

ERB Course Prospectus (April 2025 – March 2026)
Training for Ethnic Minorities
Errata Notice (IV)

Please note that, with immediate effect, the following revisions have been made to “ERB Course Prospectus (April 2025 to March 2026) - Training for Ethnic Minorities”:

Details on the Revisions

I. Courses Newly Added

Generic Skills Courses

IT Applications

Certificate in Application of Generative Artificial Intelligence (AI) Image and Video Creation Skills (English Medium) (Part-time)	
Half-day or evening courses Conducted in English	
Course Objective	To enable trainees to integrate generative AI tools into daily business for enhanced productivity and creativity in image and video content creation.
Course Content	This course will be conducted in English. The course will cover the introduction to Artificial Intelligence and its applications in industry, generative AI for image and video design and precautions when using generative AI technology.
Entry Requirements	<ul style="list-style-type: none"> i. Form Six or above; or ii. Form Five with at least two years' working experience; and iii. Pass the entry test on computer knowledge
Course Duration	30 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,125 / Normal Subsidised Fee \$3,750
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
Christian Action	8106 6190 / 2716 8812	HK267EG / HK267HG

ERB Course Prospectus (April 2025 – March 2026)
Training for Ethnic Minorities
Errata Notice (III)

Please note that, with immediate effect, the following revisions have been made to “ERB Course Prospectus (April 2025 to March 2026) - Training for Ethnic Minorities”:

Details on the Revisions

I. Cancelled Course and Newly Added Compressed Placement-tied Courses
(Effective Date: 1 November 2025)

Cancelled Course

Placement-tied Courses

Category	Course Name	Course Duration
Beauty Therapy	Foundation Certificate in Nail Technician Training (English Medium)	120 hours

Newly Added Compressed Placement-tied Courses

Beauty Therapy

Foundation Certificate in Nail Technician Training (English Medium)	
Full-time placement-tied courses Applicants 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 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 the industry overview, structures and caring methods of hand, foot and nail, skills of manicure, pedicure, massage, nail art and acrylic nail production, and career planning.
Entry Requirements	i. Completion of Form Three, or completion of Primary Six with at least two years' work experience; and ii. Pass the English entry test.
Course Duration	86 hours (approximately 5 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course.

Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK082DS
The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL108DS
Christian Action	8106 6190 / 2716 8812	HK294DS
Royal International College	2369 7368	RI010DS
Yang Memorial Methodist Social Service	2251 0888	YM022DS

Employees Retraining Board
October 2025

ERB Course Prospectus (April 2025 – March 2026)
Training for Ethnic Minorities
Errata Notice (II)

Please note that, with immediate effect, the following revisions have been made to “ERB Course Prospectus (April 2025 to March 2026) - Training for Ethnic Minorities”:

Details on the Revisions

I. Courses Newly Added

Generic Skills Courses

Personal Attributes

Foundation Certificate in Career Planning (English Medium) (Part-time)	
Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To equip trainees with basic knowledge of career planning and job seeking skills.
Course Content	This course will be conducted in English. The course will cover the basic knowledge of career planning, lifetime learning concept and basic skills for job seeking and interviewing.
Entry Requirements	Possess basic English literacy skills
Course Duration	8 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$225 / Normal Subsidised Fee \$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
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS303EG / CS303HG
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK211EG / SK211HG

ERB Course Prospectus (April 2025 – March 2026) Training for Ethnic Minorities Errata Notice (I)

Please note that, with immediate effect, the following revisions have been made to “ERB Course Prospectus (April 2025 to March 2026) - Training for Ethnic Minorities”:

Details on the Revisions

I. Courses Newly Added

Placement-tied Courses

Business

Foundation Certificate in Bookkeeping (LCCI Level 1 Bookkeeping Examination) (English Medium)	
<p style="text-align: right;">Full-time placement-tied courses</p> <p style="text-align: center;">Applicants with education attainment of F.3 or below may enrol</p> <p style="text-align: center;">With placement follow-up service of six months (or above)</p> <p style="text-align: right;">Conducted in English</p>	
Course Objective	To equip trainees with essential skills and knowledge in basic bookkeeping, assist them to take the LCCI Level 1 Bookkeeping (VRQ) Examination and help them to secure employment as an accounting clerk or related position.
Course Content	This course will be conducted in English. The course will cover the 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"> i. Form Three; and ii. Possess good English communication skills; and iii. Pass English and Mathematics entry test; and iv. Holder of “Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)” of the ERB; or pass the entry test on basic computer skills
Course Duration	156 Hours (approximately 8 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course.

Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK290DS

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.

Skills Upgrading Courses

Business

Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Mixed-mode Learning) (Part-time)	
Half-day or evening courses Applicants 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. Pass the interview; and iii. Possess basic English literacy skills
Course Duration	48 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,125 / Normal Subsidised Fee \$3,750
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 Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL297ES / FL297HS
Christian Action	8106 6190 / 2716 8812	HK202ES / HK202HS

Foundation Certificate in Preparation for LCCI Level 2 Bookkeeping and Accounting Examination (English Medium) (Part-time)	
Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
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 the recording financial transactions, control accounts, correction of errors and the journal, adjustments in financial statements, preparation of financial statements and accounting ratios.
Entry Requirements	i. Form Three with at least two years' working experiences; and 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 iii. Pass English entry test; and iv. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part time)" of the ERB or pass the entry test on basic computer skills
Course Duration	72 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,150 / 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
Christian Action	8106 6190 / 2716 8812	HK249ES / HK249HS

Note:

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

Construction and Renovation

Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium) (Part-time)	
Half-day or evening courses Applicants 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 basic theory of waterworks, occupational health and safety, types of pipes and their patching methods, installation of stainless steel kitchen sink with single bowl and techniques of water pressure test.
Entry Requirements	i. Aged 18 or above; and ii. At least two-year work experience related to plumbing (Note 3); and iii. Possess valid Construction Industry Safety Training Certificate (Green Card); and iv. Pass the English entry test
Course Duration	60 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$2,325 / Normal Subsidised Fee \$7,750
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	AE053ES / AE053HS
The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL296ES / FL296HS

Note:

- The public examination fee is NOT included in the course fee.
- 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 (<https://www.cic.hk/eng/index.html>).
- 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 Chair-man/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 (<https://www.cic.hk/eng/index.html>), or taken at Trade Testing Centre / CIC Service Centres / Hong Kong Institute of Construction / recognised labour unions).
- 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.

Generic Skills Courses

IT Applications

Foundation Certificate in Tablet Computer Digital Drawing and Design (English Medium) (Part-time)	
Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable trainees to understand the basic functions and application skills of Procreate, draw computer graphics and illustrations, and apply relevant skills to related work in digital graphic design.
Course Content	This course will be conducted in English. The course will cover the basics understanding of procreate interface, gestures, drawing tools, advanced techniques, creative applications, export formats, and business design: combining graphic design principles with illustration case studies.
Entry Requirements	i. Form Three education or above, or ii. Primary Six and with at least two years working experience; or iii. Pass the tablet computer knowledge entrance test
Course Duration	36 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	HK264EG / HK264HG

Foundation Certificate in Word Processing II (English Medium) (Part-time) Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable trainees to familiarize with the advanced functions of the word processing software MS Word and master the MS Word revision and typesetting application skills.
Course Content	This course will be conducted in English. The course will cover the MS Word skill training of customize toolbars, insert notes, edit formulas, merge printing, file recovery and protection.
Entry Requirements	i. Holder of "Foundation Certificate in Word Processing I (English Medium) (Part-time)" of the ERB or equivalent, or ii. Pass the entry test on basic word processing knowledge
Course Duration	30 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$450 / Normal Subsidised Fee \$2,250
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	HK261EG / HK261HG

Foundation Certificate in Spreadsheet Processing II (English Medium) (Part-time)	
Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable trainees to familiarize with the advanced functions of the spreadsheet software MS Excel and master the application skills of pivot analysis tables and graphic reports
Course Content	This course will be conducted in English. The course will cover the MS Excel skill training of advanced cell formatting, advanced application of formulas, use of database function, pivot table and chart, custom report creation and introduction to processing multiple worksheets.
Entry Requirements	i. Holder of “Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)” of the ERB or equivalent, or ii. Pass the entry test on basic spreadsheet knowledge
Course Duration	30 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$450 / Normal Subsidised Fee \$2,250
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	HK262EG / HK262HG

Foundation Certificate in Presentation Software Application (English Medium) (Part-time)	
Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
Course Objective	To enable trainees to familiarize with the basic functions of presentation software and the techniques for making multimedia presentations
Course Content	This course will be conducted in English. The course will cover the MS PowerPoint skill training of user interface, application of templates, slide master, picture effects, multimedia applications and interactive presentation production.
Entry Requirements	i. Holder of “Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)” of the ERB or equivalent, or ii. Pass the entry test on basic computer skills
Course Duration	30 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$450 / Normal Subsidised Fee \$2,250
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	HK263EG / HK263HG

Certificate in AI-enhanced Social Media Content Creation in Marketing (English Medium) (Part-time)	
Half-day or evening courses Conducted in English	
Course Objective	Enable students to apply AI tools for social media content creation and application on marketing-related tasks.
Course Content	This course will be conducted in English. The course will cover the knowledge of intellectual property, marketing techniques on social media platforms, AI creation of social media content, Canva techniques for creating static/dynamic content and Canva application platforms.
Entry Requirements	i. Form Six or above; or ii. Form Five with at least two years' work experience; and iii. Interested in social media creation; and iv. Pass the entry test on computer knowledge.
Course Duration	45 hours
Course Mode	Half day or evening
Course Fee	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,275 / Normal Subsidised Fee \$4,250
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	HK265EG / HK265HG

Employees Retraining Board
July 2025