僱員再培訓局
Employees Retraining Board

ERB Course Prospectus (April 2022 – March 2023)
Training for Ethnic Minorities
Errata Notice (III)

Please note that, with immediate effect, the following revisions have been made to "ERB Course Prospectus (April 2022 to March 2023) - Training for Ethnic Minorities":

Details on the Revisions

I. Revision on "Course Objective" and "Note" (Effective from 24 October 2022)

Foundation Certificate in Standard Security & Property Management (English Medium) Full-time placement-tied courses Applications with education attainment of F.3 or below may enroll With placement follow-up service of six months (or above) Courses for professional qualification Conducted in English		
Original Information	**Revised Information**	**Page**
Course Objective To enable the 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 the trainees secure employment as a Security Guard.	**Course Objective** To enable the trainees to understand the daily security work of commercial and residential premises and properties, basic skills and knowledge of practical work, and the appropriate work attitude, in order to help the trainees secure employment as a Security Guard.	15
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	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. When applying for the course, trainees must confirm in writing that they satisfy the	

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.	criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". 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.	

II. Revision on "Note"

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

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

Original Information	Revised Information	Page
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.	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. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". 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	31

	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.	

Employees Retraining Board
December 2022

僱員再培訓局
Employees Retraining Board

ERB Course Prospectus (April 2022 – March 2023)
Training for Ethnic Minorities
Errata Notice (II)

Please note that, with immediate effect, the following revisions have been made to "ERB Course Prospectus (April 2022 to March 2023) - Training for Ethnic Minorities":

Details on the Revisions

I. Courses Newly Added

Skills Upgrading Courses

Electrical and Mechanical Services

Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part time) Half-day or evening courses Applications with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable the trainees to design, assembly and test the installation of low-voltage electrical system with a rated load not exceeding 400 amperes, in order to fulfill the requirements of the trade knowledge test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services.
Course Content	This course will be conducted in English. This course will cover the Code of Practice for the Electricity (Wiring) Regulations and relevant safety measures, power distribution system, cable and flexible wire, wiring and tubing, circuit and connection, prevention of electric shock, checking, testing and receiving electrical installations, completion requirements and electrical theory.

Entry Requirements	i. Have been employed as an electrical worker for at least five years, of which at least one year's practical experience in electrical work; or Have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, and holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or Completion of an apprentice training equivalent to the apprenticeship certificate and recognized by Electrical and Mechanical Services Training Board, and with actual working experience; and ii. Possess basic English literacy skills.
Course Duration	60 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver $0 / Highly Subsidised Fee $1,725 / Normal Subsidised Fee $5,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course.

Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE032ES / AE032HS

Note:

1. Graduated trainees who have completed this course may enroll on "Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part-time)" offered by ERB, and to sit for the related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services, so as to be registered as a qualified Grade A electrical worker.
2. The public examination fee is NOT included in the course fee.

Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part time) Half-day or evening courses Applications with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable the trainees to design, assembly and test the installation of low-voltage electrical system with rated load not exceeding 400 amperes; graduated trainee may sit for the practical test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services, so as to be registered as a qualified Grade A electrical worker.

Course Content	This course will be conducted in English. This course will cover installation of terminal circuit and line connection (such as 13A circular socket in PVC conduit wiring, three switches controlling a set of electric lights in steel conduit wiring, connection of 220V three-pole industrial plug to patch board, measurement of the line between two wire-protruding boxes, etc.).
Entry Requirements	i. Have been employed as an electrical worker for at least five years, of which at least one year's practical experience in electrical work; or Have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or Completion of an apprentice training equivalent to the apprenticeship certificate and recognized by the Electrical and Mechanical Services Training Board, and with actual work experience; and ii. Holder of "Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part-time)" of ERB, or holder of certificate of a pass in the trade knowledge test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services ; and iii. Possess basic English literacy skills.
Course Duration	66 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver $0 / Highly Subsidised Fee $1,425 / Normal Subsidised Fee $4,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course.

Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE033ES / AE033HS

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

Foundation Certificate in Preparation for Intermediate Trade Test for General Welder (English Medium) (Part time) Half-day or evening courses Applications with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable the trainees to grasp the theories and technical skills of Intermediate Trade Test for General Welder, and encourage the graduated trainees to sit for the test so as to be registered as a qualified Semi-skilled General Welder.
Course Content	This course will be conducted in English. This course will cover types and theories of basic welds, effects of the metal shape, relevant code of practice and safety regulations for Manual Metal Arc Welding (MMAW), methods and procedures for operating MMAW, professionalism in MMAW, relevant code of practice and safety regulations for Oxy-Acetylene Welding (OAW) and Oxyfuel and Arc Cutting (OAC), preparations for OAC, quality inspection on cutting profile, methods and procedures for OAC, practical training for General Welder Intermediate Trade Test.
Entry Requirements	i. Aged 18 or above; and ii. At least two-year work experience related to welding (Note 3); and iii. Possess Certificate for Gas Welding Safety Training Course; and iv. Pass the English entry test
Course Duration	50 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver $0 / Highly Subsidised Fee $1,875 / Normal Subsidised Fee $6,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course.

Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE034ES / AE034HS

Note:

1. The public examination fee is NOT included in the course fee.
2. In order to be eligible for the relevant trade test, applicants must fulfil the application requirements stipulated by the Construction Industry Council (CIC). For details, please refer to the information from the CIC (http://www.cic.hk/).

3. Documentary proofs for work experience accepted by the CIC are required including documentary proof(s) from employer(s); and/or a declaration or oath/affirmation made by the applicant at one of the Home Affairs Enquiry Centres; and/or specified form(s) signed by the Chairman/Vice-chairman of one of the recognised labour unions (Note 4) . (Reference forms for documentary proof(s) of work experience can be downloaded from the website of the CIC http://www.cic.hk/chi/index.html, or taken at Trade Testing Centre/CIC Service Centres/Hong Kong Institute of Construction/recognised labour unions).
4. Recognised labour unions under the CIC Ordinance include Construction Site Workers General Union, Resident Site Staff Association, The Federation of Hong Kong Electrical and Mechanical Industries Trade Unions, Hong Kong Construction Industry Employees General Union, Hong Kong Electrical and Mechanical Engineering Professional Employees Association, Hong Kong General Union of Lift and Escalator Employees, or other recognised trade unions.

Business

Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Mixed-mode Learning) (Part-time) Half-day or evening courses Applications with education attainment of F.3 or below may enrol Conducted in English	
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	i. Aged 18 or above; and ii. Interested to start up a business or be self-employed; and iii. Pass the interview; and iv. Possess basic English literacy skills
Course Duration	48 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver $0 / Highly Subsidised Fee $975 / Normal Subsidised Fee $3,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course.

Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK202ES / HK202HS

Note: Part of the course will be conducted online. The course is suitable for applicants who knows how to operate relevant basic software for web-based learning (e.g. software for network video communication, conferencing, etc.)

II. Revision on "Note"

Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Part-time) Half-day or evening courses Applications with education attainment of F.3 or below may enrol Conducted in English		
Original Information	**Revised Information**	**Page**
	Note: Another mixed-mode course with same training content is also available.	32

Employees Retraining Board
July 2022

僱員再培訓局
Employees Retraining Board

ERB Course Prospectus (April 2022 – March 2023)
Training for Ethnic Minorities
Errata Notice

Please note that, with immediate effect, the following revisions have been made to "ERB Course Prospectus (April 2022 to March 2023) - Training for Ethnic Minorities":

Details on the Revisions

I. Revision on "Note"

Foundation Certificate in Advanced Security & Property Management Full-time placement-tied courses Applications with education attainment of F.3 or below may enrol With enhanced placement service model Courses for professional qualification Conducted in Cantonese supplemented with English training materials		
Original Information	**Revised Information**	**Page**
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.	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. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". 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	17

	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.	

II. Revision on Training Bodies Offering the Courses

Foundation Certificate in Human Resources Assistant Training

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Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
HKCT Group Limited	2711 9820	CT197DS
The Evangelical Lutheran Church of Hongkong	2612 1221 / 2454 4801 / 3104 3222 / 2155 2644 / 2155 4256	EL060DS
Hongkong School of Commerce	3114 8711	HE002DS
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

Employees Retraining Board
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