skills in providing 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, skills of applying face mask and mask coating, massage techniques (including facial and shoulder massage), fundamental make-up techniques, skills of eyebrow shaping and eyelash perming, depilatory treatments, hand treatments, manicure, understanding of beauty care machines, hygiene and safety of beauty salon, customer relationship management and sales techniques, 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 | 2116 4598 / 2770 8070 / 3413 1683 | BK046DS | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU105DS | |

Beauty Therapy

Foundation Certificate in Junior Body Slimming Beautician Training (English Medium)

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.

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| Course Objective | To equip trainees with the basic knowledge and required techniques of a Junior Body Slimming Beautician; to furnish trainees with an overview of the Beauty industry in Hong Kong and enable them to master the skills in providing customer services; and to help trainees secure employment as a Junior Slimming Body Beautician. |
| Course Content | This course will be conducted in English. The course will cover industry overview, operation of slimming centre, anatomy and physiology, swedish massage (theory and technique), nutrition, theories of slimming, fundamental slimming techniques, spa and slimming treatments, basic theory and operation of slimming machines, demonstrations and basic theory of new popular slimming treatments, personal attributes and job search skills. |
| Entry Requirements | i. Completion of Form Three; and  ii. Holding a Beauty Care Certificate, or a minimum of two years’ related work experience; and  iii. Pass the English entry test. |
| Course Duration | 204 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 | | --- | --- | --- | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU182DS | |

Beauty Therapy

Foundation Certificate in Nail Technician Training (English Medium)

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.

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| Course Objective | To equip trainees with the basic knowledge and techniques of a Nail Technician including understanding the culture and requirement of the nail industry in Hong Kong, the knowledge and skills in providing customer services, and exercising the knowledge and skills to provide manicuring and pedicuring services under supervision in order to help trainees secure an employment in nail-related industry. |
| Course Content | This course will be conducted in English. The course will cover industry overview, personal hygiene and hygiene in nail industry, structure and care of hand, foot and nail, basic knowledge of manicure and pedicure tools and caring products, skills of manicure, pedicure and massage (hand and foot), paraffin wax caring and fabrication, 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 | 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 | 2116 4598 / 2770 8070 / 3413 1683 | BK056DS | | Hong Kong Employment Development Service Limited | 2326 7862 / 3165 1600 / 3165 8870 / 3618 5027 | CS177DS | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU121DS | | Yang Memorial Methodist Social Service | 2251 0888 | YM017DS | |

Hotel

Foundation Certificate in Hotel Room Attendant Training (English Medium)

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.

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| 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 | | Christian Action | 8106 6190 / 2716 8812 | HK221DS | | YMCA College of Careers | 2783 3500 / 2783 3509 | YC035DS | |

Business

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

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.

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| 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 | | --- | --- | --- | | Hongkong School of Commerce | 3114 8711 / 2730 7071 | HE010DS | | 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.

Business

Foundation Certificate in Human Resources Assistant Training

Full-time placement-tied courses. With enhanced placement service model. Conducted in Cantonese supplemented with English training materials.

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| 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 business administration, human resources practices, recruitment procedures, staff training and development, labour and related ordinances, 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. 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 6359 / 3442 6413 | PE047DS | |

Catering

Foundation Certificate in Barista Training (English Medium)

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.

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| 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 | 2116 4598 / 2770 8070 / 3413 1683 | BK047DS | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU114DS | | Yang Memorial Methodist Social Service | 2251 0888 | YM011DS | |

Catering

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

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.

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| 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 | |

Catering

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

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.

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| 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 | | --- | --- | --- | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU152DS | | Christian Action | 8106 6190 / 2716 8812 | HK244DS | | Yang Memorial Methodist Social Service | 2251 0888 | YM018DS | |

Social Services

Foundation Certificate in Community Interpreter Training (English and Hindi)

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

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|  | |
| 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 | |

Social Services

Foundation Certificate in Community Interpreter Training (English and Urdu)

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

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| 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 | |

Social Services

Foundation Certificate in Community Interpreter Training (English and Nepali)

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

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| 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 | |

Healthcare Services

Foundation Certificate in Medical Clinic Assistant Training

Full-time placement-tied courses. With enhanced placement service model. Conducted in Cantonese supplemented with English training materials.

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| 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 or related jobs. |
| 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 | i. Completion of Form Five with at least two years’ working experience; or five passes in the HKCEE or HKDSE, or equivalent; and  ii. Pass English entry test (the applicant who has obtained Grade E/Level Two or above in English Language in HKCEE or HKDSE can be exempted). |
| 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 | | Baptist Oi Kwan Social Service | 2116 4598 / 2770 8070 / 3413 1683 | BK055DS | | Hong Kong Employment Development Service Limited | 2326 7862 / 3165 1600 / 3165 8870 / 3618 5027 | 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 / 2454 4801 / 3104 3222 / 2155 2644 / 2155 4256 | EL052DS | | Christian Action | 8106 6190 / 2716 8812 | HK254DS | | New Territories Association Retraining Centre Limited | 2146 6388 | NT139DS | | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK068DS | | Hong Kong Young Women’s Christian Association | 3970 0800 / 3146 3333 / 3106 3411 | YW201DS | |

Healthcare Services

Foundation Certificate in Care-related Support Worker Training

Full-time placement-tied courses. Applications with education attainment of F.3 or below may enrol. With enhanced placement service model. Courses for professional qualification. Conducted in Cantonese supplemented with English training materials.

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| Course Objective | To equip trainees with knowledge, skills and communication abilities of a care-related support worker; and to help them build up the confidence and secure employment as a care-related support worker or related jobs. |
| Course Content | This course will be conducted in Cantonese and supplemented with both Chinese and English training materials. The course will cover role and responsibility of a care-related support worker, structures, functions and pathologies of human body, personal care skills, patient care skills, drug knowledge, environmental health and safety, infection control, occupational safety and health knowledge, personal attributes and job search skills. |
| Entry Requirements | i. Completion of Form Three; and  ii. Possess basic written and spoken English proficiency. |
| Course Duration | 204 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 | | --- | --- | --- | | Hong Kong Association of Gerontology | 2775 5756 | AG006DS | | Hong Kong Association for Democracy and People’s  Livelihood | 2370 3387 / 2330 0345 | AP050DS | | Baptist Oi Kwan Social Service | 2116 4598 / 2770 8070 / 3413 1683 | BK035DS | | Caritas – Hong Kong | 3568 8688 | CA161DS | | College of Nursing, Hong Kong | 2572 9255 | CH005DS | | Hong Kong Employment Development Service Limited | 2326 7862 / 3165 1600 / 3165 8870 / 3618 5027 | CS146DS | | HKCT Group Limited | 2711 9820 / 2711 9296 | CT259DS | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU093DS | |

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|  | | Training Bodies | Telephone | Course Code | | --- | --- | --- | | Hong Kong Sheng Kung Hui Welfare Council Limited | 2109 0082 | DW045DS | | The Evangelical Lutheran Church of Hongkong | 2612 1221 / 2454 4801 / 3104 3222 / 2155 2644 / 2155 4256 | EL038DS | | Hong Kong Federation of Women’s Centres | 2654 6066 / 2654 9800 | FC027DS | | The Federation of Hong Kong and Kowloon  Labour Unions | 2787 9967 / 2793 9887 | FL058DS | | The Scout Association of Hong Kong –  The Friends of Scouting | 2957 6499 / 2957 6495 | FS024DS | | The Hong Kong Federation of Trade Unions | 2715 6671 | FU116DS | | S.K.H. Holy Carpenter Church Community Centre | 3960 4399 / 2362 0301 | HC043DS | | Haven of Hope Christian Service | 2643 3120 / 2643 3365 | HH001DS | | Christian Action | 8106 6190 / 2716 8812 | HK232DS | | KCRA Community Education Enhancement Center Limited | 2780 9293 / 2111 0087 | KA072DS | | Methodist Centre | 2527 2250 / 2806 0062 | MC058DS | | Neighbourhood & Worker’s Service Centre | 2413 8787 / 2893 9968 | NW020DS | | Hong Kong Red Cross | 2603 0188 | RC011DS | | Hong Kong St. John Ambulance | 2530 8028 / 2530 8048 | SA006DS | | St. James’ Settlement | 2596 2589 / 3572 0644 / 3791 2240 / 2431 8299 | SJ026DS | | Vocational Training Council  (Integrated Vocational Development Centre) | 3907 6789 | VT324DS | | Yan Oi Tong Limited | 2655 7575 | YT090DS | | Hong Kong Young Women’s Christian Association | 3970 0800 / 3146 3333 / 3106 3411 | YW198DS | |

Note: Trainees who have fulfilled all graduation criteria will meet the relevant training requirements recognised by the Hospital Authority (HA) for the application of the Care-related Support Worker position at HA.

Information & Communications Technology

Certificate in Network Engineering Technician Training

Full-time placement-tied courses. With enhanced placement service model. Conducted in Cantonese supplemented with English training materials.

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| Course Objective | To enable trainees to grasp the basic networking skills, operation of routers and set up of switches, understand dial-up network and address translation, master network management and dynamic addressing techniques; and to help trainees secure employment as a Network Engineering Technician or related jobs. |
| Course Content | This course will be conducted in Cantonese and supplemented with English training materials. The course will introduce networking technology, operation of routers, set up of switches, Integrated Services Digital Network (ISDN), preparation for CCNA Examination, personal attributes and job search skills. |
| Entry Requirements | i. Holder of secondary school certificate, or equivalent (documentary proof is required); and  ii. Pass the written entry test on basic computer knowledge and network system. |
| Course Duration | 208 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 | CT162DS | | Vocational Training Council  (Integrated Vocational Development Centre) | 3907 6789 | VT325DS | |

# “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)

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Courses for professional qualification. Conducted in English.

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| Course Objective | To enable trainees to understand the knowledge and skills required in performing the guarding services in accordance with the instructions and guidelines of the “Quality Assurance System for the Recognition Scheme of Security Training Courses” (QASRS). |
| Course Content | This course will be conducted in English. The course will cover role and responsibilities of security personnel for guarding service, laws and regulations relevant to guarding services, health and safety requirements for guarding services, standards of conduct and performance of security personnel for guarding services, policies, procedures and guidelines for guarding services at the premises under protection. |
| Entry Requirements | i. Aged 18 or above; and  ii. With working experience; and  iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit; and  iv. Pass the English entry test (For applicants with Primary Six qualification, the entry test will be exempted). |
| 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 | Course Fee Waiver / $375 Highly Subsidised Fee / $1,250 Normal Subsidised Fee |

Note: This course includes “Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)” which adopts the Unit of Competency “Perform basic guarding services for QASRS (107753L1)” of the “Specifications of Competency Standards (SCSs)” for Security Services. 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.

Construction & Renovation

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 | i. Aged 18 or above; and  ii. Current practitioner in plumbing or related services; and  iii. At least two years’ relevant working experience; and  iv. Possess valid Construction Industry Safety Training Certificate (Green Card); and  v. Possess basic English literacy skills. |
| 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:   | Training Bodies | Telephone | Course Code | | --- | --- | --- | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU456ES / CU149HS | |
| Course Fee | Course Fee Waiver / $1,875 Highly Subsidised Fee / $6,250 Normal Subsidised Fee |

Note:

1. The public examination fee is NOT included in the course fee.

2. According to the requirement of Construction Industry Council (CIC), applicants must be Hong Kong Residents and reach 18 years of age and possess valid Construction Industry Safety Training Certificate (Green Card) in order to be eligible for the relevant trade test.

Construction & Renovation

Foundation Certificate in Preparation for Intermediate Trade Test for Metal Scaffolder

(English Medium) (Part-time)

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| Course Objective | To enable the trainees to grasp the metal scaffolding skills and techniques of the Intermediate Trade Test for Metal Scaffolder, and encourage the graduated trainees to sit for the test so as to be registered as a qualified Semi-skilled Metal Scaffolder. |
| Course Content | This course will be conducted in English. The course will cover the occupational safety and health, craft knowledge and practical training in metal scaffolding. |
| Entry Requirements | i. Aged 18 or above; and  ii. At least one years’ relevant working experience; and  iii. Possess valid Construction Industry Safety Training Certificate (Green Card); and  iv. Pass the English entry test. |
| Course Duration | 50 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 | CU512ES / CU512HS | |
| Course Fee | Course Fee Waiver / $3,675 Highly Subsidised Fee / $12,250 Normal Subsidised Fee |

Note:

1. The public examination fee is NOT included in the course fee.

2. According to the requirement of Construction Industry Council (CIC), applicants must be Hong Kong Residents and reach 18 years of age and possess valid Construction Industry Safety Training Certificate (Green Card) in order to be eligible for the relevant trade test.

Electrical & Mechanical Services

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 | i. 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  ii. Possess basic English literacy skills. |
| 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:   | Training Bodies | Telephone | Course Code | | --- | --- | --- | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU117ES / CU160HS | |
| Course Fee | Course Fee Waiver / $1,425 Highly Subsidised Fee / $4,750 Normal Subsidised Fee |

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 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.

Electrical & Mechanical Services

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 socket in PVC conduit wiring, 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 | i. 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  ii. Completion of the course of “Certificate in Preparation for Trade Tests for Electricians I (Trade Knowledge) (English Medium) (Part-time)” of ERB, or holder of certificate of a pass in Electrician Trade (Trade Knowledge) Test; and  iii. Possess basic English literacy skills. |
| Course Duration | 66 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 | CU119ES / CU163HS | |
| Course Fee | Course Fee Waiver / $1,425 Highly Subsidised Fee / $4,750 Normal Subsidised Fee |

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.

Electrical & Mechanical Services

Foundation Certificate in Preparation for Intermediate Trade Test for General Welder

(English Medium) (Part-time)

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| Course Objective | To enable trainees to grasp the theories and technical skills of Intermediate Trade Test for General Welder, and encourage the graduated trainees to sit for the test so as to be registered as a qualified Semi-skilled General Welder. |
| Course Content | This course will be conducted in English. This course will cover types and theories of basic welds, effects of the metal shape, relevant code of practice and safety regulations for Manual Metal Arc Welding (MMAW), methods and procedures for operating MMAW, professionalism in MMAW, relevant code of practice and safety regulations for Oxy-Acetylene Welding (OAW) and Oxyfuel and Arc Cutting (OAC), preparations for OAC, quality inspection on cutting profile, methods and procedures for OAC, practical training for General Welder Intermediate Trade Test. |
| Entry Requirements | i. Aged 18 or above; and  ii. At least one-year working experience in Electrical and Mechanical or Construction Services (include working experience related to welding); and  iii. Possess Certificate for Gas Welding Safety Training Course; and  iv. Pass the English entry test. |
| Course Duration | 45 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 | CU509ES / CU509HS | |
| Course Fee | Course Fee Waiver / $1,275 Highly Subsidised Fee / $4,250 Normal Subsidised Fee |

Note:

1. The public examination fee is NOT included in the course fee.

2. According to the requirement of Construction Industry Council (CIC), applicants must be Hong Kong Residents and reach 18 years of age and possess valid Construction Industry Safety Training Certificate (Green Card) and Certificate for Gas Welding Safety Training Course in order to be eligible for the relevant trade test.

Business

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 | 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 | HK137ES / HK137HS | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Catering

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| Course Objective | To equip trainees with knowledge and skills in preparing common types of sponge cakes and gateaux. |
| 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 mousse 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 | 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 | CU152ES / CU164HS | | Yang Memorial Methodist Social Service | 2251 0888 | YM008ES / YM007HS | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Social Services

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

Half day or evening courses. Conducted in English.

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| 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 | 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 | HK115ES / HK139HS | | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK132ES / SK132HS | |
| Course Fee | Course Fee Waiver / $1,275 Highly Subsidised Fee / $4,250 Normal Subsidised Fee |

Tourism

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

Half day or evening courses. Courses for professional qualification. Conducted in English.

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| 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 | Course Fee Waiver / $375 Highly Subsidised Fee / $1,250 Normal Subsidised Fee |

# Generic Skills Training Courses

IT Applications

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 | 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 | HK136EG / HK117HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

IT Applications

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 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 | 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 | HK045EG / HK115HG | | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK084EG / SK037HG | |
| Course Fee | Course Fee Waiver / $350 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

IT Applications

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 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 | 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 | HK046EG / HK116HG | | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK128EG / SK128HG | |
| Course Fee | Course Fee Waiver / $350 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

IT Applications

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 the basic concepts and functions of internet, 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 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 | 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 | HK149EG / HK149HG | | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK133EG / SK133HG | |
| Course Fee | Course Fee Waiver / $350 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| Course Objective | To help trainees understand and acquire basic English vocabulary on the common topics relating to the workplace. |
| 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 | i. Holder of “Foundation Certificate in Basic English Vocabulary in Use I (Part-time)” of ERB, or equivalent; or  ii. Pass the entry test. |
| 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:   | Training Bodies | Telephone | Course Code | | --- | --- | --- | | Christian Action | 8106 6190 / 2716 8812 | HK166EG / HK166HG | |
| Course Fee | Course Fee Waiver / $975 Highly Subsidised Fee / $3,250 Normal Subsidised Fee |

Workplace Languages

Foundation Certificate in Vocational Cantonese I Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

for Non-Chinese Speakers (Part-time)

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| Course Objective | To introduce basic oral and listening Cantonese skills to trainees to enable them to 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 | Pass the English entry test |
| 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 / 3165 8870 / 3618 5027 | 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 | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To introduce basic oral and listening Cantonese skills to trainees to enable them to 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 | Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test |
| 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 / 3165 8870 / 3618 5027 | CS163EG / CS168HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU366EG / CU385HG | | Christian Action | 8106 6190 / 2716 8812 | HK110EG / HK134HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To introduce basic oral and listening Cantonese skills to trainees to enable them to communicate 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 | Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test |
| 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 / 3165 8870 / 3618 5027 | CS164EG / CS169HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU367EG / CU386HG | | Christian Action | 8106 6190 / 2716 8812 | HK111EG / HK135HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To introduce basic oral and listening Cantonese skills to trainees to enable them to 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 | Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test |
| 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 / 3165 8870 / 3618 5027 | CS165EG / CS170HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU368EG / CU387HG | | Christian Action | 8106 6190 / 2716 8812 | HK112EG / HK136HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To equip trainees with basic oral and listening Cantonese skills to enable them to communicate in simple Cantonese when providing customer services. |
| Course Content | This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover approaching customers, identifying customer’s needs, recapping important details, introducing services and handling customer’s enquiries. |
| Entry Requirements | i. Holder of “Foundation Certificate in Vocational Cantonese II (Workplace/Discussion/Social Life) for Non-Chinese Speakers (Part-time)” of 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 / 3165 8870 / 3618 5027 | CS216EG / CS216HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU558EG / CU558HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To introduce oral and listening Cantonese skills to trainees to enable them to understand and communicate with colleagues in Cantonese in the workplace. |
| Course Content | This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover expressing and exchanging viewpoints in discussion (initiating a discussion, setting discussion goals, making clear stands, inviting opinions, exchanging ideas and handling conflicting viewpoints in discussion). |
| Entry Requirements | Holder of “Foundation Certificate in Vocational Cantonese II (Workplace/Discussion/Social Life) for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test |
| 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 | CU559EG / CU559HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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|  | |
| 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 | 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 | CU557EG / CU557HG | | Christian Action | 8106 6190 / 2716 8812 | HK151EG / HK151HG | | Vocational Training Council  (Integrated Vocational Development Centre) | 3907 6789 | VT266EG / VT266HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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|  | |
| Course Objective | To introduce basic oral and listening Putonghua skills to trainees to enable them to handle simple Putonghua 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 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 | CU494EG / CU494HG | | Christian Action | 8106 6190 / 2716 8812 | HK152EG / HK152HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| 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 characters 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 | | --- | --- | --- | | Baptist Oi Kwan Social Service | 2116 4598 / 2770 8070 / 3413 1683 | BK092EG / BK092HG | | Hong Kong Employment Development Service Limited | 2326 7862 / 3165 1600 / 3165 8870 / 3618 5027 | CS227EG / CS227HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU472EG / CU472HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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|  | |
| 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 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 | | --- | --- | --- | | Baptist Oi Kwan Social Service | 2116 4598 / 2770 8070 / 3413 1683 | BK093EG / BK093HG | | Hong Kong Employment Development Service Limited | 2326 7862 / 3165 1600 / 3165 8870 / 3618 5027 | CS228EG / CS228HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU473EG / CU473HG | |
| Course Fee | Course Fee Waiver / $675 Highly Subsidised Fee / $2,250 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| 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 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 / 3165 8870 / 3618 5027 | CS230EG / CS230HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU502EG / CU502HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| 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 help trainees 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 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 / 3165 8870 / 3618 5027 | CS229EG / CS229HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU474EG / CU474HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To expand trainees’ Chinese vocabulary, and develop their skills in writing simple Chinese correspondences in the workplace. |
| Course Content | This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic concepts of Chinese correspondences and writing different Chinese correspondences in the workplace (reply to customer’s general enquiries, declining customer’s request, notification, reminder, promotion, thank you and welcome, and apology). |
| Entry Requirements | i. Holder of “Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)” of 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 / 3165 8870 / 3618 5027 | CS231EG / CS231HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU508EG / CU508HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Workplace Languages

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol.

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| Course Objective | To expand trainees’ Chinese vocabulary, and develop their skills in understanding Chinese passages of sufficient length in the workplace and daily life. |
| Course Content | This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover revision of basic reading skills, help trainees to restate practical Chinese vocabulary commonly used in the workplace and daily life, associate the content with the context of Chinese passages and interpret relatively complex graphs and chart. |
| Entry Requirements | Holder of “Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test |
| 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 / 3165 8870 / 3618 5027 | CS232EG / CS232HG | | The Hong Kong Confederation of Trade Unions | 3758 5454 / 2332 9368 | CU560EG / CU560HG | |
| Course Fee | Course Fee Waiver / $525 Highly Subsidised Fee / $1,750 Normal Subsidised Fee |

Personal Attributes

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 | 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 Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK131EG / SK131HG | |
| Course Fee | Course Fee Waiver / $375 Highly Subsidised Fee / $1,250 Normal Subsidised Fee |

Personal Attributes

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

Half day or evening courses. Applications with education attainment of F.3 or below may enrol. Conducted in English.

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| 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 | 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 Sheng Kung Hui Welfare Council Limited | 2109 0082 | DW010EG / DW010HG | | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2423 5042 / 2423 2993 / 2436 2977 | SK130EG / SK130HG | |
| Course Fee | Course Fee Waiver / $225 Highly Subsidised Fee / $750 Normal Subsidised Fee |

# 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 study, 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

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

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| 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 Installation | VT311DS | Electronic and computer assembly, computer and network installation, computer control model assembly and programming, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills | |
| Entry Requirements | i. Non-engaged ethnic minority youths aged between 15 and 24; and  ii. Secondary education level or below; and  iii. Pass the admission interview. |
| 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. |

# ERB Courses on the Qualifications Register

| Title of Qualification | Training Body | Qualifications Framework Level | Registration Validity Period from  (DD/MM/YYYY) | Registration Validity Period to  (DD/MM/YYYY) | Qualifications Register 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 | Hong Kong Association for Democracy and People’s Livelihood | 2 | 20/04/2018 | 31/03/2023 | 18/000311/L2 |
| Foundation Certificate in Human Resources Assistant Training | Caritas — Hong Kong | 2 | 10/06/2015 | 31/03/2023 | 15/002412/L2 |
| Foundation Certificate in Human Resources Assistant Training | HKCT Group Limited | 2 | 05/05/2015 | 31/03/2023 | 15/001534/L2 |
| Foundation Certificate in Human Resources Assistant Training | The Evangelical Lutheran Church of Hongkong | 2 | 10/06/2015 | 31/03/2023 | 15/002451/L2 |
| Foundation Certificate in Human Resources Assistant Training | The Hong Kong Federation of Trade Unions | 2 | 11/07/2016 | 31/03/2023 | 16/000693/L2 |
| Foundation Certificate in Human Resources Assistant Training | Hongkong School of Commerce | 2 | 05/05/2015 | 31/03/2023 | 15/001543/L2 |
| Foundation Certificate in Human Resources Assistant Training | KCRA Community Education Enhancement Center Limited | 2 | 05/05/2015 | 31/03/2023 | 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 | 31/03/2023 | 15/001555/L2 |
| Foundation Certificate in Human Resources Assistant Training | Silence Limited | 2 | 10/06/2015 | 31/03/2023 | 15/002693/L2 |
| Foundation Certificate in Human Resources Assistant Training | Vocational Training Council | 2 | 05/05/2015 | 31/03/2023 | 15/001559/L2 |
| Foundation Certificate in Human Resources Assistant Training | YMCA College of Careers | 2 | 01/04/2017 | 31/03/2023 | 17/000458/L2 |
| Foundation Certificate in Human Resources Assistant Training | Hong Kong Young Women’s Christian Association | 2 | 10/06/2015 | 31/03/2023 | 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 |
| Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time) | Christian Action | 2 | 01/04/2017 | 04/05/2019 | 17/000378/L2 |
| Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time) | Yang Memorial Methodist Social Service | 2 | 01/04/2017 | 04/05/2019 | 17/000403/L2 |
| Healthcare Services | | | | | |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong Association Of Gerontology | 2 | 05/05/2015 | 04/05/2019 | 15/000101/L2 |
| Foundation Certificate in Care-related Support Worker Training | Baptist Oi Kwan Social Service | 2 | 10/06/2015 | 04/05/2019 | 15/002407/L2 |
| Foundation Certificate in Care-related Support Worker Training | Caritas — Hong Kong | 2 | 05/05/2015 | 04/05/2019 | 15/000103/L2 |
| Foundation Certificate in Care-related Support Worker Training | College of Nursing, Hong Kong | 2 | 05/05/2015 | 04/05/2019 | 15/000105/L2 |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong Employment Development Service Limited | 2 | 05/05/2015 | 04/05/2019 | 15/000107/L2 |
| Foundation Certificate in Care-related Support Worker Training | The Hong Kong Confederation of Trade Unions | 2 | 05/05/2015 | 04/05/2019 | 15/000109/L2 |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong Sheng Kung Hui Welfare Council Limited | 2 | 01/04/2017 | 04/05/2019 | 17/000436/L2 |
| Foundation Certificate in Care-related Support Worker Training | The Evangelical Lutheran Church of Hongkong | 2 | 05/05/2015 | 04/05/2019 | 15/000112/L2 |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong Federation of Women’s Centres | 2 | 10/06/2015 | 04/05/2019 | 15/002459/L2 |
| Foundation Certificate in Care-related Support Worker Training | The Federation of Hong Kong and Kowloon Labour Unions | 2 | 10/06/2015 | 04/05/2019 | 15/002466/L2 |
| Foundation Certificate in Care-related Support Worker Training | The Scout Association of Hong Kong — The Friends of Scouting | 2 | 11/07/2016 | 04/05/2019 | 16/000691/L2 |
| Foundation Certificate in Care-related Support Worker Training | The Hong Kong Federation of Trade Unions | 2 | 05/05/2015 | 04/05/2019 | 15/000115/L2 |
| Foundation Certificate in Care-related Support Worker Training | S.K.H. Holy Carpenter Church Community Centre | 2 | 11/07/2016 | 04/05/2019 | 16/000701/L2 |
| Foundation Certificate in Care-related Support Worker Training | Haven of Hope Christian Service | 2 | 12/08/2015 | 04/05/2019 | 15/002773/L2 |
| Foundation Certificate in Care-related Support Worker Training | Christian Action | 2 | 10/06/2015 | 04/05/2019 | 15/002526/L2 |
| Foundation Certificate in Care-related Support Worker Training | KCRA Community Education Enhancement Center Limited | 2 | 15/07/2016 | 04/05/2019 | 16/000741/L2 |
| Foundation Certificate in Care-related Support Worker Training | Methodist Centre | 2 | 10/06/2015 | 04/05/2019 | 15/002552/L2 |
| Foundation Certificate in Care-related Support Worker Training | Neighbourhood & Worker’s Service Centre | 2 | 10/06/2015 | 04/05/2019 | 15/002627/L2 |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong Red Cross | 2 | 05/05/2015 | 04/05/2019 | 15/000119/L2 |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong St. John Ambulance | 2 | 05/05/2015 | 04/05/2019 | 15/000121/L2 |
| Foundation Certificate in Care-related Support Worker Training | St. James’ Settlement | 2 | 05/05/2015 | 04/05/2019 | 15/000123/L2 |
| Foundation Certificate in Care-related Support Worker Training | Vocational Training Council | 2 | 20/04/2018 | 04/05/2019 | 18/000384/L2 |
| Foundation Certificate in Care-related Support Worker Training | Yan Oi Tong Limited | 2 | 10/06/2015 | 04/05/2019 | 15/002673/L2 |
| Foundation Certificate in Care-related Support Worker Training | Hong Kong Young Women’s Christian Association | 2 | 10/06/2015 | 04/05/2019 | 15/002682/L2 |
| Foundation Certificate in Medical Clinic Assistant Training | Hong Kong Employment Development Service Limited | 2 | 05/05/2018 | 04/05/2022 | 18/000208/L2 |
| Foundation Certificate in Medical Clinic Assistant Training | HKCT Group Limited | 2 | 05/05/2015 | 04/05/2022 | 15/001786/L2 |
| Foundation Certificate in Medical Clinic Assistant Training | The Hong Kong Confederation of Trade Unions | 2 | 05/05/2015 | 04/05/2022 | 15/001789/L2 |
| Foundation Certificate in Medical Clinic Assistant Training | The Evangelical Lutheran Church of Hongkong | 2 | 05/05/2015 | 04/05/2022 | 15/001803/L2 |
| Foundation Certificate in Medical Clinic Assistant Training | St. James’ Settlement | 2 | 05/05/2015 | 04/05/2022 | 15/001852/L2 |
| Foundation Certificate in Medical Clinic Assistant Training | Hong Kong Young Women’s Christian Association | 2 | 05/05/2015 | 04/05/2022 | 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 | | | | | |
| Certificate in Network Engineering Technician Training | HKCT Group Limited | 3 | 05/05/2015 | 04/05/2022 | 15/003485/L3 |
| IT Applications | | | | | |
| 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 | 04/05/2022 | 15/003176/L1 |
| Personal Attributes | | | | | |
| Foundation Certificate in Job Search Skills (English Medium) (Part-time) | Caritas — Hong Kong | 1 | 01/04/2015 | 31/03/2023 | 15/000206/L1 |
| Foundation Certificate in Job Search Skills (English Medium) (Part-time) | Hong Kong Employment Development Service Limited | 1 | 01/04/2015 | 31/03/2023 | 15/000211/L1 |
| Foundation Certificate in Job Search Skills (English Medium) (Part-time) | New Home Association Limited | 1 | 19/05/2015 | 31/03/2023 | 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 | 31/03/2023 | 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 | 31/03/2023 | 15/002165/L1 |
| Foundation Certificate in Personal Attributes (English Medium) (Part-time) | Vocational Training Council | 1 | 01/04/2015 | 31/03/2023 | 15/000244/L1 |
| Foundation Certificate in Personal Attributes (English Medium) (Part-time) | YMCA College of Careers | 1 | 01/04/2015 | 31/03/2023 | 15/000245/L1 |
| Property Management & Security | | | | | |
| Foundation Certificate in Advanced Security & Property Management | Hong Kong Association for Democracy and People’s Livelihood | 1 | 20/04/2018 | 04/05/2022 | 18/000315/L1 |
| Foundation Certificate in Advanced Security & Property Management | Caritas — Hong Kong | 1 | 05/05/2015 | 04/05/2022 | 15/001101/L1 |
| Foundation Certificate in Advanced Security & Property Management | Hong Kong Employment Development Service Limited | 1 | 05/05/2015 | 04/05/2022 | 15/001103/L1 |
| Foundation Certificate in Advanced Security & Property Management | HKCT Group Limited | 1 | 05/05/2015 | 04/05/2022 | 15/001107/L1 |
| Foundation Certificate in Advanced Security & Property Management | The Hong Kong Confederation of Trade Unions | 1 | 05/05/2015 | 04/05/2022 | 15/001110/L1 |
| Foundation Certificate in Advanced Security & Property Management | Hong Kong Sheng Kung Hui Welfare Council Limited | 1 | 11/07/2016 | 04/05/2022 | 16/000686/L1 |
| Foundation Certificate in Advanced Security & Property Management | The Evangelical Lutheran Church of Hongkong | 1 | 05/05/2015 | 04/05/2022 | 15/001113/L1 |
| Foundation Certificate in Advanced Security & Property Management | The Hong Kong Federation of Trade Unions | 1 | 11/07/2016 | 04/05/2022 | 16/000694/L1 |
| Foundation Certificate in Advanced Security & Property Management | S.K.H. Holy Carpenter Church Community Centre | 1 | 05/05/2015 | 04/05/2022 | 15/001119/L1 |
| Foundation Certificate in Advanced Security & Property Management | Hongkong School of Commerce | 1 | 20/04/2018 | 04/05/2022 | 18/000343/L1 |
| Foundation Certificate in Advanced Security & Property Management | Christian Action | 1 | 05/05/2015 | 04/05/2022 | 15/001121/L1 |
| Foundation Certificate in Advanced Security & Property Management | Heung To College of Professional Studies | 1 | 05/05/2015 | 04/05/2022 | 15/001123/L1 |
| Foundation Certificate in Advanced Security & Property Management | KCRA Community Education Enhancement Center Limited | 1 | 05/05/2015 | 04/05/2022 | 15/001126/L1 |
| Foundation Certificate in Advanced Security & Property Management | Methodist Centre | 1 | 05/05/2015 | 04/05/2022 | 15/001129/L1 |
| Foundation Certificate in Advanced Security & Property Management | New Territories Association Retraining Centre Limited | 1 | 05/05/2015 | 04/05/2022 | 15/001132/L1 |
| Foundation Certificate in Advanced Security & Property Management | Neighbourhood & Worker’s Service Centre | 1 | 05/05/2015 | 04/05/2022 | 15/001134/L1 |
| Foundation Certificate in Advanced Security & Property Management | Vocational Training Council | 1 | 03/06/2015 | 04/05/2022 | 15/002273/L1 |
| Foundation Certificate in Advanced Security & Property Management | The Young Men’s Christian Association of Hong Kong | 1 | 05/05/2015 | 04/05/2022 | 15/001139/L1 |
| Foundation Certificate in Advanced Security & Property Management | Yan Oi Tong Limited | 1 | 20/04/2018 | 04/05/2022 | 18/000394/L1 |
| Foundation Certificate in Advanced Security & Property Management | Hong Kong Young Women’s Christian Association | 1 | 05/05/2015 | 04/05/2022 | 15/001142/L1 |
| Foundation Certificate in Standard Security & Property Management (English Medium) | The Hong Kong Confederation of Trade Unions | 1 | 05/05/2015 | 04/05/2022 | 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 (English and Nepali) | Hong Kong Sheng Kung Hui Lady MacLehose Centre | 2 | 05/05/2015 | 04/05/2019 | 15/000338/L2 |
| Foundation Certificate in Community Interpreter Training (English and Urdu) | Christian Action | 2 | 05/05/2015 | 31/03/2023 | 15/000324/L2 |
| Workplace Languages | | | | | |
| Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time) | Hong Kong Employment Development Service Limited | 1 | 01/05/2018 | 30/04/2022 | 18/000125/L1 |
| Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time) | The Hong Kong Confederation of Trade Unions | 1 | 01/05/2018 | 30/04/2022 | 18/000129/L1 |
| Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time) | Christian Action | 1 | 01/05/2018 | 30/04/2022 | 18/000131/L1 |
| Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers  (Part-time) | Hong Kong Employment Development Service Limited | 1 | 01/05/2018 | 30/04/2022 | 18/000128/L1 |
| Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers  (Part-time) | Hong Kong Employment Development Service Limited | 1 | 01/05/2018 | 30/04/2022 | 18/000126/L1 |
| Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers  (Part-time) | The Hong Kong Confederation of Trade Unions | 1 | 01/05/2018 | 30/04/2022 | 18/000130/L1 |
| Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers  (Part-time) | Hong Kong Institute of Technology | 1 | 20/04/2018 | 30/04/2022 | 18/000356/L1 |
| Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers  (Part-time) | Hong Kong Employment Development Service Limited | 1 | 01/05/2018 | 30/04/2022 | 18/000127/L1 |
| Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers  (Part-time) | Hong Kong Institute of Technology | 1 | 20/04/2018 | 30/04/2022 | 18/000357/L1 |
| Youth Training Programme | | | | | |
| Foundation Certificate in Business & Office Operations — Youth Training Programme  (Ethnic Minority Programme) | Vocational Training Council | 1 | 05/05/2015 | 31/03/2023 | 15/001560/L1 |

Remarks: The above information was updated as at 4 January 2019.