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## Remarks for Latest Updates

This Course Prospectus, printed in April 2022, introduces the training courses to be provided by the Employees Retraining Board (ERB) from April 2022 to March 2023. While ERB endeavours to ensure accuracy of the Course Prospectus, the latest information announced in ERB Website ([www.erb.org](http://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.

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\* 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 a 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 educational attainment at sub-degree level or below.

ERB provides a diverse range of training courses 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 Courses:** Skills Upgrading 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 Courses:** Generic Skills Courses are part-time non-placement-tied courses on training of transferable skills applicable in different industries including foundation skills (Workplace Languages 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 Centre 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 [www.hkqr.gov.hk](http://www.hkqr.gov.hk) for more details. In addition, ERB has obtained the Programme Area Accreditation (PAA) status at QF Levels 1 to 3 in the "Catering, Food and Beverage Services" sub-area since 2018-19 and then obtained the second PAA status at QF Levels 1 to 3 in the "Computer Science and Information Technology" sub-area in 2022. It demonstrates that ERB has a track record of managing and assuring the quality of its learning programmes within the approved scope.

## **ERB Service Centre**

As the district-based window to the courses and services of ERB, ERB Service Centre offers diversified self-help and support services to those with training and employment needs. The service targets are people aged 15 or above with educational attainment at sub-degree level or below. Registration as members is both simple and free of charge.

### **Course Enquiry and Enrolment Services**

The Service Centre provides an overview of courses of ERB as well as information on courses offered by Training Bodies in the respective districts. The Centre handles general enquiries on training courses and provides 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". 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 ERB Service Centre, ERB Service Spots or booking through the ERB Training Net Course Search Terminal and the website [www.erb.org/tc](http://www.erb.org/tc).

### **Training Support Services**

The Service Centre provides training-related services to encourage self-enhancement. The Centre offers multi-media computer facilities and makes 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 Centre also provides support services for people with employment needs. Job seekers can refer to job cards displayed at the Centre and access the vacancy database of the Labour Department through the vacancy search terminals at the Centre. 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 Centre.

## Location

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

## Opening Hours

Monday to Sunday and Public Holiday: 9am to 9pm\*

(Closed on the 1st to 3rd day of Chinese New Year)

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

## ERB Service Spots

ERB has 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 has set up 10 ERB Service Spots in Kwai Tsing and Tsuen Wan, 12 ERB Service Spots in the Kowloon West area and 15 ERB Service Spots in Kowloon East area.

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)

For details, please visit [www.erb.org/services\\_and\\_schemes/erb\\_service\\_spot](http://www.erb.org/services_and_schemes/erb_service_spot)

## **"ERB Training Net" Course Search Terminals**

ERB has set up "ERB Training Net" course search terminals at over 100 locations, including ERB Siu Sai Wan Headquarters, ERB Service Centre, ERB Service Spots, Labour Department Job Centres, Social Welfare Department

(SWD) Social Security Field Units and non-governmental organisations commissioned by SWD. Members of the public can obtain information on ERB courses, training centres, services and activities as well as register for "Training Consultancy Service" through the terminals. For details, please visit [www.erb.org/services\\_and\\_schemes/training\\_net](http://www.erb.org/services_and_schemes/training_net).

# 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) educational 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 with education attainment at secondary school level or below 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 original of the following supporting documents. Course applications may not be accepted should applicants fail to provide the information or documents required.
  - (i) Proof of eligible employee of the HKSAR <sup>Note 1</sup>
    - Hong Kong Permanent Identity Card or HKSAR Passport, or

- Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents.
- (ii) Proof of educational attainment <sup>Note 2</sup>
- Applicants should submit proof of highest educational attainment <sup>Note 3</sup> 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: reference 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 original of the supporting documents required to the Training Body and complete the Course Application Form; 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 original of the supporting documents before class commencement; or
- (iii) online — applicants may submit online course applications at the ERB website ([www.erb.org](http://www.erb.org)). Applicants are required to provide original of the supporting documents before class commencement.
10. Should applicants fail to provide proof of educational attainment at the time of first application, they may declare their highest educational attainment in the duly signed "Course Application Form", confirming that all information provided is correct and complete. Any subsequent changes to highest educational 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 educational 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 enrolling 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 <sup>Note 4</sup> within 1 year (from the date of application to the commencement date of the first placement-tied course enrolled within the past 12 months).
- (ii) Applicants can apply for 2 placement-tied courses but cannot enrol in both at the same time. Once they are enrolled in one of the courses, the other course application would be cancelled.
- (iii) Applicants <sup>Note 5</sup> can only apply for 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 <sup>Note 6</sup>. Courses offered under "Youth Training Programme" cannot be retaken under any circumstances.
- (v) Except under the 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 <sup>Note 4</sup>.
- (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 <sup>Note 4</sup> for a total of no more than 150 hours within 1 year (from the commencement date of the course to the commencement date of the first non-placement-tied course enrolled within the past 12 months). Application will not be accepted if the 150-hour limit is reached at time of application.
- (ii) Trainees can enrol in more than 1 non-placement-tied course at any one time, given that these courses are enrolled with the same Training Body and that there is no time clash.
- (iii) Trainees can retake once <sup>Note 6</sup>:
  - courses which they have completed (attained attendance rate of at least 80%) but failed in all attempts of final assessments; or
  - non-placement-tied courses enrolled at least 4 years ago (from the date of application to the course commencement date of previous enrolment).
- (iv) Except under the 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 <sup>Notes 4 and 7</sup>.

16. Course applications are valid for 2 years (from date of application). If applicants are, for any reason, not enrolled in classes during the validity period, their course applications will be cancelled on expiration.

## Cancellation of Course Application/Enrolment

17. 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.
18. 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.
19. For enrolled applicants, cancellation of course applications or class enrolments must be made in no less than 3 working days prior to the course commencement date. Late cancellation will not be accepted.
20. For enrolled applicants who fail to cancel course applications or class enrolment duly and do not show up for the course, they will not be allowed to enrol in the same course, or courses at similar or lower level of competency in the same discipline; and not be refunded the paid course fees of non-placement-tied courses enrolled.

## Award of Graduation Certificate

21. 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 (generally attainment of at least 80% attendance rate, after deducting sessions with lateness, early departures and absence; and passing of course assessments). Certificates lost or damaged will not be re-issued.

## Arrangement of Re-assessment

22. Trainees 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.

## Retraining Allowance

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

Type of placement-tied courses	Type of trainees	Retraining allowance per day <i>(on basis of 2 sessions, except "Youth Training Programme" courses)</i>
"Youth Training Programme" courses	All eligible trainees	\$44
"Certificate" or "Diploma" courses	All eligible trainees	\$102

Type of placement-tied courses	Type of trainees	Retraining allowance per day <i>(on basis of 2 sessions, except "Youth Training Programme" courses)</i>
"Foundation Certificate" courses	Eligible trainees who are original service targets (Trainees aged 30 or above and with educational attainment of F.3 or below)	\$223
	Other eligible trainees	\$102

24. 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).
25. 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.

26. 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.
27. 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

28. 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.
29. 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 <sup>Note 8</sup> of \$12,500 or below
"Highly Subsidised Fee"	Monthly income <sup>Note 8</sup> between \$12,501 and \$20,000

Type of course fee	Income level
"Normal Subsidised Fee"	Monthly income <sup>Note 8</sup> of \$20,001 or above

30. 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.
31. 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 <sup>Note 9</sup>; or
- (ii) certification letter issued by current employer specifying salary of the month of or any of the 2 months prior to course commencement <sup>Note 9</sup>; or
- (iii) bank passbook/statement showing payroll records of the month of or any of the 2 months prior to course commencement <sup>Note 9</sup>; or
- (iv) Declaration administered by the Home Affairs Department declaring trainee's income level of the month or any of the 2 months prior to course commencement <sup>Note 9</sup>.

### **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.

## **Trainees with Low Attendance**

32. 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 <sup>Note 10</sup> if it is a first time violation, and for 3 years <sup>Note 10</sup> 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 <sup>Note 10</sup> if it is a first time violation, and for 3 years <sup>Note 10</sup> 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.
33. 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 the above penalty. 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

34. ERB conducts spot checks of trainees’ declared educational attainment, study status, employment status, income level and/or employment relationship (if applicable). 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.
35. 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: enrolment in course(s); and disbursement of retraining allowance or course fee waiver, payment of “Highly Subsidised Fee”, whichever is applicable. In addition, they are required to offset the training cost of courses and/or return the retraining allowance to ERB.
36. 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.
37. 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 training 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 <sup>Note 11</sup> if the concerned training cost and/or retraining allowance are returned; or for 1 year <sup>Note 11</sup> if not.
  - (iii) For second time violation, their course applications will be suspended for 1 year <sup>Note 11</sup> if the concerned training cost and/or retraining allowance are returned; or for 2 years <sup>Note 11</sup> if not.

- (iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.
38. 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 <sup>Note 11</sup> if the difference of the concerned retraining allowance is returned; or for 1 year <sup>Note 11</sup> if not.
39. 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 <sup>Note 11</sup> if the concerned course fee is returned; or for 1 year <sup>Note 11</sup> if not.
  - (iii) For second time violation, their course applications for non-placement-tied course will be suspended for 1 year <sup>Note 11</sup> if the concerned course fee is returned; or for 2 years <sup>Note 11</sup> if not.
  - (iv) For violations beyond second time, the cases will be reported to the Hong Kong Police Force.

## **Personal Information of Applicants/Trainees**

40. The personal data of applicants/trainees are collected and kept for purposes of vetting of course application, course admission, processing of applications for course fee waiver/payment of "Highly Subsidised Fee", disbursement of retraining allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, accreditation of courses, conduct of income surveillance/spot check of educational attainment, study status, employment status, and/or employment relationship (if applicable), verification of placement record and opinion survey, etc. The personal data so collected may be transferred to appointed Training Bodies of ERB, relevant Government departments and/or their commissioned research consultants and agencies for the purposes as stated above.
41. 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.
42. 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 appointed Training Bodies of ERB 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](mailto:erbhk@erb.org) to the Manager (Customer Services) of ERB, or call ERB hotline at 182 182.

43. 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.
44. 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

45. 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.
46. For other comments or complaints, please call ERB hotline at 182 182.

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 educational attainment may be exempted from providing the same proof again in subsequent course applications, on condition that their highest educational attainment remains unchanged, except for cases where proof of educational attainment are required by the entry requirements of training courses.

Note 3: Highest educational 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 educational attainment). If an applicant has completed HKDSE (Form 6) level, "Secondary (Year 6)" would be considered as his/her highest educational attainment in course applications. Applicants with non-local educational qualification may determine their equivalent local educational 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 educational attainment may be considered as equivalent to above Form 3.

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.

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.

Note 9: For example, for course commences in April this year, relevant month of the document required shall be February, March or April of the year.

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

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

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](http://www.erb.org)) for the updates.

## Placement-tied Courses

## Property Management & Security

### Foundation Certificate in Standard Security &

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

### Property Management (English Medium)

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; 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:								
	<table border="1"><thead><tr><th>Training Bodies</th><th>Telephone</th><th>Course Code</th></tr></thead><tbody><tr><td>The Hong Kong Federation of Trade Unions</td><td>2715 6671</td><td>FU132DS</td></tr></tbody></table>	Training Bodies	Telephone	Course Code	The Hong Kong Federation of Trade Unions	2715 6671	FU132DS		
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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 &

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

### Property Management

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	<ul style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. Form Three; and</li> <li>iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit.</li> </ul>																																
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	KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2116 4481	KA012DR
	Youth Centre of The True Word Lutheran Church operated by The True Word Lutheran Church Limited	2367 1111 / 2364 2472	LU004DS
	Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC015DR
	New Territories Association Retraining Centre Limited	2146 6388	NT022DR
	Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW004DR
	The Young Men's Christian Association of Hong Kong	2708 8995 / 2268 7733 / 2281 6038	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.

## Beauty Therapy

### Foundation Certificate in Junior Beautician Training

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

**(English Medium)**

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK046DS

## Beauty Therapy

### Foundation Certificate in Nail Technician Training

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

**(English Medium)**

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK056DS
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS177DS
	Yang Memorial Methodist Social Service	2251 0888	YM017DS

## Hotel

### Foundation Certificate in Hotel Room Attendant Training

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

**(English Medium)**

Course Objective	To equip trainees with the basic knowledge and skills of hotel room services, and to enhance confidence and employability of trainees so that they can meet the job requirements and secure employment as a Hotel Room Attendant.		
Course Content	This course will be conducted in English. The course will cover industry overview, different kinds of hotel rooms, beds and facilities, service procedures when entering the rooms, hotel room arrangement and cleaning procedures, bed making skills, receiving and returning laundries, hotel security and personal safety, work reports, forms and common documents, vocational English and Cantonese, personal attributes and job search skills.		
Entry Requirements	i. Form Three; or Primary Six with at least two years' working experience; and ii. Possess basic written and spoken English proficiency (applicants who have not completed Form One are required to pass the written entry test).		
Course Duration	124 hours (approximately 7 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK221DS

## Business

### Foundation Certificate in Bookkeeping

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

**(LCCI Level 1 Bookkeeping Examination)**

**(English Medium)**

Course Objective	To equip trainees with the essential skills and knowledge in basic bookkeeping, assist them to take the LCCI Level 1 Bookkeeping (VRQ) Examination and help them secure employment as an Accounting Clerk or related position.								
Course Content	This course will be conducted in English. The course will cover industry overview, books of original entry and double-entry, accounting for payroll, control accounts, financial statements of a sole trader, personal attributes and job search skills.								
Entry Requirements	<ul style="list-style-type: none"> <li>i. Form Three; and</li> <li>ii. Possess good English communication skills; and</li> <li>iii. Pass the English and Mathematics entry test.</li> </ul>								
Course Duration	156 hours (approximately 8 weeks)								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Training Bodies</th> <th style="text-align: left;">Telephone</th> <th style="text-align: left;">Course Code</th> </tr> </thead> <tbody> <tr> <td>Yang Memorial Methodist Social Service</td> <td>2251 0888</td> <td>YM015DS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Yang Memorial Methodist Social Service	2251 0888	YM015DS
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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 Internet Business Start-up

Full-time placement-tied courses

With placement follow-up service of six months (or above)

Conducted in English

**(English Medium)**

Course Objective	To enable trainees to understand basic knowledge, and to grasp the elementary skills of ICT and business start-up; and help them secure employment as an entrepreneur.								
Course Content	This course will be conducted in English. The course will cover industry overview, basic knowledge of online entrepreneurship and business, online shop structure and management, e-Marketing strategy for online business, regulations and legislations related to online business, government funding schemes, startup budget analysis, business plan, case study, personal attributes and job search skills.								
Entry Requirements	<ul style="list-style-type: none"> <li>i. Form Five or above, or Form Three with at least two years' working experience; and</li> <li>ii. Pass the English entry test; and</li> <li>iii. Pass the entry test on basic computer skills.</li> </ul>								
Course Duration	144 hours (approximately 9 weeks)								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Training Bodies</th> <th style="text-align: left;">Telephone</th> <th style="text-align: left;">Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK266DS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK266DS
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## Business

### Foundation Certificate in Human Resources

Full-time placement-tied courses

With enhanced placement service model

Conducted in Cantonese supplemented with English training materials

### Assistant Training

Course Objective	To equip trainees with the knowledge of the operational practices of human resources department, and the understanding of daily office administrative operations, and to help them secure employment as a Human Resources Assistant or related jobs.		
Course Content	This course will be conducted in Cantonese and supplemented with English training materials. The course will cover 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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	HKCT Group Limited	2711 9820	CT197DS
	The Evangelical Lutheran Church of Hongkong	2612 1221 / 2454 4801 / 3104 3222 / 2155 2644 / 2155 4256	EL060DS
	KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2116 4481	KA059DS
	Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC075DS
	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

Course Objective	To enable trainees to understand basic knowledge and culture of coffee, and to grasp the elementary skills 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, types of tea leaf and brewing method of scented tea, modulation techniques of other 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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK047DS
	The Hong Kong Federation of Trade Unions	2715 6671	FU143DS
	Christian Action	8106 6190 / 2716 8812	HK263DS
	Yang Memorial Methodist Social Service	2251 0888	YM011DS

## Catering

### Foundation Certificate in Junior Chef in

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

### Western Cuisine Training (English Medium)

Course Objective	To equip trainees with practical Western cooking skills, and help them secure employment as a Junior Chef in Western cuisine or related work.
Course Content	This course will be conducted in English. The course will cover industry overview, kitchen management, industry-related terminology, product knowledge, practical cooking skills, personal attributes and job search skills.
Entry Requirements	Pass the English entry test
Course Duration	160 hours (approximately 8 weeks)

Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK244DS
	Yang Memorial Methodist Social Service	2251 0888	YM018DS

## Social Services

### Foundation Certificate in Community Interpreter Training

Full-time placement-tied courses

With placement follow-up service of six months (or above)

Conducted in English

**(English and Urdu)**

Course Objective	To enable trainees to understand the roles of a Community Interpreter and acquire the relevant job skills; and help them secure employment as a Community Interpreter or get a job in related industry.		
Course Content	This course will be conducted in English. The course will cover industry overview, professional code of ethics, community interpretation theories and techniques, community interpreting in medical and healthcare setting, general paralegal advice, on-site and telephone interpretation, social welfare services and terminologies, qualities of community worker, personal attributes and job search skills.		
Entry Requirements	<ul style="list-style-type: none"> <li>i. Completion of Form Five; and</li> <li>ii. Obtain Level Two or above in English Language in HKCEE or HKDSE, or equivalent; and</li> <li>iii. Possess Urdu literacy skills; and</li> <li>iv. Pass the oral and written entry test.</li> </ul>		
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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK211DS

## Healthcare Services

### Foundation Certificate in Medical Clinic Assistant Training

Full-time placement-tied courses

With placement follow-up service of six months (or above)

Conducted in English

**(English Medium)**

Course Objective	To equip trainees with basic healthcare 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 English. The course will cover industry overview, operation and administration of clinics, basic healthcare skills, infection control, basic knowledge on pharmacology, communications skills with patients, personal attributes and job search skills.		
Entry Requirements	<ul style="list-style-type: none"> <li>i. Completion of Form Five with at least two years' working experience; or five passes in the HKCEE or HKDSE, or equivalent; and</li> <li>ii. Pass the English entry test (the applicant who has obtained Grade E/Level Two or above in English Language in HKCEE or HKDSE can be exempted).</li> </ul>		
Course Duration	124 hours (approximately 7 weeks)		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK066DS

**Healthcare Services**

**Foundation Certificate in Care-related Support**

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

**Worker Training**

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	<ul style="list-style-type: none"> <li>i. Completion of Form Three; and</li> <li>ii. Possess basic written and spoken English proficiency.</li> </ul>		
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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Hong Kong Association of Gerontology	2775 5756 / 2775 5155	AG006DS
	Hong Kong Association for Democracy and People's Livelihood	2370 3387 / 2330 0345	AP050DS
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	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	CT259DS
	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 / 2157 9699 / 2386 6256	FC027DS
	The Federation of Hong Kong and Kowloon Labour Unions	2787 9967/2793 9887	FL058DS
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	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 4380	HC043DS
	Haven of Hope Christian Service	2643 3120 / 2643 3365	HH001DS
	Christian Action	8106 6190 / 2716 8812	HK232DS
	Heung To College of Professional Studies	2381 0426	HT039DS
	KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2116 4481	KA072DS

	Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC058DS
	Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW020DS
	Hong Kong Red Cross	2603 0188	RC011DS
	Hong Kong St. John Ambulance	2530 8048 / 2530 8028	SA006DS
	St. James' Settlement	2596 2589 / 3572 0644 / 3791 2240 / 2431 8299	SJ026DS
	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK081DS
	Vassar International Chinese Medical Society Limited	3114 0199	VM014DS
	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

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, Access Control List and Network Address Translation, preparation for CCNA Examination, personal attributes and job search skills.
Entry Requirements	i. Holder of secondary school certificate, or equivalent; 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:

	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	HKCT Group Limited	2711 9820	CT162DS
	Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT325DS

## Skills Upgrading Courses

### Property Management & Security

#### Foundation Certificate in Quality Assurance System

Half-day or evening courses

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

Courses for professional qualification

Conducted in English

#### for the Recognition Scheme of Security Training (English Medium) (Part-time)

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	<ul style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. With working experience; and</li> <li>iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit; and</li> <li>iv. Pass the English entry test (For applicants with Primary Six qualification, the entry test will be exempted).</li> </ul>		
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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	The Hong Kong Federation of Trade Unions	2715 6671	FU606ES / FU606HS
	Christian Action	8106 6190 / 2716 8812	HK129ES / HK131HS

Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$375 Normal Subsidised Fee \$1,250
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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 SGSA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

## Business

### Foundation Certificate in Small Business Start-up I

Half-day or evening courses

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

Conducted in English

**(Fundamental Operation) (English Medium)**

**(Part-time)**

Course Objective	To enable trainees to know 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	<ul style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. Interested to start up a business or be self-employed; and</li> <li>iii. Pass the interview; and</li> <li>iv. Possess basic English literacy skills.</li> </ul>								
Course Duration	48 hours								
Course Mode	Half-day or evening								
Application Status	<p>Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Training Bodies</th> <th style="text-align: left;">Telephone</th> <th style="text-align: left;">Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK137ES / HK137HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK137ES / HK137HS
Training Bodies	Telephone	Course Code							
Christian Action	8106 6190 / 2716 8812	HK137ES / HK137HS							
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$975 Normal Subsidised Fee \$3,250								

## Business

### Foundation Certificate in Preparation for LCCI Level 2

Half-day or evening courses

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

Conducted in English

## **Bookkeeping and Accounting Examination (English Medium) (Part-time)**

Course Objective	To enable trainees who have basic knowledge of bookkeeping enhance their ability to handle financial statements and prepare for the examination of LCCI Level 2 Bookkeeping and Accounting (VRQ), by which their employment competence is increased and meet the requirements of the accounting industry.								
Course Content	This course will be conducted in English. The course will cover recording financial transactions, control account, correction of errors and the journal, adjustments in financial statements, preparation of financial statements and accounting ratios.								
Entry Requirements	<ul style="list-style-type: none"> <li>i. Form Three with at least two years' working experiences; and</li> <li>ii. Holder of Certificate in LCCI Level 1 Bookkeeping (VRQ) or equivalent, or with at least two years' working experience in accounting and pass the bookkeeping entry test; and</li> <li>iii. Pass the English entry test.</li> </ul>								
Course Duration	72 hours								
Course Mode	Half-day or evening								
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Yang Memorial Methodist Social Service</td> <td>2251 0888</td> <td>YM009ES / YM009HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Yang Memorial Methodist Social Service	2251 0888	YM009ES / YM009HS
Training Bodies	Telephone	Course Code							
Yang Memorial Methodist Social Service	2251 0888	YM009ES / YM009HS							
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$950 Normal Subsidised Fee \$4,750								

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

## **Catering**

### **Foundation Certificate in Pastry Making (Cake)**

Half-day or evening courses

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

Conducted in English

### **(English Medium) (Part-time)**

Course Objective	To equip trainees with knowledge of features of sponge cakes and gateaux and their preparation.
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, butter cake, assorted cakes, butter and fresh cream and mousse cake.
Entry Requirements	<ul style="list-style-type: none"> <li>i. At least half year's working experience in the catering industry; and</li> <li>ii. Pass the English entry test.</li> </ul>
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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Yang Memorial Methodist Social Service	2251 0888	YM008ES / YM007HS
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250		

## Social Services

### Foundation Certificate in Community Networking and

Half-day or evening courses

Conducted in English

### Programme Planning (English Medium) (Part-time)

Course Objective	To equip trainees with essential knowledge and skills of community networking and programme planning.		
Course Content	This course will be conducted in English. The course will cover industry overview, social values and ethics, major anti-discrimination ordinances in Hong Kong, techniques of community networking and programme planning.		
Entry Requirements	<ul style="list-style-type: none"> <li>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</li> <li>ii. Pass the entry written test on English literacy and computer skills.</li> </ul>		
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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK115ES / HK139HS
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$1,425 Normal Subsidised Fee \$4,750		

# Generic Skills Courses

## IT Applications

### Foundation Certificate in Computer Operations for Beginners

Half-day or evening courses

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

Conducted in English

**(English Medium) (Part-time)**

Course Objective	To enable trainees to familiarise the basic knowledge of IT applications, to know the basic concept of computer, basic operations skills of keyboard, Windows and Accessories, simple word processing skills, and internet applications, to enhance the confidence of trainees.		
Course Content	This course will be conducted in English. The course will cover basic Windows operation, simple word processing, concept and application of internet, and application of email.		
Entry Requirements	Possess basic English literacy skills		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$525 Normal Subsidised Fee \$1,750		

## IT Applications

### Foundation Certificate in Word Processing I

Half-day or evening courses

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

Conducted in English

**(English Medium) (Part-time)**

Course Objective	To enable trainees to familiarise with the basic functions of MS Word, and apply the skills they learnt in MS Word to work and daily life.
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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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK101EG / BK101HG
	Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG
	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK084EG / SK037HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$450 Normal Subsidised Fee \$2,250		

## IT Applications

### Foundation Certificate in Spreadsheet Processing I

Half-day or evening courses

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

Conducted in English

#### (English Medium) (Part-time)

Course Objective	To enable trainees to familiarise with the basic functions of MS Excel, and apply the skills they learnt in MS Excel to work and daily life.
Course Content	This course will be conducted in English. The course will cover the interface of MS Excel, file management, operation of the cells, using basic operations, formulas and functions in cells, worksheet editing, data filtering and sorting, charts making and application, printing procedures and multi Windows management.
Entry Requirements	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of 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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK102EG / BK102HG
	Christian Action	8106 6190 / 2716 8812	HK046EG / HK116HG
	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK128EG / SK128HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$450 Normal Subsidised Fee \$2,250		

## IT Applications

### Foundation Certificate in Internet Application

Half-day or evening courses

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

Conducted in English

**(English Medium) (Part-time)**

Course Objective	To enable trainees to acquire knowledge of the basic functions and technique in using the internet, and know about the copyrights, illegal download, the related laws and regulations, computer virus, and installation and use of the anti-virus software.		
Course Content	This course will be conducted in English. The course will cover the basic concepts and functions of internet, application of web browser and search engine, internet application in workplace, introduction to Adobe Acrobat Reader 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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK149EG / HK149HG

	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK133EG / SK133HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$450 Normal Subsidised Fee \$2,250		

## 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)**

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK124EG / BK124HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS162EG / CS167HG
	Hong Kong Sheng Kung Hui Welfare Council Limited	2109 0082	DW025EG / DW025HG
	Christian Action	8106 6190 / 2716 8812	HK109EG / HK133HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese II

Half-day or evening courses

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

#### (Social Life) for Non-Chinese Speakers (Part-time)

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK125EG / BK125HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS163EG / CS168HG
	Christian Action	8106 6190 / 2716 8812	HK110EG / HK134HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese II

Half-day or evening courses

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

#### (Workplace) for Non-Chinese Speakers (Part-time)

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK126EG / BK126HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS164EG / CS169HG
	Christian Action	8106 6190 / 2716 8812	HK111EG / HK135HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese II

Half-day or evening courses

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

### (Discussion) for Non-Chinese Speakers (Part-time)

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK127EG / BK127HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS165EG / CS170HG

	Christian Action	8106 6190 / 2716 8812	HK112EG / HK136HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese

Half-day or evening courses

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

### **(Customer Services) for Non-Chinese Speakers (Part-time)**

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:								
	<table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS216EG / CS216HG</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS216EG / CS216HG		
Training Bodies	Telephone	Course Code							
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS216EG / CS216HG							
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250								

## Workplace Languages

## Foundation Certificate in Vocational Putonghua I

Half-day or evening courses

Applications with education attainment of F.3 or below may enrol  
**for Non-Chinese Speakers (Part-time)**

Course Objective	To introduce basic oral and listening Putonghua skills to trainees to enable them to handle simple Putonghua communication in daily life.									
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of basic Putonghua sound system, name and family members, numbers and time, weather, temperature and seasons, places and public transport.									
Entry Requirements	Possess basic English literacy skills									
Course Duration	30 hours									
Course Mode	Half-day or evening									
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details: <table border="1"><thead><tr><th>Training Bodies</th><th>Telephone</th><th>Course Code</th></tr></thead><tbody><tr><td>Christian Action</td><td>8106 6190 / 2716 8812</td><td>HK151EG / HK151HG</td></tr><tr><td>Vocational Training Council (Integrated Vocational Development Centre)</td><td>3907 6789</td><td>VT266EG / VT266HG</td></tr></tbody></table>	Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG	Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT266EG / VT266HG
Training Bodies	Telephone	Course Code								
Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG								
Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT266EG / VT266HG								
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750									

## Workplace Languages

### Foundation Certificate in Elementary Workplace Chinese I

Half-day or evening courses

Applications with education attainment of F.3 or below may enrol  
**for Non-Chinese Speakers (Part-time)**

Course Objective	To enable trainees to develop basic concepts of Chinese language, and their Chinese literacy skills required at work and in daily life.
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	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK092EG / BK092HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS227EG / CS227HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750		

## Workplace Languages

### Foundation Certificate in Elementary Workplace Chinese II

Half-day or evening courses

Applications with education attainment of F.3 or below may enrol  
**for Non-Chinese Speakers (Part-time)**

Course Objective	To enable trainees to further enhance basic concepts of Chinese language and their Chinese literacy skills for work and social life.		
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 Chinese entry test; 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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK093EG / BK093HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS228EG / CS228HG

Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750
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## Workplace Languages

### Foundation Certificate in Elementary Workplace

Half-day or evening courses

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

### Chinese III (Writing) for Non-Chinese Speakers (Part-time)

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese writing skills in workplace.								
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of writing and use of written Chinese in social and business writing.								
Entry Requirements	i. Holder of "Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)" of 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: <table border="1" data-bbox="486 1220 1524 1377" style="margin-left: 20px;"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS230EG / CS230HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS230EG / CS230HG
Training Bodies	Telephone	Course Code							
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS230EG / CS230HG							
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250								

## Workplace Languages

### Foundation Certificate in Elementary Workplace

Half-day or evening courses

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

### Chinese III (Reading) for Non-Chinese Speakers (Part-time)

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese reading skills in workplace.											
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of reading and 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: <table border="1" data-bbox="485 667 1519 902"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS229EG / CS229HG</td> </tr> <tr> <td>New Home Association Limited</td> <td>2815 7001 / 1833 266</td> <td>NH016EG / NH016HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS229EG / CS229HG	New Home Association Limited	2815 7001 / 1833 266	NH016EG / NH016HG
Training Bodies	Telephone	Course Code										
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS229EG / CS229HG										
New Home Association Limited	2815 7001 / 1833 266	NH016EG / NH016HG										
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$525 Normal Subsidised Fee \$1,750											

## Workplace Languages

### Foundation Certificate in Workplace Chinese (Writing)

Half-day or evening courses

Applications with education attainment of F.3 or below may enrol  
**for Non-Chinese Speakers (Part-time)**

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS231EG / CS231HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250		

## Workplace Languages

### Foundation Certificate in Workplace Chinese (Reading)

Half-day or evening courses

Applications with education attainment of F.3 or below may enrol  
**for Non-Chinese Speakers (Part-time)**

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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS232EG / CS232HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250		

## Personal Attributes

## Foundation Certificate in Personal Attributes

Half-day or evening courses

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

Conducted in English

### (English Medium) (Part-time)

Course Objective	To enable trainees to strengthen soft skills, to enhance personal attributes, and secure an employment.		
Course Content	This course will be conducted in English. The course will cover self-understanding and management, mindset and emotion management, working culture and skills, communication and interpersonal skills, and team spirit.		
Entry Requirements	Possess basic English literacy skills		
Course Duration	20 hours		
Course Mode	Half-day or evening		
Application Status	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	New Home Association Limited	2815 7001 / 1833 266	NH005EG / NH005HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$375 Normal Subsidised Fee \$1,250		

## Personal Attributes

### Foundation Certificate in Job Search Skills

Half-day or evening courses

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

Conducted in English

### (English Medium) (Part-time)

Course Objective	To equip trainees with practical job searching and interviewing skills, and knowledge of basic labour ordinances.		
Course Content	This course will be conducted in English. The course will cover job seeking and interviewing skills, basic relevant ordinances.		
Entry Requirements	Possess basic English literacy skills		
Course Duration	12 hours		
Course Mode	Half-day or evening		
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:		

	<table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>2815 7001 / 1833 266</td> <td>NH004EG / NH004HG</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	New Home Association Limited	2815 7001 / 1833 266	NH004EG / NH004HG
Training Bodies	Telephone	Course Code					
New Home Association Limited	2815 7001 / 1833 266	NH004EG / NH004HG					
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$225 Normal Subsidised Fee \$750						

## Personal Attributes

### Foundation Certificate in Employment Set Sail

Half-day or evening courses

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

Conducted in English

### (English Medium) (Part-time)

Course Objective	To enable trainees to recognize the community resources, transportation network and the local labor market situation; understand their roles and responsibilities in the family; speak and listen to basic Cantonese for basic / simple general socializing and workplace communication.								
Course Content	This course will be conducted in English. The course will introduce community resources and transportation Network, local labour market, family roles and responsibility and Cantonese for daily life.								
Entry Requirements	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: <table border="1" data-bbox="485 1375 1519 1509"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>New Home Association Limited</td> <td>2815 7001 / 1833 266</td> <td>NH003EG / NH003HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	New Home Association Limited	2815 7001 / 1833 266	NH003EG / NH003HG
Training Bodies	Telephone	Course Code							
New Home Association Limited	2815 7001 / 1833 266	NH003EG / NH003HG							
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250								

## Youth Training Courses

Youth Training Programme

Youth Training Programme targets at non-engaged youth aged between 15 and 24. The courses, which are more suitable for applicants who have attained up to secondary school education, aim to stimulate the youths' desire to learn and 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

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	<ul style="list-style-type: none"> <li>i. Non-engaged ethnic minority youths aged between 15 and 24; and</li> <li>ii. Secondary education level or below; and</li> <li>iii. Pass the admission interview.</li> </ul>			
Course Duration	300 hours			
Course Mode	Full-time			

Application Status	Exact course schedule and address of training centre are subject to the arrangement of the Training Body offering this course. Please contact Vocational Training Council (Youth College) by phone at 5244 5662 / 3519 1808 for details.
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## 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
<b>Beauty Therapy</b>					
Foundation Certificate in Junior Beautician Training (English Medium)	Baptist Oi Kwan Social Service	1	19/05/2020	31/03/2023	20/000354/L1
<b>Business</b>					
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	10/09/2020	31/03/2023	20/000635/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	Christian Action	2	12/04/2019	31/03/2023	19/000509/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	Methodist Centre	2	19/05/2020	31/03/2023	20/000367/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	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2	01/05/2021	31/03/2023	21/000361/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	Hong Kong Young Women's Christian Association	2	10/06/2015	31/03/2023	15/002683/L2
<b>Catering</b>					
Foundation Certificate in Barista Training (English Medium)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2023	15/001635/L1
Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)	Christian Action	1	02/12/2020	04/05/2023	20/000763/L1
Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)	Yang Memorial Methodist Social Service	1	02/12/2020	04/05/2023	20/000765/L1

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
Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)	Yang Memorial Methodist Social Service	2	01/04/2017	04/05/2023	17/000403/L2
<b>Healthcare Services</b>					
Foundation Certificate in Care-related Support Worker Training	Hong Kong Association of Gerontology	2	05/05/2015	31/03/2023	15/000101/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Association for Democracy and People's Livelihood	2	09/01/2020	31/03/2023	20/000044/L2
Foundation Certificate in Care-related Support Worker Training	Baptist Oi Kwan Social Service	2	10/06/2015	31/03/2023	15/002407/L2
Foundation Certificate in Care-related Support Worker Training	Caritas — Hong Kong	2	05/05/2015	31/03/2023	15/000103/L2
Foundation Certificate in Care-related Support Worker Training	College of Nursing, Hong Kong	2	05/05/2015	31/03/2023	15/000105/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Employment Development Service Limited	2	05/05/2015	31/03/2023	15/000107/L2
Foundation Certificate in Care-related Support Worker Training	HKCT Group Limited	2	10/06/2019	31/03/2023	19/000901/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Sheng Kung Hui Welfare Council Limited	2	01/04/2017	31/03/2023	17/000436/L2
Foundation Certificate in Care-related Support Worker Training	The Evangelical Lutheran Church of Hongkong	2	05/05/2015	31/03/2023	15/000112/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Federation of Women's Centres	2	10/06/2015	31/03/2023	15/002459/L2
Foundation Certificate in Care-related Support Worker Training	The Federation of Hong Kong and Kowloon Labour Unions	2	10/06/2015	31/03/2023	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	31/03/2023	16/000691/L2
Foundation Certificate in Care-related Support Worker Training	The Hong Kong Federation of Trade Unions	2	05/05/2015	31/03/2023	15/000115/L2
Foundation Certificate in Care-related Support Worker Training	S.K.H. Holy Carpenter Church Community Centre	2	11/07/2016	31/03/2023	16/000701/L2
Foundation Certificate in Care-related Support Worker Training	Haven of Hope Christian Service	2	12/08/2015	31/03/2023	15/002773/L2
Foundation Certificate in Care-related Support Worker Training	Christian Action	2	10/06/2015	31/03/2023	15/002526/L2
Foundation Certificate in Care-related Support Worker Training	Heung To College of Professional Studies	2	12/06/2021	31/03/2023	21/000435/L2
Foundation Certificate in Care-related Support Worker Training	KCRA Community Education Enhancement Center Limited	2	15/07/2016	31/03/2023	16/000741/L2
Foundation Certificate in Care-related Support Worker Training	Methodist Centre	2	10/06/2015	31/03/2023	15/002552/L2
Foundation Certificate in Care-related Support Worker Training	Neighbourhood & Worker's Service Centre	2	10/06/2015	31/03/2023	15/002627/L2

Title of Qualification	Training Body	Qualification s Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Care-related Support Worker Training	Hong Kong Red Cross	2	05/05/2015	31/03/2023	15/000119/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong St. John Ambulance	2	05/05/2015	31/03/2023	15/000121/L2
Foundation Certificate in Care-related Support Worker Training	St. James' Settlement	2	05/05/2015	31/03/2023	15/000123/L2
Foundation Certificate in Care-related Support Worker Training	Vocational Training Council	2	20/04/2018	31/03/2023	18/000384/L2
Foundation Certificate in Care-related Support Worker Training	Yan Oi Tong Limited	2	10/06/2015	31/03/2023	15/002673/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Young Women's Christian Association	2	10/06/2015	31/03/2023	15/002682/L2
<b>Information &amp; Communications Technology</b>					
Certificate in Network Engineering Technician Training	HKCT Group Limited	3	05/05/2015	04/05/2022	15/003485/L3
<b>IT Applications</b>					
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	31/03/2023	15/001337/L1
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Hong Kong Institute of Technology	1	01/04/2019	31/03/2023	19/000079/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	04/05/2022	15/003176/L1
<b>Personal Attributes</b>					
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	Hong Kong Sheng Kung Hui Welfare Council Limited	1	12/04/2019	31/03/2023	19/000547/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)	Hong Kong Sheng Kung Hui Lady MacLehose Centre	1	12/04/2019	31/03/2023	19/000611/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)	Hong Kong Sheng Kung Hui Lady MacLehose Centre	1	12/04/2019	31/03/2023	19/000612/L1
<b>Property Management &amp; Security</b>					
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	Baptist Oi Kwan Social Service	1	12/04/2019	04/05/2022	19/000530/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

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
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	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 Federation of Hong Kong and Kowloon Labour Unions	1	16/07/2020	04/05/2022	20/000512/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	Youth Centre of The True Word Lutheran Church operated by The True Word Lutheran Church Limited	1	02/06/2021	04/05/2022	21/000405/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 Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	Baptist Oi Kwan Social Service	1	15/05/2021	31/03/2023	21/000375/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	Christian Action	1	12/04/2019	31/03/2023	19/000516/L1
<b>Social Services</b>					

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
Foundation Certificate in Community Interpreter Training (English and Urdu)	Christian Action	2	05/05/2015	31/03/2023	15/000324/L2
<b>Workplace Languages</b>					
Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	01/06/2020	31/03/2023	20/000299/L1
Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/06/2020	31/03/2023	20/000301/L1
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	01/06/2020	31/03/2023	20/000300/L1
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/06/2020	31/03/2023	20/000302/L1
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)	Hong Kong Sheng Kung Hui Welfare Council Limited	1	22/04/2021	30/04/2022	21/000306/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 I for Non-Chinese Speakers (Part-time)	New Home Association Limited	1	23/09/2020	30/04/2022	20/000643/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 (Discussion) for Non-Chinese Speakers (Part-time)	Christian Action	1	12/04/2019	30/04/2022	19/000515/L1
Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers (Part-time)	Hong Kong Institute of Technology	1	20/04/2018	30/04/2022	18/000357/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)	Hong Kong Sheng Kung Hui Welfare Council Limited	1	22/04/2021	30/04/2022	21/000307/L1
Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)	Christian Action	1	12/04/2019	30/04/2022	19/000513/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

Title of Qualification	Training Body	Qualification s Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
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)	Christian Action	1	12/04/2019	30/04/2022	19/000514/L1
<b>Youth Training Programme</b>					
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

- \* SCS-based Courses: SCS-based courses refer to education and training programmes that adopt the Specifications of Competency Standards formulated by various Industry Training Advisory Committees under the Qualifications Framework as the main basis for curriculum design.

Remarks: The above information was updated as at 31 December 2021.