



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

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**

***Information & Communications Technology***

<b>Certificate in Frontend Web Developer (English Medium)</b>	
Full-time placement-tied courses With placement follow-up service of six months (or above) Conducted in English	
<b>Course Objective</b>	To enable students to develop frontend websites by using HTML5, CSS, JavaScript, and React.js, and to master the skills and workflow tools for frontend web development, helping students pursue frontend web development or related work.
<b>Course Content</b>	This course will be conducted in English. The course will cover basic web programming, advanced web programming, tools and workflow related to develop frontend websites and career planning.
<b>Entry Requirements</b>	i. Completion of Form Five education level; and ii. Pass the admission interview and computer programming entry test.
<b>Course Duration</b>	259 hours (approximately 11 weeks)
<b>Application Status</b>	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	HK295DS

## **Skills Upgrading Courses**

### **Business**

<b>Certificate in AI Applications in Human Resources I (English Medium) (Part-time)</b>	
	Half-day or evening courses Conducted in English
<b>Course Objective</b>	To enable trainees to leverage AI technologies to transform traditional HR practices to digital workplace.
<b>Course Content</b>	This course will be conducted in English. The course will cover the foundations of AI for HR, AI for strategic HR planning and recruitment.
<b>Entry Requirements</b>	i. Form Six or above; or ii. Form Five or above; and with a minimum of two years working experience; and iii. With one year relevant work experience in human resources, administration, management, clerical role.
<b>Course Duration</b>	27 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,125 / Normal Subsidised Fee \$3,750
<b>Application Status</b>	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	HK268ES / HK268HS

<b>Certificate in AI Applications in Human Resources II (English Medium) (Part-time)</b> Half-day or evening courses Conducted in English	
<b>Course Objective</b>	To enable HR professionals to strategically lead AI-driven transformation initiatives, develop comprehensive implementation frameworks
<b>Course Content</b>	This course will be conducted in English. The course will cover the foundations of AI for onboarding, employee engagement, learning and development, and future trends.
<b>Entry Requirements</b>	i. Holder of "Certificate in AI Applications in Human Resources I (English Medium) (Part-time)" of the ERB, or equivalent, or ii. Form Six or above; or Form Five or above and with a minimum of two years working experience; and with one year relevant work experience in human resources, administration, management, clerical role; and Pass the entry test
<b>Course Duration</b>	26 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,125 / Normal Subsidised Fee \$3,750
<b>Application Status</b>	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	HK269ES / HK269HS

Employees Retraining Board  
 January 2026



**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***

<b>Certificate in Application of Generative Artificial Intelligence (AI) Image and Video Creation Skills (English Medium) (Part-time)</b>	
Half-day or evening courses Conducted in English	
<b>Course Objective</b>	To enable trainees to integrate generative AI tools into daily business for enhanced productivity and creativity in image and video content creation.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	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
<b>Course Duration</b>	30 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,125 / Normal Subsidised Fee \$3,750
<b>Application Status</b>	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	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**

<b>Foundation Certificate in Nail Technician Training (English Medium)</b>	
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	
<b>Course Objective</b>	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.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	i. Completion of Form Three, or completion of Primary Six with at least two years' work experience; and ii. Pass the English entry test.
<b>Course Duration</b>	86 hours (approximately 5 weeks)
<b>Application Status</b>	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	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

**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

<b>Course Objective</b>	To equip trainees with basic knowledge of career planning and job seeking skills.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	Possess basic English literacy skills
<b>Course Duration</b>	8 hours
<b>Course Mode</b>	Half-day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$225 / Normal Subsidised Fee \$750
<b>Application Status</b>	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	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***

<b>Foundation Certificate in Bookkeeping (LCCI Level 1 Bookkeeping Examination) (English Medium)</b>	
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	
<b>Course Objective</b>	
	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.
<b>Course Content</b>	
	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.
<b>Entry Requirements</b>	
	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
<b>Course Duration</b>	
	156 Hours (approximately 8 weeks)
<b>Application Status</b>	
	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***

<b>Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Mixed-mode Learning) (Part-time)</b>	
Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English	
<b>Course Objective</b>	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.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	<ol style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. Pass the interview; and</li> <li>iii. Possess basic English literacy skills</li> </ol>
<b>Course Duration</b>	48 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,125 / Normal Subsidised Fee \$3,750
<b>Application Status</b>	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

<b>Course Objective</b>	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.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	<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 English entry test; and</li> <li>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</li> </ul>
<b>Course Duration</b>	72 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,150 / Normal Subsidised Fee \$5,750
<b>Application Status</b>	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**

<b>Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium) (Part-time)</b>	
	Half-day or evening courses Applicants with education attainment of F.3 or below may enrol Conducted in English
<b>Course Objective</b>	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.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	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
<b>Course Duration</b>	60 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$2,325 / Normal Subsidised Fee \$7,750
<b>Application Status</b>	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 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:

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 (<https://www.cic.hk/eng/index.html>).
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 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).
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.

## **Generic Skills Courses**

### ***IT Applications***

<b>Foundation Certificate in Tablet Computer Digital Drawing and Design (English Medium) (Part-time)</b>	
Half-day or evening courses	
Applicants with education attainment of F.3 or below may enrol	
Conducted in English	
<b>Course Objective</b>	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.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	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
<b>Course Duration</b>	36 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$975 / Normal Subsidised Fee \$3,250
<b>Application Status</b>	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	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

<b>Course Objective</b>	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.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Holder of "Foundation Certificate in Word Processing I (English Medium) (Part-time)" of the ERB or equivalent, or</li> <li>ii. Pass the entry test on basic word processing knowledge</li> </ul>
<b>Course Duration</b>	30 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$450 / Normal Subsidised Fee \$2,250
<b>Application Status</b>	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	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

<b>Course Objective</b>	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
<b>Course Content</b>	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.
<b>Entry Requirements</b>	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
<b>Course Duration</b>	30 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$450 / Normal Subsidised Fee \$2,250
<b>Application Status</b>	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

<b>Foundation Certificate in Presentation Software Application (English Medium) (Part-time)</b>	
	Half-day or evening courses
	Applicants with education attainment of F.3 or below may enrol
	Conducted in English
<b>Course Objective</b>	To enable trainees to familiarize with the basic functions of presentation software and the techniques for making multimedia presentations
<b>Course Content</b>	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.
<b>Entry Requirements</b>	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
<b>Course Duration</b>	30 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$450 / Normal Subsidised Fee \$2,250
<b>Application Status</b>	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

<b>Course Objective</b>	Enable students to apply AI tools for social media content creation and application on marketing-related tasks.
<b>Course Content</b>	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.
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Form Six or above; or</li> <li>ii. Form Five with at least two years' work experience; and</li> <li>iii. Interested in social media creation; and</li> <li>iv. Pass the entry test on computer knowledge.</li> </ul>
<b>Course Duration</b>	45 hours
<b>Course Mode</b>	Half day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,275 / Normal Subsidised Fee \$4,250
<b>Application Status</b>	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